

**TUESDAY, SEPTEMBER 8, 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, Kyle Johnson, Clerk, Doug Briggs, Town Administrator, and Sylvia Turcotte, Executive Assistant.

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 Kyle Johnson. Motion carried.

IV. PRESENTATIONS & REPORTS None

A. Steve Coswell – 250th Celebration – Discussion on Celebration Finale and Parade Logistics

In attendance were Steve Coswell and Sean McNally. Steve Coswell stated that his reason for coming before the Board was to ask for a waiver to allow the 250th Committee to hold an Oktoberfest on Saturday, October 17th from 6 to 11:00 p.m. with a beer tent at the Gazebo area in Winchester Park. He noted that the Tavern on Central would be sponsoring the beer tent and Sean McNally stated that all his employees were TIP certified. Leo Janssens stated that the Conservation Trust was given a waiver to hold a wine tasting two years ago at Downtown Day.

Duncan Phyfe asked what controls would be in place. Steve Coswell stated that the area would be well lit, there would be a police detail, ID's would be required with an ID machine owned by Mr. McNally which actually shows who is legal to drink. Mr. Phyfe inquired if the drinking would only be allowed in the beer tent and Steve Coswell responded that they would set up some type of roped area as the beer tent wouldn't be large enough. He added that there would be a designated area away from the playground with police and security. He also noted that food would be available as well.

Mr. Phyfe stated that he would like Chief Barrett's opinion and to know whether he supports this event. Steve Coswell again stated that there would be two officers on duty. Kyle Johnson noted that he was comfortable with the level of understanding while Leo Janssens stated that he would approve subject to the Chief's input. Mr. Phyfe stated that they would wait for the Chief's input before they give their approval. Mr. Coswell noted that he would work with the Chief on any concerns he might have. He also noted that he would work with the Chief on the parade route staging which is an issue right now.

Steve Coswell stated that the 250th Parade will be held on Sunday, September 27th from 1:00 to 3:00 p.m. and would start at the bottom of High Street and go to Landry Field. He added that there will be 10 bands, the American Legion color guard, some floats, Minions, Spiderman, Uncle Sam on stilts, and Miss Massachusetts, just to name a few and that the Board of Selectmen would lead the parade.

V. OLD BUSINESS

A. Discussion on Russell Hill Road – possible truck restriction

Doug Briggs stated that a traffic study was done per the request of the Board. He stated that they needed a 24 hour period at least and they did a 2 day period count prior to the new paving. He stated that there were 300 a day each way and the average speed was between 26 and 35 mph. He noted that there were some concerns that the larger trucks would, over time, damage the newly paved road. He stated that there was an alternate route, 101 north which is only about a mile longer. He stated that this falls in line with all the State's requirements with many things that would merit restrictions on this road, such as, the width of road which varies and trucks make it a dangerous scenario at times while coming around on the hills. Kyle Johnson stated that he feels the restriction is the way to go. Doug Briggs stated that he could put the application together if the Board approves. He added that signs would be placed restricting weight and would be properly identified. Leo Janssens noted that maybe we should exclude commercial vehicles except for local deliveries and Mr. Briggs stated that it would be done by weight.

Leo Janssens made the motion to go forward with the application and Kyle Johnson seconded. All in favor.

VI. NEW BUSINESS

A. Signing of BAN Documents

Doug Briggs stated that the USDA recommended that we roll-over our loan on the Water Line Replacement Project for two months with the pay-off on November 10th at a cost to us of \$12,000. He added that this will make it easier to pay at the beginning of the fiscal year. Leo Janssens suggested that we could look to do something similar with some other loans as well.

Leo Janssens motioned to approve the bond anticipation note as presented and was seconded by Kyle Johnson. All in favor.

B. Vote to appoint members to the newly formed DPW Building Committee

Doug Briggs read the list of proposed members as follows:

Kyle Johnson – Board of Selectmen Rep
Ron Putnam – Advisory Board Rep
Jaime Piedrafite – Capital Planning Board Rep
Brian Pochini – Contractor
Kelly Hansen – At Large Member
Jim Bender – At Large Member
Steve Nims – DPW Rep

Duncan Phye motioned to approve the list of members and was seconded by Leo Janssens. All in favor. Doug Briggs stated that Sylvia Turcotte will set up their first meeting.

C. Discussion on Proposed Fee Changes for the Assessor's Office

Doug Briggs stated that he was approached by the Assessors to raise their fees as follows:

Property Cards	from \$.25 a copy to \$1.00 a copy
Property Maps	from \$.25 a copy to \$1.00 a copy
Abutters List	from .25 a page to \$10.00 for the list

He also noted that these items are available on line but if they need to be certified then they would have to go through the Assessors' office. **Kyle Johnson motioned to approve the new fees and was seconded by Leo Janssens. All in favor.**

VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs stated that River Styx and Russell Hill roads have the base coat completed. He added that the paving cycles are pertinent and that this will determine when we will see the completion of the paving on Holden, Turnpike and South Maple Ave.

He stated that he met with Roger Alcott from Weston and Sampson with Steve Nims and reviewed the engineering plans for Route 101 South from Williams Road to the Gardner line. He stated that Roger Alcott will be submitting the plans to MADOT for their review. And, once this is done then Conservation Commission needs to review so that they can get it moving on the TIP list for either FY17 or FY18. He also noted that they asked Mr. Alcott to look at the Meissner property to put together a plan to repair/reconstruct the walkway, wall and culvert associated with their property. He added that there are jersey barriers there now to hold up the wall as it's unsafe and that the Meissner's need to go to the Conservation Commission for other issues as well.

Mr. Briggs stated that with meeting only once a month during the summer he wanted to take this opportunity to better inform the Board of the activities of our three large departments consisting of the DPW, Police and Fire. He noted that the DPW is cleaning up from the past winter and preparing for the next winter season. He encouraged residents to go to the Town's website and look at his TA report which lists all the activities that these three departments have been busy with during the summer months. He also noted that there was a concern that the employees of these departments, especially the DPW, use some vacation before winter when they are their busiest.

Mr. Briggs then read a letter from a resident regarding the excellent job that the DPW crew has done with the paving on Russell Hill Road. It read as follows:

"There is a contemporary TV show called the "MythBusters" where experimental observation is used to debunk unfounded rumors and myths. Over the past month I've watched an Ashburnham version of that same show as the DPW reclaimed Russell Hill Road. What I saw led to the unmistakable conclusion that today's DPW approaches work with strong planning and executes the work with a dedicated, hardworking crew.

I've been in town long enough to see Russell Hill Road reclaimed before, and that was well over 20 years ago. What I saw the previous time was grind, level, roll and pave. What I saw this time was a comprehensive plan to reconstruct the road surface to maximize its future life. I may have missed a few, but here are the steps that I saw:

- *Identify, excavate and remove large rocks below the existing road surface to avoid humping of the new road caused by frost.*
- *Identify damaged culverts and under-road drainage pipes and remove, rebuild and/or replace.*
- *Identify and remove trees which have over time infringed on the road surface and remove the stump to eliminate shoulder humping by the tree roots.*

- *Remove catch basin grates and cover below grade (customary)*
- *Engage a road regrind company and regrind twice on the first day, roll followed by a third regrind to eliminate large asphalt clumps.*
- *Remove any mid-sized rocks in the road surface*
- *Re-contour road for proper drainage*
- *Respond to a prank from mother nature and regrade road after torrential downpour*
- *Remove regrind berms at each driveway and intersection*
- *Pave base coat.*

That is where the road stands now, but there are a lot more steps remaining before the job is complete: raise catch basin grates, apply tack, final paving, transitions to driveways, etc. I'm confident that the DPW will do an equally good job wrapping up the job.

What I saw throughout the process was strong planning, and hard work. The DPW is in a tough spot. For years our roads have been neglected, and with a small crew and a relatively small budget, there is a limited amount of road reclamation that can be done each year. To insure that work budgeted by the town be done in a logical and appropriate order, an independent firm was engaged to review the condition of all the town's roads. That independent firm established an unbiased priority for road work.

The opportunity to reclaim a road doesn't come up very often. Our DPW is doing what it takes to make the new surface last as long as possible.

Regards,

Edward T. Vitone Jr."

Mr. Briggs again encouraged residents to look at his TA report on line.

Doug Briggs stated that he met with the Board of Selectmen on Monday the 24th of August with Guardian Information Technologies to review the final stages of the IT infrastructure upgrade. He noted that this project has already started and should be completed by early December of 2015. He added that this will finally make the Public Safety Building the hub of our entire IT infrastructure.

He stated that one alternative for the Rail Trail issue is to have the Parks and Recreation put in charge of the construction of the rail trail. He noted that there will be a need for an article at a town meeting that gives the P&R the authority to construct a walkway on town-owned land.

Mr. Briggs stated that he met with the Energy Committee and that they are moving forward with the Library portion of the project and has met with representatives from the engineering firms of D/E Corporation and B2Q to give us cost estimates on developing design specifications, assisting with the bid process, and overseeing the work. He added that there is a tight time schedule so hopefully this will be one-stop shopping as time is tight with the Library in need of a heat source for the upcoming winter season.

Mr. Briggs also announced that Tyler Wolanin, District Director, of the Office of Senator Anne M. Gobi will hold office hours in Ashburnham on Monday, September 14th from 4:00 to 5:00 p.m. in the Center Meeting Room at Town Hall.

He did add that the Board will need to talk about placing the Regional Agreement on as an article for the Special Town Meeting.

Kyle Johnson inquired as to the expected completion by Weston and Sampson on the Sewer automatic drip system and Mr. Briggs responded it should be completed in three weeks.

VIII. APPROVAL OF MINUTES

A. August 17, 2015 Minutes – Regular Meeting

Leo Janssens motioned to approve the minutes of August 17, 2015 and was seconded by Kyle Johnson. All in favor.

B. August 24, 2015 Minutes – Special Meeting

Leo Janssens motioned to approve the minutes of August 24, 2015 and was seconded by Kyle Johnson. All in favor.

IX. BOS CORRESPONDENCE None

X. SEPTEMBER MEETINGS AND ANNOUNCEMENTS

Kyle Johnson began by noting the many openings on Boards and Committees as follows:

- (1) Conservation Commission
- (1) Council on Aging
- (2) Historical Commission

Mr. Johnson 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.

The next scheduled Board of Selectmen meeting will be held on Monday, September 21, 2015 at 6:30 p.m. in the Training Room at the Public Safety Building.

Doug Briggs noted that Linda Ramsdell, the Town Clerk, has given her notice of retirement at the end of October. He stated that we are accepting resumes, and they should be sent to Sylvia Turcotte.

XI. SOLICIT PUBLIC INPUT (5 minute limit) None

XII. EXECUTIVE SESSION Not required.

XIII. ADJOURNMENT

At 7:10 p.m. Kyle Johnson motioned to adjourn the meeting and was seconded by Leo Janssens. Motion carried.

Respectfully submitted,
Sylvia Turcotte
Executive Assistant