

*BOARD OF SELECTMEN
MEETING MINUTES*

**MONDAY, JUNE 20, 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

V. OLD BUSINESS

A. TA Search Committee Appointments and Committee Mission

Leo Janssens read the appointed members as follows:

- Bruce Whitney appointed 6/6
- Larry Barrett appointed 5/16
- Ed Vitone as Chair appointed 5/16
- Joe Kalagher appointed 6/6
- Dave Christianson appointed 6/6
- Mary Calandrella appointed 6/6
- Randy Ramsdell appointed 6/6
- Walt Meissner appointed 6/6

Mr. Janssens then stated that there were 5 potential candidates to choose from for the remaining two slots – Citizen Volunteer and Citizen Volunteer Alternate.

Kyle Johnson made the motion to appoint Lorraine DeSouza as Citizen Volunteer and Gary Goguen as the Alternate. Duncan Phyfe seconded and the motion carried.

Mr. Janssens stated that they should discuss the Committee mission. Doug Briggs showed the Board members an example of the ad that would be placed which was basically the same as when they chose him. Kyle Johnson stated that he was comfortable with this and Duncan Phyfe added that it touches all the information. ***Duncan Phyfe made the motion to use the same ad with updates and was seconded by Kyle Johnson. Motion carried.***

Mr. Janssens noted that the ad should be ready to be placed in the Beacon and on their website as well as the Town's website.

Kyle Johnson stated that they should meet with the TA Committee in July and they shouldn't over complicate their mission. He noted that the Committee should review all the interested candidates and come back with three for the Board of Selectmen. Duncan Phyfe stated that with this Chair we'll do fine and Mr. Janssens added that with his experience and the expertise of the other members they should do okay.

The Board discussed the Timeline for the TA Search Committee which included the following:

- Board selects and appoints Committee. (This has been done.)
- Board to put the ad together before July 7th deadline. Must be submitted Before July 7th to the Beacon. (The ad will be placed)
- Submit ad to the Beacon and their website as well as the Town's website. The ad in the Beacon will be published in the July 19th issue and will run until August 31st.
- Board to meet with the Committee to determine the charge of the Committee during the months of July and August. (It was determined that a meeting was not needed but the Committee is invited to the July 11th BOS meeting.)
- Preliminary reviews to be held the first two weeks in September.
- First round interviews the last week of September.
- Final interviews with the Selectmen week of October 10th.

Duncan Phyfe noted that all the meetings of the TA Search Committee will be held in Executive Session and Doug Briggs added that the Board members should not attend these meetings as it may influence the Committee as to their choice of candidates. Leo Janssens added that the Committee would only go public once they chose the final three to go to the Selectmen.

Doug Briggs noted one restriction, where the candidates live, which, he stated the Board can waive, and the Committee should not discount this when choosing candidates as the Board can decide. Leo Janssens stated that during the probation period, they would waive the 40 mile distance and all three members were in agreement with this.

Kyle Johnson noted that he feels good about what has transpired to date.

Kyle Johnson made the motion to have at least the Chair of the TA Search Committee attend their July 11th meeting at 6:30 p.m. and Duncan Phyfe seconded. Motion carried.

VI. NEW BUSINESS

A. Discussion on possible tax interest breaks – Rachel from Flo Chemical

Rachel Freedman from Flo Chemical and Rita Mercer, an Ashburnham resident who is employed at Flo Chemical were present. Ms. Freedman stated that Flo Chemical has a long time outstanding water bill which started back in 2000. She noted that the state mandated interest rate of 16% has escalated this amount to \$152,000 in principal and \$68,000 in interest. She noted that she has been paying \$4,000 every month but this has been difficult. She noted that if this bylaw was passed it would cut down on the interest charges. She added that she would like to stay and expand her business here in Ashburnham and that they buy locally and hire locally.

Doug Briggs stated that the Citizens Petition was passed over at the Annual Town Meeting but that he wants to put it on the next Town Meeting warrant. He stated that he talked with Tammy Collier, the Treasurer, and it was determined that we need to accept this and place it in our bylaws which we need to write and that this will allow us to go forward with the process which allows the Treasurer to look at this up to 5 years or 50%, case by case. Duncan Phyfe inquired if this was for businesses only and Mr. Briggs stated that anyone in tax title can take advantage of this. Kyle Johnson stated he was in favor as there was no reason not to put this on the warrant. Leo Janssens stated that he was in agreement and added that the Town isn't in the real estate business.

Rachel Freedman noted that land court is presently working to change the interest rate from 16% down to 7%. She added that she was hoping that the Board would go forward with her request.

Kyle Johnson motioned to place this on the next Town Meeting q warrant and was seconded by Duncan Phyfe. Motion carried. Leo Janssens added that a Special Town Meeting should be held in October and it would be placed on the warrant.

B. Request for a One-Day Liquor License

Leo Janssens noted that the Ashburnham Conservation Trust is requesting a One Day Wine Only Liquor License for a Wine Tasting at the Community Day Event on Saturday, June 25th from 9:00 a.m. to 5:00 p.m. He stated that two years ago the Conservation Trust held a similar event at Downtown Day and it went well. Doug Briggs stated that the Police and Fire are okay with this event.

Duncan Phyfe motioned to approve the One-Day Liquor License as requested and was seconded by Kyle Johnson. Motion carried.

VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs began his report by stating that Elouise Baker has been appointed to fill the final position on the COA Board. He thanked her for stepping up and volunteering to serve on the Board.

He noted that there is a scheduled joint meeting with the Advisory Board and the Board of Selectmen on July 11th at 7:00 p.m. to make the final interdepartmental and reserve fund transfers for FY16. He added that the Snow & Ice deficit of \$130,000 will be covered.

Mr. Briggs noted that the Town received another loan payoff from the Community Development Block Grant Program of \$10,000 and this discharge of a housing rehab loan was due to someone refinancing their property. He added that these funds will be apportioned to the general fund revenues.

He stated that the Energy Committee has almost depleted the grant funds and a spreadsheet was generated and sent to DOER in order to clarify what was spent and how it was spent so that we can be in sync with their records. He stated that Roy Bros was the successful bidder on the boiler for the Library and installation has begun. He noted that we received the okay to replace the lamps at Town Hall with a replica of the Main Street lamps but on a smaller scale.

Mr. Briggs stated that a scheduled inspection of the DPW took place on Wednesday, June 15th and Dick Reynolds has filed his report. He noted that there's a lot of work that needs to be done, as an example, all the roofs leak and according to Mr. Reynolds, the building is not viable for the winter and we need to look at alternative office space. He also noted that we may be storing the diesel vehicles inside the Public Safety Building and maintenance work will be done at the Municipal Grounds building.

Doug Briggs noted that he met with Christina Sargent and Steve Nims regarding the installation of the J. Whitney plaque on South School Street along with replacing the sign that was stolen on Main Street.

He stated that the ShoreTel phone system is now located in the Public Safety Building but the fire and police are not hooked up to this system. He stated that he met with Chief Barrett, Chief Rekos and Guardian to set up a plan to add the 40 plus phones to the ShoreTel system and to get rid of the old one. He noted the cost would be just short of \$20,000 which he could cover from the IT article. He also noted that they pulled the Munis server from Town Hall over to the PSB and that we were looking to get rid of all the old computers that have been stored in the server room at Town Hall.

VIII. APPROVAL OF MINUTES

A. June 6, 2016 – Regular Meeting

B. May 31, 2016 – Special Meeting

Kyle Johnson made the motion to approve both sets of minutes and was seconded by Duncan Phyfe. Motion carried.

IX. BOS CORRESPONDENCE None

X. JUNE MEETINGS and ANNOUNCEMENTS - Kyle Johnson read the following meeting announcements:

- Library Trustees will meet June 21st at 4:15 p.m. at Stevens Memorial Library.
- Parks & Recreation Committee will meet June 23rd at 7:00 p.m. in the Center Meeting Room at Town Hall

Kyle Johnson read the openings on Boards and Committees as follows: (2) Trust Fund Commission members; and (2) Conservation Commission members.

He also 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.
- As of June 1st the Dog Licenses have a \$10.00 fine added to the cost of licensing.
- The last day to register to vote and to change party enrollment for the September 8th State Primary is August 19th.
- 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 July 11, 2016 at 6:30 p.m. in the Training Room at the Public Safety Building. At 7:00 p.m. the Board will join the Advisory Board for a Joint Meeting at the same location.

XI. SOLICIT PUBLIC INPUT (5 minute limit)

Leo Janssens announced that right after Memorial Day the flags at New Cemetery and in front of Town Hall were stolen. He asked the general public if anyone is aware of anything to please let us know. He also noted that parents should teach their children that monuments have meaning and they shouldn't allow their children to sit on them or to destroy the flowers around them.

XII. EXECUTIVE SESSION

At this time Leo Janssens stated that the Board will 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 with respect to contract negotiations with non-union personnel, Town Administrator. The Board will reconvene into open session only to adjourn.

XIII. ADJOURNMENT

At 8:00 p.m. Duncan Phyfe motioned to adjourn the meeting and was seconded by Kyle Johnson. Motion carried.

Respectfully submitted,
Sylvia Turcotte, Executive Assistant