

BOARD OF SELECTMEN
MEETING MINUTES
Monday, August 7, 2017 –6:30 P.M.
TRAINING ROOM – PUBLIC SAFETY BUILDING

This meeting was recorded by AWCATV for local television and broadcast live.

ATTENDANCE

SELECTMEN: Kyle Johnson (*Chair*), Leo Janssens
Absent—John Mulhall (Clerk)

OTHERS: Heather Budrewicz (Town Administrator), Mary Calandrella (Executive Assistant to
Town Administrator)

I. Salute the Flag

Kyle Johnson called the meeting to order at 6:30 p.m. and led everyone in the Pledge of Allegiance.

II. Approval of the Agenda

DISCUSSION: Move Public input to end of agenda.

MOTION: To change order of the agenda as modified; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: --

ACTION: Agenda order modified.

III. Old Business

a. Town Policies

DISCUSSION: The Town Administrator discussed each of the town policies reviewed by the BOS:

All of the policies were previously approved by the BOS, these items are before the Board because of form changes and minor updates.

1. Ambulance Policy—*attached form updates as recommended by Interim Fire Chief Parow and Coastal Billing.*

2. Disposition Surplus Materials—*added provision requested by BOS relative to handling trade-in items.*

→ Board requested that Town Administrator look into how the Board and Town Meeting should be involved with disposition of property.

3. FMLA—*no changes.*

4.--

5. Procurement Cards—*no changes.*

6. Social Media – *no major changes.*

→Board requested that TA/BOS be responsible enforcing parties for policy.

MOTION: To approve polices 1,2,3,5 &6 as amended; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: 18-POL-01

ACTION: Policies 1-3 & 5-6 approved.

DISCUSSION: The Board discussed the Memorial Bench Policy. Bench specifications to be added at a later date.

4. Memorial Bench on Town property

→ Policy shall be made available at Town Hall and on the Website for 45 days of public comment, submitted to the Town Administrator. Policy shall also be sent to the Parks & Recreational Committee to return an official vote on the policy.

→ Board asked to have the additional policies, which were distributed to the Board, to be placed on the agenda for September.

MOTION: To send Memorial Bench Policy out for public comment; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: 18-POL-02

ACTION: 45 days Public Comment period. Requested vote from Parks & Rec. Add Board policies for September meeting.

IV. New Business

- **Year End Transfers**

DISCUSSION: The Town Administrator reviewed the final yearend transfer request to the Board. The changes were amending the transfer from side to include the COA from Salaries & Wages in the amount of \$2,700 and the Transfer to side with Treasurer Prof & Tech Services for \$1,400 and Non-departmental supplies for \$1,300. Totaling \$243,462.73

MOTION: To approve the Year-end transfers as presented; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: 18-FIN-02

ACTION: Approved.

- **Gordon E. Erickson Memorial Fund**

DISCUSSION: The Gordon E. Erickson Memorial fund committee is request to expend \$ 2800 for the purchase of 4 AED Practice-Trainer 4 pack and start package for CPR. Janssens provided a brief history of the fund.

MOTION: To approve the expenditure of \$2,800 for CPR training aids; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: 18-FIN-03

ACTION: Approved.

- **Economic Development Commission**

DISCUSSION: The Town Administrator discussed the Economic Development banner program.

After discussions with the Town Accountant about options on how to handle the revenue for this program, the Town Administrator recommended that the Board create a revolving fund for the receipt and payment for the banner program to not exceed \$5,000.00 for the 20 banners. Although the traditional route to approve revolving funds is the Annual Town Meeting, the Town Accountant advised that a revolving fund could be created through the vote of the BOS mid-year. At ATM the Town will decide whether to continue this method or close the account and return any unused portion to the general fund.

Bill Johnson, AEDC Chairman, addressed the board stating that for the record he has in the past been against revolving accounts, but at the recommendation of the Town Accountant, he concurs that the revolving fund for the AEDC Banner Program is the most transparent method.

MOTION: To establish a revolving account for the Economic Development Comm. - Banner Program; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: --

ACTION: Banner Program Revolving Fund created.

V. Town Administrator's Update

DISCUSSION: Town Administrator Budrewicz read her report into the record.

MOTION: --

VOTE: --

DOCUMENT #: 18-TAR-02

ACTION: Placed on File.

VI. Approval of Minutes

July 10th--Regular

July 18th --Special

DISCUSSION: --

MOTION: To approve minutes as written; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: --

ACTION: July 10th and July 18, 2017 minutes approved.

VII. BOS Correspondence

DISCUSSION: Johnson received correspondence from DPW Superintendent- Steve Nims requesting to accept a donation from resident Duncan Munro for two solar lights for the flag poles at the upper level of the New Cemetery. Value: \$ 700.00

MOTION: To accept the donation of two solar lights for the New Cemetery; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: 18-COR-02

ACTION: Donation for Solar Lights at New Cemetery accepted.

VIII. Meetings & Announcements

DISCUSSION: Janssens 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, Ashburnham from 7:30 AM to 7:00 PM Monday, 7:30 AM to 5:00 PM Tuesday through Thursday. Town Hall is closed on Friday.*
A. Tuesday, August 8th, Special Town Election at JR Briggs 9am to 8:00pm

The next scheduled regular Board of Selectmen meeting will be held on **Tuesday, September 5th, 2017** at 6:30 p.m. in the Training Room at the Public Safety Building

IX. Executive Session

DISCUSSION: NONE

X. Adjournment

DISCUSSION: --

MOTION: To adjourn; by Janssens, seconded by Johnson.

VOTE: 2-0-0

DOCUMENT #: --

ACTION: Adjourned.

Meeting Adjourned at: **7:20 PM**

Respectfully submitted,
Mary Calandrella, Executive Assistant