

BOARD OF SELECTMEN  
SELECTMEN MEETING  
TUESDAY, JUNE 8, 2010 - 7:30 P.M.  
SELECTMEN MEETING ROOM

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Meeting came to order at 7:30 p.m. with Selectmen Troy E. Garron, Michael J. Schleiff and Kim R. Roy present.

The following business was discussed:

**AGENDA**

Town Administrator Charles Seelig added an Executive Session to discuss Collective Bargaining.

Town Administrator Charles Seelig also wanted to add discussion on Recruitment and Employment efforts for Town Employees as well as Selectmen Michael Schleiff asked if there were any updates on the reconstruction of the boat ramp.

With the above additions, the Agenda for Tuesday, June 8th, was unanimously approved.

**MINUTES**

No Selectmen Meeting Minutes were considered or approved.

**ABATEMENTS/BILLS/COMMITMENTS/WARRANTS**

Moved by Roy and seconded by Schleiff, Board unanimously affirmed approval for the payment of the following warrants:

Withholding Warrant	#97	\$114,703.73
Vendor Warrant	#98	\$ 91,662.80

Moved by Roy and seconded by Schleiff, Board unanimously approved payment of the following warrants:

Payroll Warrant	#99	\$ 336,095.09
Vendor Warrant	#100	\$ 261,455.31
Withholding Warrant	#101	\$ 121,515.66

Moved by Roy and seconded by Schleiff, Board unanimously approved payment of the following Selectmen bills:

Harry B. Harding & Son, Inc (Memorial Day programs).....	\$ 144.80
Malloy,Lynch,Bienvenue, LLP (audit/yr. ending 6/30/09).....	\$ 2,500.00
Gilman & Associates (legal services/May) .....	\$ 786.25
Spinale & Spinale (legal services/May) .....	\$ 715.00
Deutsch Williams Brooks DeRenis & Holland,P.C. ....	\$ 570.00
(legal services/May)	
Jordan on the Job (Highway Department).....	\$ 90.00
Jordan on the Job (Highway Department) .....	\$ 90.00

Moved by Schleiff and seconded by Garron, Board unanimously committed for collection the following:

Ambulance Commitment	#5B	\$10,310.00
Mobile Home Park License Fee	#06	\$ 5,160.00

The Board acknowledged payment of the Selectmen Office Payroll for the period ending June 5, 2010 in the amount of \$5,998.26.

The Board acknowledged payment to the Treasurer for the following:

Turnover	#46	\$ 5.00
Turnover	#47	\$ 48.98
Turnover	#48	\$ 5.00

**GENERAL MAIL /BUSINESS**

**A. South Shore Women’s Center Contract**

Moved by Roy and seconded by Schleiff, Board unanimously authorized Garron to sign on behalf of the Town the contract with South Shore Women’s Center for FY2010.

**B. Gordon Riker Benefit 5k Walk/Run**

Moved by Roy and seconded by Garron, Board unanimously approved the third annual Gordon Riker Benefit 5k Walk/Run to be held on Sunday, June 20, 2010 at 10:00 a.m. and concluding at approximately 12:00 p.m.

C. Recycling Fee Abatement

Moved by Roy and seconded by Schleiff, Board unanimously abated recycling fee for bill #002202 for FY2009 in the amount of \$55.00 (\$50 fee plus \$5 late fee).

Schleiff inquired about getting money owed from previous owners for recycling bills. Seelig mentioned to some extent we could chase them for the money but if a lien was placed on the property then you would not need to pursue the owner for the money owed.

D. Generations Fundraiser

Christina Dower, a representative from “Generations”, came before the Board to answer some question they had in regards to the “Got Books” bin that they would like to place in the parking area behind the Council on Aging on the South Street side. The box will be approximately 6 x 6 x 6 , placed seventeen feet from the south edge of the driveway to South Street and ten feet from the edge of the pavement on South Street. Dower explained that books are dropped off in the bin and once filled will be picked up by a driver from “Got Books” and they in turn will issue a check to the organization/group doing the fundraising. Garron had asked how often will it be cleaned out and she went on to say you could fill it up once a month depending on how many books are dropped off and that Generations will handle any clean up at the site. If there is a persistent problem with trash then the bin will be removed. They also extended the invitation to the library to put their books in there as well. Dowers was not familiar with what the contract entailed but will find out and have the Board look at it. Schleiff was afraid that it may become a drop off point for other peoples junk. He has seen numerous drop off boxes with items along the ground and it is an eyesore and seeing that it may be placed in a spot close to the road this may happen. He was also concerned about the color and had asked Dower if she could let them know the color of the bin before having one placed. Dower is going to contact Generations by the end of the week to get some of these questions answered and will let the Board know at the next meeting. Roy also mentioned to Dower to let the PTO know about this book drop off seeing as they may have some books they could put in the bin. Seelig asked Dower to let Schleiff know the color of the bin.

Moved by Garron seconded by Schleiff the Board unanimously authorized Dower to go forward with this proposed fundraiser contingent on the Boards review of the contact and color scheme of the bin.

E. MMA Proposal for Health Insurance

Seelig informed the Board that the MMA is pushing for changes in the Senate’s proposal for reform of health insurance for municipalities. This requires bargaining and binding arbitration that the MMA does not support

and that if there are any savings due to the plan, the employees will get it as opposed to the communities, although this will depend on negotiations and binding arbitration. All of this is voluntary and even if this was to pass, the town could go on operating as it has.

F. Highway Department Vacation Carryover Requests

As part of the Highway Departments contract employees are allowed to carryover vacation time that being said the is vacation carryover requests from four Highway employees. Three are requesting to carryover forty hours and one employee is requesting sixteen hours. Roy had asked what the procedure for this request is and as stated by Garron tonight as well as in the past is he feels that vacation helps renew a person from the everyday routine of their job and puts you in a better place coming back from a vacation so why would you not want to take a vacation. Schleiff’s view on this is that certain departments are allowed to carryover vacation time and Highway is allowed to carryover one week so it should be the same all the way around. This is an annual request and the Department would like the Board aware of them doing so.

Moved by Roy and seconded by Schleiff, Board unanimously approved vacation carryover request from four Highway Department employees.

G. Line item Transfers

Moved by Roy and seconded by Schleiff, Board unanimously approved the following line item transfers:

FROM	TO	AMOUNT
#108 Highway Wages #653	Highway Clerical	\$ 2,000.00
#108 Highway Wages #115	Town Roads	\$ 6,500.00
#68 Fire Wages #76	Fire Vehicle & Equipment	\$ 2,000.00

H. Capital Planning

Schleiff had asked if there was an ongoing capital planning list for any items over five thousand dollars. At this time the Fire Department has equipment on this list which is on a cycle for replacing. Roy asked to get off topic for one moment but wanted to add that she had attended a School Committee meeting and they were going over the population study that was done a few years ago (which is on track) and are planning to have someone come in from the School Building Association and do audit on school building. Even though we do not need to add on to the building but what stood out was the roof of the school and Roy’s question was is it on the list as a capital planning project? Seelig is going to check into this.

I. Holmes Public Library

The Trustees at the library are forming a Community Planning Committee as a creation of a five year plan for the library and had asked if anyone from the Board of Selectmen would like to serve as a member on this Committee. Garron felt that public input would be better as opposed from someone on the

Board. At this time Garron and Schleiff would have to decline this invitation. Roy might be able to make the first meeting on June 26<sup>th</sup>, but does not know if she could commit to future ones. Seelig will inform Debra about the Boards input.

J. Workers Comp Insurance

Over the next year premiums for workers comp will be going up in the amount of several thousand dollars. Due to this increase there will be an impact in the insurance budget. Seelig is looking into getting quotes on other portions of the insurance. Due to past history (an individual out for most of the past year) this may be a lost cause. A question was asked if we could look into getting other quotes from another carrier but Seelig said that they would look at our previous claims.

K. Course Completed by Mary Guiney

A letter from Massachusetts Association of Conservation Commissions was addressed to the Board informing them that Mary Guiney has completed a course on “Fundamentals for Conservation Commissioner”. Troy motioned to send a letter to Mary congratulating her for completing the course. Motion was seconded by Roy.

L. Earth Removal at 303 Holmes Street

At this time the Olsens of 307 Holmes Street have had some flooding issues in their basement and feels that is due to the earth removal that was done at 303 Holmes Street. The Olsens would like to know if the town could take action or give any advice as to how to handle this problem. If the Town wanted to they could fine the property owner and or the company that removed the material but because the Town does not have a “turn fines into liens” by-law, the fine would have no effect. Mr. Roach has been in contact with Sergeant Broderick in regards of the condition of the property and has told him he might have a buyer for it. Tom Millias has gone out to check on the property and mentioned that there is a broken window and a pool that needs to emptied. Millias is going to try and contact the mortgage holder or the bank who is foreclosing on the property to urge them to fix these problems. According to Town Counsel the neighbor who has made the complaint should seek recourse through the courts. Seelig will send a letter to the neighbor informing him of this information.

M. Fieldstone Farms

Each year in January Mr. Clawson, owner of Fieldstone Farms, needs to submit the dates of horse shows he plans on hosting for the upcoming year to the Board of Selectmen. Seelig had requested Mr. Clawson to submit these dates to him. Mr. Clawson has submitted the dates but there seems to be a discrepancy with the dates he had listed and with the ones he has posted with the Massachusetts Horse Council. Mr. Clawson has referred Seelig to the United States Equestrian Federation site which does agree with the dates Clawson had sent. A copy has been give to Mr. Millias. Garron had suggested putting the horse show dates on the Town's website and Seelig he could put on the calendar of events or if the abutters had any question they could call the Selectmen's Office. Schleiff also mentioned hearing of complaints of trucks being parked along the street with the engines running and going back and forth loading and unloading. It was stated these complaints should be addressed to Tom Millias.

N. Glass Steagall Resolution

Two young women from the LaRouche Political Action Committee came in to ask the Board to approve a resolution requesting that Congress pass the Cantwell-McCain Glass-Steagall amendment in order to shut down the derivatives market. Seelig recommended that the Board not get involved in national policy issues as this could become an unlimited source of requests and/or a series of political footballs from which the Board has no jurisdiction or responsibility. Garron said that in good faith he could not sign for this for the whole community and was not in favor of it and Roy thought that is was great to see young people getting involved in causes that they felt strongly about but does not know if the Board of Selectmen should get involved and was confident with Seelig's recommendation of not getting involved. Garron had suggested to them to write to their State Representatives or constituents asking for their support. Garron as a Board member was not asking the Board to or not to support this cause.

O. Thompson/Sturtevant Cemetery

Susan Basile is inquiring about the official closing of Thompson/Sturtevant Cemetery. This issue was brought up due to a recent decision to allow a burial in the Thompson Cemetery. Garron stated that if the cemetery is closed then it is closed and had asked what constitutes to close a cemetery, have any have been closed here in Halifax and if so what was the process. As stated by Seelig the Selectmen are the Town's Cemetery Commissioners and he believes that the closing falls within the powers of the Commissioners. Schleiff is willing to sit with Basile and Badore and talk about this issue.

An additional issue that was addressed was who has the authority to replace the fence at the Perkins Family Lot on Wood Street. There has been a request

for a fence to be placed around this lot. Seelig has asked Basile and the Cemetery Superintendant for more information about who owes this lot. At this time it shows on the Assessors' maps as part of a much larger parcel owned by Cumberland Farms, not as a separate, deeded parcel. Seelig has asked the Highway Superintendent on the cost for a fence. Badore and Basile are trying to get more documentation as to who owns the property for Seelig.

P. Gulf Oil Spill

Dylan Reid, who is a ten year old resident in Halifax, has started a petition and is gathering signatures to send to President Obama. He is asking the President for direction on what the children through the country can do to help on the oil spill in the Gulf. The Board of Selectmen would like Mr. Reid to come in to meet with them to introduce himself and give him the opportunity to let the residents of Halifax know what his intentions are and maybe get some feedback from the public.

Q. Manhole Cover on Autumn Lane

Mr. Green, a resident of Autumn Lane, is concerned about a manhole cover that is located in the street in the front of his house. The cover is above the level of the road which is causing problems for traffic as well as plowing in the winter. The pavement around the cover is crumpled and Mr. Green is concerned that the cover might collapse and someone could be in danger. Allegedly the Highway Department has placed rubber cover to fill the depression. Seelig's opinion is that this repair would be more than what the Town is allowed to do on a road that is not yet been accepted. The Board could bring this up to the Highway Surveyor and see if anything could be done. Garron suggested that Seelig talk with Badone and Roy was in agreement to that suggestion.

R. State Boat Ramp on Route 58

Schleiff mentioned that the state boat ramp should be done by June 30<sup>th</sup>. Minimal work to take care of the grounds will be required of the Highway Department. The Highway Department has in the past removed and replaced the docks and will continue to do so.

**RECREATIONAL BUILDING**

Lisa Hillcoat came in to go over information she has for the concession building that she is proposing to put in at the ball fields behind the school. Hillcoat has spoke with John Campbell from the Building Committee and he has no objections just wants to make sure it is up to code. Campbell did submit an email to the Board of Selectmen requesting that the Board hold off on any decisions until the Building Committee has had a chance to review the plans at their next meeting on June 18<sup>th</sup>. Hillcoat was asked about the septic and she said that the perc test is

still valid. Schleiff would like to get other input from other department on this. Seelig went on to say that there is the procurement issue – even though it is gift money the laws still need to be reviewed pertaining to bidding and prevailing wages for any work done such as plumbing, electrical, septic, foundation etc. If you use public money for a project then the workers get paid the prevailing wage rate whether it is a union or non-union shop doing the work. If Seelig could get something from the Attorney General's office stating what needs to be done or doesn't then he does not see a problem. Hillcoat mentioned that if the project goes beyond sixty four thousand dollars then it can't be done. Garron does not want to see all the funds used for this one particular project and have no money for something else that may need to be fix or another project request in the future. As for overseeing the building Roy had asked if the Building Committee would be the one to do so seeing as someone from the Town needs to be involved and Garron mentioned that Youth and Recreation should be the responsible party seeing as they are proposing this project. Bruce Pulliam said he did not know how involved they want to be in this but said that if Youth and Recreation was asked to oversee it they would and if the Building Committee wanted to work with them he has no problem with that. Garron would like Youth and Recreation to work with the Building Department on this project. Pulliam mentioned that they have done so in the past and doesn't see a problem with them working together again. Schleiff is hesitant to finalize this without comments from the Building Committee.

Moved by Garron and seconded by Roy, Board unanimously voted for Youth and Recreation to move forward with the proposed recreational project with the following stipulations:

- Hillcoat can work out the prevailing wages figures and bids
- No concerns with the Building Department
- If any other concerns or issues arise that they will be brought back before the Board of Selectmen.
- Subject to lease agreement

### **TOWN GOVERNMENT STUDY COMMITTEE – ROBERT HUGHES**

Robert Hughes wanted to come before the Board of Selectmen and go over the idea of starting up a Town Government Study Committee. This Committee will consist of five citizens at large members but at a later date if they find they need more then they can increase the number of members. The members must be a registered voter, cannot be a Town employee or a relative of a Town employee, and cannot sit on any other Board or Committee. There will be a Chairman, Vice-Chairman and Secretary. Terms will be staggering of two or three years. The purpose of this Committee would be to review the operations of the town both organizationally and functionally. The Committee would analyze the staffing and workload of all Town Departments, Boards, Commissions and Committee as well as reviewing all functions within the town such as who is responsible for what role within a department. The Committee will produce documentation on a

quarterly basis providing an update on the committee's work and present it to the Board of Selectmen as well as set benchmarks. The main purpose of this Committee is to improve operations within the Town. Hughes is looking to have the first organizational meeting in September. There will be some tweaking seeing as it is something new for Hughes but he is up to it and feels that this can only benefit the Town. Hughes at this time is a member of the Finance Committee and Schleiff had asked him if he would be leaving the Committee hanging. Hughes said that the Finance Committee should be okay. If he was proposing this in January then it would be a different story seeing as that would be the start of the budget season. Hughes submitted a letter of resignation to the Board of Selectmen from the Finance Committee.

Move by Garron and seconded by Roy, Board unanimously accepted, with regret Robert Hughes resignation from the Finance Committee effective immediately.

Moved by Garron and seconded by Roy, Board unanimously recommended establishing the Town Government Study Committee with five Citizens At large members and appoint Robert Hughes as Chairman with a term to expire June 30, 2011 then at that time set up staggered two and three year terms for existing members.

### **COMMON VICTUALLER LICENCE – SUBWAY**

Jenish Patel came before the Board to request a Common Victualler License for the reopening of Subway located at 300 Plymouth Street, Halifax, MA. This is the same location as the previous Subway but under a new owner. Patel wishes to open the shop on June 16<sup>th</sup>. Garron had asked what his background is and Patel stated that he went to Bentley for accounting but could not find a job in that field and wanted to try something different. At this time he owns another store "One Stop Food" in East Bridgewater and his dad owns the Halifax Mobil Station. Patel saw this opportunity and thought he would try it. Patel at this time has six employees but would like to hire ten. Garron had questioned if the employees have been investigated and Patel said yes. He was also asked did he know why Subway closed and he was under the impression that the other owner had two other Subway stores and this one was not doing well. Seelig asked what the hours would the store be opened and Patel said it would be 7:00 a.m. to 9:00 p.m. and yes he would be serving breakfast sandwiches. Garron also wanted to know if there have been any major changes to the interior of the building and he said no just cosmetic and he installed hardwire the fire detectors. One last question by Garron was did he plan on being open for holidays if so then license would need to reflect that. Seelig suggested leaving the days and hours of operation as is at this time and if he wanted to close early for any reason he could.

Garron moved to issue a Common Victualler License to Jenish Patel for Subway of Halifax located at 300 Plymouth Street Unit - 4, Schleiff motioned to add the following stipulations:

- Installation of fire extinguishers and confirmation by the Fire Chief
- Issuance of food permit by the Board of Health
- Payment of license fee

The above stipulations were seconded by Roy, Board then unanimously voted to issue a Common Victualler License to Jenish Patel to open Subway of Halifax located at 300 Plymouth Street Unit - 4.

### **SOFTBALL FIELD SHED – PETE BARONE**

About six weeks ago Pete Barone came before the Board to get permission to remove the existing shed and replace it with a new one at the Vaughn Field located next to the Halifax Police Station. The reason for the replacement is that the floor on the existing shed was rotting out and the doors were broken. Permission was granted with the understanding that the old shed would be removed. After moving the old shed from its location so that the new one could be placed in its spot it was observed that it was not in too bad of shape and a volunteer offered to fix up the old shed and replaced the floor and fixed the doors. This shed was placed in another area of the field in front of a large pine tree. The concern that Garron had was that they did not go through all their options before getting a new shed and was unaware of this change. Barone did not know that it could be fixed and that if they wanted to keep the old shed as well as get a new one he would have been up front as to what his intentions were. Schleiff mentioned that the Town is responsible to what goes on the property. He also asked if there was parking along the fence where the old shed is located blocking the view of the field if someone was in their car watching a game and Barone said no. It has been placed in front of a large pine tree that a car would not be able to park in front of because there would not be enough room between the fence and the tree for a car to fit. Barone mentioned that they are thinking about purchasing a PA system which would be stored in the shed. Schleiff was concerned that it may interfere with the dispatch office at the Police Station and Broderick from the Police Department said they could run some tests once the PA system is set up and if there are any problems he is sure they can work it out. Also he sees no problem with the Police and that the layout as to where the old shed has been placed is fine. Roy had asked Barone if there were any other future plans on the site and he went on to say that he spoke with Gerry Elliot and would like to run wires from the Brockton Store for power and Halifax Girls softball would pay the bill for the electricity used but ideally would like to have electricity in the shed. He has a licensed electrician willing to do this work at a fair price. At this time when electricity is needed for the fields they have been running the cords across the parking lot. This works but the cars ride over them. Bruce Pulliam, Chairman for Youth and Recreation, wanted to mention that over the years girls softball has been able to raise their own money to maintain the fields behind the Police Station

with their own funds. In past it was up to Youth and Recreation to maintain all the fields and now all the programs have come together to help out and in turn have freed up Youth and Recreation money to support other programs here in Town. This is a Town where people love to drive through and compliment on the fields as well as the programs we have to offer. Roy could not agree with Pulliam more. The Board thanked Barone for coming in and clarifying this issue.

Moved by Schleiff and seconded by Roy, Board voted to accept the old shed at its location and to have electricity for the fields run from the Brockton Store which will be paid for by Halifax Girls Softball League with the stipulation that a letter be submitted from Susan Basile of the Historical Society allowing the usage of electricity from the Brockton Store.

### **HERB WOLFER – SEALER OF WEIGHTS AND MEASURES**

Seeing as two new members have joined the Board within the last year they have yet to be introduced to Mr. Wolfer, who is the Sealer of Weights and Measures, therefore the Board asked him to come in and tell them a little about himself. At this time Mr. Wolfer is completing his twenty fourth year as Sealer of Weights and Measure for the Town of Halifax. He started in Bridgewater twenty-seven years ago and over the years have branched out to a couple of other towns (Bridgewater, W. Bridgewater and Whitman) as a Sealer of Weights and Measure. Although at this time he has given his resignation to the Town of Bridgewater. Schleiff asked about his expenses he sustains and Wolfer went on to say that any expense he incurs is paid by the town that his services are rendered. He calculates the mileage beginning at his house because that is where the equipment is stored. Mr. Wolfer was asked how does someone contact him there is a discrepancy and Wolfer said that the party questioning it would call the Town Clerk and the Clerk would then get in touch with him or they could contact Boston and they would get in touch with him. He also mentioned that his job also requires State certification. The Board thanked him for coming in and for his services to the Town of Halifax.

### **REPORTS AND DISCUSSIONS**

#### **A. Website Committee**

The town is looking for volunteers for a Website Committee. The Board addressed the public and mentioned if anyone is interested to come in to the Selectmen's Office and fill out a form. Seelig had asked the Board if they wanted to organize a committee if so he will go through his stuff and see if he has any takers. Schleiff mentioned to contact Bridgewater State College and see if a student is looking for an internship.

Moved by Roy and seconded by Schleiff, Board unanimously voted to establish a Website Committee.

B. Gasoline and Diesel Bids

Moved by Garron and seconded by Roy, Board unanimously voted to award the contract to Dennis K. Burke, Inc. for the delivery of premium unleaded gasoline and diesel fuel to the Town of Halifax for the period July 1, 2010 to June 30, 2011 at the following quoted price:

Premium Unleaded Gasoline .... rack price plus markup of \$.0122  
 Diesel Fuel ..... rack price plus markup of \$.0212

C. Town Counsel Services

Roy has reviewed all the bids that have come in for Town Counsel and wrote up a summary on each firm on the pros and cons. The first question she had asked Garron and Schleiff was how many firms would we like to interview? From Garron's standpoint the Town has dealt with Deutsch Williams and Kopelman and Paige over the years and has had no problems with them. As Roy pointed out some include retainers and some don't. One firm that was unique and reminded her of Mr. Spinale was Lawrence Mayo out of Norwell. Four firms Roy is recommending are Deutsch Williams, Kopelman and Paige, Mayo and Murphy, Hesse, Toomey and Lehane. Seelig let the Board know that Spinale will be available on a as need basis after June 30<sup>th</sup>. Roy had asked Seelig if the Board could negotiate fees and he said yes they could. The Board agreed they would like to look for someone like Spinale and who has municipal experience and would like to schedule these interviews on a night where there would be nothing else on the agenda. The Board tentatively will conduct interviews on Wednesday June 16<sup>th</sup>. Schleiff needs to check his schedule and will contact Seelig as to whether he is available or not for that evening if he is available Seelig will contact the four firms that have been recommended and set up the interviews. Schleiff also mentioned that they would also need to start thinking about setting up interviews for the Selectmen Assistant position. Seelig stated that the deadline for the resumes were yesterday and he will be reviewing them, will narrow it down to a small group conduct interviews then take it from there but interviewing Town Council is top priority at this time.

D. Fiscal 2009 Audit

The Financial Team met with the auditor on June 3<sup>rd</sup> to go over some issues. There are no financial complications but the problem is staying up to date on reconciling the books on a monthly basis. Starting on June 22<sup>nd</sup> reports from the Treasurer/Collector and Accountants will need to be done every two weeks and then submitted to the Selectmen. These reports will consist of progress on the books going forward. The books for 2009 are closed and were done behind schedule but have been done. Doing this one month at time will keep us on track and if for some reason the books do not match the Accountant & Treasurer/Collector stick with it until it does. Garron had

asked if there were any problems with them meeting this and Seelig said no. The only thing he sees is the inexperience of the staff and there have been some training issues. There has been some assistance from appropriations at Town Meeting as well as from Finance Committee for training, which is still available. Seelig plans on getting the first report on June 22. Roy spoke with Treasurer/Collector and asked her what she might need and she felt she didn't need any assistance and is quite confident. Roy also mentioned that it is important to get updates every two weeks to remain on track and keep an eye on it and both the Accountant and Treasurer/Collector feel they can catch up over the next few months. Garron had asked if the goal was to have them reconciled by September and Seelig's that would be the goal and added that on the Department of Revenue's website there is a time frame as to when Cities and Towns should have their books done. Getting the books reconciled in a timely manor and keeping on track puts the Town in a better position as to what the free cash figure is sooner better than later. Roy added that it is important to get this figure for financial planning for 2012 seeing as it will be another difficult year. The Town does not jump in and use free cash money but not knowing the figure puts a burden on the financial team as well as the Finance Committee when pressed for figures during the budget season.

#### E. Recruitment and Employment

Seelig wanted the Board aware of a couple different options they could use for advertising jobs that could be cost effective as well as searching for the best applicant for a particular position. Listed below is a brief summary.

- Town website – free
- Specialty jobs – there is website that post for a specific position that one might be looking for (Fire or Police Chief, COA position) – this may be free or minimal cost.
- MMA Website – you can post for \$75.00 and this website also is directed towards people who are interested in a certain job.
- Local newspaper or monster.com – more expensive but searched more.
- State Employment Website – free

After doing some research Seelig found that fees depend on what job you are advertising for. He wanted to present couple the different advertising options seeing as the Board had asked him to look into it. Garron said that using the most feasible place to post jobs is the best way to go and asked the other Board members if they had any other ideas. Schleiff noted that the advertisements themselves are small and they charge a lot for them. Seelig noted that he had bought a three pack which was cost effective and was able to advertise for three jobs at a cheaper rate than what it would if he posted each one individually. The Recruitment & Advertising account fall under the Selectmen's budget for that reason one person can handle the process making it easier to keep track of any specials that might be offered.

**EXECUTIVE SESSION**

Moved by Garron and seconded by Roy, Board voted as follows to enter into Executive Session at 10:45 p.m. to discuss collective bargaining:

Troy E. Garron - Yes  
Michael J. Schleiff - Yes  
Kim R. Roy - Yes

Garron announced that no statement would be made at the end of the Executive Session and the Board would not reconvene in open session.

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Moved by Garron and seconded by Roy, Board voted as follows to come out of Executive Session at 11:15 p.m.

Troy E. Garron - Yes  
Michael J. Schleiff - Yes  
Kim R. Roy - Yes

There being no further business, moved by Garron and seconded by Roy, Board unanimously voted to adjourn the meeting at 11:15 p.m.

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Kim R. Roy  
Clerk  
/pjm