
*BOARD OF SELECTMEN
MEETING MINUTES*

**MONDAY, AUGUST 15, 2016 – 6:30 P.M.
TRAINING ROOM – PUBLIC SAFETY BUILDING**

This meeting was 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. TA Search Committee – Discussion on charge of Committee

Members in attendance were: Ed Vitone, Chair, Mary Calandrella, Larry Barrett, Bruce Whitney, Gary Guertin, Kelly Hansen, and Walt Meissner.

Leo Janssens stated that he knew the Committee's work would be based on the Charter and Doug Briggs contract. Duncan Phyfe agreed noting his full confidence in the group. Kyle Johnson stated that there were some big shoes to fill and that he was confident in the group.

Ed Vitone, the Chair of the Committee, stated that it was a solid Committee that will do the best job possible. He noted that they have established selection attributes based on the Charter and past history of the Town. He stated that they will consolidate the candidates and at their next meeting they will each bring 3 or 4 choices. He added, after that they would start the interview process. He noted that if they aren't able to find a suitable candidate, they may have to go through this process again for a second round.

Mr. Vitone stated that the Committee will be meeting on September 1st in order to move with deliberate haste and that the process is good so far. He added that they would not look into the candidates' careers in detail, but that they would leave it to the Board of Selectmen. Kyle Johnson noted that the Committee has made great progress. Duncan Phyfe inquired as to how many other towns were also looking for a Town Administrator. Ed Vitone stated that there was at least four other towns. The Board thanked the Committee for the update.

V. OLD BUSINESS

A. Final Discussion on Presentation for Special Town Meeting

Kyle Johnson stated that we are close to being set and there will be three different presenters. He noted that the feedback from the last town meeting has been included and that they tried to make it concise, which is not a simple process. He added that they also tried to anticipate questions that might be asked.

Bill Johnson stated that Joe Oliveira is all set with his presentation and that it will be similar to his previous presentation two town meetings ago.

Steve Coswell stated that he would have a bullet presentation with tools being used such as environmental, zoning village center, the Charrette site priorities, appraisals etc. He added that he wanted to encourage committee involvement and to begin to work on the RFP.

Kyle Johnson added that they would go through all three sections/presentations at the meeting.

VI. NEW BUSINESS

A. Approval of contract for the Center Street Pressure Reducing Valve Replacement Project

Doug Briggs stated that this will be funded with the remaining dollars from the Water Line Project which we need to spend or it goes back to the Federal government. He noted that our PRVs are critical for our water system. He stated that he asked USDA to go forward with the bid from Hydro Tech in the amount of \$31,285.36 and that he now needs the authority to sign the award from the Selectmen. He stated that this is on the Bourgeois property on Center Street and once we install we will replace the lawn and do some paving as it is tied in with the intersection work. ***Kyle Johnson motioned to authorize Mr. Briggs to sign and was seconded by Duncan Phyfe. Motion carried.***

B. Request for appointment to Downtown Focus Committee

Leo Janssens stated that they Pat Stewart has resigned from the Downtown Focus Committee and Greg Fagan has asked to be appointed and would be a great fit. Duncan Phyfe agreed stating that he would be an excellent candidate and Kyle Johnson stated he had no issues. ***Kyle Johnson made the motion to appoint Greg Fagan to the Downtown Focus Committee and was seconded by Duncan Phyfe. Motion carried.***

C. Discussion of the appointment of Interim Town Administrator from September 1 through the 16th

Leo Janssens stated that this was a unique situation. Doug Briggs stated that he has recommended that the Board appoint Sylvia Turcotte as Interim Town Administrator with compensation for the period of September 1 through the 16th. ***Duncan Phyfe motioned to appoint Sylvia Turcotte as Interim Town Administrator as recommended and was seconded by Kyle Johnson. Motion carried.***

VII. TOWN ADMINISTRATOR'S UPDATE

Mr. Briggs began by stating that the FY18 budgets were all put together thanks to Sylvia. He stated that when Mary fills in it will be all set. He also noted that we should be closing FY16 early or mid September.

He stated that he met with the DEP in Worcester with Steve Nims and Mary Calandrella on July 20, 2016 regarding the Transfer Station. He stated that we had 11 violations which happened over a year ago. Since then most of them were cleared up by the DPW but we still had a few items that needed to be resolved. He stated that even though the inspection was well over a year ago and most violations had been taken care of, they stated that they can't rescind what they wrote. He noted that we will be notified of a Consent Action and a timeline for compliance and several of the conditions that they may put on us may facilitate the closing to the public of

the transfer station. Things such as storm water plans, inspections, and overall governance may become too costly on the users to keep the Transfer Station open.

He stated that the modifications to Williams intersection are underway and it looks very good. He noted that Larry Barrett was doing a great job and he thanked the Light Department for moving the pole.

Mr. Briggs stated that Tighe & Bond will be looking for funding options and time lines on Watatic Dam which will come into play in the spring of 2017. He noted that this is the first step and we were mandated to start the process. He stated that the emergency valve doesn't work at Watatic Dam. He added that the dam is okay but over the years we have had seepage. He noted that we would eliminate the boards that are there now and replace them with flaps which will be more permanent.

Doug Briggs stated that road paving would start on Chapel Street within the next few days and Cashman Hill Road work has already started.

He stated that we were notified by MRPC that the Route 101 paving project has been slotted for the 2020 TIP with the cost estimated at \$5,040,000. He stated that we need a member of the Board to attend the meetings which will keep us informed and positioned to take advantage of any openings. He also noted that this means that they have accepted our engineering analysis.

Mr. Briggs stated that the Energy Committee has done a great job and they have almost spent all of the grant money. He stated that they spent \$140,000 at the Library; insulation, lights, and a new boiler. He stated that the Committee is now working on applying for a Competitive Grant in the amount of \$250,000 which is due in March of 2017. He noted that there was a balance of about \$5,000 in the first grant and that will be used for an audit of the Piano Museum and to look at the cost to set a trench between the Town Hall and the Piano Museum and put in a heat exchanger. Mr. Briggs stated that Ed Vitone has worked hard on this and has saved a lot of money for the Town. He added that all the lights in the Library, Town Hall and Public Safety Building will be LED through this grant.

VIII. APPROVAL OF MINUTES

A. July 11, 2016 – Regular Meeting

Kyle Johnson made the motion to approve the minutes of July 11, 2016 and was seconded by Duncan Phyfe. Motion carried.

IX. BOS CORRESPONDENCE None

X. AUGUST MEETINGS and ANNOUNCEMENTS

Kyle 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, and closed on Friday.
- June 1st the Dog Licenses have a \$10.00 fine added to the cost of licensing.
- August 17th 7:00 p.m. – Special Town Meeting at Oakmont Regional High School in the Auditorium, 9 Oakmont Drive.
- The last day to register to vote and to change party enrollment for the September 8th State Primary is August 19th.

- August 23rd – 9:00 a.m. 8:00 p.m. – Special Election held at J.R. Briggs Elementary School in the Gym, 96 Williams Road. (He noted that this was pending the outcome of the STM)
- September 5 – LABOR DAY HOLIDAY
- September 8th – State Primary – held at J.R. Briggs Elementary School in the Gym from 7:00 a.m. to 8:00 p.m.

The next scheduled Board of Selectmen meeting will be held on Tuesday, September 6, 2016 at 6:30 p.m. in the Training Room at the Public Safety Building. He also noted that from this point forward the BOS would be meeting on their regular schedule.

XI. SOLICIT PUBLIC INPUT (5 minute limit) None

XII. EXECUTIVE SESSION

At 7:08 p.m. Leo Janssens stated that the Board would 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 the approval of Executive Session meeting minutes. The Board will reconvene into open session only to adjourn. ***Kyle Johnson motioned to enter into executive session and was seconded by Duncan Phyfe. Motion carried.*** Roll call was taken.

XIII. ADJOURNMENT

At 7:15 p.m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.

Respectfully submitted,
Sylvia Turcotte, Executive Assistant