

TOWN OF ASHBURNHAM  
BOARD OF SELECTMEN MEETING  
MONDAY – NOVEMBER 21, 2011 – 6:30 p.m.  
TRAINING ROOM – PUBLIC SAFETY COMPLEX

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This meeting was aired live on local cable television.

PRESENT: Ed Vitone, Chair, Gregory Fagan, Clerk, Ron Reed, Member, Doug Briggs, Town Administrator and Sylvia Turcotte, Assistant to the Town Administrator.

I. SALUTE THE FLAG

Vitone called the meeting to order at 6:30 p.m. and led everyone in the Pledge of Allegiance.

II. SOLICIT PUBLIC INPUT No input.

III. APPROVAL OF AGENDA

***Reed motioned to approve the agenda as presented and was seconded by Fagan. Motion carried.***

IV. PRESENTATIONS & REPORTS

A. Public Hearing – FY2012 Community Development Block Grant Application

Kevin Flynn from MRPC was present. ***Reed motioned to open the Public Hearing as the final step in the FY2012 Community Development Block Grant Application process. Fagan seconded and the motion carried.***

Flynn stated that this was the second required public meeting for the FY2012 CDBG grant application process. He stated that the deadline was December 15, 2011 at midnight and that this would be submitted electronically as a joint application with Ashby. He explained the process and what is involved and included in the application. He noted that the total request for both towns was \$982,006.00. Flynn stated that South Ashburnham was the target area and that surveys were distributed to Cross Street and So. Main Street residents and that they received 9 responses from Cross Street and 20 out of 58 from So. Main Street. He noted that they need more responses for this to work. He also reiterated that all responses are 100% confidential and that they can call 978-345-7376 to complete the survey over the phone and that this is very important.

Reed thanked all the volunteers for their help and added that this needs to get done and everyone should urge their neighbors to respond. Flynn stated that they need all the responses by this weekend. He stated that he would provide an updated list again to Doug Briggs and Vitone noted that it would be a good idea to have someone go back out as we need the surveys returned.

Fagan reiterated that this is a great opportunity for the area. He added that we're really close and that they should get the responses. Vitone added that this grant is from federal tax money and it's a chance to get some back. Flynn agreed and noted that it doesn't cost the Town anything as the grant pays its own way. He noted that if the grant is successful it would be completed in late fall.

Reed stated that Page Beach is an example of how these grants work.

***Fagan motioned to adopt the strategy and Reed seconded. Motion carried.***

***Fagan motioned to approve the application as submitted and Reed seconded. Motion carried.***

*At 6:52 p.m. Reed motioned to close the Public Hearing on the CDBG Grant and was seconded by Fagan. Motion carried.*

V. OLD BUSINESS

A. Discussion and vote on extended Town Administrator Interim Service Agreement between Ashburnham and Ashby

Vitone gave a brief history behind the extension of the agreement to share the services of the Town Administrator between the towns of Ashburnham and Ashby.

*Reed motioned to accept the amendment to extend the agreement to share the services of the Town Administrator between the towns of Ashburnham and Ashby. Fagan seconded and the motion carried.* Ed Vitone signed the agreement.

VI. NEW BUSINESS

A. Discussion – Lease of VMS Building

Vitone gave some background on the North Country Sustainability Center, Inc. and their request to lease the VMS Building until they eventually move to the former Victorian Stables building.

Briggs stated that he prepared the lease using the Bresnahan Center lease as a guide with rent of \$1.00 per month. He noted that they set up a payment schedule with all FY12 expenses paid in FY12. He also noted that the boiler was inspected and cleaned and they would pay this cost. He stated that they would set a list of programs that they have planned and it would be a one year lease which is a “win/win” for everyone.

He stated that he would ask the Board of Selectmen to set up a gift account, to get payments, and any grant funds would be put into this gift account.

Vitone stated that the items paid by the NCSC would be heating oil, insurance, boiler work etc. Briggs added that we would actually pay the insurance and NCSC would pay us back as it is cheaper for the Town to add this to our coverage.

Fagan stated his concern on the wording “all performances completed before 10:00 p.m.” as he would want to curtail any potential complaints by neighbors. Vitone stated that there would be no loitering which is in the agreement so it should be okay. Fagan stated that this is a very positive step.

*Reed motioned to approve the lease as presented and was seconded by Fagan. Motion carried.*

*Reed motioned to establish a gift account to be spent with cost associated with the VMS lease. Fagan seconded and the motion carried.*

Bill Johnson stated his concern about other businesses in Town and if this is fair. Vitone stated that NCSC is a non-profit 501C organization and arts and crafts would be sold. Fagan added that this brings the potential for possible new businesses coming in to Town and this is a great first step. Vitone stated that they would re-visit this after the one year trial.

Mike Salem voiced his concern about the traffic pattern there and Vitone stated that Briggs would look at this.

B. Discussion and vote to approve the Central Massachusetts Law Enforcement Council Mutual Aid Agreement for Police

Briggs stated that this mutual aid agreement was a renewal from three years ago. *Reed motioned to approve and sign the Central Massachusetts Law Enforcement*

***Council Mutual Aid Agreement for Police and was seconded by Fagan. Motion carried.***

C. Discussion – Schedule of updates to Board of Selectmen from the Town’s Boards and Committees

Vitone noted that Briggs compiled a list of boards and committees, appointments of both the Board of Selectmen and the Town Administrator. He stated that before they invite any board or committee they will ask for a copy of their presentation before they come to the meeting. Fagan stated that they should be invited in order to state where they are and what hurdles they face. He stated that the Rail Trail Committee has great potential and they could use the Board of Selectmen to help and to validate their work as volunteers. He added that personally, he would like to see the Boards and Committees and Reed agreed.

Vitone noted that because they just finished modifying the Town Charter, any Town Administrator appointed Boards and Committees should meet with him first and then meet with the Selectmen. Fagan agreed and stated that they should have a revolving schedule to go before the Board of Selectmen and Vitone added it would be once a year to review annually at the Board of Selectmen meetings. Vitone asked the members which Boards and Committees should be on this revolving list and they were as follows:

<u>Board of Selectmen</u>	<u>Town Administrator</u>
- Historical Commission	- Conservation Commission
- Cultural Council	- Council on Aging
- Agricultural Commission	- Parks & Recreation Committee
- 250 <sup>th</sup> Celebration Committee	- Trust Fund Commission
- IT Advisory Board	- Rail Trail Committee

***Reed motioned to review the specified Boards and Committees annually at Board of Selectmen meetings and was seconded by Fagan. Motion carried.***

Reed stated that those Town Administrator appointments will go before him first and all Boards and Committees must submit a presentation one week ahead of their scheduled meeting with the Selectmen.

VII. TOWN ADMINISTRATOR’S UPDATE (Report is attached to these minutes and also posted on the Town’s website.)

Briggs stated that under Town Committees there were only two openings on the Conservation Commission. Vitone stated that he should add an at-large member on the Capital Planning Committee.

He gave an update on the Water Tank noting that the pressure test would be happening soon and that the project is almost completed.

Briggs stated that they have had a number of unemployment claims recently. There was a short discussion on how this process works and how it affects the Town.

Briggs noted that the Council on Aging had completely moved out of the VMS Building. He expressed kudos to Maggie Whitney, Donna Burton, Ed Schlott and others for their hard work getting the VMS cleaned and organized. He noted that they will be working with the COA on an inter-municipal agreement with Westminster for medical trips and also to start purchasing the gas for the MART vans at the MART site.

Briggs stated that the tax classification hearing would be held at the next BOS meeting on December 5<sup>th</sup>. He noted that the problem with the State is that they are short on employees during the next couple weeks which could delay setting the tax rate.

He noted that Anne Cervantes' last day with the Town is November 27, 2011. He stated that the job has been posted. He asked for the Board's support to appoint Barbara Brown as the Interim Treasurer and to compensate her appropriately during the interim period. He noted that he had interviewed Paul Pollastri who is interested in the position. Briggs stated that he was asking for the Board's support to offer Pollastri the position to start on January 1, 2012. He stated that Pollastri would come in before his start date to get familiar with the position. The Board unanimously approved the appointment of Brown to Interim Treasurer and also the offer to Pollastri as Treasurer starting on January 1<sup>st</sup>.

Briggs advised the Board on the Comcast issue on Old Pierce Road and Rindge Road. Reed stated that he was requesting a meeting with Comcast, to invite residents and to look at the contract and see if we can appeal their decision. He also noted that we should send out notices to the residents about this meeting which should be set for the second week in January.

He stated that the Auditor, Bill Fraher, was in the process of auditing FY11 and once it is completed he would set up a meeting to go over the findings with the Board of Selectmen and the Advisory Board.

Briggs updated the Board on the agreement between the AMLD and the LLC corporation and to advise them that he is working to generate a PILOT agreement for fixtures and structures associated with the solar installation. He added that he was looking at \$50,000 for 2 megawatt installation. Vitone noted that this will be the first green energy project in Town which would result in lower electric bills for residents and more revenue to the Town.

Briggs stated that a Liquor License Public Hearing on the transfer of license for Café 57 would be held on Monday December 5, 2011 at 6:45 p.m.

He also noted that he was working with Bill Johnson to set up a joint meeting with the Board of Selectmen and the Advisory Board to work on revenues for FY13 and that they were tentatively looking at Monday, December 12<sup>th</sup>.

#### VIII. APPROVAL OF MINUTES

##### A. November 7, 2011 Minutes – Regular Meeting

*Reed motioned to approve the minutes for the November 7, 2011 Board of Selectmen meeting and was seconded by Fagan. Motion carried.*

#### IX. BOS CORRESPONDENCE – No correspondence.

#### X. REMAINING NOVEMBER MEETINGS

Fagan read the list of meetings for the remainder of November as follows:

- Conservation Commission – Monday, 11/28/11 – 6:30 p.m. Lower Level Town Hall
- IT Advisory Board – Wednesday, 11/30/11 – 7:00 p.m. Fire Conference Room at Public Safety Building

#### XI ANNOUNCEMENTS

Fagan read the announcements as follows:

Town Clerk Reminders:

- January 1<sup>st</sup> and throughout the year – Open registration of voters in the Town Clerk's office at Town Hall – Monday from 7:30 a.m. to 7:00 p.m. and Tuesday through Thursday – 7:30 a.m. to 5:00 p.m. (Town Hall is closed on Fridays.)

Representative Rich Bastien will be holding monthly Ashburnham Office Hours. He will be available to Ashburnham residents at 6:00 p.m. in the Training Room at the Public Safety Building in conjunction with the Board of Selectmen meetings on the third Monday of every month. Constituents are encouraged to schedule time during these hours by calling 978-630-1776 or emailing [Richard.Bastien@MAHouse.gov](mailto:Richard.Bastien@MAHouse.gov). All others will be seen on a “first come, first served” basis. (This information has been posted on the Town’s website.)

The Town Hall offices and the Senior Center will be closed on Wednesday, Thursday and Friday, November 23, 24 and 25 for the Thanksgiving Holiday. The Mart Van for the seniors will operate Wednesday, November 23<sup>rd</sup> on a Friday schedule.

A reminder from the Assessors office – looking for participants in the Senior Tax Work-off Program beginning in January 2012. Interested parties should contact Donna Burton at 978-827-4100 ext. 111.

At the next Board of Selectmen meeting on Monday, December 5<sup>th</sup>, a Tax Classification Hearing will be held at 6:30 p.m. The Board of Assessors will be present to explain the options available in choosing the classification. Taxpayers and interested persons may submit oral or written material at the hearing.

Fagan also stated that he encourages everyone to license their dogs.

XII. SOLICIT PUBLIC INPUT – No input.

XIII. EXECUTIVE SESSION

*At 7:45 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 contract negotiations with non-union personnel and to only reconvene into open session to adjourn. Reed seconded and the motion carried. Roll call was taken.*

XIV. ADJOURNMENT

*At 8:26 p.m. Reed motioned to adjourn the meeting and was seconded by Fagan. Motion carried.*

Respectfully submitted,  
Sylvia Turcotte, Assistant to the Town Administrator