

MONDAY, AUGUST 17, 2015 – 6:30 P.M.
TRAINING ROOM – PUBLIC SAFETY BUILDING

This meeting was aired live and taped for local television.

PRESENT: Duncan Phyfe, Chair, Leo Janssens II, Member, Doug Briggs, Town Administrator, and Sylvia Turcotte, Executive Assistant. Kyle Johnson was not in attendance.

I. SALUTE THE FLAG

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

II. SOLICIT PUBLIC INPUT None

III. APPROVAL OF AGENDA

Leo Janssens motioned to approve the agenda as presented and was seconded by Duncan Phyfe. Motion carried.

IV. PRESENTATIONS & REPORTS None

V. OLD BUSINESS

A. Vote to approve additional members to serve on Downtown Focus Committee

Doug Briggs stated that they have two more interested parties who wish to serve on this Committee. He stated that Richie Wright and Pat Stewart are asking to be appointed. ***Leo Janssens motioned to approve these two appointments and was seconded by Duncan Phyfe. Motion carried.*** Doug Briggs noted that they now have 9 members on this Committee.

VI. NEW BUSINESS None

VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs stated that the Russell Hill Road project is in full swing and that paving should begin as soon as the Rt.122 paving is completed in Rutland. He also noted that South Maple Ave., Turnpike Road and Holden Street paving should be done in the next three weeks.

Mr. Briggs stated that he met with Superintendent Mazzola as a start to the FY17 budget process and that they would meet weekly. He added that he is very positive after this meeting.

He stated that they may want to put off the approval of the drone for the Fire Department until they have a full Board in attendance. Duncan Phyfe noted that he was impressed with Chief Rekos' footwork in researching this donated \$2,000 drone and he added that he would support this. Mr. Janssens also agreed to support and stated that they

should vote on this now. **Leo Janssens made the motion to accept the gift of the drone and was seconded by Duncan Phyfe. Motion carried.**

Doug Briggs noted that the Treasurer Kate Stacy has resigned as of August 7th and that after interviews, he has appointed Tammy Collier as Treasurer, but would ask the Board for their approval to start her at Grade 10, Step 7 for 25 hours a week. He added that Tammy will start on Tuesday, September 8th and is coming to us from the town of Harvard, and will be a great asset to our team. He also wanted to thank Paul Pollastri who came forward to help balance the books for FY15. Mr. Briggs noted that Paul Pollastri, who retired back in March, ended his extra service to the Town today but if needed he would come in to help and that he would be coming in to work with Tammy Collier when she starts. He added his thanks to Paul for his assistance. **Leo Janssens motioned to approve the appointment and was seconded by Duncan Phyfe. Motion carried.**

Mr. Briggs stated that the Water Project is nearing completion and that at the end of this project it was anticipated we would have a balance of funds. Tighe & Bond put together an alternative scope of work that included work to be done on the Pressure Reducing Valve (PRV) located at the Corey Hill/Williams Roads intersection. The bid for this work came in too high and it was decided to go forward and finish the paving of Holden, Turnpike and So. Maple and then use the remainder of the funds to fix or buy water meters. He also noted that we would then apply for another grant through USDA to do the PRV project.

He stated that he has developed a mission statement for the DPW Building Committee and that he already has one interested person to serve. He stated that he would reach out to Boards and Committees for members.

He noted that he met with his finance team and put together the FY16 Financial Calendar which is a guideline of what needs to be done and when.

Mr. Briggs then stated that with the loss through retirement of Jim Whitney from the Water/Sewer Department we have seen a significant drop in the oversight and maintenance of our two pumping stations. It has been decided to hire Weston & Sampson to manage and establish a maintenance program for our two sewer pumping stations. He noted that they would also give needed training to our personnel. He added that this is all due to the problems with Gardner and the odor issues and that we would be paying \$1,200 a month to Weston & Sampson to get this project done and resolved.

Doug Briggs noted that the Parks & Recreation Committee has two concerts scheduled in the month of August. Sunday, August 23rd, Nashoba Valley Concert Band; and Sunday, August 30th, Rhythm, a 20's thru 90's band. Both concerts are from 5:00 to 7:00 p.m. at Winchester Park.

He then asked the Board to vote to set the fall Special Town Meeting for October 27, 2015 at 7:00 p.m. in the Oakmont Auditorium and to close the warrant on September 24, 2015. He noted that the Auditorium has been secured and that Ron Reed, the Town Moderator is all set with this date. **Leo Janssens motioned to approve the STM date and the warrant closing date and was seconded by Duncan Phyfe. Motion carried.**

Mr. Briggs stated that Bill Frayer is our auditor again this year and that he has already started the auditing process for FY15. Leo Janssens noted his concern with the same auditor for so many years stating that there should be some variation. Mr. Briggs stated that with all the changes and all our turn-overs, it's nice to have some stability right now.

Leo Janssens requested that the Mission Statement for the DPW Building Committee be posted on the Town's website.

VIII. APPROVAL OF MINUTES

- A. July 13, 2015 Minutes – Joint Meeting with Advisory Board and Capital Planning Committee
- B. August 4, 2015 Minutes – Joint Meeting with Advisory Board

Leo Janssens motioned to approve the minutes of July 13, 2015 and August 4, 2015 and was seconded by Duncan Phyfe. Motion carried.

IX. BOS CORRESPONDENCE None

X. AUGUST MEETINGS AND ANNOUNCEMENTS

Leo Janssens read the following:

Town Clerk Reminders:

- January 1st and on – Open registration of voters at the Town Hall, Town Clerk's Office, 32 Main Street, from 7:30 a.m. to 7:00 p.m. on Mondays and 7:30 a.m. to 5:00 p.m. Tuesday thru Thursday.
- Dog licenses are available at the Town Clerk's office. Effective June 1st fees are \$25.00 for unaltered dogs and \$20.00 for altered dogs. This includes a \$10.00 late fee. Registrations may be made by mail or in person at Town Clerk's office. Please bring or include rabies certificate. RENEWALS ONLY can be made online. Please verify if current rabies certificate is on file by calling 978-827-4100, ext. 3 before paying online.

Due to the Labor Day holiday on Monday, September 7th, the next scheduled Board of Selectmen meeting will be held on Tuesday, September 8, 2015 at 6:30 p.m. in the Training Room at the Public Safety Building.

XI. SOLICIT PUBLIC INPUT (5 minute limit) None

XII. EXECUTIVE SESSION Not required.

XIII. ADJOURNMENT

At 6:55 p.m. Leo Janssens motioned to adjourn the meeting and was seconded by Duncan Phyfe. Motion carried.

Respectfully submitted,
Sylvia Turcotte
Executive Assistant