

## **MINUTES OF SELECTMEN'S MEETING AUGUST 13, 2013**

Chairman Walter called the meeting to order in the Senior Center at 7 PM with Mr. Chabot also present. Mr. Smith was not present.

### **I. APPROVAL OF MINUTES OF JULY 30, 2013**

It was agreed to defer approval of these minutes until the next meeting because Mrs. Walter was not present on the 30<sup>th</sup>.

### **APPROVAL OF MINUTES OF JULY 24, 2013**

It was agreed to defer approval of these minutes until the next meeting.

#### **IA. APPROVAL OF SCHOOL WARRANT #1006 FOR \$49,212.31 APPROVAL OF GENERAL WARRANT #1007 FOR \$322,308.05 APPROVAL OF PAYROLL WARRANT #4 FOR \$212,930.46**

Mr. Chabot moved, and Mrs. Walter seconded, a motion to approve the aforementioned warrants. So voted.

### **II. OLD BUSINESS**

#### **A. PURCHASE ORDER FORMS**

Mrs. Walter noted that Selectman Smith had proposed a Purchase Request form to be used by Town Employees for all purchases over \$250.00. Mr. Smith has come up with a draft form (Attachment #1) for consideration that is a combination of two purchase order forms previously used. The new form will be approved by one member of the Board of Selectmen within 48 hours. Mr. Chabot moved, and Mrs. Walter seconded, a motion to implement the form subject to input by Town Accountant Nancy Nykiel. So voted.

#### **B. PROJECT UPDATES**

##### **a. TOWN HOUSE**

##### **. DEP Audit Determination**

Mrs. Walter reviewed the results of an audit by DEP focusing on a Notice of Activity and Use Limitation (AUL) that was filed for the Town House. (Attachment #2) There were no violations identified as a result of this on-site visit. Mrs. Walter explained that this finalizes the petroleum problem at the Town House.

## **. Tower Restoration**

Mrs. Walter explained that contractor Jeff Samuelson is continuing work to restore the Town House Bell Tower. Mr. Samuelson has run into a structural problem below the bell tower that needs to be addressed. He has worked with Architect Dan Benoit, who worked with Paul Holtz of Mass Historic, to coordinate this work. The structural work will be done with insurance money, but will cause a delay on the Mass Historic work. Mr. Chabot said that what can be seen behind the tarps looks great right now.

## **. Friends Meeting**

Mrs. Walter noted that the Friends of the Town House met last night to discuss their latest application for tax credits. They have met with representatives of the American Heritage Foundation as well. Research is being done to form an LLC to receive ownership of the building while it is undergoing renovation.

## **b. SCHOOL WINDOWS**

Mrs. Walter reported that phase two of the school windows project is now complete, and it went much smoother than the first phase. The project was done on time and under budget.

## **C. HUMAN RESOURCES**

### **a. JOB DESCRIPTIONS**

Mrs. Walter reported that the meeting that had been scheduled for this week for department heads to discuss the implementation of job descriptions has been postponed until the fall. The job descriptions were sent to town officials in the spring, and there was feedback from some departments. The Selectmen need to discuss how to handle any changes to the job descriptions that need to be made.

### **b. HARRASSMENT AND DISCRIMINATION POLICY**

The newly adopted Harassment and Discrimination Policy has been sent to all four of the town's unions. The School Custodians union had a question, they will be told to address their question to the School Committee.

## **III. NEW BUSINESS**

### **A. REQUESTS FOR APPOINTMENT TO CONSERVATION COMMISSION**

Mrs. Walter reported that there were two requests to be appointed to the Conservation Commission. (Available in the Selectmen's office) Robert Locatelli requested appointment to a term ending June 30, 2014, and Ross Hubacz requested appointment to a term expiring in 2016. In addition, Mr. Hubacz asked to be appointed as a Lumber

Surveyor. Mr. Chabot moved, and Mrs. Walter seconded, a motion to appoint Mr. Locatelli and Mr. Hubacz to the Conservation Commission, and also Mr. Hubacz as a Lumber Surveyor. So voted.

## **B. REQUEST FOR OFFICE HOURS – TOWN DEPARTMENTS**

Mrs. Walter noted that office hours have been posted for all offices at the Town Offices at 215 North Main Street. Mr. Chabot moved, and Mrs. Walter seconded, a motion to ask all of the offices to submit their hours to the Selectmen so that a general sign can be put up in the front of the building. So voted.

## **IV. ANNOUNCEMENTS**

### **A. LETTER FROM ANIMAL CONTROL OFFICER – UNLICENSED DOGS**

Mr. Chabot reviewed a memo from Animal Control Officer Chris Donais that is being sent to all dog owners who have not licensed for one or more years. (Attachment #3) The notice gives delinquent dog owners until September 3<sup>rd</sup> to license their dogs, otherwise a complaint will be filed in the Western Worcester District Court.

### **B. MURPHY ROAD CLOSING**

Mrs. Walter noted that the bridge on Murphy Road has been closed after a complaint by a resident resulted in inspection by the Highway Department and subsequently by the state. The state recommended closing the bridge. Highway Superintendent Gary Jean is looking at all of the options available to fix or replace the bridge as soon as possible.

## **V. FUTURE AGENDA ITEMS**

### **A. GIC STUDY**

The Selectmen will look into the process of moving Town employees onto the state's Group Insurance Commission for health insurance.

### **B. PUBLIC HEARING RE: BEAVERS**

Mrs. Walter noted that she would like to schedule another public hearing about the beaver problems in town, and that perhaps the town will have to consider implementing some sort of by-law.

### **C. AUDITOR DAN HAYNES WILL BE COMING TO THE AUGUST 27<sup>TH</sup> MEETING**

There being no further business, at 7:30 PM Mr. Chabot moved, and Mrs. Walter seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton  
Administrative Assistant