

Minutes: Selectmen's Meeting: Monday, November 26, 2012

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

The Meeting was called to order at 7:10PM with quorum present. First item on the agenda was update on Korean and Vietnam Monument – Ted Gaudette, Joe Dean, Dana Metzler, Bill Soda – Ted provided [rendering](#) for monument and provided background of fundraising and funds raised. He noted every year they work at keeping the area clean & crisp. He advised that he's aware that there's been a lot of concern regarding the size and amount of monuments. He provided comparison to Pepperell monument – similar but lower. Steel finish grey granite with simple lettering – will not include names of those who served from town only Vietnam during period of time and Korean veterans with date; The board applauded their efforts and hard work at raising funds, etc. – both noted their approval. Selectman Alterisio referenced the committee that has been recommended to be formed to address the placement, etc. of memorials, in the future. Ted reported there has been talk about setting up a future committee that would develop a separate area called Veteran's Park as has been done in Woburn, Chelmsford, sometimes they're located within the center of town in area that is highly visible and others have walking paths between the monuments, etc. The newest one in Woburn, they came up with a design that encompassed every war their residents have served in. Yes are talking about forming a committee, another subcommittee with some individuals from this group and others. One of the key things is that whatever we do, it should include all monuments, and represent all the soldiers who protected their homeland. Selectman Alterisio asked if there would be any opposition to moving the monuments at some point in the future, mentioning the option of moving them to another location such as behind Town Hall. Ted opined that he felt visibility is important, noting that since the Revolutionary War-Minutemen Monument has been put in place with the words Freedom is Not Free, he has seen people walk over with their children to read monument and explaining it to their children. What better thing than to have that recognition for the service that was provided. Their goal is to have the Korean War and Vietnam monuments in place for the Memorial Day celebration on May 28th.

Bill Ahern met with the board presenting draft – more comfortable with this format than trying to do the job description. Any changes, deletions can be incorporated. He advised that he tried to incorporate all the words that Selectman Alterisio had called out. Selectman Alterisio indicated when it comes to Departments and Advisory Board how deep do they want to be involved in this process. As far as the budget goes, may have a pretty good handle on it, but will admit they don't have a good handle on long range. Where the BOS feel appropriate or feel another set of eyes at the meeting are needed, want Town Administrator, Committees and Departments are working together to insure that all are working in the same direction.

The Board and Mr. Ahern continued to review Mr. Ahern's latest synopsis of the Town Administrator's job description draft. Selectman Alterisio called out some of the areas he felt needed amendment. Bill would like to use the draft job description as a resource. Chairman Leva noted that the Town Administrator would be coordinating a lot of these meetings as well. Selectman Alterisio felt that all departments have acknowledged that they could use some professional assistance.

Selectman Alterisio indicated specific functions should for openers focus on personnel policy and system, done well in this draft and Town Administrator could provide day to day directions for town employees where necessary; want a seasoned executive

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here who could take care of things that come up and need to be addressed and can provide guidance; procurement abilities and the complicated issues that come up. Currently now, procurement involves approval for expenditures above \$5K...are rules that need to be followed. May mean, that things that we purchase now, simple things such as supplies that might provide better deal by consolidating with other towns, departments, etc. Items like buying salt, is there an opportunity for the Road Commissioners to buy on a regional basis, which might provide some economic benefits. Currently the authority to do that is with the Road Commissioners and there's not a lot of incentive for area towns to come to one of their biweekly meetings to discuss the options. A lot of things are going to be administrative, and with a seasoned individual to start off, it will not take long for him to knock off many of the items and set things in place for moving forward.

Selectman Alterisio liked to major bullets but asked for him to incorporate a few of the functions so that board members can understand what we're talking about and how it could be beneficial moving forward. He suggested that, as move forward and people become comfortable will be a relinquishing of some of the authority to the Town Administrator. Bill will update and bring amendment back to next week's meeting.

Mail Review: Selectman Alterisio noted the only thing he saw in the mail was Police Policies & Procedures updates - board will look them over. He also noted the budget update reports and had a few questions, will look at a little closer noting there were some issues that Advisory Board had with the accounting.

Selectman Alterisio noted there were a couple of items that were presented for attention by Town Counsel and secretary was asked to keep a tally of the items that he's been handed, as has been done previously.

Selectman Alterisio reported he'd gone thru minutes of 11/19 and saw no problem with them but suggested tabling until full board is present - minutes tabled.

Treasurer's warrants were reviewed and signed, and meeting adjourned at 7:50PM after appropriate motion and vote.

Respectfully submitted,

Danice N. Palumbo,
Board Secretary