



## **EARTH REMOVAL BOARD**

### **MEETING MINUTES**

**Tuesday February 19, 2013 7:00 PM**

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MILLBURY, MASS.

**Meeting started: 7:00pm**

**Attendance:** Al Peloquin, Leonard Mort, Brian Ashmankas, Anna Lewandowski,

**Absent:** Tom Brown Jr.

#### **Previous Minutes**

Brian Ashmankas motioned to approve the minutes from January 15<sup>th</sup>, 2013. Lenny Mort seconded. Unanimously approved.

**New Mail** - None.

#### **Old Business**

1. Al Peloquin had a meeting with Brian Turbett, he stated that he would email Al a report.
2. Brian stopped in the meeting with the printed report of the current ERB account.
  - He stated that he cannot necessarily breakdown the previous fees due to his predecessor's records, for Cronin Brooks.
  - Brian Turbett will have a close-out form for the next meeting March 19<sup>th</sup> 2013.
  - He stated that he is establishing two accounts: Technical fee fiduciary account for the developers and Revolving Account for running the board.
  - There is \$930 in Aggregate Industries technical account. If their project has been completed, their account will be settled and closed. Any outstanding technical funds will be returned.
    - Lenny Mort motioned to write letter to Aggregate to seek out a response that their project is in fact complete. Brian Ashmankas seconded. Unanimously approved.
  - Brian Turbett will create a project close out form.
    - The ERB can send to Treasurer's office, they can insert the account information.
    - Then forward onto Developer.
    - Brian can take "zero" balances off the current account roster. That will clarify the developers whose accounts are active, and will need renewals in June.

#### **New Business**

##### **1. Review P.E.'S Job Description**

- a. RFP Process - Brian Turbett stated that if the amount of payment will be less than \$5,000 per year, the ERB may not need full RFP. Engineering services in that regard may be exempt from procurement process. Brian stated that he will make sure that this is the case.
- b. Brian Turbett also suggested that the ERB contact Rob from the DPW because he uses engineers so he may be a good resource.

- c. Lenny followed up with Rich Gosselin, suggested that Al and Lenny could meet with him and come up with a job's description.
  - i. Possibly approach the engineering firm that the Planning Board works with to see if another non-planning board engineer might be available.

**2. Discuss Bylaws**

- a. The Bylaws were reviewed in the meeting in brief.
- b. Will review again during next meeting, along with the Rules and Regulations of the Earth Removal Board.

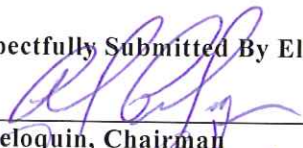
**Approve Ellen's Hours**

- Four hours approved by Al Pelquin.

**Adjournment: 8:11pm**

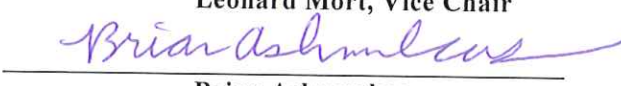
Lenny Mort motioned to adjourn. Brian Ashmankas seconded. Unanimously approved.

Respectfully Submitted By Ellen Knight, submitted to Town Clerk on: 4/16/13

  
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Al Pelquin, Chairman

  
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Leonard Mort, Vice Chair

  
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Anna Lewandowski

  
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Brian Ashmankas

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Thomas Brown, Jr.