

Minutes: Selectmen's Meeting: Monday, June 4, 2012

Present: Chairman Kenneth J. Leva, Walter F. Alterisio, Clerk and Daniel F. Devlin Procurement Officer and Member

The Meeting was called to order at 7:00PM with all members present. Road Commission Chairman Mike Martin visited the board to advise last they'd heard from the state indicated they'd be fast-tracking the Route 113 project. The board discussed the water line upgrade and indications that isn't being included – seems silly to upgrade the road and then dig up the road to upgrade the water line.

Minutes of 5/22 were approved as written after motion by Selectman Alterisio, 2nd from Selectman Devlin and unanimous vote. Selectman Alterisio advised he'd attempt to locate the minutes from the board's meeting of 4/23/12 as secretary wasn't present to record.

Chairman Leva advised he'd had the secretary update the website on the board's plans for continuing process. Selectman Alterisio advised he'd like to bring boards together and scope the plan for moving forward with the recommendations from Governance presentation to get prospective of what town administrator should be doing, and how to best move forward on the initiatives.

He indicated he'd also talked about bringing together a group that will deal with education funds and grants that have come forward. With the support of the board, he'd like to begin – call meeting. Selectman Devlin thought great idea, and suggested reaching out to Collins Center or another like organization for an initial approach. Selectman Alterisio agreed, indicating he'd had discussions with some local town managers who have offered to assist if needed. Report identified inefficiency but didn't tell us how to solve – need general agreement with the boards who will use the resource. Intent is to put the next move into action.

Boards are now starting to reorganize – now need to ask them what resources we should be looking at – and stop by with a couple of town administrators for some input. Chairman Leva advised he'd spoken with John Curran, Town Manager of Billerica.

Selectman Alterisio asked for confirmation that MassWorks application had been passed on to Water – Chairman and Secretary confirmed it had been turned over to Cheryl the following morning. Selectman Alterisio reviewed some of the particulars with the project and infrastructure upgrades that might come into play. Chairman Leva

Minutes: Selectmen's Meeting: Monday, June 4, 2012

will reach out to Karl & secretary will confirm with Water secretary that it is being processed.

Selectman Alterisio advised that he felt the board needs to begin putting together job description for Fire Chief and questioned whether it should be on basis of annual term or longer term appointment – same thing with contractual arrangement for Tax Collector and Treasurer with the changeover to appointed. Chairman Leva questioned the content of the contract for Police Chief and Selectman Alterisio advised there was none. Board seemed to agree that contracts should be in place. NMCOG may be able to assist with these contracts, etc. – in our attempt to professionalize town government. Selectman Alterisio indicated that clearly there will or should be benefit to all the departments once professional resources are in place, having resource available within town hall. Makes sense to have a coordinated approach to the business of the town.

Chairman Leva – always wants to get ball rolling as soon as can – Selectman Alterisio will make 1st stop with NMCOG – who is fairly aware of the project – and the report – he'll let them sort out and when brings it back, as a board they can sort out where best to focus first. Selectman Alterisio's thought would be to have an interim town administrator who can help to design.

Sue Tully stopped in with a request for additional reservation for the town common and bandstand for June 13th with the Air Force Band. Board approved unanimously but to formalize, Selectman Devlin made motion, 2nd Selectman Alterisio & voted with all in favor to approve use on the 13th.

Discussion continued – Chairman Leva noted the updated information on the website for annual appointments – Governance will leave alone, if need.

Selectman Alterisio noted that do need to deal with Town Engineer position and meet with at least the Chairs of the departments that use Town Engineer, needs to be clear if going to make change, we'll need to know types of things they need from the Engineer. Discussion continued on whether an official meeting was necessary or could contact chairs directly to determine – Conservation, Road Commission, Building Inspector, Historical, Water, Planning & Assessors. Need to look if we can set time that can have representation from all the boards – request Chair but if unavailable, request for 7:15 next Monday.

Minutes: Selectmen's Meeting: Monday, June 4, 2012

The Board discussed the Special Town Meeting being scheduled for Monday, June 25th at 7:00PM. Selectman Alterisio suggested the meeting of the 18th – for proponents to have their stuff together to review – so the Board and others know whether there's more work needed before the presentation the next week. Alan Chaney, Bob Kennedy, CPA representation, etc. Selectman Alterisio indicated if in fact the DRLT was to be involved, some representation from the group, might also be. The Board voted to schedule the meeting and signed the warrant. Secretary will see that post cards are sent out to residents ASAP to insure that residents are aware the meeting has been scheduled and can put into their schedule.

Selectman Alterisio noted the town's seniors were treated to their annual lunch by the Police Union and the board's representation at the Annual Memorial Day parade and other town events was recognized by many.

Ron Mikol asked for some assistance from Middlesex County Work Program for painting the railing at the Library. Ron has donated the paint and Selectman Devlin and/or Chairman Leva will assist with arrangements.

The board also noted the vacancies in elected offices reported by Town Clerk after the town elections – the board discussed the particulars and normal practice of looking to the board needing an appointment to come forth with recommendation. If they're unable to provide their recommendation, the board members indicated they'd like to convene a joint meeting, to come up with recommendations for filling the vacancies. Chairman Leva will contact. If there are any issues, let them take the initiative – let them know that help is available.

The Chair signed the transfer request for the Fire Chief wages to cover the shortage due to change from part-time to full-time with the appointment of the new Chief.

Board was visited by Ron Mikol from the Advisory Board who asked for confirmation on the date of the Special Town Meeting, indicating he'd understood that Town Meeting was being scheduled for the 25th – Fincom has to hold hearing two weeks before and post one week in advance of the hearing, which wouldn't leave sufficient time; discussion continued and the board voted to change Town Meeting date to the 26th. Secretary will change 1st page of warrant to reflect

Minutes: Selectmen's Meeting: Monday, June 4, 2012

the date as June the 26th and the date referenced in Exhibit A to reflect Tuesday, June 26th.

Chairman Leva drew attention to the update from the Police Department and transfer processed by Chief Downes for shortage in funds to cover removal of tile uncovered below the surface and replacement underlayment relative to the floor project in the police station.

Treasurer's warrants were reviewed and signed and the meeting adjourned at 8:10PM after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,
Board Secretary

