

Members present: Kevin M. McCormick Michael J. Kittredge, Jr.  
Christopher A. Rucho Siobhan M. Bohnson  
John W. Hadley

Mr. McCormick convened the special meeting of the Board at 6:30 p.m.

**Review, Close and Sign Warrant for May 19, 2014 Semi Annual Town Meeting**

Article 1 - Authorization to hear the reports of officers and committees of the town. This is an annual article.

Motion Mr. Hadley to include Article 1 on the warrant, seconded by Ms. Bohnson, all in favor.

Article 2 - Authorization to borrow in anticipation of revenue and to enter into a compensating balance agreement with a bank. This is an annual article.

Motion Mr. Hadley to include Article 2 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 3 - Departmental Revolving Funds Authorization. This is an annual article, which reauthorizes all of the town's revolving funds.

Motion Mr. Kittredge to include Article 3 on the warrant, seconded by Mr. Hadley, all in favor.

Article 4 - Authorization to expend funds in anticipation of reimbursement of state highway assistance aid. This is an annual article.

Motion Ms. Bohnson to include Article 4 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 5 - Authorization to amend the Personnel Bylaw and to review the classification and compensation plan so as to provide employees a cost-of-living pay increase (2%). This is an annual article.

Motion Mr. Hadley to include Article 5 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 6 - Authorization to set the salary of elected officials. This is an annual article.

Motion Mr. Kittredge to include Article 6 on the warrant, seconded by Mr. Hadley. With regard to the \$1.00 salary listed for the Board of Selectmen, Ms. Bohnson questioned if it wasn't included would it be less paperwork for the town and was there a reason why it was included. Mr. Gaumond stated that it is irrelevant to him. Vote on the motion, all in favor.

Article 7 - Authorization to transfer unexpended funds from fiscal year 2014 appropriations and other necessary transfers to the fiscal year 2014 appropriations. This is an annual article. Mr. Gaumond will spend the next week refining the list.

Motion Mr. Hadley to include Article 7 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 8 - Authorization to pay bills from a previous fiscal year. Mr. Gaumond advised that we have two bills, one for the Fire Department back from 2007 in the amount of \$3,000 and the other is \$7,000.

Motion Kittredge to include Article 8 on the warrant, seconded by Mr. Hadley, all in favor.

Article 9 - Authorization to appropriate money to the sewer enterprise account for fiscal year 2015. This is a standard article, which was developed by the Finance Director and the DPW Director.

Motion Mr. Rucho to include Article 9 on the warrant, seconded by Mr. Hadley, all in favor.

Article 10 - Fiscal Year 2015 Omnibus Budget Appropriation Article.

Mr. Gaumond noted that the article has not changed since he brought it forward.

Motion Ms. Bohnson to include Article 10 on the warrant, seconded by Mr. Rucho, all in favor.

Article 11 - Authorization To Appropriate Funds From The Community Preservation Revenues

This is the annual article for the CPA. Last year when we built our revenue budget we didn't count on the fact that the legislature nearly doubled the appropriation to cities and towns. We ended up getting more so we will need to appropriate \$4,900 to each of the three categories.

Motion Mr. Kittredge to include Article 11 on the warrant, seconded by Mr. Rucho, all in favor.

Article 12 – Vote To Rescind A Previous Vote And Vote To Appropriate Funds For Community Preservation Fund Projects As Recommended By The Community Preservation Committee

This article appropriates funds for projects recommended by the CPC. They will also be voting to rescind the funds previously approved for the stained glass windows in the Masonic Lodge.

Motion Mr. Rucho to include Article 12 on the warrant, seconded by Mr. Hadley, all in favor.

Article 13 - Vote To Appropriate Funds For Capital Improvement Purchases

This is our annual article and the CIB is still preparing its final submission.

Motion Mr. Kittredge to include Article 13 on the warrant, seconded by Mr. Rucho, all in favor

Article 14 - Authorization To Appropriate Funds For Real Estate Periodic Inspections

Motion Ms. Bohnson to include Article 14 on the warrant, seconded by Mr. Rucho, all in favor.

Article 15 - Appropriation To Fund An Elderly Community Services Program

Mr. Rucho asked if this number increased from last year. Mr. Gaumond believes it was \$9,000 last year. Mr. Rucho questioned how much was actually used for the program. Mr. Gaumond offered to get an accounting, which he will have ready for town meeting.

Motion Mr. Rucho to include Article 15 on the warrant, seconded by Mr. Hadley, all in favor.

Article 16 – Authorization To Amend The Zoning Map And Zoning Bylaws By Amending Sections 3.2F- Business Uses, 3.2G- Industrial Uses, And 3.12- Medical Marijuana Treatment Center

Motion Mr. Rucho to include Article 16 on the warrant, seconded by Ms. Bohnson. Mr. Kittredge asked what would happen if you vote no. Mr. Gaumond explained that the bylaw, recommended by town Counsel, is to provide a structure whereby if there was going to be a facility, it would limit where it would be allowed.

Vote on the motion – all in favor.

Article 17 – Vote To Consider Accept Chapter 73, Section 4, Of The Acts Of 1986 As Amended By Chapter 126 Of The Acts Of 1988

Regional Assessor Harald Scheid joined the Board for this discussion. The article is being proposed by the Board of Assessors. He explained that one of the many responsibilities of the office includes the granting of abatements for the elderly and veterans. The law allows a town to adopt a higher elderly exemption for those individuals who qualify, single, age 70 or over, making less than \$19,000 a year or married making less than \$22,000 a year are eligible for a \$500 exemption, which has not been revisited for 30 years. The Board of Assessors requested the article because they recognize that people at the bottom of the income structure are struggling to pay their taxes. The funds can be paid for out of the Board of Assessor's Overlay Reserve Account without having to increase that reserve. It will be a \$15,000 expense. Last year they granted \$15,000 in Clause 41 exemptions and assuming the same number apply, they would be doubling the exemption amount. Under the straight 41C, we get reimbursed and they have seen a decline in the number of people who qualify.

Motion Mr. Hadley to include Article 17 on the warrant, seconded by Mr. Kittredge, all in favor.

Article 18 – Borrego Pilot Agreement

Mr. Scheid reports that there have been some recent developments with decisions out of the Department of Revenue that impact the PILOT agreement. Mr. Gaumond advised that Town Counsel attended the same DOR seminar and feels we are okay with this language. Mr. Scheid added that the

DOR is requiring that we bill the PILOT through the property tax system. Mr. Gaumond suggested that Mr. Scheid reconnect with Rick Holland of Kopelman and Paige to make sure that we are on the same page. Mr. Scheid is working with the Bureau of Local Assessments to figure out how to implement what they are asking for.

Motion Mr. Rucho to include Article 18 on the warrant, seconded by Ms. Bohnson, all in favor.

**Article 19 - Vote To Extend The Sunset Clause On Previously Reauthorized Appropriations**

This article will extend the sunset clause on the communication equipment and the ventilation system until June 30, 2016. We have been working on finalizing an agreement for regional dispatching and there were some capital improvements previously voted that we need to move forward with.

Motion Ms. Bohnson to include Article 19 on the warrant, seconded by Mr. Rucho. Mr. Rucho asked about the ventilation system. Mr. Gaumond explained that the town's engineer began working with former DPW Director Silvio Baruzzi when he was here and when Mr. Sylvia came on Board he felt the direction they were going in was not his preference. They are in the process of finalizing how it will be powered and the project will be completed before this winter. Vote on the motion – all in favor.

**Article 20 – Appropriate Funds To The Unemployment Trust**

This is something we have tried to do a couple of times to help the town in difficult times. We have an Unemployment Trust established to be the depository for funds to pay for future or unanticipated unemployment claims. We will take some of the unexpended funds in our unemployment line item and move them into the trust.

Motion Mr. Rucho to include Article 20 on the warrant, seconded by Mr. Hadley, all in favor.

**Article 21 – Appropriate Funds For New Accounting Software Package**

We need to replace our outdated accounting software at the schools and the town. We have a recommendation coming forward and the funding will be coming from an unexpended capital item that has been closed out.

Motion Mr. Hadley to include Article 21 on the warrant, seconded by Ms. Bohnson, all in favor.

**Article 22 – Authorization To Appropriate Funds To The Stabilization Fund**

**Article 23 – Authorization To Appropriate Funds To The Capital Investment Fund**

Mr. Gaumond is not sure we will have any funds to transfer into these articles.

Motion Mr. Rucho to include Articles 22 and 23 on the warrant, seconded by Ms. Bohnson, all in favor.

**Assignment of Motions**

Mr. Kittredge will read the motions for articles 1, 6, 13, and 19; Mr. Hadley will read the motions for Articles 2, 7, 14 and 20. Mr. McCormick will read the motions for Articles 3, 8, 15 and 21. Ms. Bohnson will read the motions for articles 4, 9, 17 and 22; and Mr. Rucho will read the motions for articles 5, 10, 18 and 23. The CPC will read the motions for articles 11 and 12 and the Planning Board will read the motion for article 16.

**OTHER BUSINESS**

**1. Sign Informational Mailer for town meeting**

Motion Mr. Rucho to sign the mailer as written, seconded by Mr. Hadley, all in favor.

**2. Discuss process to review RFP for Town Counsel Services**

Mr. Gaumond reports that he received bids from six firms; Blatman, Bobrowski & Mead, LLC,

Concord, MA, Clifford & Kenny, LLP, Hanover, MA, Kopelman & Paige, P.C., Boston, MA, Miyares and Harrington, LLP, Belmont, MA, Mirick O'Connell, DeMallie & Lougee, LLP, Worcester, MA and Petrini & Associates, P.C., Framingham, MA. All of the firms provide both labor and/or general town counsel services. He also asked them to provide information on training opportunities available to the town and hourly rates.

Mr. Gaumond is prepared to begin interviews and asked if the board would like to be personally involved in the interview process, or just be present. Mr. McCormick asked if Mr. Gaumond intended to interview all of the firms. Mr. Gaumond intends to interview three or four firms as some have higher costs and he may be looking for a labor counsel and someone who does everything else. Ms. Bohnson questioned how this was approached in the past. Mr. Gaumond advised that we have not done this for quite some time. Mr. Hadley would like everything done in public. Mr. Gaumond suggested doing a preliminary review of the candidates and coming up with a schedule, which he will bring back to an upcoming meeting. It was agreed to schedule the interviews on the agenda for May 21<sup>st</sup>. Mr. Kittredge questioned when Kopelman and Paige's term ended. Mr. Gaumond advised the end of June.

Mr. Gaumond will have a recommendation ready for the first meeting in June. Mr. Rucho asked if the responses included references from other communities. Mr. Gaumond advised that they did and he will provide copies to the Board for everyone we will interview. Ms. Bohnson offered to work with Mr. Gaumond on this. In Mr. Gaumond's preliminary review of the responses, all met with the requirements of the RFP.

Motion Ms. Bohnson to recess the meeting at 7:12 p.m. and reconvene after the Facilities Implementation & Strategic Planning Committee meeting, seconded by Mr. Rucho, all in favor.

The Board reconvened their meeting at 9:30 p.m.

### **OTHER BUSINESS (cont.)**

#### **3. Consider voting to sign contract for Town Hall Renovation Project**

Motion Mr. Hadley to authorize Paul Lieneck of Haynes, Lieneck and Smith to draft a contract for the Town Hall Renovation Project in the amount of \$349,907, which includes Alternate #1 and Alternate #2, and to issue a Notice of Award, seconded by Ms. Bohnson. Mr. Rucho noted that this number is the new figure after we re-bid the mechanical portion of the project and we will have to discuss finding additional money for the phone. Vote on the motion – all in favor.

At the next meeting Mr. Gaumond will draft scope of how he will fund the additional \$37,000 we will need for the phone, signs and move. Mr. Rucho added that as it stands right now, there will be no new furniture and everything we have we will take with us. Mr. Gaumond advised that he and Mrs. Lucier are working with a furniture company on a number of options. We will deal with the critical needed items first. Mr. McCormick would like to see if there is some way we could borrow more so we can do the full project and suggested an additional \$74,000. Mr. Gaumond explained that right now we could use FY14 funds and Overlay Surplus to close the gap. If the Board would like him to expand this, he will come up with some options. As we are getting to the end of the fiscal year, we will be analyzing our line items to identify pockets of money. We need to keep in mind that those excesses make up our Free Cash and we need \$220,000 for our next years' budget. Mr. Rucho agrees that we need a new phone system. Mr. Gaumond estimates needing a minimum of \$37,000.

With no further business to come before the Board, motion Ms. Bohnson at 9:40 p.m. to

adjourn, seconded by Mr. Kittredge, all in favor.

Respectfully submitted,

Approved: May 7, 2014

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Nancy E. Lucier, Municipal Assistant

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Kevin M. McCormick, Chairman

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Christopher A. Rucho, Vice Chairman

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John W. Hadley, Clerk

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Siobhan M. Bohnson, Selectman

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Michael J. Kittredge, Jr., Selectman