

Board of Selectmen  
Meeting  
May 12, 2008  
MINUTES

The meeting was properly posted. Anderson, Hardwick and McAuley present comprising a quorum. McAuley calls the meeting to order at 7:02 pm. Polly Freese, Andy Paul, Charles Pyle and Nick Wilder in the audience. Anderson recording the minutes.

McAuley raised the issue of selectmen's office staffing. Hardwick questioned whether the deputy town clerk can act as an employee of the selectmen's office or whether she can be an independent contractor. McAuley agreed to ask town counsel for an opinion.

Hardwick discussed requirements for the AA position. Should be a professional, team player, with accounting background with Quick Books or similar software, Excel proficiency people skills, diplomatic, competent to run interference for the board but non-confrontational. AA should be comfortable with zoning, planning and legal issues. Able to analyze financials, discuss with department heads and give synopsis to the board. Also discussed was a window hour adjustment to allow for working on payroll and accounts payable without distraction.

Mrs. Freese inquired if the list of attributes was going to be sent to the 12 applicants and whether a rewritten job description was also going to be sent. McAuley answered, "no." C. Pyle observed we would be extremely lucky to find someone with all skills. Hardwick agreed to revisit the job description for next meeting.

McAuley discusses the status of the budget. Without the Highway Department, the town is under budget for Q1. Cost of salt will shift the budget numbers. There is no salt stockpiled for Q4. Freese asked if there was a different salt mix for salt roads and couldn't salt be cut back somewhere. Hardwick observed that the town has a duty and care obligation. Paul observed that the highway budget should be examined first with the road agent before any further discussion on cuts. Wilder asked if the board was prepared to ask the town for a supplemental appropriation to cover shortage in budget not anticipated. Pyle recommended the 5% letter should remain intact for the time being until Fire, Police and Highway can be polled for reductions.

McAuley moved to accept bids from Air Water Energy Engineers and Awe & Water Energy Distribution for library geothermal. Hardwick second, passed 3-0. Freese asked where the well was going to be located. Paul stated it would probably be in front of the building due to site restrictions. McAuley agreed to check references and get back to Mike Petrovick.

McAuley reported that Alan Thulander wants permission to remove unauthorized signs from the common. The board agreed to allow it if he checks with the board beforehand.

Acting AA Coughlin suggested that permanent meeting notice be posted for the second and fourth Mondays of the month with an agenda posted each week. Board agreed. Anderson moved to accept bids for Hazardous Waste Day from Enviro-Safe Corporation, Lowell, MA and CVGC Clean Venture, Framingham, MA. McAuley seconded, passed 3-0. Bids passed to Waste Disposal Commission for further review and recommendation.

McAuley moved, and Hardwick seconded, to accept Coval & Associates contract to inventory town fire ponds and dry hydrants. McAuley executed contract.

In other business, Freese asked if the selectmen would suggest to Shell that they hire local workers for the time shares. Hardwick discussed moving to a two-week pay period, direct deposit and the petty cash funds at the transfer station and selectmen's office.

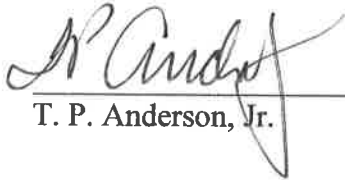
McAuley moved to adjourn, Hardwick seconded. Passed 3-0. Meeting adjourned at 8:32 pm.

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William McAuley

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Betsy Hardwick



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T. P. Anderson, Jr.