

Approved 12/1/10
3-0-0

SELECT BOARD MINUTES - November 17, 2010

Present: Dave DeHerdt, Doug Field, Norm Russell, Mary Fitz-Gibbon

Meeting called to order at 7:04 PM

Minutes: Minutes of 11/03/2010 executive session were approved as written.

Change of Agenda: DeHerdt reported that, as per the Attorney General, the agenda will no longer be listed as "Old Business" and "New Business" when posted; henceforth it will be noted as "topics for discussion."

Wind Energy Siting Advisory Committee - Present: Ron Coler, Brian Clark, Todd Olanyk, Andy Wells, and later Duncan Colter

After a brief discussion during which interested individuals were asked if they had any concerns that might create a conflict of interest (financial or otherwise) that would prevent them from being open-minded in pursuing the goals of this committee, the individuals identified above were appointed to serve. In addition to them Pat Libby (Con Com), Anne Yuryan (ZBA) and Mike Fitzgerald (Planning Bd) will be members. Walter Cudnohufski and Duncan Colter will serve as alternates. Ron Coler volunteered to coordinate the scheduling of the first meeting of this new committee.

Annual Warrant omission - At annual town meeting there was an error in the reading of the motion regarding school funding. The omission of the transfer of \$61,000 from Free Cash to the school budget was recently discovered when the accountant could not reconcile the budget. This will have to be rectified at a special town meeting. According to Janet Swem, former town accountant, the town has approximately \$171,000 in free cash; once the \$61,000 is applied that amount will be reduced to \$110,000. She said the DOR would be reluctant to recertify the amount.

STM – A special town meeting needs to be held as soon as possible, definitely before the end of the year. A tentative schedule would be: 1) have a draft warrant to the finance committee by November 29th, 2) post the final warrant by December 2nd, 3) hold STM on December 16th. As soon as possible following the STM a Classification hearing has to be held by the Assessors so that the tax rate can be set and tax bills issued.

Articles for the STM : 1) Wired West article for a municipal lighting plant – requires a 2/3rds vote. 2) WWTP article to permit the expenditure of \$30,000 from the Enterprise Fund for a new roof on the plant. 3) Free cash article to correct the omission noted above.

Delinquent dog owners - DeHerdt said two letters requesting consideration have been received. In both instances the dogs have received their rabies shots, which is the major concern. Now the SB needs to look back in its records to see when it voted on the penalty and consider the next step.

Extend Interim Police Chief contract - A motion was made, seconded, and voted to extend the contract for another 30 days (12/24).

Street Light Committee – Present: Ricki Carroll, Anne Yuryan
Ms. Carroll said she hopes to have a report for the December 1st meeting.

Recovered emails - Members of the SB are not finished reviewing the recovered emails. They hope to be finished by December 1st. Persons who have submitted written requests will then be able to receive copies. It was noted that although Town Counsel says copies should be in paper, the statute calls for “most convenient and least expensive form.” Paul Swem suggested that to protect the integrity of the computer system, any electronic copies be provided on previously unused CDs, i.e. items that have not been used in any other computer.

MIIA – Town’s insurance- Three claims have been made against the town’s insurance policies. The town has been billed for two. The towns must pay the deductible portion of each. One is listed as a claim by Nunez. Since the bill is not itemized, DeHerdt will request an itemized statement, as he thinks this one may also include claims by Svoboda and Cranston. The second bill is for Curtis. This one was filed later, but is almost as high at \$10,000. The town previously budgeted \$20,000 in anticipation of these claims.

Request from Historical Society - An offer has been made by Nancy Garvin of the Historical Society to take the weights and measures cabinet and the two roll top desks. Information revealed during discussion that these items belonged in town hall and that somewhere there is a report of an appraisal commissioned by the Historic Commission put a halt to making a decision about moving/ donating/ loaning the weights and measures cabinet at this time. Anne Yuryan suggested that the Board talk with Grace Lesure, who serves as curator at the Historical Society museum. A motion was made, seconded, and voted to loan the roll top desks to the Historical Society.

Assessors - A letter has been received certifying that Sandra Lilly has completed her assessor’s training and is now a certified assessor.

CDBG Applications – The Board signed two joint grant applications; one with the Franklin Regional Housing and Development Authority, the other with the Chesterfield Select Board. During discussion Janet Swem advised the Board that a fund called, “Grant Program Income” is the result of previous housing improvement grants received by the town. She explained that under these programs qualified persons receive interest free grants to make home improvements. The grant is repaid when the home is sold and the money comes to the town where it is added to the Grant Program Income fund.

Computer quote - Present: Paul Swem

A quote for a new computer for the Assistant Administrator was presented. The cost : \$827 with monitor; \$670 without a monitor. A motion to rescind an earlier vote to authorize the expenditure of \$750.00 for a computer and increase the amount to \$850.00 was made, seconded, and voted.

December schedule - The Select Board schedule for December is: Open meetings on 12/1 and 12/8; STM on 12/16.

Posting of Meetings- The office staff has proposed a system for assuring there is always someone available to post notices. Normally this is the responsibility of the Town Clerk. In the event the Town Clerk is not available the following order will be followed: Assistant Town Clerk, Assistant Administrator, Treasurer. A motion was made, seconded, and voted to designate alternatives, as noted (Assistant Town Clerk, Assistant Administrator, Treasurer) in the absence of the Town Clerk to post meetings.

Audits – Currently, the town is audited on an annual basis. The accountant has learned that the town's debt load is such that it is not necessary for audits to be made on an annual basis. Therefore, it is recommended that audits be performed bi-annually. A motion was made, seconded, and voted that the town shift to biannual audits subject to a special town meeting vote.

Additional warrant articles - The Board will consider an article to move money from the Town Administrator line item to Town Clerk and Assistant Administrator items. They will also consider releasing monies appropriated for vacation/ sick time.

Ethics question - Mary Fitz-Gibbon, who now serves as the Assistant Administrator, and also a sewer commissioner has sought an opinion from the Ethics Commission regarding as possible conflict of the dual responsibilities. She reported she has learned that she can't serve in both unless all sewer commissioners are made special town employees. The matter must be resolved within 30 days from receipt of the opinion (11/16).

Liaison Reports –

Fire Department - The Chief reports the preverbal problem of lack of coverage during daytime hours. Also, He has recently lost 4 members who wanted to receive more training. Field said these persons wanted more training so they could become full-time firefighters.

Fire trucks must now pass DOT inspections that cost \$200 – 300 each. Field said DOT has added a number of new requirements. He cited as an example that hoses must now be covered – not exposed.

Generator - The donated generator appears not to be the solution hoped for. Field said the electrician said he couldn't guarantee that the generator wouldn't melt. Field is looking into a possible solution from MEMA (Mass Emergency Management Assoc.)

Transfer Station - Field has talked with Tom Poissant about the cost to open the dump on Thursdays.

Balance due for oil – The matter of a balance due for a delivery of oil not accepted at the WWTP has to be resolved. The town contracted with Sandri for an "up to" amount of heating oil. When the heating plant at the WWTP was changed to gas, the oil wasn't needed there; it was accepted elsewhere in town. There was some issue over a dramatic change in the price of oil that heating season. This Board didn't know all of the particulars, but the current situation is that \$5,000 is still owed to Sandri. The suggestion was made that the balance be split between the town and the Enterprise Fund.

Public Comment

Surplus equipment - The surplus trailer from the Police Department has been claimed by the Fire Department.

Free books - There are boxes of books that need a new home. Someone suggested compiling a list of places where these books could go. A motion was made, seconded, and voted to discard the books currently boxed. The boxes stacked at the rear of the lower hall are "free books."

Meeting adjourned at 9:45 PM.

Respectfully submitted,
Priscilla Phelps