

TOWN OF ASHBURNHAM  
BOARD OF SELECTMEN MEETING  
MONDAY – JUNE 20, 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

The Pledge of Allegiance was led by Ed Vitone. Vitone called the meeting to order at 6:30 p.m.

II. SOLICIT PUBLIC INPUT

III. APPROVAL OF AGENDA

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

IV. PRESENTATIONS & REPORTS

- A. Town Treasurer, Anne Cervantes – approval of borrowing for Water Tank Project and approval for determination of cost of the J.R. Briggs Elementary School Project  
Anne Cervantes was present and explained that the Briggs Project approval would be the last vote before the temporary borrowing. Vitone gave a brief history behind this vote noting that at the Special Town Meeting of November 17, 2010, the voters gave their approval to build the new J.R. Briggs Elementary School. He noted that this vote would allow the Treasurer to proceed with the borrowing of \$13,308,150 for this project with the balance from the MSBA.

*Reed motioned to approve the Treasurer's request as written below and was seconded by Fagan. Motion carried.*

“I, the Clerk of the Board of Selectmen (the “Board”) of the Town of Ashburnham, Massachusetts (the “Town”), certify that at a meeting of the Board held on June 20, 2011, of which meeting all members of the Board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the Board in my custody.

Voted: that we hereby determine, in accordance with G.L. c. 70B, that the amount of the cost of the new John R. Briggs Elementary School project authorized by a vote of the Town passed under Article 18 at its Special Town Meeting called for November 17, 2010 not being paid by the school facilities grant is \$13,308,150 and we hereby approve of the issuance of notes and bonds in such amount under said G.L. c. 70B.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, to be necessary or convenient to carry into effect the provisions of the foregoing vote.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date and time of the meeting was filed with the Town Clerk and a copy thereof posted in the office of the Town Clerk or on the principal official bulletin board of the Town at least 48 hours, excluding Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Bonds [and Note[s]] were taken in executive session, and that the official record of the meeting was made available to the public promptly and remains available to the public, all in accordance with G.L. c.30A, §§18-25, as amended.”

Cervantes then noted that she also was asking for the Board’s vote on the water tank borrowing in the amount of \$2m at 1½% interest. She stated that this was a short term temporary borrowing for one year and then she would do the permanent borrowing in the amount of \$1.4m. ***Reed motioned to approve the Treasurer’s request as written below and was seconded by Fagan. Motion carried.***

“I, the Clerk of the Board of Selectmen of the Town of Ashburnham, Massachusetts, certify that at a meeting of the board held June 20, 2011, of which meeting all members of the board were duly notified and at which a quorum was present, the following votes were unanimously passed, all of which appear upon the official record of the board in my custody:

Voted: to approve the sale of \$2,000,000 1.50 percent General Obligation Bond Anticipation Note (the “Note”) of the Town dated June 23, 2011, and payable June 22, 2012, to Eastern Bank at par and accrued interest, if any.

Further Voted: that in connection with the marketing and sale of the Note, the preparation and distribution of a Notice of Sale and Preliminary Official Statement dated June 7, 2011, and a final Official Statement dated June 4, 2011, each in such form as may be approved by the Town Treasurer, be and hereby are ratified, confirmed, approved and adopted.

Further Voted: that the consent to the financial advisor bidding for the Note, as executed prior to the bidding for the Note, is hereby confirmed.

Further Voted: that the Town Treasurer and the Board of Selectmen be, and hereby are, authorized to execute and deliver a significant events disclosure undertaking in compliance with SEC Rule 15c2-12 in such form as may be approved by bond counsel to the Town, which undertaking shall be incorporated by reference in the Note for the benefit of the holders of the Note from time to time.

Further Voted: that each member of the Board of Selectmen, the Town Clerk and the Town Treasurer be and hereby are, authorized to take any and all such actions, and execute and deliver such certificates, receipts or other documents as may be determined by them, or any of them, to be necessary or convenient to carry into effect the provisions of the foregoing votes.

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with

the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the sale of the Note were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.”

## V. OLD BUSINESS

### A. Review of BOS Initiatives and Task List

Vitone stated that there was still one item, regionalization discussions with Ashby. He stated that Doug Briggs met with the Board of Selectmen in Ashby on Wednesday, June 15<sup>th</sup> and that it was a good meeting. He noted that the next step was to work out the principals of understanding on the three month trial basis.

## VI. NEW BUSINESS

### A. Discussion on Town Planner

Fagan noted that the Town Planner position did a lot of good in the past and after meeting with some committees and speaking with people in Town he realized that there is a need. He stated that the time may be right to start discussions on this topic. Reed stated that the Town needs to identify all the needs and should check with the Planning Board on their perspective. Vitone stated that they would add this to their task list for further discussion. He added that he was concerned about the burden on the taxpayers with the Briggs School and he was not sure where the Town Planner fit in. Reed noted that we could reach out to Gardner or Winchendon for a regional planner. Briggs stated that he was meeting with MRPC on the possibility of funds to regionalize and he would be working with them on this. Reed added that he liked the regional approach as it would be easier to enforce and interpret the zoning bylaws. Vitone stated that they would add this to their task list, learn more and send a letter to the Planning Board to get their view. Fagan noted that there's an opportunity there for municipal grant writing and working with our communities and Vitone added that the issue is funding and they have to be more frugal when hiring.

## VII. TOWN ADMINISTRATOR'S UPDATE

Briggs stated that there are openings for volunteers on a number of boards and committees and these are listed on the Town's website.

He noted that the water tank project was on track and that they were going out to borrow right on schedule.

He stated that Donna Couture, the new Town Accountant was scheduled to start on July 1<sup>st</sup> and that Nancy Haines, as Interim Town Accountant would help to close the books for year end. He also noted that Couture is picking up the Munis system quickly.

Briggs stated that his meeting with the Ashby Board of Selectmen went very well.

He stated that the Historical Society president, Bettyna Donelson sent a letter requesting the gift or loan of the Weights & Measures cabinet to the Historical Society to display and he noted that he thought this was a good idea. Reed expressed his concern about the security of the building. Fagan noted his support of this request. Vitone stated that they

would agree to their request with a note of the Board's concerns regarding the security of displaying the cabinet there.

Briggs stated that he met with Bill Johnson, Ed Vitone and the new Superintendent of Schools, Ralph Hicks, on Wednesday, June 15<sup>th</sup> and he noted that it was a good lively discussion. He added that he was looking forward to working with Hicks. Vitone stated that he wanted to see more detail from the school in their annual report, as was listed before the 1990's. He also noted that they have the right to request this from the school. Reed stated that before they send out a letter requesting more information, they would bring in an example of what they want for the next meeting and then send out the letter.

He noted that due to all the requests about town playgrounds, they were looking for volunteers to serve on the Parks and Recreation Committee to establish a comprehensive improvement plan adding that they had six volunteers already.

He stated that a walk-through was held on June 15<sup>th</sup> at the Water Treatment Plant for interested bidders and five companies attended. He added that due to the 30-day question and answer period the bid date changed to July 6<sup>th</sup> at 1:00 p.m. He stated that they were expecting three bidders. He also noted that the current contract ends on August 11, 2011 but that they would stay on a monthly basis until a new contract is negotiated.

Briggs stated that our contact at MRPC advised that DHCD had made their review and recommendations and now the CDBG Grant decision is in the hands of the Secretary/Governor and that the announcement should be made in July. He also noted that he contacted Senator Brewer's office to expedite the process for us.

He noted that the COA is working to identify areas in the upstairs at Town Hall that would serve as their temporary home during the upcoming winter and hopefully through the renovation period. He added that the seniors have a very positive attitude about the move. Fagan noted that he attended their last meeting and he saw that they were very passionate and looking forward to the temporary solution, but that they needed assurances. Vitone stated that if the grant fails they would have to take a hard look at the next step and he wasn't sure what the solution would be.

Briggs stated that he met with Harald Scheid, Linda Couture and Donna Burton from the Assessors Department along with a sales rep from Cartographics Associates to discuss GIS mapping. He stated that our current maps are not accurate and that this was a good opportunity for the Town as a program was available at no cost, funded through the 911 emergency systems. He stated we should take advantage of this opportunity.

He stated that on Wednesday, June 15<sup>th</sup>, he met with the Board of Selectmen and the Light Commissioners to establish a methodology for PILOT payments. He stated that it was a good meeting and that they were pleased with the outcome. Vitone explained adding that this would pay the Town in quarterly installments to help with the cash flow. He added that they were very grateful for all the Light Department does for the Town.

## VIII. APPROVAL OF MINUTES

### A. June 6, 2011 Minutes – Regular Meeting

***Reed motioned to approve the minutes of the June 6, 2011 - Regular Meeting and was seconded by Fagan. Motion carried.***

## IX. BOS CORRESPONDENCE

Vitone stated that he asked Dave Christianson if he could give a presentation on the allocation methodology for the School Committee tomorrow, June 21<sup>st</sup> at 7:00 p.m. at their meeting.

Fagan stated that there was a Briggs Building Committee meeting scheduled for Wednesday, June 22<sup>nd</sup> at 2:30 p.m.

Vitone stated that the Town Clerk has asked the Board of Selectmen to present the Boston Post Cane award certificate to Ashburnham's oldest resident, Frances L. Godfrey at their meeting on July 11<sup>th</sup>.

## X. ANNOUNCEMENTS

Fagan read the announcements as follows:

Town Clerk Announcements

- 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)
- Dog licenses are available at the Town Clerk's office during regular business hours of Town Hall.

Fagan reminded everyone about Downtown Days on Saturday, June 25<sup>th</sup> from 10:00 a.m. to 4:00 p.m. and the Lions Club Chicken BBQ from 4:00 p.m. to 6:00 p.m. Reed stated that Downtown Days is all about Ashburnham businesses. He stated that it was a very festive day. Vitone noted that this event is a lot of fun and he encouraged everyone to attend.

Fagan noted that the next meeting of the Board of Selectmen would be held on Monday, July 11, 2011 at 6:30 p.m. in the Training Room at the Public Safety Building. He added that the Board voted to hold only one meeting in the months of July and August. The meeting in August would be held on the 8<sup>th</sup>, but he added that the Board would meet if an issue arose.

## XI. SOLICIT PUBLIC INPUT

## XII. EXECUTIVE SESSION

## XIII. ADJOURNMENT

*At 7:15 p.m. Reed motioned to adjourn the meeting and was seconded by Fagan. Motion carried.*

Respectfully submitted,  
Sylvia Turcotte, Assistant to the Town Administrator