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*BOARD OF SELECTMEN  
MEETING MINUTES*

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**MONDAY, JUNE 6, 2016 – 6:30 P.M.  
TRAINING ROOM – PUBLIC SAFETY BUILDING**

This meeting was aired live and taped for local television.

PRESENT: Leo Janssens II, Chair, Duncan Phyfe, Member, Kyle Johnson, Clerk, Doug Briggs, Town Administrator and Sylvia Turcotte, Executive Assistant.

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           None

III. APPROVAL OF AGENDA

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

IV. PRESENTATIONS & REPORTS

A. Brad Warren – Guardian Information Technologies, Inc. re: Emails

Brad Warren, from Guardian Information Technologies, Inc. was present to discuss email issues. He began by stating that the Town is responsible for keeping all email correspondence.

Leo Janssens inquired if a message sent to a personal email was still retained and Mr. Warren stated that it was but if that email is sent to someone else, then it's lost.

Doug Briggs stated that we realize that we need to retain all emails and everyone is getting ma.gov emails. He noted that we were thinking of setting up group emails but there are problems with this. Brad Warren responded that you can have a distribution list but if they respond on non-town emails, it's lost as part of the thread.

He then stated that if they come across something undesirable, they are obligated to report it.

Leo Janssens inquired if we pay for each email address and Mr. Warren responded "yes" and if someone leaves we retain the records.

Kyle Johnson stated that the real issue is that we're maybe 50% compliant and the bigger battle is how exposed are we right now. He stated that we should spend our energy on compliance not quantity.

Duncan Phyfe noted that the leadership boards should have ma.gov emails, such as Board of Selectmen, Capital Planning, Advisory Board, Board of Health, ZBA, Planning Board and Water Sewer Commissioners.

Brad Warren stated that a lot of towns have an “acceptable use policy” advising everyone that all emails are the Town’s property and have the employees sign and acknowledge this. He reiterated that Town emails should be used exclusively to conduct Town business.

Mr. Warren noted that they were in the process of installing network (wi-fi) with guest component. He also noted that anyone with a Town issued phone should use the phone for Town business only, no personal use.

Kyle Johnson stated that we will re-do the policy and that Doug Briggs will edit it. The Board thanked Mr. Warren for this information.

B. Attorney Bill Solomon – Cable Contract

Attorney Solomon was not present so the Board skipped over this agenda item.

V. OLD BUSINESS

A. Update – DPW Building Committee

Kyle Johnson stated that he had no update.

B. Update – Downtown Focus Committee and Regional Agreement Committee

Duncan Phyfe noted that the Downtown Focus Committee did not meet last month.

He stated that regarding the Regional Agreement, he was waiting to hear back from Westminster.

VI. NEW BUSINESS

A. FY17 Appointments

Leo Janssens stated that they would approve each Board or Committee appointments individually.

Capital Planning Committee – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

Mt. Watatic Management – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

Cultural Council – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

Historical Commission – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

Constables – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

Agricultural Commission – ***Kyle Johnson motioned to approve and was seconded by Duncan Phyfe. Motion carried.***

Energy Committee – It was noted that this Committee should be appointed for one year not three) ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson, motion carried.***

Firms – ***Duncan Phyfe motioned to approve and was seconded by Kyle Johnson. Motion carried.***

DPW Building Committee – ***Kyle Johnson made the motion to not re-appoint this committee as chair, noting that everything is done except for cost changes. Duncan Phyfe***

**seconded and the motion carried.** Leo Janssens asked that thank you letters should be sent out to the members.

Downtown Focus Committee – Kyle Johnson stated that this Committee should have been coupled with the DPW Building Committee and now there’s no particular reason to continue with this group and they should go forward later with a new committee. He stated that there’s only one measurable plot of land, the DPW site, to develop because most other areas are owned by private citizens, so there’s really no need at this time.

Duncan Phyfe stated that the former members of the previous Focus Committee really want to continue. He stated that some things are not specific to the DPW site. He stated that it’s always been said that Ashburnham discourages businesses from coming in and we need to try to change this. He added that day to day things need to be done downtown. He did add that we should change the appointment to one year instead of three. Leo Janssens stated that we really don’t know what will happen in a year. Duncan Phyfe noted that there were two parts to the Committee’s mission statement, and there’s still work to be done.

**Duncan Phyfe made the motion to re-appoint this Committee for one year and was seconded by Leo Janssens. (2) in favor, (1) opposed.**

Water/Sewer Commission – Kyle Johnson noted that the members are looking forward to getting things done and they are a “veteran group”. **Kyle Johnson motioned to approve the appointments as listed and was seconded by Duncan Phyfe. Motion carried.**

B. Discussion – TA Search Committee

Leo Janssens stated that he was displeased with the lack of citizen interest in serving on this important Committee. After reviewing the list of possible members, **Duncan Phyfe motioned to appoint the following and was seconded by Kyle Johnson. Motion carried.**

Advisory Board Member	Bruce Whitney
Department Head Member	Larry Barrett – Police Chief
Board or Committee Members	Ed Vitone – Library Trustee Joe Kalagher – Planning Board
School Committee Member	Dave Christianson
General Town Admin Member	Mary Calandrella
Citizen Volunteer Members	Randy Ramsdell Walt Meissner

It was noted that two more Citizen Volunteer members were needed. Doug Briggs advised the Board that the ad should be sent to the Beacon no later than July 7<sup>th</sup>.

C. Special One-Day Liquor License Request

Leo Janssens noted that the Ashburnham Historical Society, Inc. is requesting a Beer & Wine One-Day Liquor License for an Auction Event on Saturday, October 15<sup>th</sup> from 4:30 to 10:00 p.m. at the Society Building, 79 Main Street. Doug Briggs stated that Police and Fire approved. **Duncan Phyfe motioned to approve the One-Day Liquor License and was seconded by Kyle Johnson. Motion carried.**

D. Discussion on Summer Meetings

Leo Janssens stated that this summer schedule is to accommodate vacation schedules and Duncan Phyfe noted that they can always call a meeting if needed. Doug Briggs stated that he suggested July 11<sup>th</sup> as a Joint Meeting with the Advisory Board to approve the end of year transfers and August 15<sup>th</sup>. The Board agreed with these two dates.

## VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs began his report by stating that spending for FY16 in all departments is all right in line. He noted that on July 11<sup>th</sup> a joint meeting will be held of the Board of Selectmen and Advisory Board to make the final interdepartmental and reserve fund transfers. He stated there were only 3 items with small deficits – 1) Snow & Ice; 2) Debt Schedule; 3) Board of Health.

He stated that he has sent out all his re-appointments for FY17. There was a short discussion on whether he could appoint someone to the Trust Fund Commission and he noted that he would check the Town Charter as suggested by Leo Janssens.

He stated that the Town received a loan payoff from the Community Development Block Grant Program of \$43,875. This discharge of two loans (one for sewer the other for housing rehab) was due to someone selling their property. These funds can be used for any purpose and are not tied to any outstanding loan payments that the town must make. The program allowed residents to borrow for housing and septic rehabilitation and as long as they stayed in their property, had to make no payments, but if they left prior to the twenty years they had to pay off the balance. He asked the Board to vote to apportion the \$43,875 as follows: \$21,375 to sewer receipts and \$22,500 to the general fund revenues. ***Leo Janssens made the motion to approve and was seconded by Duncan Phyfe. Motion carried.***

Mr. Briggs stated that the Energy Committee has approved Roy Bros. as the successful bidder on the boiler and installation has begun at the Library. He noted that PSB lighting is complete, and now the Town Hall lighting will be replaced. The Committee has allocated most of the funds in the grant at this point.

He stated that the Water and Sewer bills were due last week and that it appears that both budgets will end up with a small balance in free cash when certified. He noted that the balance of the USDA grant for the Water Line Project will be used to do repairs on the Pressure Reducing Valve system at the corner of Williams and Rt. 101. The balance is about \$70,000 and we are going out to bid to get this done. We may get another grant from USDA to make needed repairs and improvements on the Westminster Pump Station.

Mr. Briggs stated that the intersection work will begin in July and the Meissner property issues will be addressed, which include the engineering, reinforcing the wall and a drainage pipe. He also noted that we will use "complete street" funds. He also noted that we are applying for a grant to do Harris, Ferin and Lake Shore Drive which includes drainage. And that this year we will be doing Cashman, Chapel, Lawrence, Cushing and Lake Shore Drive using the \$200,000 road funds.

Mr. Briggs stated that he met with Steve Nims and Richard Reynolds about the long overdue inspection of the DPW facility on Central Street. Should immediate action be required due to the inspection, we are working on a plan to accommodate the storage of our diesel equipment that cannot be left out in the winter months. He noted that they are presently in the process of cleaning up the site, trailers are gone and miscellaneous metal and they have rented a grinder.

## VIII. APPROVAL OF MINUTES

- A. April 6, 2016 – Regular Meeting
- B. April 14, 2016 – Joint Meeting with Advisory Board and Capital Planning Committee
- C. May 3, 2016 – Joint Meeting with Advisory Board and Capital Planning Committee
- D. May 16, 2016 – Regular Meeting

***Duncan Phyfe made the motion to approve all the above minutes and was seconded by Kyle Johnson. Motion carried.***

IX. BOS CORRESPONDENCE

Kyle Johnson stated an invitation went out from the 250<sup>th</sup> Celebration Committee to attend the viewing and interment of the 2115 Time Capsule to be held at the Town Hall on Saturday June 25<sup>th</sup> at 12:00 noon.

X. JUNE MEETINGS and ANNOUNCEMENTS

Kyle Johnson read the openings on Boards and Committees as follows: (1) Council on Aging Board; and (1) Conservation Commission.

He then read the following June meetings:

- Board of Assessors will meet on June 8<sup>th</sup> at 5:00 p.m. in the Assessor's Office at Town Hall
- Water-Sewer Commission will meet on June 14<sup>th</sup> at 6:00 p.m. in Lower Level Meeting Room at Town Hall.

Kyle Johnson read the following Town Clerk Reminders:

- January 1<sup>st</sup> 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, and closed on Friday.
- June 1<sup>st</sup> dog license fees are due; after this date there will be a \$10.00 late fee.

The next scheduled Board of Selectmen meeting will be held on June 20, 2016 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 None

At this time Leo Janssens motioned to enter into executive session with a roll call vote to deliberate upon matters which, if done in open meeting could detrimentally affect the position of the Town regarding collective bargaining (Teachers). The Board will reconvene into open session only to adjourn.

XIII. ADJOURNMENT

***At 8:10 p.m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.***

Respectfully submitted,  
Sylvia Turcotte, Executive Assistant