

**BOARD OF SELECTMEN
MINUTES
JULY 18, 2011
SLADE BUILDING**

Members present: Michael Stauder, Vice Chair
Ernest Newcomb, Clerk

Member absent: Matthew Castriotta, Chair

Staff present: Brian Bullock, Interim Town Administrator; Elaine Peterson, Town Secretary

Others present: Tom Howlett, Walter Ducharme, Jamie Pitney, Ed Blanchard, Chris Norcross, Mark Haranas

Planning Board Members: Peter Jefts, Peter Carmosino, Denis Halfrey, Mark Dymek

Meeting commenced at 6:36 pm

Mr. Newcomb invoked the Rule of Necessity stating his conflict as a Highway Department employee and payroll being part of the warrant. As a result of disqualification of members due to conflicts of interests, the Board lacked a sufficient number of members necessary to take a valid vote, and as a last resort that all those disqualified may now participate under the Rule of Necessity.

Warrant # 1

Motion: E. Newcomb

2nd: M. Stauder

To approve Warrant # 1 in the amount of \$879,501.04

Vote: All in Favor

Warrant # 2

Motion: E. Newcomb

2nd: M. Stauder

To approve warrant #2 in the amount of \$210,716.59

Vote: All in Favor

Board Reorganization:

Motion: M. Stauder

2nd: E. Newcomb

To appoint Ernie Newcomb as Board Chairman

Vote: All in Favor

Motion: E. Newcomb

2nd: M. Stauder

To appoint Michael Stauder as Vice Chair
Vote: All in Favor

Motion: E. Newcomb
2nd: M. Stauder
To appoint Matthew Castriotta as Clerk
Vote: All in Favor

Chapter 90 Project Request

Ms. Peterson reported Highway Superintendent Gauthier has submitted a Chapter 90 project request for construction on New Templeton Road and drainage on Route 68.

Estimated cost of the work is \$250,000.00.

Mr. Newcomb invoked the Rule of Necessity stating his conflict as a Highway Department employee and noting he would have no financial gain from approving the project request.

Motion: M. Stauder
2nd:E. Newcomb
To approve and sign the Chapter 90 project request for New Templeton Road and drainage replacement on Route 68

Vote: All in Favor

Mr. Blanchard asked if there is a Chapter 90 budget submitted at the beginning of each year indicating how the funding would be used. Mr. Bullock explained there is not currently, but there is no reason why it couldn't be requested by the Finance Committee during the budget planning process.

Minutes Approval

Motion: E. Newcomb
2nd:M. Stauder
To approve the minutes of May 23, and July 11, 2011 as written
Vote: All in Favor

Street Numbering Assignments-

Brian Bullock stated it is an open question as town meeting passed over without assigning to any entity. He believes the Building Inspector should be responsible for this task. Mr. Newcomb agreed. Mr. Blanchard requested the Board designate a means of appeal process as well. Mr. Bullock suggested designating the Town Administrator as the person to submit appeals to. Mr. Stauder suggested coming up with an appeal procedure before designating the assigning of street numbers. Mr. Bullock will form an appeal process for the next meeting.

Appointments

Motion: M. Stauder
2nd:E. Newcomb

**To appoint Denis Halfrey as the Planning Board representative to the Community Preservation Committee with a term to expire June 30, 2014;
Peter Carmosino as the Planning Board representative to the Montachusett Regional Planning Committee with a term to expire June 30, 2012**

Vote: All in Favor

**Motion: M. Stauder
2nd:E. Newcomb**

To appoint Beverly Baxter, Kellianne Becker, Andrea Colyer, Ann Gushue, Wendy Howes, Marcia Howlett, Maureen Hubbard, Shonna Larson, Laura Milko, Dolores Ordway, Donna See, Amy Stevens, Kathleen Vincent, Cyndy Washburn- Doane, Carol Whitney, Lynn Wilkinson, and Patricia Woodward as Election Workers with a term to expire June 30, 2012 **Vote:
All in Favor**

**Motion: M. Stauder
2nd:E. Newcomb**

To amend Ken Green's and Martha Holgerson's terms on the Historical Commission to expire June 30, 2014 **Vote: All in Favor**

**Motion: M. Stauder
2nd:E. Newcomb**

To appoint Lyn Gauthier to Montachusett Joint Transportation Committee with a term to expire June 30, 2012 **Vote: All in Favor**

Ms. Peterson reported she would be taking the following vacation days in August: August 11, 15 and 22- 25, 2011. Mr. Bullock will also be out the week of the 22nd. Mr. Stauder stated he will not be attending the August 15th meeting.

2010 Annual Report for Board of Selectmen

Ms. Peterson reported there was no report from the Board for the 2010 Annual Report. Mr. Stauder volunteered to write it and requested Ms. Peterson send some previous years' reports for reference.

Inspector General Office Procurement Complaint

Ms. Peterson reported the office had received a phone call from the Inspector General's office last Thursday concerning a complaint regarding the procurement of Interim Town Administrator Bullock. Ms. Peterson requested a Board member call back the attorney at the IG's office tomorrow. Mr. Stauder will call the IG office tomorrow after conferring with Town Counsel Joel Bard.

Grant Writer

Mr. Newcomb stated he recalled a conversation regarding applying for grants with other towns and Kevin Flynn, Community Development Coordinator for MRPC, offering to assist the Town with future grant applications. Ms. Peterson will contact Mr. Flynn.

Ms. Peterson reported the **Auditor Management Letter** is scheduled for August 1st. Mr. Bullock will deal with the responses on July 27th.

Ms. Peterson presented the “yes and no” argument that will be mailed to registered voters before the August 23rd special election. She will be mailing a postcard by the first week of August. Discussion ensued over the wording of the NO argument.

Town Charter Committee Chair Jamie Pitney came in to request an extension to the service agreement with the UMass Collins Center through December 31, 2011. The center has been paid half of the amount funded, but in order to continue to work with the Center and complete the payment to them, an extension of the agreement is required. No additional funding is required for the extension.

Motion: M. Stauder

2nd: E. Newcomb

To authorize to extend the service agreement to December 31, 2011 and authorize the Chair to sign

Vote: All in Favor

Mr. Pitney thanked the Board and exited the meeting.

Joint Election for Planning Board Vacancy

Ms. Peterson invited Planning Board members, Mark Dymek, Denis Halfrey and Peter Carmosino to the table. Mr. Dymek called the Planning Board meeting to order at 7:16 pm. Mr. Dymek recommended electing Peter Jefts to the vacant Planning Board seat.

Motion: M. Stauder

2nd: E. Newcomb

To appoint Peter Jefts to the Planning Board with a term to expire at the next annual election

Vote: All in Favor

Motion: M. Dymek

2nd: P. Carmosino

To appoint Peter Jefts to the Planning Board with a term to expire at the next annual election

Vote: All in Favor

Motion: M. Stauder

2nd: E. Newcomb

To appoint Vincent Ritchie as Associate Planning Board member with a term to expire June 30, 2012

Vote: All in Favor

The Planning Board members exited the meeting.

Mr. Blanchard requested an update on the town common situation. Mr. Stauder reported there will be a meeting with the attorneys regarding the agreement on August 1st. Mr. Blanchard requested an update on the water tank warranty inspection. Mr. Bullock reported the inspection is basically an audit of work completed on the tank last year to assure there was no delamination of the coating.

Mr. Bullock reported the STRAP grant application will be filed in mid August and the Town Treasurer will need to implement borrowing.

Motion: M. Stauder

2nd: E. Newcomb

To adjourn the meeting at 7:25 pm

Vote: All in Favor

Respectfully submitted,

Elaine M. Peterson

Town Secretary

Approved: August 1, 2011.