
BOARD OF SELECTMEN MEETING MINUTES

TUESDAY, FEBRUARY 16, 2016 – 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

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

IV. PRESENTATIONS & REPORTS

A. 250th Committee – Request

Members in attendance were: Linda Ramsdell, Bob Fichtel, Steve Coswell and Pat Frederick. Bob Fichtel stated that the Committee wanted to get some input on how to use the funds remaining from the 250th Celebration. He stated that they would like to create a trust with \$10,000 for the next celebration in 100 years. When asked by Kyle Johnson what the remaining balance was Mr. Fichtel noted that the balance remaining is approximately \$21,000. Mr. Fichtel noted that they would use some of the remaining funds to reuse the Time Capsule and to have a small ceremony and that the remaining funds would go back to the Town. Mr. Johnson stated that he was in favor of this request. Leo Janssens noted that a Town Meeting would be required to approve this and Doug Briggs stated that they could have two articles on a Special Town Meeting before the Annual Town Meeting on May 3rd, one to repurpose the time capsule and hold a small celebration and the other to set up a trust with \$10,000 for the next celebration which would be in the control of the Treasurer, with the remaining funds going back to the Town. Bob Fichtel stated that he would like to see these articles on the fall town meeting as their appointment is done in June of this year. Duncan Phyfe stated that he personally does not approve of the \$10,000 trust but that no action would be required tonight at this meeting. Bob Fichtel noted that the Hoffman Trust was a big help to the Committee this year and he would like to pay it forward. Doug Briggs stated that he would put the articles together for them and Duncan Phyfe stated that the Selectmen would vote to place the articles on a Special Town Meeting warrant.

Doug Briggs took a moment to tell the committee that they did a fantastic job and he thanked them for all their efforts.

V. OLD BUSINESS

A. Update – DPW Building Committee

Kyle Johnson, who is the Chair of the DPW Building Committee, stated that they held another open house at the current DPW facility on Saturday and there was a good turnout with a lot of very good questions asked. He noted that they would do better next time to get the notice out with Code Red. He stated that the next Open House will be on Saturday, February 20th from 10:00 to 11:00 a.m.

B. Update – Downtown Focus Committee and Regional Agreement Committee

Duncan Phyfe noted that the Downtown Focus Committee meeting on February 8th was cancelled due to weather and that it has been rescheduled for February 22nd at 6:30 p.m. He also noted that Representative Jon Zlotnik would be attending this meeting. He stated that the Regional Agreement Committee met last Wednesday and the document is almost ready to go to the school. He stated that the only issue is the methodology which was in question by Westminster. He also noted that they were looking at 5 members on the School Committee from Westminster and 4 from Ashburnham and that the capital plan was re-worded to reflect both towns. He stated that they are close and have written the cover letter with the goal to be done before the budget discussions begin. He added that they would like to see this on the Special Town Meeting warrant in the fall. Bill Johnson added that they had their final meeting on Wednesday and they were all on the same page and now it's left to the School Committee to okay it or make changes.

VI. NEW BUSINESS

A. Approval of posting for the March 1st Presidential Primary

Kyle Johnson read the posting as follows:

“To either of the Constables of the Town of Ashburnham

Greeting:

In the name of the Commonwealth, you are hereby required to notify and warn the inhabitants of said town who are qualified to vote in Primaries to vote at

PRECINCT #1

J.R. BRIGGS ELEMENTARY SCHOOL

96 WILLIAMS ROAD

On Tuesday, the first day of March, 2016, from 7:00 a.m. to 8:00 p.m. for the following purposes:

To cast their votes in the Presidential Primary for the candidates of political parties for the following offices:

PRESIDENTIAL PREFERENCE.....FOR THIS COMMONWEALTH

STATE COMMITTEE MAN.....Worcester, Hampden, Hampshire & Middlesex District

STATE COMMITTEE WOMAN.....Worcester, Hampden, Hampshire & Middlesex District

TOWN COMMITTEE.....ASHBURNHAM

Hereof fail not and make return of this warrant with your doings thereon at the time and place of said voting.

Given under our hands this 16th day of February, 2016.”

B. Request for a One-Day Special Liquor License

Duncan Phyfe noted that this request was from the St. Denis Church for a One-Day Beer & Wine Special Liquor License for an event on Saturday, February 20th at Father Lacey Hall and

that they have paid the fee. **Leo Janssens motioned to approve the request and was seconded by Kyle Johnson. Motion carried.**

VII. TOWN ADMINISTRATOR'S UPDATE

Doug Briggs stated that the Library foam insulation project would be starting tomorrow and would take about a week to complete. He added that the Energy Committee is looking to start the lighting projects at the Library and Town Hall. He noted that the remainder of the grant funds would be used to install a new boiler in the Library. He noted that the Committee is still looking at the possibility of a heat pump system or pellet system from the next round of grant monies and the boiler would be the backup system. He also noted that they are looking at the Town Hall boiler as a possible heating unit for the Stevens building in the future.

He stated that on Tuesday, February 9th, he met with the Water and Sewer Commissioners and that the purpose of this meeting was to bring them up to date on the FY16 budget to actuals as well as showing them the FY17 budget. He stated that the Oakmont pump station valve system modification was planned for the week of February 16th which is school vacation and in order to pay for this he requested a \$.50 per Hcuft rate increase which is an \$8 per quarter average increase. He stated that the Commissioners voted not to increase the rates therefore the project has been put on hold until the transition of the BOS as Water & Sewer Commissioners begins on July 1st. He added that this would have been a good time to do the project and our whole system is in risk by not getting it done. He added that the pumps are 20 years old.

At this time Doug Briggs gave his FY17 Budget presentation to the Board of Selectmen. He explained Proposition 2½, New Growth, Excluded Debt Service, Local Receipts, and Chapter 90. He then proceeded to review Expenses such as Wages, Schools, Treasurer, Collector, Information Technology, Police, Dispatch, Snow & Ice, Fire, Employee Benefits, and the Capital Plan. He also listed the Highway Projects for FY17 which included Cashman Hill, Pleasant Street, Lawrence Street, Chapel Street, and Cushing Street for paving. He also noted funds for crack sealing and engineering services. He added that these would be done with Chapter 90 funds.

Mr. Briggs stated that they are working with Winchendon on a potential new water line on Sherbert Road which should be done before the planned paving scheduled in FY19.

He also noted that borings have been done at the site for the proposed DPW facility and that they have not hit any ledge which is a good start. Kyle Johnson noted that it is cheaper for the Town to do the site development as it will save us around \$500,000.

VIII. APPROVAL OF MINUTES

A. January 19, 2016 Minutes – Regular Meeting

Kyle Johnson motioned to approve the minutes of January 19, 2016 and was seconded by Leo Janssens. All in favor.

B. February 1, 2016 Minutes – Regular Meeting

Kyle Johnson motioned to approve the minutes of February 1, 2016 and was seconded by Duncan Phyfe. Leo Janssens abstained.

IX. BOS CORRESPONDENCE None

X. FEBRUARY MEETINGS AND ANNOUNCEMENTS

Kyle Johnson read the following scheduled meetings:

- Wednesday – 2/17 – 6:30 p.m. – Municipal Light Board – Light Plant
- Monday - 2/22 – 7:00 p.m. – CITIZENS CAUCUS at Library
- Monday – 2/22 – 7:30 p.m. – Advisory Board in Lower Level Rm at Town Hall

Doug Briggs noted that at the next Selectmen’s meeting the Library Trustees will meet with them jointly to appoint a new member due to the resignation of Margaret Donovan.

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.
- February 22nd – Citizens Caucus – 7:00 p.m. – Stevens Memorial Library, Malcolm Stewart Room.
- Census forms have been mailed out. Please return the completed forms to the Town Clerk’s office.

The next scheduled Board of Selectmen meeting will be held on Monday, March 7, 2016 at 6:30 p.m. in the Training Room at the Public Safety Building.

XI. SOLICIT PUBLIC INPUT (5 minute limit) A resident asked for the Board’s permission to open a Hot Dog Cart and what he had to do in order to do this. He noted that it may be set up on Town property in the center but may not always be in the same place. He stated that it would be a small cart with an umbrella. He was told that he needed a business license and to check with the Board of Health for their approval.

Bill Johnson asked about the financial schedule that is sent out by the Town Administrator so that he can get his schedule in place on the number of meetings that the Advisory Board will need to hold.

Doug Briggs noted that the draft audit is complete and that they should schedule a joint meeting with the Advisory Board to review. Duncan Phyfe also noted that they should schedule joint meetings with the Advisory Board to review the budget as well.

XII. EXECUTIVE SESSION Not required.

XIII. ADJOURNMENT

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

Respectfully submitted,
Sylvia Turcotte, Executive Assistant