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Present: Heather M. Billings, John F. Fairbanks, Wayne R. Walker

CALL TO ORDER

Ms. Billings called the meeting to order at 6:00 p.m. in the Selectmen’s Office at Town Hall. She announced that the meeting was being recorded by Ashburnham Westminster Community Access TV.

APPROVE FIRE CHIEF CONTRACT

Mr. Walker moved that the Board execute the labor agreement with the new Fire Chief Kevin Nivala from June 2, 2104 through June 30, 2017. The motion was seconded and passed unanimously.

FIRE CHIEF SWEARING-IN CEREMONY

Town Clerk Denise MacAloney was on hand to swear in the new Fire Chief Kevin Nivala.

THANK AND DISBAND FIRE CHIEF SEARCH COMMITTEE

The Board extended their appreciation for all the hard work the Fire Chief Search Committee has done.

Chairman of the FCS Committee Steve Hemman was on hand to thank the members of the Fire Chief Search Committee and the Board of Selectmen.

The Board recognized and thanked the following FCS Committee members; Mike Gallant, Steve Hemman, Lorraine Emerson, Karen Murphy, Jeff Boudreau, Chief Kevin Roy, Jeff Aveni, Ed Stark, Don Barry, Burt Gendron, Bruce Blessington, Sam Albert, Pete Normandin, Peter Munro, Susan Yraola and Phil D’Entremont.

Mr. Walker moved that the Board vote to disband the Fire Chief Search Committee. The motion was seconded and passed unanimously.

ANNOUNCEMENTS

•The Board received a letter from Town Administrator Andrew Sheehan expressing thanks from the Townsend Board of Selectmen and entire Town of Townsend to Town Clerk Denise MacAloney for running their election.

•The Cable Advisory Committee will be holding hearings with Town Departments, Schools and residents to solicit feedback regarding cable needs of the community.

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APPROVED MINUTES/WARRANTS

Mr. Fairbanks moved that the Board approve the minutes of May 19, 2014 as printed. The motion was seconded and passed unanimously.

Board members reviewed and approved the following warrants:

May 21, 2014	Deduction #69	\$ 152,269.77
May 26, 2014	Accounts Payable #70	\$ 55,502.65
June 2, 2014	Accounts Payable #72	\$ 28,719.01

BORROWING – SOUTH STREET WATER MAIN BAN RENEWAL

Treasurer/Collector Melody Gallant was on hand to request the Board’s approval of a Bond Anticipation Note renewal in the amount of \$300,000 for the South Street Water Main replacement.

Mr. Walker moved to authorize the issuance of a BAN renewal in the amount of \$300,000 with Greenfield Cooperative Bank with an interest rate of .48%. The motion was seconded and passed unanimously.

CONTRACT – WTI SYSTEMS (CASH MANAGEMENT SOFTWARE)

Mr. Walker moved that the Board approve a one year contract with WTI Systems, LTD effective July 1, 2014 for the Treasurer’s cash management software, which was approved at the May 3 Annual Town Meeting in the amount of \$9,500. The motion was seconded and passed unanimously.

CONTRACT – WTI SYSTEMS (ANNUAL CLIENT CARE AGREEMENT)

Mr. Walker moved that the Board approve a one year contract with WTI Systems, LTD effective July 1, 2014 for software maintenance. The motion was seconded and passed unanimously.

APPROVE FY2015 CALL FIREFIGHTER PAY RATES

Mr. Walker moved that the Board approve the pay schedule for call firefighters as presented by the Fire Chief. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION ~ ASSISTANT TOWN ACCOUNTANT

Mr. Walker moved that the Board approve a payroll authorization for the Accounting Department. The authorization is for a lump sum payment on a temporary basis, due to the departure of the Assistant Town Accountant who has accepted a full time position elsewhere. The motion was seconded and passed unanimously.

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PAYROLL AUTHORIZATION ~ PERSONNEL ADMINISTRATOR

Mr. Walker moved that the Board approve a payroll authorization for a step increase for the Personnel Administrator. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION ~ BUILDING DEPARTMENT ADMINISTRATIVE ASSISTANT

Mr. Walker moved that the Board approve a payroll authorization for an eligible step increase for the Building Department Administrative Assistant. The motion was seconded and passed unanimously.

PAYROLL AUTHORIZATION ~ CROCKER POND - PART TIME ATTENDANT

Mr. Walker moved that the Board approve a payroll authorization for a part time/seasonal Crocker Pond Attendant. The motion was seconded and passed unanimously.

YEAR END TRANSFERS

Mr. Walker moved that the Board approve the following inter-departmental transfers:

- \$9,500 from Group Health Insurance to Unemployment Insurance Assessment
- \$8,000 from Group Health Insurance to Professional Legal
- \$12,000 from Wages to Operating Supplies/Equipment
- \$30,000 from Wages to Sewer Collection Charge
- \$15,000 from Wages to Professional Services (Water Department)

The motion was seconded and passed unanimously.

RESERVE FUND TRANSFERS

Mr. Walker moved that the Board approve two requests for transfer from the Reserve Fund:

- \$17,400 for the FY13 Financial Audit
- \$2,500 for an unforeseen issue with the control panel for the generator at the Public Safety Building

The motion was seconded and passed unanimously.

WACHUSETT CORRIDOR SMART GROWTH PLAN-LAYOVER LANGUAGE

Town Planner Steve Wallace provided the Board with two options for language to be included in the Smart Growth Plan.

Mr. Walker moved that the Board vote to include Option 1 language to be submitted to MRPC for inclusion in the Smart Growth Plan. Ms. Billings seconded the motion. The motion passed by a vote of two in favor and one against (Mr. Fairbanks).

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APPROVE REVISED FIRE CAPTAIN JOB DESCRIPTION

The Board felt that the residency requirement of the Fire Captain job description should be consistent with other Fire Department job descriptions and agreed to take this up again at their next meeting. They also asked Mrs. Murphy to run the revision by the Chief and Personnel Board Chairman.

FY2015 APPOINTMENTS

Mr. Fairbanks moved that the Board reappoint the following individuals:

			New Term
Agricultural Commission	Mary-Louise	Altobelli	6/30/2017
Agricultural Commission	Dean	Johnson	6/30/2017
Conservation Commission	Gregg	Buckman	6/30/2017
Council on Aging	Louise	Garland-Wheelen	6/30/2017
Council on Aging	Evelyn	Giammalvo	6/30/2017
Council on Aging	Neysa	Miller	6/30/2017
Cultural Council	Mary	Waight	6/30/2017
Historical Commission	William	Waight	6/30/2017
Liquor Commission	Gary	McDonald	6/30/2017
MART Advisory Board	Heather	Billings	6/30/2015
MOC Ashburnham Representative	Nicholas	DeSimone	6/30/2015
Open Space Committee	Richelle	Brown	6/30/2017
Open Space Committee	Donna	Brownell	6/30/2017
Open Space Committee	Joshua	Schonborg	6/30/2017
Open Space Committee-Con Com Rep	Gregg	Buckman	6/30/2017
Open Space Committee-Planning Rep	Marie	Auger	6/30/2017
Parks & Recreation	Craig	Cole	6/30/2017
Parks & Recreation	Sam	Albert	6/30/2017
Public Works Commission	Scott	Ryder	6/30/2017
Weighers, Sealers & Measurer of Commodities	Jason	Tamulen	6/30/2015
Zoning Board - Member	Donald	Frigoletto, Jr.	6/30/2017
Assistant Animal Control Officer	Mark	Ransom	6/30/2015
Assistant Animal Control Officer	Kim	Landry	6/30/2015
Assistant Animal Control Officer	Nancy	Daigle	6/30/2015
Assistant Inspector of Wiring	Harry	Parvianen	6/30/2015
Ass't. Insp. of Plumb. & Gas Piping	Wayne	Little	6/30/2015
Ass't. Veterans' Services Agent	Phillip	Buso	6/30/2015
Building Commissioner - Part Time	Michael	Gallant	12/31/2014
Building Commissioner - Part Time (Alternate)	Richard	Reynolds	6/30/2015
Emergency Management	Charles	Clarkson	6/30/2015
Emergency Management	Jeffrey	Curtis	6/30/2015
Emergency Management	Gilbert	Parks	6/30/2015
Emergency Management Radio Operator	Bill	Leger	6/30/2015
Fire Chief, Forest Warden & EM Dir.	Kevin	Nivala	6/30/2015
Insp. of Plumbing & Gas Piping	Tom	Wiinikainen	6/30/2015

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Inspector of Wiring	Loring H.	Barrett	6/30/2015
Inspector of Wiring - Alternate	Richard	Cannavino	6/30/2015
Local Inspector	David	Lantry	6/30/2015
Part Time Police Officer	Steven	Couture	6/30/2015
Part Time Police Officer	Nathan	Hawkins	6/30/2015
Part Time Police Officer	Andrew	Loescher	6/30/2015
Part Time Police Officer	Joseph	Picariello	6/30/2015
Town Counsel	Kopelman &	Paige	6/30/2015
Full Time Police Officer - K9	Caesar	K-9	6/30/2015
Police Chief & Special Constable	Salvatore	Albert, Jr.	6/30/2015
Full Time Police Officer	Nicholas	Auffrey	6/30/2017
Full Time Police Officer	Brandon	Amadon	6/30/2017
Police Matron	Nanette	Pierce	6/30/2015
Police Matron	Michelle	Chevarie	6/30/2015

The motion was seconded and passed unanimously.

The Board discussed that the Building Department has had a significant increase in building activity and agreed to review the possibility of a full time Building Commission or other staffing adjustments at one of their future meetings. The Board also agreed to refer this to the Personnel Board and requested input by August 31, 2014.

BOARD OF SELECTMEN LIAISON ASSIGNMENTS

The Board agreed to the following assignments for BOS Liaison:

Capital Planning	John Fairbanks
Crocker Pond Rec. Committee	Heather Billings
Economic Development Committee	John Fairbanks
Master Plan Committee	Heather Billings
Old Town Hall Needs Assessment Committee	John Fairbanks
Open Space Committee	Heather Billings
Resource Management Committee	Heather Billings
Sick Leave Bank Committee	Wayne Walker
Solid Waste Advisory Committee	John Fairbanks
Sr. Center Building Committee	Laila Michaud, BOS Designee
Personnel Board	Wayne Walker
MBTA	John Fairbanks

SELECTMEN MEETING SCHEDULE

Mr. Walker moved that in addition to the next meeting of June 23rd, the Board schedule the following meeting dates; July 14, July 28, August 11 (Sewer Project Hearing), August 25, September 10 (Sewer Project Hearing), September 15, September 29, October 6, October 20, October 27, November 10, November 24, December 8 and December 22, 2014. The motion was seconded and passed unanimously.

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7:16 P.M. EXECUTIVE SESSION

Mr. Walker moved that the Board enter into executive session to discuss strategy for contract negotiations with non-union personnel; further that the Chair declares that an open meeting may have a detrimental effect on the bargaining and litigating positions of the body; and that the Board will adjourn directly from executive session. The motion was seconded and passed unanimously on a roll call vote.

ADJOURNMENT

The Board adjourned from executive session at 7:40 p.m.

Respectfully submitted,

Wayne R. Walker
Clerk
(Prepared by B. Kazan)