

**BOARD OF SELECTMEN
MINUTES DECEMBER 23, 2013
APPROVED**

Present: Peter S. Cunningham, Chairman; Josh Degen, Vice Chairman; Anna Eliot, Clerk; John G. Petropoulos

Absent: Stuart M. Schulman

Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Cunningham called the meeting to order at 7:00pm.

ANNOUNCEMENTS

Mr. Orcutt said that the Whitney Wells were taken offline for routine cleaning and would be back on in a week. He said that the interconnection with Westford had been activated and asked residents affected to try to conserve water use over the next week. He said that they had also coordinated with and would remain in close contact with the fire department throughout the process. Mr. Haddad commended Mr. Orcutt on the planning and thought that had gone into this process.

TOWN MANAGER'S REPORT

1. Mr. Haddad said that in order to complete the Assistant Town Treasurer/Collector Transition Plan, they needed to fill the position of Payroll Coordinator. He said that a search committee had been put together and six (6) candidates had been interviewed for the position. The search committee recommended to Mr. Haddad that Barbara Tierney of Pepperell be appointed as the Payroll Coordinator. Mr. Haddad said that he had accepted their recommendation and appointed Ms. Tierney. He said she would be paid pursuant to SEIU, Local 888 Contract at a Grade 6 with an hourly rate of \$20.91 effective January 16, 2014.

Mr. Degen moved to affirm the Town Manager's appointment of Barbara Tierney for the Payroll Coordinator position to be paid at Grade 6 with an hourly rate of \$20.91/hour effective January 16, 2014. Mr. Petropoulos seconded the motion. The motion carried unanimously.

2. Mr. Haddad said that he had posted on the Town's website the holiday hours for the Town Hall for the weeks beginning on Monday, December 23rd and Monday, December 30th. Town Hall would be open until 4pm on Fridays to make up for the early releases on Tuesday prior to Christmas Day and New Year's Day.
3. Mr. Haddad said that the recent surplus auction was very successful. He said that the items sold generated income of \$19,560 which has been deposited in the General Fund.
4. Mr. Haddad said that the Cox/Walker Property Conservation Restriction had been approved by the Board but because the Conservation Commission requested that additional wording be added to include the addition of the Conservation Trust, the Board needed to approve the recent changes. Mr. Haddad said that the Conservation Commission had originally been the approving authority of the fire lanes but this would allow for the Conservation Trust to have input also.

Mr. Degen moved to approve the amended Conservation Restriction for the Cox/Walker Property. Ms. Eliot seconded the motion. The motion carried unanimously.

5. Mr. Haddad said that the Board received a request from the First Parish Church for a one day liquor license for their event called "An Evening of Storytelling for Grown-Ups" to be held on Saturday, January 18, 2014 at 7pm. He asked the Board to approve the request.

Mr. Degen moved to approve the one day liquor license, limited to wine and malt, on January 18, 2014 for First Parish Church for an "Evening of Storytelling for Grown-ups." Ms. Eliot seconded the motion. The motion carried unanimously.

6. Mr. Haddad said that at the Board's December 11, 2013 meeting, they met with Michael Bouchard, Town Clerk to address the issue of finding a permanent polling location for Precincts 2 & 3. He recommended that the Committee be set at seven (7) members adding that he would bring the discussion back at a future meeting once a few details were wrapped up.
7. Mr. Haddad said that he had been approached by a local business, who asked to remain anonymous for the time being, interested in purchasing Prescott School. He asked the Board for permission to reach out to the Prescott Re-Use Committee and School Committee. He said that in order to pursue this option they would need to re-advertise the RFP. Mr. Cunningham asked what the plans of the school offices were. Mr. Haddad said that they were working on that. He said that the business interested would not be opposed to having the school offices stay there. Mr. Degen asked when the last time they had a certified appraisal was. Mr. Haddad said he was unsure. Mr. Degen said that he would like to request one. Mr. Haddad said that the last RFP specified that the price was important but not the overall factor.
Mr. Degen moved to have the Town Manager consult with the Prescott Re-Use Committee. Ms. Eliot seconded the motion. The motion carried unanimously.
8. Mr. Haddad said that he was pleased to announce that he had completed the proposed budgets one (1) week early. He said that his formal presentation would be done on January 6, 2014. Mr. Haddad said that the proposed budget had also been posted on the Town's website.
9. Mr. Haddad said that it was with a heavy heart that he announce that the Fire Chief was planning to retire at the end of his contract on June 30, 2014. Mr. Haddad asked the Board to accept the Chief's letter of retirement. He said that there was a provision in Chief Bosselait's contract that stated a vote to extend the contract or not be taken by the Board in an open meeting. Mr. Haddad asked the Board how they wanted to proceed. Mr. Cunningham said that he was here when the Chief was hired adding that 14 years was a good run. Ms. Eliot said that the Chief had done a great job uniting the Fire Department and the EMS.
Mr. Degen moved to not renew the Fire Chief's contract and allow his retirement. Ms. Eliot seconded the motion. The motion carried unanimously.

LICENSE RENEWALS

Mr. Haddad read into record a memo from Ms. Dunbar requesting that the Board approve the listed Alcoholic Beverages, Common Victualler (CVL) and Class II licenses to expire on December 31, 2014. *(memo attached)*
Mr. Degen moved to accept the licenses as read and printed. Ms. Eliot seconded the motion. The motion carried unanimously.

MINUTES

Ms. Eliot moved to accept the regular session minutes of November 25, 2013. Mr. Degen seconded the motion. The motion carried unanimously.

Mr. Degen moved to accept the Executive Session minutes of November 25, 2013 and not release them. Ms. Eliot seconded the motion.

Mr. Petropoulos asked when the Board released Executive session minutes. Mr. Haddad said that the State said minutes relative to personnel matters did not have to be released. Mr. Petropoulos said he based on his understanding he thought they were in violation. Mr. Cunningham said he thought Mr. Petropoulos was mistaken and requested they move forward and not release the minutes. Mr. Degen and Ms. Eliot both agreed with Mr. Cunningham.

The motion carried 3 to 1 in favor with Mr. Petropoulos opposed.

It was asked that the minutes of December 9, 2013 be brought back to a future meeting due to lack of quorum from that meeting being present.

Mr. Degen moved to adjourn. Ms. Eliot seconded the motion. The motion carried unanimously.

Approved: _____
Anna Eliot, Clerk

respectfully *submitted*,
Dawn Dunbar, Executive Assistant

Date Approved: 1/27/14