

**BOARD OF SELECTMEN MINUTES  
TUESDAY, SEPTEMBER 3, 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, Doug Briggs, Town Administrator and Sylvia Turcotte, Assistant to the Town Administrator.

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)                      None

III. APPROVAL OF AGENDA

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

IV. PRESENTATIONS & REPORT

A. Approval of temporary borrowing for Briggs Project – Town Treasurer, Paul Pollastri

Paul Pollastri stated that he was borrowing \$1.3m as a short term note to fund the shortfall while waiting for MSBA reimbursement. *Nick Davis motioned to sign the note and was seconded by Duncan Phyfe. Motion carried unanimously.*

V. OLD BUSINESS

VI. NEW BUSINESS

A. Approval of appointment to Agricultural Commission

Leo Janssens stated that they received a letter of interest from Gary Howland to serve on the Agricultural Commission. Doug Briggs stated that this appointment is unanimously approved by the members of the Commission. *Duncan Phyfe made the motion to approve this appointment and was seconded by Nick Davis. Motion carried unanimously.*

B. Approval of Common Victualler License

Leo Janssens stated that this is a new establishment, Brothers Pizza and Grill, at 47 Main Street and they have received approval from the Board of Health. *Nick Davis motioned to approve the Common Victualler License and was seconded by Duncan Phyfe. Motion carried unanimously.*

VII. TOWN ADMINISTRATOR’S UPDATE

Doug Briggs began his report by stating that he is asking the Board to open the warrant for the Special Town Meeting which has been scheduled for Tuesday, October 29<sup>th</sup> at 7:00 p.m. at Oakmont in the Auditorium, he added that we checked and this date is open with no conflicts. He also noted that the Board will need to vote to close the warrant on October 2<sup>nd</sup> in the same motion.

**Duncan Phyfe motioned to open the October 29<sup>th</sup> Special Town Meeting warrant and set the close date for October 2<sup>nd</sup>. Nick Davis seconded and the motion carried unanimously.**

Mr. Briggs stated that he received the Asbestos Removal Plan today and that he asked for a quote which he is hoping will be under the \$25,000 in order to avoid having to go out to bid.

He then stated that he was requesting the Board sign the Memorandum of Understanding for a one-year contract with the Fire Association. He noted that it was basically the same as the previous agreement except for the one-year timeframe and the 2% wage increase. *Duncan Phyfe motioned to approve the Memorandum of Understanding and was seconded by Nick Davis. Motion carried unanimously.*

Mr. Briggs stated that Dunn Road looks gorgeous with the new paving. He stated that they have put down the binding coat on Lake Road from Sherbert to East Rindge. He added that there was still \$174,391 remaining in the Chapter 90 \$300M appropriation that the Governor is refusing to release due to funding questions. He stated that he has contacted Senator Brewer's office to ask to release these funds. He noted that if we did get the \$174k we would complete Rindge Rd. and the sidewalks on South Main.

Doug Briggs stated that Tighe & Bond was chosen by the Water/Sewer Commissioners for the Water Line Replacement Project and added that both engineering firms were exceptional. He stated that he met with Tighe & Bond today stressing that we needed the engineering report and project cost estimate for an article on the Special Town Meeting.

Mr. Briggs noted that the solar project is really moving along, the land is cleared and they are pulling up stumps. They are looking to get this up and running by December 31, 2013.

Doug Briggs stated that he attended the Ashburnham Business Council meeting on August 20<sup>th</sup>. He noted that they discussed the wrap-up of Downtown Day and also about amending the Merger Agreement with Greater Gardner Chamber of Commerce and the Council structure. He stated that the Council believes that there needs to be more involvement by the area businesses and they wanted to know if it would be possible to close down part of Main Street for Downtown Day. He stated that he checked with Chief Barrett and he didn't see a problem doing that.

Doug Briggs noted that in March of this year, our Town Accountant while processing the warrant noticed an irregularity in the Librarian's reimbursement request. When the Librarian was questioned about the discrepancies, the Accountant did not receive a satisfactory answer. The Accountant approached Chairman of the BOS, Ed Vitone, and me. I contacted Town Labor Counsel to discuss the issue. Town Counsel laid out a specific approach and steps required to ensure a proper investigation was conducted. The Library Trustees Chair, Paul Dowd, and the Trustees themselves did exactly as proscribed by Counsel. In the end, the Trustees decided not to pursue the matter any further and although the cost was nearly \$20,000 it was important that any allegations of possible improprieties by employees be investigated to the fullest.

He stated that when he contacted Mayor Hawke from Gardner on the heating oil bid he was told that it would be a better deal with the State Bid list, so this year he elected to do so. He noted that it will be the same vendor as last year, East River Energy and the price will be determined by the Daily Fuel Index, which is currently \$2.8396 along with a \$.1744 delivery charge for a total of \$3.014 per gallon for small tanks and for larger tanks such as the Public Safety Building, \$.04 delivery charge per gallon. Last year's cost was \$3.1599.

He stated that the Accountant's office had been moved to the back office of the Assessors which is really nice and she likes it. He also noted that her old office would be used as a meeting room.

Mr. Briggs stated that he would be meeting with Edd Byrnes, our insurance advisor, along with Karen Murphy, Ralph Hicks and Sherry Kersey next week to discuss the effects of Obama Care and also the Retiree Health Insurance which will be effective on January 1, 2014. He also noted that Stan Herriott is doing an analysis on cost for next year's budget. He noted that he wants to coordinate with the School and Westminster and to open up communications.

## VIII. APPROVAL OF MINUTES

### A. August 12, 2013 Minutes – Regular Meeting

***Duncan Phyfe motioned to approve the minutes from the August 12, 2013 Regular Meeting and was seconded by Nick Davis. Motion carried.***

## IX. BOS CORRESPONDENCE

Duncan Phyfe noted that back in June the Board received a letter from Kaitlin Strand asking that the Town acknowledge that September is Childhood Cancer Awareness month and she was asking to have the poles in the center of Town lit up with gold lights to bring awareness

of childhood cancer. He noted that on Saturday at 10:00 a.m. a group of volunteers decorated the poles with gold ribbon and gold lights that are on a timer, all for a good cause.

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

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Monday, September 9 – 10:00 a.m. – Council on Aging Board – Lower Level Meeting Room at Town Hall

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Monday, September 9 – 6:45 p.m. – Conservation Commission – Lower Level Meeting Room at Town Hall

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Tuesday, September 10 – 6:00 p.m. – Water/Sewer Commission – Lower Level Meeting Room at Town Hall

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Wednesday, September 11– 5:00 p.m. – Board of Assessors –Assessors Office at Town Hall

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XI. ANNOUNCEMENTS

Nick Davis read the announcements as follows.

Town Clerk Reminders:

- Dog fines in the amount of \$25.00 (per dog) were sent to all residents whose dogs were unlicensed along with a letter from Police Chief Barrett. Dogs must be licensed and fines paid within 21 days. Please call the Town Clerk’s office at 978-827-4100 extension 114 if you have any questions.

The next scheduled Board of Selectmen meeting will be held on Monday, September 16, 2013 at 6:30 p.m. in the Training Room at the Public Safety Building.

XII. SOLICIT PUBLIC INPUT (5 minute limit) None

XIII. EXECUTIVE SESSION

XIV. ADJOURNMENT

At 7:00 p. m. Duncan Phye motioned to adjourn the meeting and was seconded by Nick Davis. Motion carried.

Respectfully submitted,  
Sylvia Turcotte  
Assistant to the Town Administrator