

SELECT BOARD MINUTES August 14, 2009

Present: Select Board members Tom Ulrich and Dave DeHerdt

More than 50 residents

Meeting called to order 7:02 p.m.

Warrants – Warrant #4 was signed authorizing payment (Vendor - \$120,463.75 and Payroll - \$19,518.17).

Tom Ulrich read a statement from the Select Board that it would not tolerate residents harassing or intimidating town employees.

Resignation – Motion was made, and seconded, to accept with regret the resignation of Bill Perlman as Field Driver, Emergency Management Director and Select Board member. Vote was unanimous.

Re-organization – Motion was made, and seconded, that Tom Ulrich and Dave DeHerdt would be co-chairs until a special election could be held to elect a third member. Vote was unanimous. Motion was made, and seconded, that Tom Ulrich would be the liaison to the fire department and boards and committees while Dave DeHerdt would be the liaison to the highway and town hall. Vote was unanimous.

Police Liaison – Motion was made, and seconded, to create the position of temporary police liaison officer pursuant to MGL chapter 41, section 97A. This officer is responsible for the limited purpose of:

1. Insuring that town policies are being adhered to within the department.
2. Insuring that the daily log is properly kept and that required paperwork is submitted to the sergeant.
3. Insuring that police policies are adhered to.
4. Available for emergency consultation with the sergeant if required.
5. Report weekly to the select board.
6. No power to detain, arrest or charge.
7. Shall not respond to calls or take shifts.
8. Shall not provide in the field backup.

Vote was unanimous.

Motion was made, and seconded, to appoint Kendall Chow, Sr. to the position of temporary police liaison officer contingent on a CORI check to be done by Sgt. Nunez. Vote was unanimous.

Dave DeHerdt will inform Ken Chow of his appointment.

Attendance Officer – After discussion, motion was made, and seconded, to submit Officer Steve Wood's name as a Mohawk Trail Regional School District Attendance Officer. Vote was unanimous.

Emergency Management Director – Motion was made, and seconded, to appoint Doug Field as the Interim Emergency Management Director at the same salary currently budgeted. Curt Pichette has volunteered to help Doug if needed. Vote was unanimous.

Signatures – The Board signed a notice to hold a special election to fill the vacancy on the Select Board within 90 days of today's date. Vote was unanimous.

The Board signed the letter of reprimand for John Svoboda's file.

Personnel Files Policy – Motion was made, and seconded, to adopt the following interim policy regarding personnel files:

1. All personnel files shall be physically maintained in a central Town Hall location.
2. The file location shall be locked at all times.
3. Access to personnel files shall be by written request.
4. A log shall be maintained of all access to such files.
5. Each file shall within it contain a log sheet.
6. All entries for purpose of review, copying, employee request shall be logged on that particular file's log sheet indicating the purpose of entry (document placed in, copy made, etc.)
7. The police sergeant will surrender sole key to police personnel file cabinet to the town administrator.

Vote was unanimous.

Computer Policy – Motion was made, and seconded, to adopt the following interim computer policy:

1. All employees will have their own access to computers with their own individual password.
2. No station will be left unattended unless the computer is in lockdown mode.
3. If another employee needs access to a different computer, the password will be typed in by the owner of that computer. No passwords will be shared.

This is an interim policy until someone can advise in establishing a formal policy. Vote was unanimous.

Town Clerk Assistant – Dave stated that Nancy Intres would like to come back to work if she is able to get an additional 2 hours per week. Rick Chandler asked about the hours she had worked for the assessors. Dave said that time could be negotiated. Motion was made, and seconded, to have Nancy Intres start work on Monday. Vote was unanimous.

Special Town Meeting Warrant – Dave said that the Board would discuss in executive session the amount of money needed for legal expenses. He will let Maryellen know that number.

Department Reports – Tom Poissant reported that the highway department is conducting business as usual.

Doug Field discussed the various grants that the fire department has applied. He discussed in detail the grant for a new fire station. He asked the Board if they would consider putting on the next special town meeting and special election a debt exclusion question for \$200,000 in case we end up being successful in receiving this grant. The Board will take it under advisement.

Past Select Board Members Support – Former select board members Thom Gray, Don Robinson, Tom Carter, Susan Todd, Rick Chandler and Lynn Dole offered their help and support to the current Board.

Executive Session – Motion was made, and seconded, to go into executive session per MGL Chapter 39, S. 23B to discuss pending litigation. The Board will not reconvene in open session. Roll call vote: Tom, aye; Dave, aye.

Meeting adjourned at 8:40 pm.

Respectfully submitted,
Town Administrator