

**MEETING      BOARD OF SELECTMEN/SEWER COMMISSION      JANUARY 16, 2013**

Members present:      Kevin M. McCormick      John W. Hadley  
                                 John J. O'Brien      Michael J. Kittredge, Jr.  
                                 Christopher A. Rucho

Mr. McCormick convened the meeting at 7:00 p.m.

**Read and Acceptance of Minutes from Previous Meeting**

Motion Mr. Hadley to approve the regular session meeting minutes from January 2, 2013, seconded by Mr. Kittredge, all in favor.

Motion Mr. Kittredge to approve the executive session meeting minutes from January 2, 2013, seconded by Mr. Hadley, all in favor.

**Other Post Employment Benefits Meeting**

Mr. Gaumond explained that the town engaged Sherman Actuarial Services to prepare an actuarial value of the post-retirement benefits the town offers. Their presentation will be as of June 30, 2012 regarding the town's liabilities on this. Page 3 is the most important page of the report. Daniel Sherman explained that the Governmental Accounting Standards Board is the party that tells you what you have to put on your financial statements. The readers of your financial statements will see these numbers. GASB says you have to measure this obligation because it is a promise you made to your employees. Up until now, everybody has been on a pay-as-you-go basis. GASB says they want you to measure the value today and obligation is retiree medical. The whole set of numbers are what you have to show on your books. The whole idea of this is to present some numbers because if you build a school and people buy your bond they will want to look at these numbers. There are two columns; pay as you go, 4% and full prefunding 7.5%. GASB says you can use the interest rate you expect from that trust fund. If you are going to earn 7.4% versus 4% you do not have to put as much in. The 4% number GASB says you have to use your best guess on a long-term investment. There are reasons to go prefunding because your liabilities are lower. Retiree portion during accrual liability is \$29 million. GASB recently issued a statement for pensions that this kind of liability has to show up on your balance sheet. GASB will do it first with pensions. With regard to payroll, we are in the middle of the pack. Normal cost is the value of whatever benefits are earned by active employees for working one year. Prefunding numbers are much smaller. If you set up a trust fund the liability drops down. If you decide you want to prefund, you have to come up with \$570,000. In Massachusetts half of the communities have started to prefund. They adopt Section 20 of Chapter 32B to set up a trust fund.

Mr. Sherman further explained that the Town of Needham had a \$2 million gap and they started to attack it. They negotiated some benefits to the plan to bring liability down and went to town meeting for \$300,000 to set up a trust and in year two put in \$350,000 followed by \$400,000 in year three. It took them ten years and now they are fully funded. Wellesley did a Proposition 2-1/2 override. Mr. McCormick asked about prefunding. Mr. Sherman explained that for prefunding we would be at \$1.4 million and have to come up with \$570,000. Mr. Bricault asked about the required contribution. Mr. Sherman explained that they are required to be on your financial statements and he pointed out on page 10, that the ARC increases in time and you fund the ARC column. The claim costs column is what you handed out. There are advantages and disadvantages with prefunding or pay-as-you-go. Prefunding is more economical over time as investment returns will supplement employer and employee contributions. You have increased security for employees and retirees, and it helps maintain your bond rating. It also assists in budgeting as it is an available asset like a reserve to smooth large increases in medical costs. Should Harvard Pilgrim come in with a 15% increase, the trust fund can be

used for that. The disadvantages are how we come up with the dollars. Jonathan Fitch, Municipal Light Plant Manager asked about the 30 year schedule. Mr. Sherman explained that the UAL goes away at 30 years. He noted that the advantage of pay-as-you-go include lower cash outlay, fewer administrative costs and easier to understand. The disadvantages include no investment earnings to offset costs, potential reduction in credit rating, large net OPEB obligation on balance sheet and maintains cost shifting to the next generation of tax payers. Finance Committee member Pat Crowley noted that on the bond rating, right now it is a note to the financial statements. He does not think pay-as-you-go will impact the bond rating. Mr. Sherman stated that all bond rating companies have written criteria that it will be a favorable line. Mr. Crowley feels that prefunding has the potential to help out the bond rating. Mr. Sherman noted that if you are thinking about setting up a trust fund he recommends you adopt Section 20 of 32B. Mr. Gaumond advised that we did. Mr. Sherman added that if you are interested, the state pension reserve fund is now accepting money and they will manage it for us. You can put less in the ARC and if you need to liquidate it, one of the things you want to put in the trust agreement is language that says if all liabilities are satisfied then the funds can revert back to the town. Mr. Fitch advised that they did not establish a revocable trust. Mr. Sherman advised that many communities are using the state as their investment consultant.

Mr. Berglund asked if the 7.5% return was realistic. Mr. Sherman advised that the last ten years have been less than that, however, the state has a 27 year return of 9.2%. It is a highly diversified fund. Mr. Gaumond noted that the good news is that we have recognized this is an issue we took the steps a couple of years ago to establish the fund and moving forward we should keep this on the front burner if we have Free Cash. Mr. Bricault asked if this is solely for health care. Mr. Sherman advised that it is health, life insurance, anything post employment other than pension. You have to measure this every other year and anything that changes will be picked up in the fall evaluation.

#### **Weston & Sampson Presentation for Sewer O&M**

Mr. Gaumond explained that the Town of West Boylston has recently gone out to bid for the operation and maintenance of the town's sanitary sewer system. We received two proposals. The first presentation this evening will be by Weston & Sampson, our incumbent.

John Bocchino, President of Weston & Sampson Services, introduced Paul Provost, Tom Frost and John DiPerrio, the team that currently takes care of our facility. He noted that John Howard is unavailable this evening. He explained that Weston & Sampson has been in business since 1899, has 400 employees and do about \$6 or \$7 million a year. Weston & Sampson Services specializes in the operation and maintenance of sewer systems, 200 since 1992. They have been operation West Boylston's system since 1999. They team has 50+ years of experience in the wastewater field and two of their staff are local residents who are here 24-7. Mr. Bocchino advised that he has been involved in the project since its inception. They have a full HR, safety, insurance and bond capacity, engineering company and preventive maintenance systems. They do their own in-house repair and maintenance. The equipment dedicated to West Boylston includes a sewer flusher, a 6-inch pump trailer, snow plow and portable generator. Other relevant sewer system experience includes 20 years in Chelsea, 22 years in Newton, 8 years in Peabody, 7 years in Shirley, 4 years in Salem, 26 years in Quincy, 4 years in Lancaster and 7 years in Coventry Rhode Island. They maintain a staff of 39 electrical and technical repair and maintenance professionals; Weston & Sampson Engineers has a staff of 200 engineers, specialized subcontractors who include Wilson Controls, LP Larson, Maverick Construction and Management Services, Inc. They have a full accounting staff, health and safety and human resources division. With regards to the operation personnel, their licenses exceed the requirements for sewer pump station in-house support personnel. The West Boylston system has 12 pump stations. They take

care of the Reservoir Motor Lodge, 86 Sterling Street condominiums, 131 residential grinder pumps and 3 main station systems. The Thomas Basin and Worcester Street pump stations are the heart of the system, which ultimately pumps to Holden. Weston & Sampson has maintained the system since 1999, they do weekday inspections of each sewer station, weekend monitoring, the accountability of the system, they do the regulatory reporting required by the system, landscaping and snow removal, supervise specialized subcontractors, and clean sewer mains. They clean 1/3 of the gravity sewer mains a year and have a complete preventative maintenance program. They also annually provide the town with a capital improvement program covering immediate needs, 1-3 years and beyond that with prioritized repairs.

Mr. Hadley noted that in the past the Woodland Street pump station had an issue with odor problems and he felt it took Weston & Sampson a long time to determine the solution to the problem. Mr. Bocchino explained that the sewer system was designed with hydrogen peroxide that you add and that didn't suffice in dealing with the odor. They helped the town put in a biofilter which effectively handled the odor. The longer the force main the trickier it is to control the odor. They made sure the pumps kicked on more frequently and they changed the chemicals they used. Mr. McCormick advised that the delay was not totally on Weston & Sampson as our Board of Selectmen was trying to determine who was responsible and who was going to pay for the remedy. He added that Weston & Sampson always came before the Board and answered all the Board's questions regarding the odor issue. Mr. Bocchino further explained that Weston & Sampson had to knock on doors and deal with the issues on a day to day basis. Mr. Rucho questioned what the town currently pays Weston & Sampson for their services. Mr. Bocchino advised that it is \$180-\$190,000 a year which includes chemicals, repair and maintenance of materials and equipment calls, all call backs and grinder pump maintenance and labor. Mr. Gaumond noted that the town has not yet opened the price proposals. Mr. Bocchino thanked the Board for the opportunity to present their qualifications and stated that he hopes to be here in West Boylston for more years to come.

#### **Wachusett Wine & Spirits – Update on Project**

Charles Faucher of Wachusett Wine & Spirits joined the Board to provide an update on his project. He reports that he has a signed Purchase and Sales. They have a quote that they will go with on the building. As far as the ABCC, they have been in communication with Ms. Lucier and she says all their paperwork looks to be in order and they intend to file the full package in the next few days. Tomorrow they will request the abutters list to get that going. The financing is the final step and they are waiting for a builder to come in with his quote. He submitted paperwork requesting a Project Roundtable and noted that he also has the engineering plans from Grenier Engineering. His plan is for a 60x100 single story building. The building for the project will be Poulin Buildings from Fitchburg. It will be a steel building on a slab, it is vinyl to look like a Cape Cod style. Mr. O'Brien asked if he had any idea of when he might be completed. Mr. Faucher stated that he is not making any predictions and hopefully with good weather they may break ground in the spring. Mr. Rucho asked if he had done anything with the Planning Board yet. Mr. Faucher indicated that he has not; however, his engineer says it should be a cut and dry thing with the Planning Board.

Mr. O'Brien noted that he requested this updated as he received a number of complaints from others who applied for the license and we favored this project over their application. He asked that the Board be informed as they move forward. Mr. Faucher stated that he was not trying to keep the Board out of the loop, they just had some roadblocks with the site and they now have a Purchase and Sales Agreement for the Franklin Street property. Mr. Gaumond asked which member of the Board would like to sit in on the Project Roundtable. Mr. Hadley offered.

Motion Mr. Rucho to designate Mr. Hadley as the Board's designee for the Project Roundtable, seconded by Mr. Kittredge, all in favor.

**Whitewater Presentation for Sewer O&M**

Mr. Gaumond explained that the Town of West Boylston has gone out to bid for operation and maintenance of its sewer system. Whitewater, Inc. a subsidiary of R.H. White Companies has submitted a proposal for the town's consideration.

Earl Brown of business development introduced general manager Steve Donovan, and Dave Boucher, and Phil Dagostino of the New England Region. He explained that Whitewater has been around since 1980. They have a corporate office in Auburn, main operation in Charlton and a satellite operations office in Sandwich, Bow New Hampshire and Chester New Jersey. They have 76 full-time employees, 62 certified water and wastewater operations, 8 maintenance technicians and 400 current water and water customers. They are backed up by their parent company R.H. White Construction Company, which has been around for 90 years. They were founded in 1923, have 500+ employees, and are broken down into utility construction, mechanical, building and energy services divisions. Whitewater focus on water and wastewater and natural gas. They focus on a full services operation, maintenance and management. They provide utility services, preventive maintenance programs, reactive maintenance programs, industrial pretreatment programs, system support service, inspection service and cross connection control. They have over 50 municipal clients. They maintain the Chelsea water system and also cover Worcester's combined sewer overflow facility after hours and weekends. They also work in Dracut, Wayland, Hopkinton, Bedminster and Mendham New Jersey. Safety is their #1 focus. They have a full time safety department and perform routine safety site visits. Their goal last year was 1,440 site visits and they actually did 1,670. They have ongoing safety training and very proud that their safety results are below industry standards. They are very proud of their long commitment to training. Whitewater has an annual training budget of \$100,000 and RH White has a budget of \$500,000. Four to five days a week there is some sort of training going on. In addition, they offer annual training required by 257 CMR and OSHA 10 training is required of all employees. They identify key employees and make sure that people have the skill sets which will stay with them for a long time. They also have site specific training meetings.

Mr. Brown added that you may ask yourself why Whitewater. The answer is they have had the same company for quite a few years, and although they see a lot of the same companies at a lot of bids, there are certain things that set them apart. Because of the support of R. H. White Construction, there is nothing that could happened which they could not address. They have grown 62% since 2009 and that couldn't happen without qualified trained employees working with a primary focus being a facilities operation and a secondary focus of analyzing and streamlining the operation by establishing new and updating old procedures towards the goal of improving efficiencies and lowering operating costs. They take a pro active approach and they know West Boylston has 130 grinder pumps. They would like to come in and spend time looking at all the historical data of the pump stations. They provide full-time knowledge and come with a lot of back up employees close by.

Mr. Hadley asked if they had ever taken over an existing system, which they did not install. Mr. Brown replied that we all know each other, it is a small world and they do work together on projects. He added that transition would be rather smooth as there is an unwritten agreement that they help each other out. Mr. Hadley asked how long the life expectancy is of the grinder pumps. Mr. Brown explained that they see them when they have been under sized and a lot depends on what people are flushing. Right now the common item causing an issue is the flushable wipes as they down the toilet and then they hit the pump. A lot depends on how they are maintained and under normal

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operation they last 3 to 5 years without any issue. The Board thanked Whitewater for their presentation.

**SEWER COMMISSION BUSINESS**

**1. Request for sewer abatement - Kevin Fitzpatrick, 16 Pheasant Hill Run**

The Board received the request due to the fact that the owner installed a new liner in his pool and used 1800 gallons to refill the pool. Based on our regulations, approval of this request is not allowed. Mr. McCormick suggested the Board work on developing a specific policy for this type of use. Mr. Gaumond advised that we did outreach to the building department with the suggestion that people get copies of the policies dealing with abatements should they apply for a pool permit. We have also put information on the town's website, and he intends to do a blog in the spring.

Motion Mr. Hadley to deny the request for abatement from Kevin Fitzpatrick of 16 Pheasant Hill Run, seconded by Mr. O'Brien, all in favor.

Mr. McCormick would like a policy to deal with swimming pools and sprinkler system breaks. Mr. Rucho agrees that we need to look at the whole thing.

**NEW BUSINESS**

**1. Concurrence on the appointment of Bob Dunne, 18 Scarlett Street to the Parks Facilities Committee as the designee of the Parks Commission, effective January 17, 2013 for a term to expire on April 30, 2014**

Motion Mr. Rucho to concur with the appointment, seconded by Mr. Kittredge, all in favor.

**2. Concurrence on the appointment of Deborah Mattison, 395 Prospect Street to the Naming Committee, effective January 17, 2013 for a term to expire on April 30, 2015**

Motion Mr. Hadley to concur with the appointment, seconded by Mr. Rucho, all in favor.

**3. Vote to authorize the Town Administrator to execute contract with New England Sealcoating Co. for cracksealing, sealcoating and striping of the track**

At the last town meeting the town appropriated funds for track improvements. Prior to Mr. Baruzzi's departure, he received quotes and the lowest bidder, New England Sealcoating, came in with a bid of \$12,014.

Motion Mr. Kittredge to authorize the Town Administrator to execute contract with New England Sealcoating for the track project, seconded by Mr. Rucho, all in favor.

**4. Review information on Proposed Veterans Legislation**

In the Board's agenda package is proposed legislation by Rep. Kulik, which would not reduce the benefits given to Veterans, but take the responsibility away from cities and towns and the town would no longer be responsible for the cost. If the Board agrees with this proposal, they could instruct the town's legislative delegation to co-sponsor the bill.

Motion Mr. Hadley to instruct the Town Administrator to contact our legislators to co-sponsor the proposed Veterans legislation, seconded by Mr. Kittredge, all in favor.

**5. Review proposed warrant article by law from the Planning Board concerning Medical Marijuana and refer it to the Planning Board for public hearing**

Mr. Gaumond explained that Medical Marijuana went into effect on January 1. Although some legislators are seeking to postpone, Kopelman and Paige recommends that the town prepare for this. Some municipalities may decide they would like to immediately site the centers and others may want time to study how to create one. The municipality could enact the zoning for specific and limited periods of time. The agenda package contains a suggested warrant article crafted by Kopelman and Paige which was forwarded to the Planning Board. Mr. Gaumond asked the Board to review the document and refer it back to the Planning Board for the required public hearing so that the bylaw article could be included on the warrant for town meeting.

Motion Mr. Kittredge to refer the proposed warrant article by law concerning Medical Marijuana to the Planning Board for a public hearing, seconded by Mr. Rucho, all in favor.

6. Acknowledge receipt of Management Letter & Annual Financial Statements for the Year Ended June 30, 2012

Mr. Gaumond explained that annually at this time of year the town receives its Management Letter, and once again, we received a good audit. No action is required by the Board on this agenda item.

**OLD BUSINESS**

1. Discussion regarding contract with Charter Communications

Mr. Gaumond requested the Board table this item until their next meeting to give them an opportunity to review correspondence, which was just received this afternoon from Town Counsel, with a recommendation to execute the agreement with Charter. He noted that everything worked out relatively fine.

2. Discussion regarding Sewer RFP Review Process

Mr. Gaumond noted that this evening the Board met with the two respondents about their qualifications. As is required by the RFP, the DPW Director is required to review the responses and prepare a ranking system. In the agenda package he provided the Board with an analysis. He was very impressed with each of the candidates and he believes both did a very good job with their presentations. Both have been doing this for a long time and are very qualified. He noted that in previous years we didn't always have a respondent other than the current provider. Both respondents did go on the tour of the pump stations. In both cases he found the respondents to be rated highly advantageous or advantageous. Criteria 6 calls for the respondent to demonstrate the ability to post a performance bond and provide required insurance and both said they included this in the sealed proposal, which he has not opened yet. He will verify that tomorrow. Criteria 11 calls for evidence of a computerized preventive maintenance system. That needs to be more thoroughly explored. With the information thus far he has ranked both as highly advantageous. He did place Weston & Sampson slightly higher than Whitewater because they have the experience in the town. The process moving forward is first he will ask the Board of Sewer Commissions to tell him if they disagree with any of the rating criteria found in his spreadsheet, and if not, as the town's procurement officer he will open the price proposals tomorrow and bring an award recommendation to the meeting on February 6. The Sewer Commission also asked him to do a cost benefit analysis of subbing the service out. He is working with Finance Director Michael Daley on preparing a spreadsheet based upon the price proposals and will have the report and cost benefit analysis ready for the next meeting as to whether or not it is in the best interest of the town to bring those services in house and we have time to transition

those services in house. The Board does not indicate that they disagree with the Town Administrator's findings.

**NEW BUSINESS (cont.)**

**7. Town Administrator's Report on sharing a Fire Chief feedback from local communities**

At the last meeting the Board asked Mr. Gaumond to look seriously at our neighboring towns to determine whether there is a way to share a Fire Chief or to create a fire district or some other arrangement and to report back. On January 3<sup>rd</sup> he sent a note to the towns of Holden, Boylston and Sterling to determine whether they had an interest in this initiative. On January 7<sup>th</sup> he met with the Town Administrator in Boylston. They have a small non-union department with experience in running a BLS ambulance service; however we would be larger than the Boylston operation. They have also struggled with facilities in recent years. Their Chief, like ours, provides a considerable amount of administrative services as neither town has administrative support. The Boylston Chief is a so-called weak fire chief as opposed to West Boylston as we have a strong chief position. The project has yet to be discussed by the Boylston Board of Selectmen.

Mr. Gaumond met with the new Town Manager in Holden and Fire Chief Jack Chandler. Chief Chandler had served as our chief for a number of years. They have an interest in sharing a fire chief. They have a much larger, union department with 24-hour shifts, which is not what we have in West Boylston. Like West Boylston, they operate an ALS and a BLS ambulance service. They have a new facility which houses police, fire and communications. They also have a strong chief. This project has yet to be discussed by the Holden Board of Selectmen. Mr. Gaumond also outreached to Sterling, however, he has yet to receive a response from the town indicating interest or non-interest.

Mr. Gaumond noted that he is proud of the regional efforts we have set up with our Building Inspector and Board of Health. That being said there are some good reasons to explore this opportunity and there are concerns that arise in doing so. With regard to those concerns, we need to keep in mind that the Fire Department is a very complex organization. The Fire Chief is also the Emergency Management Director of the town. The most effective course of action would be to merge two or more into one organization. This would require the town to dissolve our separate Fire Department and the formation of a new Fire District which would allow for two or more communities to be served by one fire chief managing one fire department. Mr. Gaumond is prepared to send out a Fire Chief advertisement to the MMA and local newspapers. If the Board feels this is an opportunity worth pursuing he will hold off until this is resolved to their satisfaction. He would recommend that the Board immediately discuss this tonight and be prepared to make a motion to enter into conversations with one or maybe both of the towns. He believes that this is going to be a very long process and may take several years to coordinate and implement. If this is the course the Board would like to pursue, he will need to find an interim fire chief with the skills necessary to properly run the department and assist the Selectmen in the discussion with the other towns.

Mr. McCormick notes that this is something we want to pursue, however, this will involve hiring a consultant. He was on the fire department and it is very complex. There is a lot to be done and a lot to know. If we are going to do this he does not think we can share a Chief and in less than a year our guys say they want the same deal Holden has as we are not prepared for that. He thinks if pursued this might be the first one that ever happens in the state. He thinks it is going to take time but we need a commitment relatively soon. The current chief will be gone in four weeks and we need somebody who can do the billing and everything. Mr. Kittredge is opposed; he does not want to join another town or district. Mr. O'Brien agrees with Mr. Kittredge. He questions if we advertise, for a Fire Chief could we also look at this option or would that be a detrimental to hiring a new person. Mr. Gaumond

stressed that we need to understand that it would take some time and some people may be excited that down the road we may be looking at merging with another town. He does not think that having it as a long term goal would detract somebody qualified from coming into the Town of West Boylston. Mr. Hadley recommends we look for a Fire Chief now and explore this for the future. Mr. Rucho added that everything we do with regards to regionalizing takes time. Mr. McCormick pointed out that we also have to get another town to say they are willing to dissolve their fire department. In addition, there are a huge amount of issues which need to get sorted out.

Mr. Gaumond noted that we were trailblazers when we shared our Building Inspector with the Town of Sterling. That project, which was simpler, still took five to six months to make sure that both towns were comfortable. He also agrees that if we are going to do this we will have to bring in fire safety professionals who would work with us. It would also require Mass General Law changes. The plus side is it would be an exciting opportunity. Mr. McCormick agrees that we will go out and hire a new fire Chief, then meet with the Board of Selectmen in Holden, Sterling and Boylston to see if they have an interest and let them know it might cost some money. If the Board would like to go down this road, Mr. Gaumond will seek alternate funding. Mr. Rucho noted that in order to keep the service we have and save money for the town we should look at this as he questions whether we can afford what we have today in ten years. Right now because we are so small we can do things with Boylston and he is sure we also do things with Holden. He thinks we should move forward with the hiring of a new Fire Chief.

Motion Mr. Kittredge for Mr. Gaumond to advertise for a new Fire Chief for the Town of West Boylston and we will pursue the other initiative after town meeting, seconded by Mr. O'Brien, all in favor.

Mr. Gaumond noted that we may still need to bring on an interim chief as it is an administrative position which is complex and it would be helpful to have the current Chief spend some time with an interim. Mr. Kittredge asked if there was anyone in house who could do this. Mr. Gaumond explained that he will be looking for specific skill sets and if there are people in house who have that skill set he would consider them. He noted that last time Ed Cairns served as the acting Chief. Mr. Rucho noted that he did a very good job. Mr. Gaumond added that when Chief Chandler left we had a firefighter in-house who did a lot of the administrative work. He is committed to looking for he best person for the town.

### **MEETINGS, INVITATIONS & ANNOUNCEMENTS**

1. Announce that Council on Aging Director Marcia Cairns will be retiring as of March 8, 2013 – Mr. Gaumond thinks her last day of work will be April 1. He will be meeting with the Chairman of the Council on Aging.

2. Announce Adopt an Island Program is open for applications

Available Squares: Hosmer @ Laurel Streets, Woodland @ Prospect Streets (Gleason Memorial Square), Malden @ Goodale Streets; Current adoptees: Huntington Square at Beaman and North Main Streets to the Bouchard, Dickerson and Forhan Families, Crescent Street at Thomas Street - Finders , Woodland Street at Route 12 – Keepers, Worcester Street @ Route 12 – Allen Phillips, Church Street @ Route 12 – Finders & Keepers and Kings Mountain @ Yorktown Road – Eagan Plumbing

3. January 11, 2013 – Harassment Training for town employees has been completed

### **FUTURE AGENDA ITEMS**



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Mr. Hadley, who also serves on the Affordable Housing Trust, would like to talk about land for affordable senior housing. Mr. McCormick suggested inviting in the members of the Housing Authority for that discussion.

With no further business to come before the Board, motion Mr. Kittredge at 9:15 p.m. to adjourn, seconded by Mr. Hadley, all in favor.

Respectfully submitted,

Approved: February 6, 2013

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Nancy E. Lucier, Municipal Assistant

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Kevin M. McCormick, Chairman

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John J. O'Brien, Vice Chairman

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Christopher A. Rucho, Clerk

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John W. Hadley, Selectman

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Michael J. Kittredge, Jr., Selectman