

Voted and approved 07-12-2011

BOARD OF SELECTMEN'S MEETING
Tuesday, March 29, 2011
Town Hall Meeting Room

Present: Michael Phelan, Chairman
Douglas Blanchard
Jess Dods
Ann Roy

Absent: David McDougall

Also Present: Diana Schindler, Town Administrator

PLEDGE OF ALLEGIANCE

Call to Order

SCHEDULED APPOINTMENTS

7:00 P.M. OPEN TIME FOR PUBLIC
Nothing at this time

7:05 P.M. CHARTER COMMUNICATIONS with Tom Cohen re: results of Public Hearing of 03-15-2010

Present: Tom Cohen and Bill Hewig (our Town Counsel)

The Board read letter aloud from Greg (last name) and made that part of the Charter file. Selectman Blanchard stated he would like to negotiate a contract with Charter.

Hewig

Charter asked in lieu of default they would settle, Chairman Phelan suggested resolve alleged default. Section two sections of license, Selectman Blanchard asked if they could agree to have both parties table issue now and move forward and will come back to the default, and hold any added damages.

Chairman Phelan stated one they do as they say, refund those, he would like to see them pay the town's attorney fees for default, he would like to see those fees are not passed thru the customers, they we would waive the default and move on to the contract, resolve default with settlement, we will work out a contract in 90 days.

Tom Cohen stated there is a draft already completed that was updated on November 30th and it was sent to our Town Counsel.

MOTION: To present to Charter waive any allegations of default under three conditions, supplying services and or resources that have paid are need of service and paying town counsel fees to include tonight and to waive any charges that includes the seven customers, and not be passed to other subscribers and to compensate the folks who were charged and to supply services who fall under the similar pattern and to commit to a contract within a reasonable amount of time.
(DODS, ROY) Voted and approved 4-0

Attachment of exhibit A

Mr. Cohen stated he will take it back and said they are not subject for the last several months. Chairman Phelan stated they would waive the claim to liquidated damages as part of the

agreement. Mr. Cohen will get to them tomorrow, if he accepts proposal. Mr. Cohen accepted the proposal.

MOTION: To authorize Town Counsel to work on draft of Charter Contract. (DODS, ROY)
Voted and approved 4-0

7:35 P.M. JOINT MEETING FINANCE COMMITTEE Re: Budget

Mr. Blanchette questioned the PRF whether it is necessary for having that level of help with the clerical, 9 hours for building inspector office and board of health office, with the budget very tight. Yes they signed the PCF, they are thinking should they could they meet with dept again, and asked for them to explain why the need for the clerical.

Chairman Phelan stated yes that is a good idea, but if unsure, they should hold off on signing the PRF. Chairman Phelan suggested table for further information.

MOTION: To table the two PRF (personnel requisition forms) for board of health and building inspector office. (DODS, BLANCHARD) Voted and approved 4-0

Budgets:

They have received most of budgets but not all, they have not received all of revenue, and all in all is property tax information. Ms. Schindler stated when it comes to the revenue projections she and Mr. Kielson are the ones who do that, they not have new growth number or excise.

Last year they over estimated their excise, she did an as of now they are at 673 in budget and they collected 653, she looks at that if it is close they use same number as last year,
(David k is present)

Ms. Schindler stated she thinks the best way to complete it if they use last years numbers, she stated there is a formula, using last year prop tax, add two and half percent plus new growth, they can run thru based on last year.

Mr. Blanchette stated if they use the number they did, that leaves them way off, they would rather someone else run that formula.

Chairman Phelan stated the last few years they have gone to town meeting with an unbalanced budget, last year they had a balanced budget. He also stated he thinks they underfunded the regional.

Wage lines:

The Finance Committee stated things have been done differently over the last years and they asked the departments start proceeding assuming they can only afford the wage that was in the previous year and have the dept heads figure out he wages or do they want to add money to the wage line.

Chairman Phelan stated in the past they have sacrificed expense numbers to keep people employed, even when there is no money to buy paper.

If you have a contract that says what you give them, are there contacts calling for one and one half percent, three union contracts, highway are at three point seven five.

Chairman Phelan stated give a flat across the board non-union raise as opposed to a one percent and get away from three percent, last year the non-union employees received three percent. Chairman Phelan suggested one to two percent.

The Finance Committee stated they would like to do one percent first, it has been challenging for them, they want to come up with first budget and will lead to second and third budget and have a hearing with dept heads. The Finance Committee are looking for help from the Select Board regarding the wage line. They know departments like the highway make it work.

Mr. Blanchette stated he would like to start with all union and non-union contracts of giving them one percent and have the dept head to figure out in their budgets. Selectman Dods recommend to run thru at one percent and one point five or two for all wage lines including union and leave the dept head to find the shortages within their budgets. Selectman Blanchard asked if we do this how we can expect the departments to manage. Chairman Phelan asked for a number in town that represents all wage lines. Mr. Kielson stated the grand total is on Schedule A. Mr. Blanchette stated they cannot take money from expenses to wage lines. They should think about furloughs or something. He further stated he would like to come up with a revenue side and expense side that is close. The Finance Committee asked the Select Board if they have suggestions or guidance.

MOTION: to recommend the Finance Committee to do a one percent and two percent wage increase but not to exceed two percent. (DODS, BLANCHARD)

Voted and approved 4-0

Ms. Schindler told Mr. Geser she will send him the spreadsheet.

Selectman Blanchard asked if they are lacking info from committees, it is info that has not been generated yet. The Fin Com says no.

Mr. Blanchette stated they Finance Committee would like to have a budget discussion next week.

Ms. Schindler stated the energy audit she will ask the Select Board to sign the agreement. The energy committee asked if they could do presentation while the Finance Committee and Capital Improvement are present, this needs to be funded; this is a big capital project.

Ms. Schindler stated the winter roads account is over expended by 46,000. Ms. Schindler stated the winter roads ends by April 1st, it is not done be events.

The police department has an extra officer; they are down an officer now.

Mr. Blanchette stated they do not have free cash to roll back on and they are hoping the departments watch their budgets and not over expend.

Chairman suggested having a rolling five year average number as to what they are going to spend.

I. APPROVAL OF MINUTES

03-08-2011, 02-22-2011, 02-15-2011

MOTION: To approve minutes of March 08, 2011 as written. (BLANCHARD, DODS)

Voted and approved 4-0

MOTION: To approve minutes of February 22, 2011. (BLANCHARD, ROY)

Voted and approved 3-1

Phelan abstained

Selectman Blanchard asked Ms. Schindler what the status was of the Northeast Utility regarding street lights, she stated it was on her town admin report, they sent an email asking for a meeting during the day, she is going to write them back asking if they would attend a Select Board Meeting. She stated they have the inventory and cost estimate completed. Ms. Schindler stated they will be on the agenda in April.

Update regarding the voting booths, the booths is here at town hall they have to be prepped and mounted.

II. SIGNATURES

- Payroll Warrant –
MOTION: To sign payroll warrant #P11-40 in the amount of \$224,463.43 (BLANCHARD, DODS)
Voted and approved 4-0
- Bill Warrant – nothing at this time
- PCF's & PRF's and other Forms-(BoH/BI PRF, PCF resignation, PCF temp for COA)
MOTION: To table the two PRF (Board of Health and Building Inspector Clerical) forms.
(BLANCHARD, DODS) Voted and approved 4-0

To add to agenda for discussion on April 5, 2011

MOTION: To sign the PCF for Angela Mumblow resignation for Building Inspector and Board of Health Clerical and to accept her resignation effective March 10th. (BLANCHARD, DODS)
Voted and approved 4-0

Chairman Phelan stated they are going to run into funding problems, there is only 25 percent left and they currently have a twenty to thirty percent shortage. The Director is on disability receiving 75 percent of her pay. Chairman Phelan stated there will be a transfer. Ms. Schindler stated yes. She further stated there was an overlap when the New Director was hired for a period of time.

MOTION: To sign PCF for Jennifer Peloquin for emergency hire for COA director, at same rate she was when she left. (BLANCHARD, DODS)
Voted and approved 4-0

Selectman Blanchard asked to have a letter sent to Angela Mumblow thanking her for her time.
MOTION: To send a letter to Angela Mumblow thanking her for her time. (DODS, BLANCHARD)
Voted and approved 4-0

III. TOWN ADMINISTRATOR'S REPORT

See attached-

Ms. Schindler informed the Board the Admin Assistant is over hours and she asked for a transfer.

A company (no name) did an audit of Risk Management, on workers comp and Ms. Schindler stated the town did ok but they are missing a couple of things, public safety and they were going to make available to the town risk management.

Public Safety complex Committee

Selectman Blanchard stated he would like to be nominated to this board with full voting rights.

To identify the needs, the location, if one is necessary, where, and come up with recommendations.

Police and fire and possibly the highway department.

MOTION: To appoint the following to the PSCC, Charlie Kanecki, Jim Labrie, John Furman, Nilda Cohen and Doug Blanchard. (ROY, DODS)

Voted and approved 3-1

Blanchard abstained

MOTION: To nominate David McDougall to the PSCC. (DODS, BLANCHARD)
Voted and approved 4-0

IV. OTHER BUSINESS/ANNOUNCEMENTS

Upcoming Events/Meetings

- ❖ April 5th, 12th & 19th Select Board Meeting Room on Main Floor at New Town Hall, 210 College Highway

V. ACTION LIST

Some of the Board members gave Selectman Dods their review for the Town Administrator. Selectman Dods stated he was going to send out an addendum.

Chairman Phelan stated the administrative assistant went over on hours, he stated Ms. Schindler asked for a transfer. He stated he asked Ms. Schindler to let the Admin Assistant know that she cannot work over the hours any more.

VI. DISCUSSION ITEMS

- Charter Communications-see above
- Timber Cutting Plan(s) Review-nothing at this time
- New Town Hall updates: Custodial, Grand Opening, Council on Aging, Furniture, Security, Punchlist etc.
- Building use Policy-nothing at this time
- ESCO Investment Grade Audit-nothing at this time

8:00 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21 # 2 TOWN ACCOUNTANT CONTRACT ROLL CALL VOTE

PHELAN-AYE, BLANCHARD –AYE, DODS-AYE, ROY - AYE

Chairman Phelan announced they will not go back into regular session once executive has been completed.

Adjourned 0:00

Respectfully submitted,
Regina Shea-Sullivan
Administrative Assistant