

**BOARD OF SELECTMEN MINUTES  
MONDAY, JUNE 17, 2013 – 6:30 P.M.  
PUBLIC SAFETY COMPLEX – TRAINING ROOM**

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This meeting was aired live on local cable television.

PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Nick Davis, Clerk, and Doug Briggs, Town Administrator. Sylvia Turcotte was not in attendance.

I. SALUTE THE FLAG

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

II. SOLICIT PUBLIC INPUT (5 minute limit)

III. APPROVAL OF AGENDA

*Duncan Phyfe motioned to approve the agenda as presented and was seconded by Nick Davis. Motion carried.*

IV. PRESENTATIONS & REPORTS

A. Public Hearing – Mr. Mike’s Change of Officers – Liquor License

Leo Janssens stated that the attorney for the Global Montello Group Corp. Attorney Dylan Remley, was present for this hearing. He stated that the hearing was held to process a change of officer application with the ABCC. *The Board of Selectmen opened the hearing with a motion made by Duncan Phyfe and seconded by Nick Davis* and welcomed the applicant. Attorney Remley explained the license request. Leo Janssens asked if anyone had any comments about this request and hearing none, *a motion was made by Duncan Phyfe to close the Public Hearing and was seconded by Nick Davis. Mr. Phyfe then made the motion to approve the application for Change of Officers on the liquor license for Mr. Mike’s as requested and was seconded by Mr. Davis. Motion carried.*

B. Update on J.R. Briggs School Project – Duncan Phyfe

Duncan Phyfe gave a brief slide show presentation showing the progress of this project.

V. OLD BUSINESS

A. Review of June 4, 2013 Special Town Meeting

There was a short discussion on how well the meeting proceeded.

VI. NEW BUSINESS

A. Discussion and vote on Stevens Building lease renewal

There was a short discussion on the lease renewal and how Duncan Phyfe, Leo Janssens and Doug Briggs enjoyed the tour of the facility. *Duncan Phyfe motioned to approve the Stevens Building lease renewal and was seconded by Nick Davis. Motion carried.*

B. Review of 15<sup>th</sup> Birthday Party for Winchester Park Event

Mr. Briggs stated that the event was a great success. He congratulated the Parks & Recreation Committee for this achievement. He noted that Mr. Roger was present and was on the original Parks & Recreation Committee 15 years ago when this park

became a playground area. Leo Janssens noted that he has never seen the parks look so good in all the years he's resided in Ashburnham.

C. Discussion on Town Administrator's Goals & Objectives for FY14

The Board discussed the evaluation process for the Town Administrator and how they would proceed. It was determined that they would produce their evaluation at the next meeting.

VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs noted the openings on Committees and Boards. He stated that he was asking the Board of Selectmen to vote to categorize the list of items at the VMS Building that he distributed to them as excess items. He stated that the list would then be posted on the Town's website as well as the Town's Boards and Committees and then any remaining items would be set up in the VMS for a tag sale during Downtown Day, June 29<sup>th</sup>. ***Duncan Phyfe motioned to approve the list and was seconded by Nick Davis. Motion carried.***

Mr. Briggs stated that he had made initial contact with USDA as well as discussed with the Water and Sewer Commissioners the replacement of water lines on South Maple Avenue, Williams Road, Westminster Street and Holden Street which would be through one of their grant programs. He also noted that he was working with USDA, in a preliminary stage, to research grants and funding for the new DPW facility.

Mr. Briggs noted that Town Counsel was still reviewing the PILOT verbiage changes from tenK Energy.

He stated that he was working with the Fire Chief on the Fire Union negotiations.

Mr. Briggs noted that he went with Steve Nims to a briefing on available grants from FEMA/MEMA which would be due by the middle of August. He stated that they were looking at several possibilities for these grants which would include the culvert going under Rt. 12 by Cushing Street.

He stated that he was working with Kevin Flynn from MRPC on a Distressed Properties Identification and Revitalization (DPIR) grant application. He stated that this grant would help with the issues of the collateral effects of foreclosures, which include reduced property values, vacant and distressed nuisance properties, broken families, damaged neighborhoods, lost municipal revenues and economic distress in Town.

Mr. Briggs noted that the North Country Sustainability Group still owed the Town \$5,829.15 on the lease of the VMS Building last year. He stated that a notice has been sent out to them each month but that we have not received any response.

He also noted that he was working on year-end and would be continuing to work with all the departments, board and committees to ensure a proper closure.

VIII. APPROVAL OF MINUTES

A. June 3, 2013 Minutes – Regular Meeting

***Duncan Phyfe motioned to approve the minutes from the June 3, 2013 Regular Meeting and was seconded by Nick Davis. Motion carried.***

B. June 4, 2013 Minutes – Special Meeting

*Duncan Phyfe motioned to approve the minutes from the June 4, 2013 Special Meeting and was seconded by Leo Janssens. Motion carried.*

IX. BOS CORRESPONDENCE

X. JUNE MEETINGS and EVENTS – Nick Davis read the meetings and events as follows:

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Monday, June 24 – 6:30 p.m.	Conservation Commission	Lower Level Meeting Room at Town Hall
Tuesday, June 25 - 7:00 p.m.	State Election and Special Town Election	UPSTAIRS AT TOWN HALL

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Thursday, July 4 – INDEPENDENCE DAY HOLIDAY

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XI. ANNOUNCEMENTS

Nick Davis read the announcements as follows.

Town Clerk Reminders:

- Monday, June 24 – 12:00 noon, last day for filing applications for absentee ballots for voters who will be out of town for the State Election and Special Town Election at the Town Clerk's office.
- Tuesday, June 25 – State Election and Special Town Election – Polls open at 7:00 a.m. and close at 8:00 p.m. at the Ashburnham Town Hall, 32 Main Street.
- Dog licenses are still available at the Town Clerk's office. Effective June 1<sup>st</sup> fees are \$25.00 for unaltered dogs and \$20.00 for altered dogs, and this includes a \$10.00 late fee. Registrations may be made by mail or in person at the Town Clerk's office. Payments can also be made online for RENEWALS ONLY. Please call the Town Clerk's office at 978-827-4100 extension 114 to verify that the current rabies certificate is on file.

The next regularly scheduled Board of Selectmen meeting under the summer schedule will be held on Monday, July 15, 2013 at 6:30 p.m. in the Training Room at the Public Safety Building.

XII. SOLICIT PUBLIC INPUT (5 minute limit)

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

At 7:01 p. m. Nick Davis motioned to adjourn the meeting and was seconded by Duncan Phyfe. Motion carried.

Respectfully submitted,  
Doug Briggs  
Town Administrator