

**BOARD OF SELECTMEN
MEETING MINUTES
OCTOBER 30, 2006
APPROVED**

Present: Peter S. Cunningham, Chair; George F. Dillon, Jr., Vice Chair; John L. Saball, Clerk; Mihran Keoseian, Member; Jeff Ritter, Interim Administrative Officer and Kathy Newell, Office Assistant.

Chairman Cunningham called the meeting to order at 7:01 p.m.

Computer Committee and Website Committee RE: Merger

Mr. Steve Webber, Mr. Stuart Schulman, Mr. David Hill, Mr. Rick Hughson, Mr. Jeff Pike, Ms. Valerie Jenkins, and Mr. Jim Selders were present for this portion of the meeting.

Mr. Pike stated that the Website Committee had been formed when it was deemed there was a need for a website and more time and expertise was needed than the Computer Committee members at that time. Mr. Pike further stated that the Computer Committee was recommending that the two merge. Mr. Cunningham asked if the proposal was for one seven (7) member committee. Mr. Dillon noted that there were currently nine (9) members between the two boards.

Mr. Hill stated that there were some advantages to combining the committees, such as eliminating vacancies, gaining additional perspectives and a more direct line of communication. However he does have some concerns such as there may not be time within the Computer Committee meeting to address the website issues and historically there have been a different attraction of people with IT and development interests. If a seven (7) member committee is formed there may be people who are unable to contribute.

Mr. Cunningham stated that the Town had a wonderful website which had been recognized by MMA and there is a need for some IT support on a regular basis. Mr. Cunningham commended the volunteers for all their hard work and excellence.

Mr. Hill stated that as the needs and clientele increase there will be a need to go towards a more commercial based website. Mr. Hill stated that there needs to be seamlessness, i.e. more continuity between the front and back operations.

Mr. Keoseian stated that it appeared to be putting the cart before the horse and he would like the committees to get together and come up with an action plan as to what the merged committee would do.

Mr. Cunningham asked if there had been any discussions between the committees about merging. Mr. Pike stated that there had been no discussions.

Mr. Webber stated that the entire website had been developed by Mr. Hill and the hope was to have it more standardized and there will be education necessary for any changes to the website. Mr. Webber further stated that it had been difficult to get people together to meet.

Mr. Cunningham stated that it had been a good discussion and he would be supportive of a more integrated committee, but he would like the two committees to come together and rough out a committee profile.

The Board concurred to defer the matter until the committees had met and could return with the information requested.

Mr. Saball stated that the website represents the Town both internally and externally and it is important to have both short and long term goals. Mr. Saball stated that he would not be in favor of a merger until more discussion had occurred.

Carter Branigan, Interview for Appointment to Town Forest Committee

Mr. Steve Babin and Mr. Carter Branigan were present for this portion of the meeting.

Mr. Babin stated that the Town Forest Committee had voted to recommend Mr. Branigan for the vacant position on the committee.

Mr. Branigan stated that he has spent much time in the Town forest over the years, hiking, hunting, fishing, and snowmobiling.

Mr. Cunningham asked if there were any policies or practices that Mr. Branigan would like to see changed. Mr. Branigan stated that he would need to review the policies more closely, but he did not foresee any changes. Mr. Dillon noted that Mr. Branigan had used a snowmobile on the property in the past and asked if he was in favor of keeping motorized vehicles off the property. Mr. Branigan stated that he was opposed to motorized vehicles on the property due to the damage caused by motorcycles and 4-wheelers.

Mr. Dillon moved to appoint Carter Branigan to the Town Forest Committee for the vacant unexpired three-year term, term to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

- **Thomas Sangiolo, Interview for Appointment to Finance Committee**

Mr. Sangiolo stated that he works for MIT as a systems manager at the Haystack and he has an interest in the Finance Committee.

Mr. Dillon moved to appoint Thomas Sangiolo to the Finance Committee for the vacant unexpired three year term, term to expire June 30, 2009. Seconded by Mr. Saball. Unanimous vote.

- **Other Business**

Special Town Meeting Follow-Up Action Items

Mr. Ritter stated that he had reviewed the STM articles and wanted to address the issues under the Board's purview.

- Lost Lake Fire Station- Mr. Ritter will be meeting with Don Black. Mr. Dillon stated that the CPC would need to sign off on any expenditure. Mr. Jenkins stated the Parks may be in the position of seeing that the work gets done, but the CPC needs to see the work and sign off on it before she can pay it. Mr. Cunningham asked if the CPC was looking at the procurement. Mr. Hughson stated that a committee member is assigned as project manager and they report on the weekly. Mr. Hughson stated that they like to see the majority of the committee applicants signing off on the project. Mr. Hughson stated that the CPC has an agreement between the applicants and the CPC which explains the process.
- CPA 18 – Norris Property – Mr. Dillon stated that the Conservation Commission had received those and he offered praise for Ms. Ganem's presentation.
- Station Avenue Master Plan – Mr. Ritter stated that a member of the BoS needed to be on the committee. Mr. Keoseian stated that it would interest him, but with the Election only one week away he suggested waiting until there was a full compliment on the Board. Mr. Dillon expressed interest, but was also willing to wait, he reminded the members that he was the only member to vote against the RFP. Mr. Keoseian and Mr. Saball stated that the BoS did not need to wait and Mr. Saball suggested Mr. Dillon as the representative.
 - *Mr. Saball moved to appoint Mr. Dillon as Board of Selectmen Representative to the Station Avenue Redevelopment sub-Committee. Seconded by Mr. Keoseian. 3 in favor, 1 abstention (Dillon).*

- **Order of Conditions – Public Safety Building, 99 Pleasant Street**

The Board reviewed the Order of Conditions. Mr. Ritter noted that Mr. Delaney was doing the contracting. Mr. Cunningham would be the signatory for the order.

- **Review and Approve Inclement Weather and Other Emergencies Policy**

Mr. Dillon stated that this had come up during negotiations. If the BoS declares an emergency the employees would be able to leave and receive compensation. If people have difficulty getting to work and no emergency has been declared, then they are responsible for working out the missed hours.

Mr. Dillon moved to approve the Inclement Weather and Other Emergencies Policy. Seconded by Mr. Saball. Unanimous vote.

- **Nashoba Valley Technical High School Community Projects**

Mr. Kevin McKenzie was present for this portion of the meeting.

Mr. McKenzie stated that the school was looking for projects and there was a listing on the website nashobatec.net.

Mr. Saball suggested a larger table to accommodate the Board of Selectmen.

- **Consent Agenda**

Mr. Dillon moved to approve the consent agenda, review of the warrants and comments on the minutes. Seconded by Mr.

Saball. Unanimous.

Mr. Saball stated that he needed to abstain from the October 16, 2006 minutes.

- Approve Weekly Expense and Payroll Warrants
- Approve Executive Session Minutes from June 26, 2006, as amended
- Approve Regular Session Minutes from September 18, 2006, as amended
- Approve Regular Session Minutes from October 2, 2006, as amended
- Approve Regular Session Minutes from October 16, 2006, as amended (Saball abstained)

Mr. Cunningham stated that he would like to do away with the consent agenda and go back to the way it had been done previously. Mr. Dillon stated that it committed the BoS to meeting every week to sign the warrant and during the summer months, the Board did not necessarily meet every week.

Report of the Interim Administrative Officer

Mr. Ritter reviewed his weekly activities.

Selectmen Liaison Reports

Mr. Cunningham reported that the Surrenden Farms Committee would be meeting on Wednesday and they will have someone who is experienced with appraising a conservation restriction.

Mr. Dillon moved to adjourn the meeting at 8:50 p.m. Seconded by Mr. Saball . Unanimous vote.

Approved: _____
John L. Saball, Clerk+

_____ respectfully submitted,
Kathleen Newell
Office Assistant

Date Approved: *February 12, 2007*