

Voted and approved 03-08-2011

BOARD OF SELECTMEN'S MEETING
Tuesday, December 28, 2010
Town Hall Meeting Room

Present: Michael Phelan, Chairman
David McDougall
Jess Dods
Ann Roy

Absent: Douglas Blanchard

Also Present: Diana Schindler, Town Administrator

PLEDGE OF ALLEGIANCE

Call to Order

SCHEDULED APPOINTMENTS

7:00 P.M. OPEN TIME FOR THE PUBLIC

SCHEDULED APPOINTMENTS

7:15 P.M. TARKA'S SERVICE CENTER/JOYRIDES, LLC

(tape recorder was started at the end of the discussion with Mr. Tarka and Mr. LaFluer)

Present: Matthew Tarka's, Denis LaFluer and attorney?, Richard Oleksak, Building Inspector

The Board asked the Building Inspector if there was a problem with Tarka's changing name and partnership. Mr. Oleksak stated no.

MOTION: To approve the Class II for Joyrides, LLC and to sign the license. (MCDOUGALL, ROY).
Voted and approved 4-0

I. APPROVAL OF MINUTES

(Tape recorder was not started during the approval, verbatim from Ms. Schindler)

11/16, 11/23, 11/30, 12/7, 12/14

Per Ms. Schindler the board voted and approved the minutes as written with the exception of December 14, 2010, no quorum.

II. SIGNATURES

(Votes were not on recorder)

- Payroll Warrant P11-26 \$240,315.66 & Bill Warrant W11-27 \$367,224.99, Per Ms. Schindler board voted and approved warrants
- PCF's & PRF's
Nothing at this time
- Renewal Licenses

III. TOWN ADMINISTRATOR'S REPORT

See attached-

1. Per Tom Cohan, Charter has received letter re: Notification of License Default and they will respond within 30 days. PEG funding discussion on agenda for 1/11/11.
2. *Community Housing Needs Assessment and Production Plan* created by Housing Authority approved by State – copy of letter sent in correspondence.
3. Required *Service Zone Plan* for Ambulance Service was approved by State – copy of approval letter sent previously in correspondence.
4. Innovative Business Solutions (IBS) has completed the analysis phase of IT work and is prepared to assist in move to new town hall.

IV. OTHER BUSINESS/ANNOUNCEMENTS

Upcoming Events/Meetings

- ❖ January 11th and 25th, 2011 Select Board Meeting Town Hall Meeting Room
- ❖ Please submit Annual Report electronically to Select Board's Administrative Assistant by February 1, 2010

V. ACTION LIST

- Review and Grant Szczypta License-(this discussion was not recorded)
- St Patrick's Parade Participation-*the parade commissioner was called and I asked if we could notify them with an answer on Jan 12th (after all board meeting) that is ok.*

VI. DISCUSSION ITEMS

- Charter Communications-see Admin Report
Ms. Schindler stated Charter is charging the Town 6,000 for moving the fiber, she sent that question to Town Counsel, she understands they have to give us an INET connection in every public building requested, and when the technicians put this in last year they talked about the move and whether we should do this now or wait, they suggested to do now and they left coiled up on enough fiber to move over.
- New Town Hall updates: Custodial, Fire Alarm, Moving Date, BoS walk thru etc.
Elevator has been inspected and the Building Inspector issued the CO for the building. Chairman asked if they would like to schedule a walk thru. He asked if the heat is on and at what temp. Ms. Schindler said yes the heat is on and it is being kept very low. The move date is January 12th. The Board agreed to have a quick meeting on January 4th for the walk thru at 7:00 p.m.
Ms. Schindler asked how they like would to handle the keys; she has all the keys including the master keys. When would they like her to issue the keys? The board asked to review a key list and a sign off sheet. Mr. Cauley stated there are still contractors in the building. Chairman suggested having the architect and the manager there on the fourth while they do the walk thru. Selectman McDougall suggested having a point person for someone to call. Chairman stated one of the five members should be available. Mr. Cauley stated Mr. Sullivan should be the contact person. Chairman Phelan stated we are the current owners of the building.

Fire Alarm

We did get a contract with the company, we will get one free year and its three hundred a year if we pay in advance we will get a discount of 275.00. Chairman asked if we should bid this out. Ms. Schindler stated you can but you would need someone to give same arrangements to beat it.

Chairman Phelan stated Industrial Residential Services was the company monitoring prior to the move. Ms. Schindler stated yes and they were charging the Town 75.00 quarter, Central Alarm is cheaper and not to mention they have been monitoring since December 9th (the actual IRS invoice was 59.85 a quarter not 75.00). She stated we are already in it. Ms. Schindler stated they outsource to another company, and they called us within 30 seconds. Chairman asked to get additional information from this company and solicit additional quotes. Selectman McDougall asked why the town couldn't do their own monitoring, thru our dispatch. Chief Silvernail stated currently the alarm is monitored thru our police dispatch.

Custodial

Currently we do not have a plan in place. Chairman stated we should go out and solicit a cost for bids. Selectman McDougall asked what kind of custodial service they are looking for. Chairman stated he is looking for a price structure, whether it is a quarter, every six month, twice a year etc. to see what they are dealing with. Our current custodian works twenty hours a week for the current Town Hall.

Furniture

Ms. Schindler stated they put together a wish list and received prices on that and bill from WB mason will be meeting the staff. She stated the only things they are ordering right now are the file cabinets and organization materials. Pending on what is left they will look at the needs for furniture, for the most part they are planning on bringing everything in the building. Ms. Schindler stated Whalen has used furniture. They are planning on taking shelving from the attic to the basement in the new town hall. Town clerk has requested a locked gate in the basement. Chairman asked who is going to have the signing authority on the list. Ms. Schindler stated they can review the list they may; the list is way more than what they have. Mike asked how many are they anticipating an order. She stated there are twenty to twenty five. Chairman asked if there was a way to send a request to see if any body has used furniture available. Ms. Schindler stated yes.

Analysis of IT

Ms. Schindler stated IBS completed an assessment that was 500.00, and we are going to move the computer over and they will hook them up.

- Annual Report Dedication-Any Thoughts
Selectman McDougall asked if they would consider another photography contest for cover. Ms. Schindler recommended black and white. The Select Board will consider it.
- Management Letter Review and Steps
Chairman asked if they took a vote to send it out the Department Heads. Ms. Schindler stated she did but she has not heard back from any departments. Ms. Schindler stated Mr. Keilson is here to talk about it tonight. Mr. Keilson stated they really didn't have time to answer the questions. Chairman asked when this was sent out. Ms. Schindler stated she sent this out early of November. Mr. Cauley stated the Management letter was received in May 2010 if it was sent then it would have given the departments more time to answer.

Mr. Cauley stated his concerns under the water department section in the audit report he also went over the items with the Select Board. Mr. Cauley stated he needs to sit down with Mr. Keilson and the auditor to work thru it.

Ms. Schindler stated they do have an opportunity to the mange letter, they did respond b/c they were in a time crunch to the bonding for Larrabee. None of this was addressed because we were at the end of the fiscal year. This is for FY09 and it didn't get done until FY10. Ms. Schindler stated she and David thought they would respond when they receive the next management letter. She believes they will see a similar audit for FY10.

Chairman Phelan stated we need to formulate a response.

David stated the funds from the water dept go to the general fund, and asked if there was a way to look at the budget.

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Timber Cutting Plan

Mr. Cauley stated he received a forest cutting plan, he stated the town has control whether or not they are being told they don't have control, the town does, they cross our property and drive on our roads, we have control. He does not think anyone is sending the forest letters to the highway department that board wanted the access permit, Ms. Schindler stated this is the same problem over and over; they are not getting the application until they are already approved. As soon as we get it we are doing our bit. Ms. Schindler asked even if it has been approved can we send the letter out. Mr. Cauley stated yes, they need to know Southampton rules. Chairman Phelan stated we don't care if their permit is signed or not, we receive a plan a letter is to go out for them to go the highway dept. Mr. Cauley said the board instructed their office to send notices before all this started. As soon as we get a forest cutting permit we are to send a letter. The letter is to be sent to applicant and forester.

Chief Silvernail spoke with bob Blanchette and they signed the prf form for the police officer.

The board announced they were not going to go back into regular session

MOTION: To go into executive session

ROLL CALL VOTE: DODS- AYE, MCDOUGALL – AYE, ROY – AYE, PHELAN – AYE

7:45 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21#3 Dispatchers
8:05 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21 #2 Town Accountant Contract-
8:45 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21 #1 Complaint - Fire Chief
9:05 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21 #2 Fire Chief Contract

ADJOURN

TIMES ARE SUBJECT TO CHANGE, THIS MEETING WILL BE ELECTRONICALLY RECORDED

Having no further business, the meeting was adjourned at **8:30** P.M.

Respectfully submitted
 Regina Shea-Sullivan
 Administrative Assistant