

BOARD OF SELECTMEN
Working Session
Town Hall Conference Room
Minutes of February 29, 2016

Chairman Powers called the meeting to order at 5:00PM. Board members present in addition to Chairman Laura Powers, were Selectmen Martha Morrison, Boyd Jackson and Steve Lais and Eldon Goodhue. Of the Selectmen's staff, Town Administrator Kellie Hebert and Board Executive Assistant Susan Sordello were in attendance. Other persons present during all or part of the meeting was resident Phil McManus.

FY2017 Annual Town Meeting Warrant Review of Articles:

Town Administrator, Kellie Hebert reviewed the language and removed a few items off the personal property exemption and also for senior exemption. Since those articles had already been adopted, there was no need to add to the Warrant again.

Lease of Emerson Field is status quo? Selectman Jackson thought that the fee would remain the same. Selectman Powers questions if there is the need to negotiate with them. Selectman Morrison will check with the Congregational Church.

Administrator Hebert assumed that Landfill, Tri-Town Council and Senior Care amounts will stay the same. Employee Separation costs may increase due to two known and two potential long-term employees retiring and suggested an \$80,000.00 placeholder.

OPEB = TBD Typically a Finance Committee decision. Administrator Hebert recommended keeping it the same.

Reserve for salary and wages – Administrator Hebert is working on with the Town Accountant and Police Chief. Reserve Police Officer contract is outstanding and they are working on setting aside the proper reserve. Town Administrator contract still open and also the Fire Department based on the 24/7 study. Further discussion suggested as well as setting aside an amount to cover.

No change to Capital Preparations, the only unknown was the Town Hall Project.

Easement and street acceptances all grouped together. Town Hall will get an easement to school land. Idea had already been presented to the School Committee.

Aggregation of Electricity – Must accept before it can even be explored regarding becoming a municipal offeror.

Town Clerk – Stipulation to continue the practice of not holding Saturday office hours. If we do not accept this law the Clerk may have to open up on

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Saturdays. Dog license – continue the practice of exempting seniors who are older than 70 years of age from being charged a dog license fee.

Strong Fire Chief – decision point.

Memory/Brownie Tree – would provide predictability should the current volunteers cease to be able to provide services. Selectman Lais suggests making it a standing warrant article and thought it should come before the Town.

Blight – Town Counsel working on an opinion and will discuss with Glenn who would be the enforcement officer.

Personnel Bylaws – Intent was to get back to the original purpose. The request was to change the wording of the PAC and allow the Town Administrator to continue to consult with a member of the Town. Selectman Morrison suggested that the language can be misconstrued and it was suggested to take away “Intended to represent various issues” phrasing.

Sander Surplus

Important issue due to timeliness of the sale. It had been declared a total loss and Dave Bond had received bids in excess of the value the insurance company was offering. Selectman Jackson stated that this vehicle was only used for snow and ice and that all of the useable items had been stripped off. Selectman Morrison motioned to declare the 2008 International Sander, VIN#1HTWDAAR58J659718 as surplus, seconded by Selectman Lais, no discussion; so voted 5-0 in favor.

Update on the FY17 Budget Planning Process

Administrator Hebert and Chairwoman Powers were planning on attending the Finance Committee meeting that evening and expected to see the school budget. Noted that the Finance Committee are at the point to approve department budgets and that an update should be able to be provided by Monday.

Personnel Director request to update Town Clerk job description and classification

Discussion of opportunities as a Town Clerk appointment is due in May and a new public records law is being discussed now which would require towns to have a Public Records Officer. This person would be responsible for tracking and processing all public records requests. It was decided that the discussion should be continued. It was acknowledged that money would need to be set aside in the budget so that as soon as the law goes into effect, we can have a plan in place.

Personnel Director request to update payroll benefits job description and classification

The request was to increase the hours from 34 per week to 37.5 due to additional job responsibilities and the potential to take on new tasks. Selectman Morrison noted that there is a precedent as it has been done to several other departments in the past since 2005 when every department was asked to trim their budgets by 10%.

Selectman Morrison discussed the two zoning bylaws that are on the draft warrant. The first one means that the ZBA becomes the special permitting authority for the business park. The second one is regarding a new Elderly Housing District. ZBA thinks the area may be too dense for a project of this size and questions the future value to the Town. Issue will go to Town Meeting.

At 6:41 PM, Selectman Morrison made a motion to adjourn and Selectman Jackson seconded the motion; so voted: 5-0.

Respectfully submitted,

Susan Sordello, Secretary
Selectmen's Office

Approved as written at the March 21, 2016 Board of Selectmen's meeting

Per the Open Meeting Law, the documents that were either distributed to the BOS before the meeting in a packet, or at the meeting were:

1. Agenda
2. Draft of Preliminary List of Warrant Articles
3. Memo from Dave Bond regarding the 2008 International Sander
4. PAC wording for the Town Warrant
5. Zoning and Memory/Brownie Tree wording for Town Warrant

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Board constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Board as to the completeness or accuracy of such statements.