

**TOWN OF ASHBURNHAM
BOARD OF SELECTMEN
MARCH 1, 2010 – 7:00 P.M.
TRAINING ROOM AT PUBLIC SAFETY COMPLEX**

This meeting was aired live on local cable television.

PRESENT: Ed Vitone, Chair, Maggie Whitney, Clerk, Doug Briggs, Town Administrator and Sylvia Turcotte, Assistant to the Town Administrator.

The Pledge of Allegiance was led by Maggie Whitney. Vitone called the meeting to order at 7:00 p.m.

II. PUBLIC INPUT

III. APPROVAL OF AGENDA

Whitney motioned to approve the agenda as presented and was seconded by Vitone. Motion carried.

IV. PRESENTATIONS & REPORTS

V. UPDATE – STUDENT REPRESENTATIVE FROM OAKMONT

VI. OLD BUSINESS

A. Review of BOS Initiatives and Task List

Whitney noted that the list was the same as the last meeting, remaining at 94% complete.

B. Vote by the Board on new Fire Alarm System fee rate

Briggs stated that at the last meeting the fees voted on were incorrect. He stated that it should have been \$250 yearly with a \$300 initial fee.

Whitney motioned to rescind their previous vote on the Fire Alarm rate fees made at the last meeting on February 17th and was seconded by Vitone. Motion carried.

Whitney motioned to approve the Fire Alarm rate fees as follows: \$300 for the initial set up/replacement; \$250 to set up the connection; and \$250 annual fee. Vitone seconded and the motion carried.

C. Vote on use of Town Hall for Anniversary Party

Vitone noted that back in September the Board voted on a revised policy for the use of Town property which was limited for non-profits. Briggs stated that besides the limited use, heating of the upstairs meeting room was also an issue. He suggested that they should not approve this request.

Vitone stated that they would stick with the letter of the policy for now and not approve the request. It was determined that a vote was not required.

D. Status of the MOU-ORHS Shelter

Briggs stated that he checked with Dr. Zapantis on the status of the MOU and he was told that it would be presented to the School Committee on March 23rd for their review and approval.

E. Discuss/Vote Permanent IT Committee

Vitone stated that there should be some type of standard to use in the appointment of someone to this committee. He stated that they should also draft a charge and then with both in place go forward and appoint members.

Briggs stated that out of the five members, one should be a non-technical person. The Board agreed with this statement and added that someone who was a user of the system should also be considered.

VII. TOWN ADMINISTRATOR'S UPDATE (Report attached)

Briggs announced that Mark Petersen was named the Ashburnham Employee of the Year and that the Rotary Awards dinner was being held on Wednesday, March 24th at 6:30 p.m. at the Wachusett Village Inn. The Board noted that it was a well deserved recognition for Petersen.

Briggs stated that he filled three openings on three different committees/boards. He stated that the first was Alana Archangelo to the Conservation Commission; the second was Rich Archer to the Zoning Board of Appeals; and the third was Celia Jornet to the Board of Assessors. He also noted that there was still an opening on the Board of Assessors as Paul Chute resigned to move south.

Briggs stated that the field cards were now available on line. He noted that this was a big step and would coincide with the new Assessors office hours which have been posted on line as well. Whitney noted that Jonathan Dennehy would have been very pleased with this finally happening.

Vitone noted that he didn't see the master assessor's map on the website and Briggs stated that he would check on this.

Briggs discussed the water tank loan application and the status.

He also noted that he received the notice from the School District that they had certified their budget for FY11 and that the assessment for Ashburnham was \$7,048,451. It was noted that this information would be distributed to the Selectmen as well as the Advisory Board.

Briggs stated that he attended a State briefing on Friday regarding the state budget process and noted that revenues were up and stimulus funds were down and that he had a concern with the Chapter 70 funding.

He noted that the Annual Town Meeting date had been changed from May 1st to May 8th so that it could be held at Oakmont. Vitone noted that they should get the input from the Advisory Board before they approved the warrant articles at their next meeting.

Briggs noted that things were going very well with Guardian and that he was in the process of generating a complete inventory of the Town's IT equipment, including phones, to come up with a cost for the Town and to work with Guardian on bringing this cost down. He also noted that his initial plan with Guardian included installing SPAM Spyware and communications backup to bring us into compliance.

He stated that he had generated an RFP for the Stevens Building lease and that it was with Town Counsel for review. He added that it should be sent out in the next week or so and that copies would be sent to the Library Trustees as well as the Board of Selectmen.

He stated that he met with the Auditor on the FY09 audit last Thursday and it was very favorable and noted that the final report would be in by the end of next week. He noted that the favorable report was due to the hard work of Nancy Haines and Anne Cervantes and the Board also acknowledged Briggs for his efforts.

VIII NEW BUSINESS

Vitone acknowledged Steve Nims and the DPW crew for the outstanding job they did with the recent snow storms. Whitney stated that a letter of commendation should be sent to them.

A. Have Capital Planning Committee present their findings for FY11 Budget

Vitone began this discussion by noting the members of this committee – Anne Cervantes, Jonathan Dennehy (who was a member until 12/21/09), Gail Dumont, Nancy Haines, Leo Janssens, Jaime Piedrafite, and Bruce Whitney. He stated that they have been working on the Town's inventory for a year and a half and have now completed their report.

Vitone went through his report which is attached to these minutes, explaining that there were replacement items, repair items and long life items. He noted that they made a list of their recommendations for FY11 which included five requests for a total of \$145,000. He added that this would leave \$105,000 in the Capital Improvement Fund to position the Town for much needed larger purchases in FY12.

Vitone commended the Committee for a great job.

B. Vote to purchase new lawn tractor for the Municipal Grounds Department – Hoffman Flagpole Fund

Briggs stated that this would be a John Deere tractor and the funds would come from the Hoffman Flagpole Fund which is strictly for Municipal Grounds use. He also noted that it would be stored in the DPW Garage when not in use. ***Whitney motioned to approve the purchase and was seconded by Vitone. Motion carried.***

C. Copy of 5-year debt for the ATM

Vitone stated that Anne Cervantes, Town Treasurer had compiled the list for them. This list showed total debt in FY11 as \$1.4m; FY12 as \$1.3m; FY13 as \$1.2m; FY14 as \$1.2m and FY15 as \$1.2m. He added that this does not include the \$400,000 for the Briggs Feasibility Study.

IX. CONSENT AGENDA

A. February 17, 2010 Minutes – Regular Meeting

Whitney made the motion to approve the consent agenda and was seconded by Vitone. Motion carried.

X. ANNOUNCEMENTS

Whitney read the following announcements from the Town Clerk:

- March 4th – 5:00 p.m. last day for filing or withdrawal of nomination papers for the Town Election with the Town Clerk.
- April 7th – Final registration for the Town Election – Town Clerk's office 8:00 a.m. to 7:00 p.m.
- April 12th – Final registration for the Annual Town Meeting – Town Clerk's office 8:00 a.m. to 7:00 p.m.
- April 26th – Last day for filing applications for absentee ballots for voters who will be out of town for the town election.
- April 27th – Town Election – polls open at 9:00 a.m. and close at 8:00 p.m. at the J.R. Briggs Elementary School Gym, 96 Williams Road.
- Dog Licenses are now available at the Town Clerk's office. Please note the fees have changed to \$10.00 for spayed/neutered dogs and \$15.00 for unaltered dogs.

If registered by mail, please send in current rabies certificate, spay/neuter certificate, and a self-addressed stamped envelope to the Town Clerk's office.

- Census forms should be sent in as soon as possible to the Town Clerk's office. Failure to respond may result in removal from the active voting list.

Announcements for the Library were:

- Book Sale at the Library from March 1st thru March 4th from 11:00 a.m. to 7:00 p.m.
- Story Hour would be held on March 11th and March 25th from 10:30 to 11:30 a.m. and that children should be accompanied by an adult.
- Irish Night was March 16th from 7:00 to 8:00 p.m. with Seamus Pender entertaining.
- Friends of the Library Pot Luck Supper would be on March 25th from 5:30 to 7:30 p.m.

The next meeting of the Board of Selectmen is on Monday, March 15th at 7:00 p.m. at the Public Safety Building in the Training Room.

XI. BOS CORRESPONDENCE

Whitney noted that they received a letter from Fred Lawrence, a Boy Scout from Pepperell who was asking for funds on a project here in Ashburnham in order to achieve his goal of Eagle Scout. The project was to create trail markers on a path behind J.R. Briggs School. She asked if anyone would care to donate funds to help Mr. Lawrence to purchase lumber and nails for this project they should contact him. She gave his phone number and Vitone stated that the Board would send a letter to him to let him know it had been announced at their meeting.

XII. SOLICIT PUBLIC INPUT

XII. EXECUTIVE SESSION

At 7:40 p.m., Vitone motioned to enter into Executive Session to deliberate upon matters which, if done in open meeting could detrimentally affect the position of the Town regarding collective bargaining (pending or ongoing) and to not reconvene into open session except to adjourn. Whitney seconded and the motion carried.

XIII. ADJOURNMENT

At 8:08 p.m. Whitney motioned to adjourn the meeting and was seconded by Vitone. Motion carried.

Respectfully submitted,

Sylvia Turcotte, Assistant to the Town Administrator