

TOWN OF ASHBURNHAM  
BOARD OF SELECTMEN MEETING  
MONDAY – AUGUST 20, 2012 – 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, Greg Fagan, Clerk, Leo Janssens, 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

III. APPROVAL OF AGENDA

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

IV. PRESENTATIONS & REPORTS

A. Sign-off paperwork for USDA bonds for Water Tank Project – Paul Pollastri

Briggs stated that the Town had a temporary borrowing of \$2m which is coming due. Now the Board of Selectmen needs to vote to borrow \$1.4m from USDA and to receive \$600k from the USDA Grant to pay off this temporary borrowing.

Paul Pollastri stated that the interest rate on this loan was 2.75% for a 38 year period with an annual payment of \$62,202.

Fagan read the following vote of the Board of Selectmen.

“I, the Clerk of the Board of Selectmen of the Town of Ashburnham, Massachusetts (the “Town”), certify that at a meeting of the board held August 20, 2012, 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 records of the board in my custody:

Voted: that the sale of the following 2.75 percent bond of the Town dated August 30, 2012 (the “Bond”),

\$1,455,000 - Water Bond payable on the 30<sup>th</sup> day of August of each of the years 2013 to 2050, inclusive, in annual installments of principal and interest combined in the amount of \$62,202 each, except for the last installment which shall be \$61,927.37,

to the United States of America, acting through the Rural Utilities Service, USDA, at par and accrued interest is hereby confirmed.

Further Voted: that the annual installment amounts may be subsequently amended by the United States of America, acting through the Rural Utilities Service, USDA, to make minor rounding or computation adjustments, and we hereby authorize the Treasurer to approve such minor changes in the payment schedule, provided that the principal amount, interest rate and term of the Bond remain unchanged.

Further Voted: that the Bond shall be subject to redemption upon such terms and conditions as are set forth in the Bond.

Further Voted: to covenant with the registered owner from time to time of the Bond that the Town Hall shall maintain rates and charges for the use of the Town’s water system in an amount sufficient, with other income of the Town’s water works, to pay all costs of operating

the system and the entire principal of and interest on the Bond and all other indebtedness of the Town incurred for municipal water purposes as they become due. The Bond shall nevertheless be a general obligation of the Town, payable from any of its available revenues, including revenues derived from ad valorem taxes levied in accordance with the law upon all property in the Town, subject to the limit imposed by Chapter 59, Section 21C of the General Laws.

Further Voted: that each member of the Board of Selectmen, the Town Clerk, the Town Treasurer and any other officials of the Town 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.”

***Fagan motioned to approve the vote as presented above and was seconded by Janssens. All in favor, motion carried.***

B. Update report on Briggs School Project

Vitone stated that he attended his first Briggs School meeting and was impressed. He stated that 18% of the cost of this project was behind us, only \$500 has been tapped from the contingency monies and they are two months ahead of schedule which is very impressive.

C. Update report on Strategic Plan

Fagan stated that he met with Doug Briggs to discuss the 5-year Strategic Plan for the Town and it was a good meeting. He stated that there was a potential for good progress as they talked about how to proceed and the vision and mission statement. He noted that the next step would be identifying and agreeing on “high level goals” and then to begin the planning phase and integrate the community and schedule sessions with Department Heads and employees. He added that they would work to identify opportunities and build on high level areas. Janssens added that in their research they should look for guidelines and suggestions on how to rally the community. Fagan stated that there’s a lot of energy in Town right now and he added that he envisions that it will create magnetism.

Fagan stated that the plan is a “road map” and the exercise is important. Vitone noted that every special interest cannot be served and it needs to be “actionable”. He noted that he applauded Fagan for his efforts.

Briggs added that we have the DLTA grant for the cultural district study as part of this, as well as the capital plan, Planning Board, etc. He stated that this is a good opportunity and they will meet again to continue discussions.

D. Update report on Montachusett Joint Transportation Commission (MJTC)

E. Update report on Montachusett Regional Planning Commission (MRPC)

Fagan stated that he has been attending both the MJTC and MRPC meetings. He stated that at this time the Town has nothing in the queue for the Community Housing Development Grant. He also noted that there was a potential regional grant writer position through MRPC and also SEDS Grants, which are federal government infrastructure related. Briggs noted that the latter used to be called the STRAP grant which covers many types of grants. Fagan noted they also had GIS Grants available and Briggs stated that the Assessors are already using this as a basis.

Fagan stated that the next MART meeting was scheduled for Wednesday, September 12<sup>th</sup> at 10:30 a.m. and he also noted that the MJTC second grant round is opening on August 27<sup>th</sup> and ending September 10<sup>th</sup> and that these grants would cover job creation, road improvement, etc.

F. Report on Broadhurst Opening

Fagan stated that he attended the grand opening of Broadhurst site which the Ashburnham Conservation Trust worked hard to make happen. He stated that they did an excellent job and that they may place some picnic tables at the site which also has a small swimming/beach area.

V. OLD BUSINESS

A. Review and approval with signature of Agreement with MRPC re: DLTA Grant planning

Briggs stated that this grant was for the assistance of MRPC regarding solar bylaws and residential type bylaws. He asked for the Chairman's signature on this agreement. ***Janssens made to motion to approve the signing of this agreement and was seconded by Fagan. Motion carried.***

VI. NEW BUSINESS

A. Review and approval of State Primary Warrant – Thursday, September 6, 2012

***Fagan made the motion to sign the warrant as presented and was seconded by Janssens. Motion carried.*** (The State Primary Warrant has been posted on the website as well as Town Hall, Post Office and Library.)

B. Appointment of Sara Allen to the Historical Commission

Briggs stated that the Historical Commission has unanimously approved the appointment of Sara Allen. ***Fagan motioned to approve the appointment and was seconded by Janssens. Motion carried.***

C. Discussion on setting date for the Special Town Meeting

Briggs stated that he recently met with his Financial Team on potential dates and that he is requesting October 16<sup>th</sup> as the date for the Special Town Meeting. He added that he has advised all Boards, Committees, Commissions and Department Heads to submit any articles that they would like to see on the warrant. He also is asking the Board to set the warrant closing date for September 11<sup>th</sup>. ***Janssens made the motion to set the Special Town Meeting date for October 16, 2012 and to set the article submission closing date for September 11<sup>th</sup>. Fagan seconded and the motion carried.***

VII. TOWN ADMINISTRATOR'S UPDATE

(This report is attached to these minutes and also posted on the Town's website.)

Briggs listed the openings on Town Boards and Committees as follows: (2) Conservation Commission; (1) Capital Planning Committee; (1) Advisory Board; (1) Board of Assessors; and (1) Historical Commission. He added that the Board voted to approve the appointment of Sara Allen to the Historical Commission at this meeting.

Briggs stated that they were still working to resolve the water pressure issues and would continue to do so. He also noted that the demolition of the old High Street tank would begin once the Gardner Hill tank work is completed. He added that depending on weather conditions, the Gardner Hill tank could be filled by the end of the next week.

Briggs stated that he would have the RFP for the sale of South Station ready to go by the end of this week. He also noted that the VMS Building Use Committee had requested an estimate on the cost to demolish the VMS building as well as the cost to do the testing to determine the full extent of the mitigation. He added that Ed Schlott, the Town Hall Custodian, did get an actual bid of \$160k to tear down the building.

He stated that because the property the Town is purchasing for the DPW on Williams Road was cut up there were no metes and bounds so a survey would have to be done. He added that things are moving along to complete this purchase.

Briggs stated that on Wednesday, July 18<sup>th</sup> the Road Materials Bid opening for both Ashburnham and Ashby was held at Town Hall. He stated that he concurs with Steve Nims on his recommendations as follows:

Asphalt - Mass Broken Stone Company	\$64.17 per ton in place
(This is an increase from last year of \$.10 per ton)	
Reclamation - Murray Paving & Reclamation	\$1.678 a sq. yd.
(This is the same as last year.)	

Briggs also noted that they received the confirmation for Chapter 90 and the paving of Oakmont Drive would be starting tomorrow and completed by August 27, which is the first day of school. He added that the paving of So. Main Street is scheduled in September.

He noted that Stan Herriott is working with Guardian Technologies to develop and implement a plan for the laying of fiber between the PSB, DPW, Town Hall and the Library.

Briggs stated that on July 26<sup>th</sup> he went on a tour with MRPC along with his assistant and representatives from Fitchburg and Clinton, to the Cultural Districts in the Towns of Gloucester and Rockport to see how these districts are set up. He stated that the tour was very informative. He also noted that these districts were not town driven but established by independent groups. He stated that the districts were all within walking distance but that the issue seemed to be public facilities.

He stated that he had a very good and informative meeting with Marshall Dennis and Laura Dinardo from the Conservation Commission regarding the Bush Hill Forestry Cutting and it was determined that monies from the harvesting would go to the Conservation Fund as the land was purchased by them and not the Town.

He noted that all his Department Head evaluations should be completed this week.

Briggs stated that he met with the financial team to establish the financial calendar for FY13 and the final version would be sent to the BOS, Capital Planning Committee and Advisory Board. He noted that this calendar includes the framework of what needs to get done and when, such as free cash and the tax rate. Fagan inquired if it would be possible to tie in with the school budget and Briggs stated that they have different milestones so it may not work.

Briggs reported that on Thursday, August 16<sup>th</sup> early morning the PSB was hit by lightning. The strike caused a number of issues with the battery backup power supply on the server, the interior and exterior video system, the A/C unit in Dispatch, the door access system as well as an issue on the fire side. He stated that he has set up an account to cover these costs with Tammy Collier, the Town Accountant.

He noted that on Saturday, September 29<sup>th</sup> by the generosity of Athol Savings Bank, a Pro-Shred Day will be held which is open to the community. He stated that the Town Hall staff will be taking advantage of this to clean up old files that have been approved for disposal.

Briggs stated that the Parks & Rec Rules and Regs will be on the September 4<sup>th</sup> agenda for discussion.

## VIII. APPROVAL OF MINUTES

### A. July 16, 2012 – Regular Meeting

*Fagan motioned to approve the minutes of the July 16, 2012 Meeting and was seconded by Janssens. Motion carried.*

## IX. BOS CORRESPONDENCE

Vitone stated that the Board of Selectmen received a letter from Christina Sargent, of the Historical Commission stating that they were against placing solar panels on the Library building. He stated that the Library Trustees approached the Light Department about this project and they in turn stated that they would not pursue this if the Historical Commission didn't approve. Fagan asked about ownership of the building and Briggs stated that it was under the Library Trustees control.

## X. AUGUST/SEPTEMBER MEETINGS

Fagan read the list of meetings as follows:

<b>Committee/Board</b>	<b>Day/Date/Time</b>	<b>Location</b>
Conservation Commission	Monday, August 27, 6:30 p.m.	Lower Level – Town Hall
Council on Aging Board	Monday, September 10, 10:00 a.m.	Lower Level – Town Hall
Conservation Commission	Monday, September 10, 6:30 p.m.	Lower Level – Town Hall
Board of Health	Monday, September 10, 6:30 p.m.	Upstairs – Town Hall
Water/Sewer Commission	Tuesday, September 11, 6:00 p.m.	Lower Level – Town Hall
Board of Assessors	Wednesday, September 12, 6:00 p.m.	Assessors Office – Town Hall

## 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.)
- Dog registration is ongoing with the additional late fee of \$10.00 added to each license and \$25.00 dog fines will be issued this month. If you have any questions please call the Town Clerk’s office at 978-827-4100 ext. 114.
- Wednesday, September 5, 2012 Noon – Last day for filing applications for absentee ballots for voters who will be out of town for the State Primary.
- Thursday, September 6 – State Primary – Polls open at 7:00 a.m. and close at 8:00 p.m. at the J.R. Briggs Elementary School Gym, 96 Williams Road.

The Pancake Breakfast held at Cushing Academy in their cafeteria, which was organized by the 250<sup>th</sup> Celebration Committee, was held on Sunday, August 12<sup>th</sup> and was a great success. This event was held to raise funds for the 250<sup>th</sup> events planned for 2015.

Athol Savings Bank is sponsoring their 4<sup>th</sup> Annual Pro-Shred Day to be held on Saturday, September 29<sup>th</sup> from 9:00 a.m. to 11:00 a.m. in the parking lot in front of Town Hall. This is free on-site shredding services for the community.

A Health Fair has been scheduled for Tuesday, October 9, 2012 from 10:00 a.m. to 12:00 noon in the Senior Center, upstairs at Town Hall. This is sponsored in partnership with the Ashburnham Council on Aging and Wachusett Manor with free admission. A light lunch will be served and flu shots will be available. Briggs added that this Health Fair is not just for the seniors.

Representative Rich Bastien Office Hours at 6:00 p.m. in the Training Room at the Public Safety Building on the third Monday of every month. To schedule time, call 978-630-1776.

The next meeting of the Board of Selectmen will be held on Tuesday, September 4, 2012 at 6:30 p.m. in the Training Room at the Public Safety Building. This meeting will be held on Tuesday due to the Labor Day Holiday on Monday, September 3<sup>rd</sup>.

## XII. SOLICIT PUBLIC INPUT

Rebecca Cinclair of the Parks & Rec Committee stated that they lost a tree at Sweeney Playground which also damaged the fence. She asked if the DPW could please clear the tree and tape the area around the damaged fence before Saturday’s event, the Bohemian Festival. Briggs stated that he would get this done.

## XIII. EXECUTIVE SESSION

## XIV. ADJOURNMENT

*At 7:32 p.m. Fagan motioned to adjourn the meeting and was seconded by Janssens. Motion carried.*

Respectfully submitted,  
 Sylvia Turcotte  
 Assistant to the Town Administrator