

**BOARD OF SELECTMEN  
NOVEMBER 18, 2002  
REGULAR SESSION MINUTES  
“APPROVED”**

Present: Chairman Dann Chamberlin, Clerk Peter S. Cunningham, Member Thomas D. Hartnett, Administrative Officer Jean E. Kitchen, and Administrative Secretary Maria Casey.

The meeting was called to order at 7:00 P.M.

**Proclamation for Geri Perry**

Mr. Chamberlin read a proclamation in tribute for Children’s Library Geri Perry, who is retiring, proclaiming November 19, 2002, Geri Perry Day.

**Reorganization of the Board**

*Mr. Cunningham moved to appoint Thomas D. Hartnett as Clerk. Seconded by Mr. Chamberlin. Unanimous vote.*

*Mr. Hartnett moved to appoint Peter S. Cunningham as Member. Seconded by Mr. Chamberlin. Unanimous vote.*

**Police/Dispatcher Appointments**

Ms. Kitchen noted that these appointments were to fill the vacancies due to the Early Retirement Incentive. Chief Mulhern was present to introduce the following appointments. Mr. Bushnoe’s appointment will be for three shifts per week and is supported by Dispatcher Melvin and her peers. *Mr. Cunningham moved to appoint Edward J. Bushnoe as part-time dispatcher for the term effective November 18, 2002, to expire June 30, 2003, with a one-year probationary period. Seconded by Mr. Hartnett. Unanimous vote.*

Mr. Darviris, also known as Arthur, has earned a BS in Criminal Justice from Northeastern and is a graduate of the Mass. Police Corps and has over 4,000 hours of training. Mr. Darviris told the Board that he enjoyed the rigorous training. *Mr. Cunningham moved to appoint Athanasi N. Darviris as Patrol Officer for the term effective November 20, 2002, to expire June 30, 2003, with a one-year probationary period. Seconded by Mr. Hartnett. Unanimous vote.*

Ms. Crowley has earned a BS in Sociology from Suffolk University. Prior to entering the academy, she worked as a security officer at Boston University and Suffolk University. She completed the graduation requirements of the Mass. Police Corps and was the Class President. She told the Board that she was sold on the town during the tour and the department tour. She also attended Grotonfest. *Mr. Hartnett moved to appoint Elizabeth A. Crowley as patrol officer for the term effective November 19, 2002, to expire June 30, 2003, with a one-year probationary period. Seconded by Mr. Cunningham. Unanimous vote.*

**Board of Assessors Appointment**

Mr. Kopec announced that the tax rate has been certified and is actually \$14.19, rather than \$14.29 originally recommended. *Mr. Cunningham moved to approve the hiring of Katherine Miller as part-time position of 18 hours per week Board of Assessors’ Office Assistant at Grade 6, Step 1. Seconded by Mr. Hartnett. Unanimous vote.*

**Financial Outlook – FY04 – All Departments, Boards, Committees & Commissions**

The Board met with all Departments, Boards, Committees and Commissions. Mr. Cunningham stated that with the state fiscal outlook, there will be a greater burden put on taxpayers and that it is extremely important to start early this year with budget planning. There must be some order to timeliness and the BOS is setting some parameters. He stated that this is not a good year to look at expanse but rather economy. We need to recognize that the traditional support is not going to be there. The school budget is increasing and Chapter 70 is decreasing. The Finance Committee had requested that the BOS have the budgets much sooner than the hearing process in order to be able to review more thorough and timely. Some forms will be familiar but some of the procedures are new.

Mr. Chamberlin added that it was agreed between the BOS and Finance Committee that the timing needs to get tightened up and we are both earnestly requesting this is done and that the BOS is asking for cooperation without fail.

Mr. Hartnett stated that it is imperative that January 30<sup>th</sup> deadline is adhered to, especially with the Town having a new town

accountant and that if possible even prior to January 15<sup>th</sup> is preferable.

Jeff Wilson, Finance Committee Chair, echoed all of the above and added that with both schools and the town state funding is going to be cut and currently we know that the Middlesex retirement program is increasing substantially, as well as the health care costs and these expenses are unavoidable. The sooner they receive the budgets, the better the core services will be funded.

Ms. Kitchen stated that she is currently working with Mr. Dave Hill, Web Site Committee, to have the budget forms available on the website. Ann Walsh, Town Accountant will also be sending out the traditional forms in hardcopy.

The summary was as follows:

1. Complete the forms as you have in past years, but this year under the assumption of level funding of operations for FY04 vs. FY03;
2. On the contracts schedule (new this year), identify and provide costs of all vendor contracts;
3. If asked to take a 10% reduction in your department's total expenses for FY04 vs. FY03, what programs would you change or eliminate? Use the budget priorities schedule (new this year) to explain how each change would reduce department expenses and affect Town services.
4. Please return your completed budget package to the Town Accountant's office by January 31, 2003. Late or incomplete information is unacceptable.

Town Clerk Bonnie Biocchi asked if it was possible to have a member of the Finance Committee liaison meet with each individual department.

#### **Interim Treasurer/Tax Collector Position**

Ms. Kitchen stated that Tom Hartnett informed her that he would be resigning end of the month. For this combined position a job description needs to be devised which will then need to be classified by the Personnel Board and then the Town needs to advertise the position and fill it.

In the interim, Mr. Hartnett would like to have his assistant, Christine Collins, appointed as Interim. He stated that she is more than capable for filling this position. He questioned what the proper channel was in order for her to receive his pay while she is filling in the interim.

Ms. Kitchen will check with Town Counsel as to the funding of this appointed position.

Mr. Hartnett also noted that in the meantime, Ms. Collins will be reviewing how best to staff the office with all of this change. At this time, they are considering hiring a temporary to fill Christine's role, as she fills the Interim position.

The BOS requested this be an agenda item for next week and by then we should have Town Counsel opinion regarding the salary.

#### **BOS Updates**

Mr. Chamberlin informed the Board that he attended the Nashoba Valley Chamber of Commerce recognition evening this past weekend recognizing Dot Van Hoogen and Roger Beeltje. He felt that both of the awards were deserved and greatly received.

Mr. Cunningham attended the Nashua River Watershed Association Evening. In attendance was Mr. Ed Torqueletti from Willard Brook who is responsible for the maintenance of the Rail Trail. He stated that they are working with the Equestrian Community to ascertain access to the southern portion of the Rail Trail. Formal construction for the Rail Trail is complete; however, the DEM still has a few punch list items left. There will be a work weekend coming up for maintenance and if anyone is interested, please contact Dan O'Brien or Ed Torqueletti directly.

Mr. Hartnett updated the BOS regarding a meeting he attended for Deaconess Nashoba. This was a pre-meeting prior to the Public Hearing the hospital will hold as they are going to be selling the hospital to Essence Healthcare. This public hearing is December 3<sup>rd</sup>. Mr. Chamberlin noted that he would be able to attend this.

Mr. Hartnett also attended Ben Black's 80<sup>th</sup> birthday given by his family at the Bull Run. Mr. Hartnett noted that Ben has been of great service to the Town and was indicated on his proclamation prepared by the office. Mr. Hartnett was especially

pleased with the line on the proclamation that noted that collectively Mr. Black had given 117 years of service to the Town.

Mr. Cunningham reminded the Board that this upcoming Saturday, the BOS will be perambulating the last boundary at 9:00 a.m. at Town Hall.

*Mr. Cunningham moved to adjourn the meeting at 9:00 p.m. Seconded by Mr. Hartnett. Unanimous vote.*

Approved: \_\_\_\_\_  
Thomas D. Hartnett, Clerk

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*Respectfully submitted,*  
Maria Casey,  
Administrative Secretary

Date Approved: December 9, 2002