

MINUTES OF SELECTMEN'S MEETING SEPTEMBER 20, 2016

Chairman Walter called the meeting to order in the Senior Center at 6:00 PM with Mr. Hevy and Mr. Kiley also present.

I. APPROVAL OF MINUTES

- **September 13, 2016**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve these minutes as written. So voted.

II. APPROVAL OF WARRANTS

- **School Warrant #1012 for \$73,570.49**
- **General Warrant #1013 for \$86,585.65**
- **Refund Warrant #1014 for \$3,323.63**
- **Payroll Warrant #6 for \$301,372.10**

Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve these warrants. So voted.

III. PUBLIC PARTICIPATION

- **The public has the opportunity to briefly comment on agenda items through the Chairman**

Mrs. Walter noted that anyone in attendance would have the opportunity to briefly comment on any of this evening's agenda items.

IV. FINANCIAL REPORTS

A. FY18 Budget Policy and Calendar

The Selectmen reviewed a draft budget policy, guidelines and calendar from last week. Mrs. Walter noted that she is working on updating the calendar. (Attachment #1) They also looked at a document called "Budgeting 101- A Guide to Best Practices" that was presented by the Northborough Town Administrator to the Association of Town Finance Committees last October. (Available in the Selectmen's office) Mr. Kiley said that he liked the budget synopsis and table of contents features, and Mrs. Walter liked the budget summary and list of accomplishments for the past year. The Selectmen will look for ways to incorporate some of these things into the FY18 budget documents.

B. Cemetery Purchase Requests

The Selectmen reviewed two purchase request forms from the Cemetery Department. (Attachment #2) One was for repairs to their tractor, and the other was for the removal of a dangerous tree at Walnut Grove Cemetery. Mr. Hevy moved, and Mr. Kiley seconded, a motion to approve the two requests. So voted. It was agreed that in the future all of the purchase requests will be approved by the entire Board.

V. OLD BUSINESS

A. Highway Superintendent re: Mad Brook Road

Mrs. Walter reviewed a letter that the Selectmen sent to Highway Superintendent Gary Jean asking for a response to the complaint of Mr. Edward Hubacz regarding Mad Brook Road. (Attachment #3) Mr. Hevy reviewed the response letter that was received from Mr. Jean. (Attachment #4) Mr. Jean explained that when he became superintendent in 2005 he received a priority list of 65 roads in need of paving. Forty-two of those roads have been paved. According to Mr. Jean, Mad Brook Road was not considered a priority.

Mr. Kiley stated that he has requested copies of all DOT submittals for Mad Brook Road. When the water main was replaced in 2003 the road had a binder coat applied, but never a top coat. Mrs. Walter asked if former superintendent Mr. Barnes left in 2005 why didn't he apply the top coat? The Selectmen need to determine what section of road received the binder coat and why Mr. Barnes did not do the top coat.

Mr. Kiley said that the Town has the funds available, but we aren't paving any roads this year. Mrs. Walter noted that Mr. Jean notified the Selectmen that he was going to finish up drainage projects and other maintenance this year before he retires. He planned to leave the new superintendent over \$400,000.00 in Chapter 90 funds, even after the planned purchase of a new street sweeper. Mrs. Walter said that when the road sweeping was discussed, Mr. Kiley had suggested using Chapter 90 funds to hire a contractor. We have since found out that Chapter 90 funds cannot be used for this; what are we going to do for sweeping?

Mr. Kiley said that Mr. Jean has a credibility problem. Mr. Jean got quotes for \$32,000.00 for sweeping; Mr. Kiley got quotes for \$6,000.00. Mr. Jean does not need the sweeper for three months, plus he uses the small sidewalk sweeper on the outer roads and it works fine.

Mrs. Walter asked where the money will come from to do the sweeping?

Mr. Kiley replied that the budget for legal counsel should be cut by \$10,000.00 and used to sweep the roads.

Mr. Hevy stated that he doesn't know much about roads, so he is inclined to take the recommendation of the superintendent.

Mr. Kiley read a letter from Mr. Jean dated today asking for a closed hearing to address Mr. Hubacz' complaints. (Attachment #5)

Mrs. Walter asked Mr. Kiley what is the next step? Is he going to get clarification on the Chapter 90 forms for Mad Brook Road?

Mr. Kiley said that from Mr. Hubacz' perspective there is no top coat on the road and it will lead to the road breaking up.

Mrs. Walter asked if Mr. Kiley wants the Selectmen to recommend that Mr. Jean pave Mad Brook Road?

Mr. Kiley said again that Mr. Jean has money available in Chapter 90 for paving but he did not pave this year.

Mrs. Walter noted that Mr. Jean previously sent the Selectmen a letter explaining his plans for this year.

Mr. Hevy said that just by looking at the list of roads to be done there are roads that are in worse shape than Mad Brook.

Mrs. Walter said that Mr. Jean is trying to do a good thing for the new superintendent.

Mr. Kiley suggested that the town could purchase a used sweeper for less money than a brand new one. Mrs. Walter noted that the town needs to have an agreement in place for someone to sweep the roads next spring. Mr. Kiley said that he will write up a proposal for Mrs. Walter and Mr. Hevy to review. Mr. Kiley pointed out that the Selectmen voted to allow the new superintendent to determine the need for a new sweeper.

Mrs. Walter asked if the Selectmen are going to schedule an executive session with Mr. Jean? Mr. Kiley said that it is Mr. Jean's right to have the executive session, but he is a department head who should have to answer questions from the selectmen.

Mrs. Walter asked if there were a motion to pave Mad Brook Road? Mr. Kiley said that the Selectmen owe it to Mr. Jean to hear his reasons first. Mr. Hevy asked if waiting until the new superintendent is in place is a problem, and Mr. Kiley said that he does not think waiting another year will make any difference.

Mrs. Walter asked again if there was a motion to pave Mad Brook Road, and Mr. Kiley said that his motion would be to ask Mr. Jean to attend an executive session to discuss this. Mr. Kiley so moved, and Mr. Hevy seconded. So voted.

B. Requests for AED

Last week the Selectmen reviewed a request from the Board of Health for an AED for the transfer station. Mrs. Walter said that she will contact CMRPC and NBEMS to see if they have any bulk purchase pricing for these. This will go on old business again next week.

VI. NEW BUSINESS

A. Chris Acosta from Healthwise w/ update

Mr. Acosta was unable to attend this week's meeting because of a medical issue, but he will try to attend within the next few weeks.

B. Vote to set November 4th for Special Town Meeting, Articles due Oct 12

Mr. Hevy moved, and Mr. Kiley seconded, a motion to set Friday, November 4th for a Special Town Meeting. So voted. Articles will be due to the Selectmen by October 12th.

C. Request for appointment to ZBA

Mrs. Walter read a letter from ZBA members Thomas Waugh and Michael Toomey asking that Tara Hayes be appointed to fill the vacancy left by the relocation of Steve Cummings. (Attachment #6) Mrs. Hayes was present to introduce herself, and said that she wants to serve. Mr. Hevy moved, and Mr. Kiley seconded, a motion to appoint Mrs. Hayes. So voted.

D. Resignation from Conservation Commission

Mr. Kiley read a letter from Janine Drake resigning from the Conservation Commission. (Attachment #7) Mr. Hevy moved, and Mr. Kiley seconded, a motion to accept the resignation with regret and to send a letter of thanks. So voted.

E. Retirement of Reverend David Libby

The Board reviewed the draft of a resolution to be given to Reverend David Libby this Sunday on the occasion of his retirement. (Attachment #8) Mrs. Walter noted that Reverend Libby has been a very strong advocate for the town and town activities; the youth center summer program is held there, Memorial Day programs have been held there during inclement weather, and the church hall was used last winter as a temporary location when the senior center roof was leaking. Mr. Hevy moved, and Mr. Kiley seconded, a motion to present the award to Reverend Libby. So voted.

F. Letter from Conservation Commission

Mr. Hevy read a letter from Bob Locatelli of the Conservation Commission asking that the commission be reduced from seven members to five because of the difficulty in acquiring a quorum. (Attachment #9) Leslie will research this and get back to Mr. Locatelli; it is believed that the committee was already reduced in number a few years ago.

G. Request for new Town committee

Mrs. Walter noted that Suzanne Lewandowski is hoping to bring the Decorate Our Town committee under the town's umbrella. Ms. Lewandowski will get back to the Selectmen with a name for the committee, and a list of members.

VII. ANNOUNCEMENTS

A. Voter registration hours for Presidential election

Mrs. Walter announced that the last day to register to vote in the November 8th Presidential election will be Wednesday, October 19th in the Town Clerk's office.

B. Early voting hours for Presidential election

Mr. Kiley read a memo from Town Clerk Sheila Buzzell that there will be early voting hours for the presidential election on October 25, 27, 28, 29, and November 1, 3, and 4th in the Town Clerk's office.

C. Town Forest Park fishing derby Saturday, Sept 24th

Mr. Hevy reminded residents that the new Town Forest Park will open on Saturday, September 24th with a fishing derby for children from 8 AM to noon.

D. Town Forest Conference Sunday, Sept 25th

Mrs. Walter noted that a Town Forest Conference sponsored by DCR will be held on Sunday, September 25th at the elementary school with speakers, presentations, and tours of the park.

E. Planning Board hearing notice

Mr. Kiley reviewed a notice from the Planning Board for a public hearing to be held on Wednesday, October 19th at 7:15 PM on the application of Healthwise, Inc. for a medical marijuana dispensary/cultivation facility at 60 Prospect Street.

F. Volunteers still needed for Commission on Disability

Mrs. Walter announced that volunteers are still needed for the Commission on Disability. Interested residents should contact the Selectmen's office.

G. Tyler Wolanin office hours

Mrs. Walter announced that Tyler Wolanin, district aide for Senator Anne Gobi, will hold office hours in North Brookfield on Tuesday, September 27th from 11 AM to noon at the Senior Center.

VIII. PENDING/FUTURE AGENDA ITEMS

- See attached list

IX. EXECUTIVE SESSION

There was no executive session.

There being no further business, at 8:00 PM Mr. Hevy moved, and Mr. Kiley seconded, a motion to adjourn. So voted.

Respectfully submitted,

Leslie Scott Burton
Administrative Assistant

PROJECT STATUS AND PENDING/FUTURE SELECTMEN'S AGENDA ITEMS

PROJECT

NBDDP/Aztec

Solar contracts on Municipal Property

Purchase Orders

Creation of Financial Advisory Committee

Personnel policies

Cemetery Road / Bell Street Paving Project

Analysis of Bids on health insurance

98 Shore Road

Electric aggregation

Community Compact projects

IT Grant

Town House restoration project

launched 050916

Lashaway/ Great Pond designation

Requests for AEDs

STATUS

BOS - Planning final remediation

BOS – with legal counsel

IT/Accounting Software/Access

Awaiting Comm Compact Recs

Discuss HR Committee

Highway

Finance Committee

BOS for discussion

Final vote pending

Held preliminary meeting, awaiting
final reports

Awarded, planning in progress

FOTH Capital Campaign

Fundraising implementation and
lease agreement in progress

Awaiting DEP response

Pending