

**BOARD OF SELECTMEN MEETING MINUTES****7:00 PM****July 12, 2010****Page 1 of 4**

**PRESENT:** Selectmen Patrick J. McNabb, Joseph Hallisey (at 7:10 PM) and Joseph A. Sergi, John F. Moak, Town Administrator; Peggy Mazzola, Administrative Assistant

The meeting was called to order at 7:07 PM.

**ACCEPTANCE OF MINUTES:** On a motion by Mr. Sergi and seconded by Mr. McNabb, the minutes of the meeting of June 28, 2010 were approved.

**APPROVE WARRANT/SIGN PURCHASE ORDERS:** The Board signed the warrants.

**PUBLIC COMMUNICATIONS:** None.

**APPOINTMENTS/RESIGNATIONS:**

**Item #1 – Appointment – Plumbing Inspector:** The Board reviewed a memo regarding a change in the building code and the appointing authority of the Plumbing Inspector. Following a brief discussion, and on a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to appoint John Cryan to the position of Plumbing Inspector, term to expire 6/30/11.

**ACTION ITEMS:**

**Item #1 – Discussion – FY 12 Budget Scenarios:** Present was Treasurer/Collector Michael Hartnett. Mr. Moak remarked that the Town Accountant had planned to attend but was not feeling well and left early today. Mr. Moak outlined the report and options developed by the Finance Team. A lengthy discussion ensued relative to the information presented to the Board, and options for increasing revenue and cutting expenses. Mr. Moak remarked that he will be asking the Capital Program Committee to meet in September to discuss future capital projects. The Board agreed to send their comments individually to Mr. Moak and meet again in a month for further discussion.

**Item #2 – Public Hearing – Above Ground Fuel Storage License, Sarah MacLellan, 16 Groton Street:** Mr. McNabb opened the public hearing at 7:45 PM, introduced the members of the Board and confirmed that all fees had been paid. Mr. Hallisey read the notice of hearing. Lou Berube was present representing Sarah MacLellan, the applicant. He stated they have been through the approval procedures with the Planning Board and Conservation Commission to construct a new storage facility. The existing plant will be removed, and the new plant will be constructed further away from the river. The plan was submitted to the State, and the State was looking for their license. They could not find the original license, and it was determined the easiest course of action was to apply for a new one. Mr. Moak explained a license is issued only once, and a registration is processed on a yearly basis. Mr. Berube stated they thought the registration was the license. Mr. McNabb asked if they intend to increase their storage capacity. Mr. Berube stated they will increase storage by 45,000 gallons. Mr. McNabb asked if they would be storing the same types of fuels. Mr. Berube confirmed they would, with a state of the art facility to protect the river. Mr. McNabb stated he had not seen the plans for the project, and asked whether the trucks would be behind the building. Mr. Berube stated they are shifting the facility to the covered bridge side of the property; everything will happen at the top of the property. Mr. Berube stated they had originally intended to begin the project in April, with a completion time of approximately 4 ½ months, but they could not obtain their permit from the State Fire Marshall's office due to the license issue. Mr. Hallisey asked if there were any concerns with the removal of the existing plant. Mr. Berube stated everything must be emptied and removed. Mr. McNabb asked if there were questions or comments from those in attendance. There were none. The Board reviewed official comments. It was noted that there was no comment from the Inspection Department, Planning Board or Water Department. Mr. Sergi read into the record comments from the

Conservation Commission. Mr. Hallisey read a memo from the Town Clerk relative to the license issue. The Board had no further comments or questions. ON a motion by Mr. Hallisey and seconded by Mr. Sergi it was unanimously voted to close the hearing and issue the license as discussed.

Item #3 – Discussion – Waiver of hiring freeze, with Conservation Commission: Present were Jeff Sauer and Bob Elliott from the Conservation Commission. The Board reviewed a memo from Conservation Administrator Ellen Fisher requesting a waiver of the hiring freeze. Mr. McNabb asked about the hours per week for the position. Mr. Sauer stated the budget currently allows for 27 hours per week; they would like to have 27 hours of training/overlap, which they would like to do over a two week period. The savings in the salary will cover the cost of the overlap. Mr. McNabb asked if the Commission looked at other options, such as sharing this position with another town or using existing staff. Mr. Elliot stated that he didn't feel that using existing staff would work due to the specialized training required. Mr. Moak commented there could be a conflict of interest if the position was combined with Planning. Following a brief discussion, the Board requested that the commission return to the next Board meeting and provide the Board with information regarding other options, such as sharing/outsourcing/using existing staff.

Item #4 – Discussion – Waiver of hiring freeze, with COA Director Sharon Mercurio: Ms. Mercurio and several members of the Council on Aging were present to discuss their request to waive the hiring freeze to replace the Outreach Coordinator. The Board reviewed a memo from Ms. Mercurio outlining the request. Mr. McNabb asked for details on the position, including hours, wages and duties. Ms. Mercurio explained the position is partially grant funded and is for 19 hours per week; the position is a Grade 4, which is an hourly wage of \$16.87 to \$18.98. Ms. Mercurio described the duties of the position, and explained the senior center is very short-staffed, with Ms. Mercurio being the only full-time employee. Mr. McNabb asked what happens to the grant money if it is not used. Ms. Mercurio explained the funds are returned to the state, and she must apply for the grant every year. Mr. Sergi thanked Joan Goddard for her service to the Town, and stated her resignation is a loss to the seniors. Mr. Sergi noted the final paragraph of Ms. Mercurio's letter states that the Senior Center is the only social service agency in the Town; clearly their mission is unique and different. Following a brief discussion, and on a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to waive the hiring freeze to fill the position of Outreach Coordinator at the Senior Center.

Item #5 – Reserve Fund Transfer Requests – Fire Department: The Board reviewed a Reserve Fund Transfer Request from the Fire Department to supplement wages due to a greater number of daytime calls and the unanticipated flooding coverage in March. Mr. McNabb asked if we were aware of this deficit in the Fire Department budget. Mr. Moak stated he was aware of the deficit last month but didn't think it would be this high. The Board agreed that it should be receiving a breakdown on a regular basis. Mr. Moak agreed that a better reporting system is required. Sue Smith, Fire Department Secretary, stated that they knew at the beginning of May they would be in a deficit. The Fire Department has applied for funding for the flooding. The department will be turning back a few thousand dollars in purchase of services and they have already processed line item transfers. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend a Reserve Fund Transfer in the amount of \$8,153.55 to Fire Department Wages Hourly.

The Board reviewed a second Reserve Fund Transfer Request from the Fire Department to pay final gas, diesel and motor oil bills. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend a Reserve Fund Transfer in the amount of \$496.37 to Fire Department Gasoline, Diesel and Motor Oil accounts.

The Board reviewed a Reserve Fund Transfer Request from the Ambulance Department to pay wages for EMS staff. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend a Reserve Fund Transfer in the amount of \$1,046.00 to Ambulance Department Wages Hourly.

Item #6 – Transfer Requests – Town Hall budget, other pending department transfers/reserve fund transfers: The Board reviewed a line item transfer from Personnel Board – Medical/Random Drug Testing to Town Hall – Subscriptions in the amount of \$408.78. Mr. Moak explained this transfer was required to pay an invoice for law books, and that he was 97% sure he will cancel this subscription. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend a Line Item Transfer in the amount of \$408.78 from Personnel Board – Medical/Random Drug Testing to Town Hall – Subscriptions.

The Board reviewed a line item transfer from the Health Insurance Account to Banking Services in the amount of \$1,750. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the Line Item Transfer as presented.

The Board reviewed a line item transfer from Council on Aging Supplies in the amount of \$2,500 and Council on Aging Other Charges and Expenses in the amount of \$700 to Council on Aging Purchase of Services totaling \$3,200.00. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the Line Item Transfer as presented.

The Board reviewed a line item transfer from Fees – Election Workers to Purchase of Services – Public Safety – Police in the amount of \$1,442.64. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the Line Item Transfer as presented.

The Board reviewed a line item transfer from Communications – Supplies to R & L Equipment in the amount of \$50.00. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the Line Item Transfer as presented.

The Board reviewed a line item transfer from Town Accountant – Salaries to Town Accountant – Wages Hourly in the amount of \$1,507.00. On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to recommend the Line Item Transfer as presented.

### **OLD/NEW BUSINESS:**

Item #1 – Discussion – Town Administrator Report: The bulk of this report was discussed during action item #1.

Item #2 – Discussion – Treasurer/Accountant response to Audit Letter: The Board reviewed correspondence from the Treasurer and Town Accountant in response to the audit letter.

Item #3 – Any other Old/New Business: Mr. McNabb asked that current Citizen Activity forms be reviewed to see if any committee vacancies could be filled, and remarked that Phil Durno had submitted a form to be appointed to the Finance Committee. Following a brief discussion, it was determined that Mr. Durno would have to resign from the Cable TV Advisory Committee if he wished to be appointed to the Finance Committee, which Mr. Durno was unwilling to do at this time, and withdrew his name from consideration.

**BOARD OF SELECTMEN MEETING MINUTES**

**7:00 PM**

**July 12, 2010**

**Page 4 of 4**

**ADJOURNMENT:** On a motion by Mr. Hallisey and seconded by Mr. Sergi, it was unanimously voted to adjourn at 9:10 PM.

Respectfully submitted,

Peggy Mazzola, Administrative Assistant

**APPROVED:**

---

Patrick J. McNabb, Chairman

---

Joseph M. Hallisey III, Clerk

---

Joseph A. Sergi