

**BOARD OF SELECTMEN
MINUTES NOVEMBER 13, 2007
APPROVED**

Present: George Dillon, Jr., Chairman; Joshua A. Degen, Vice Chairman; Stuart Schulman, Clerk; Peter Cunningham; Mihran Keoseian

Also Present: Jeff Ritter, Interim Administrative Officer; April Iannacone, Office Assistant

Mr. Dillon called the regular meeting of the Board to Order at 7:00 p.m. and reviewed the agenda for the public.

Valerie Jenkins, Town Accountant, RE: Request to fill the position of Assistant Town Accountant on a Temporary Basis

Val informed the Board that the Assistant Town Accountant will be out for about 6 weeks medical leave after the beginning of the year and she is requesting temporary help for that time frame. She is going to try to use the senior work off program to help her with the budget implementation and she will do the payroll however she will need someone to help produce the vendor warrant which is about 250-300 checks on a bi-weekly basis. Her proposal is to allow for up to 40 hours of training in December and then up to 20 hours per week for 6 weeks starting in January. The total hours will be about 160 and she will need to go to FINCOM for a reserve funds transfer of about \$3,000. She is looking to only post internally because the short timeframe for hiring and the cost of advertising it is not worth going outside. Mr. Keoseian asked Val how confident she was that someone internally would step forward. Val responded that she has had a couple of tentative people approach her, however if no one comes forward she would come back in a few weeks with a backup plan.

Mr. Degen moved to approve the posting of the Assistant Town Accountant position on a six week temporary basis. Mr. Schulman seconded. Unanimous vote.

Mr. Degen moved to approve the posting for training of the temporary Assistant Town Accountant not to exceed 40 hours prior to the 6 weeks beginning in January. Mr. Schulman seconded. Unanimous vote.

Elizabeth Currier, Personnel Manager, RE: Request to fill the position of Temporary Town Clerk and Assistant Town Clerk

Mr. Dillon stated that the posting of the temporary Town Clerk would be done and the Temporary Town Clerk would serve until the next election. Onorina Maloney is resigning and will be leaving on December 28th. He stated that she has set a high standard to meet. She has done an excellent job and he thanked her very much for a job well done. Elizabeth informed the Board that there were 2 positions that they needed to approve to post and fill. They have 3 weeks to get the Assistant Town Clerk position filled before the current Assistant leaves on December 7th. The second position is the full time temporary Town Clerk position. She would like to start advertising this week and then start interviews the beginning of December. The last action that Elizabeth requested the Board take was to increase the hours of the second Assistant Town Clerk from 20-30 hours in order to get extra training. Mr. Dillon stated that he would like to see these positions filled in the shortest amount of time possible. The Selectmen then discussed different ways to advertise the Temporary Town Clerk position in order to get enough applicants and also keep the advertising expense down.

Mr. Degen moved to approve the posting, advertising and recruiting for the Temporary Town Clerk position. Mr. Schulman seconded. Unanimous vote.

Mr. Degen moved to approve the posting, advertising and recruiting of a part time, 15 to 20 hour per week, Assistant Town Clerk. Mr. Schulman seconded. Unanimous vote.

Mr. Degen moved to temporarily increase the hours of the Assistant Town Clerk Nancy Pierce to 30 hours effective November 26 through December 7, 2007. Mr. Schulman seconded. Unanimous vote.

Request for Proposals (RFP), RE: Affordable Housing Consultant

Mr. Ritter informed the Board that this was the final review of the document seen last Monday night. He had tried to incorporate most of the changes requested by the Board last week. The Board then had some discussion over a few more changes that they felt should be made to the document. They then consented that after the changes had been made the document would be ok to be sent out.

Draft Request for Proposals (RFP), RE: Town Counsel

Mr. Ritter informed the Board that he was trying to manage the cost centers and budget items that the Board of Selectmen (BOS) is responsible for. The budget for Town Counsel had been set at \$90,000 however more often than not we are exceeding the budget. Last year over \$150,000 was expended. He would like to solicit proposals from different Town Counsel providers which has not been done in several years. Mr. Keoseian gave Jeff thanks for taking this initiative to try and decrease some costs. Mr. Dillon agreed that if we continue expending at the rate we are, we may use up all of budget by the beginning of the year. Mr. Degen asked how this would be advertised. Jeff replied that he would be sending this directly to different firms to save money on the cost of advertising. The Board consented that Jeff would follow through with sending the RFP. If there were a lot of responses they would narrow the field down and then carve out time for the BOS to meet with the firms.

Squannacook River Rail Trail Committee Charge and Appointments

Mr. Dillon stated that the number of members would be 5. They would be appointed for a term of 3 years and they would meet once a month. He then read the Committee Charge. Mr. Cunningham stated that the charged looked good and captured what they wanted to do.

Mr. Degen moved to approve the Squannacook River Rail Trail Committee Charge as amended. Mr. Schulman seconded. Unanimous vote.

Mr. Degen moved to approve the Squannacook River Rail Trail Committee appointments to the following people: Kevin McKenzie, Bruce Easom, Peter Carson and Peter Cunningham, term to expire November 13, 2010. Mr. Schulman seconded. The results of the vote were 4 in favor (F.D, J.D., S.S., M.K.) and one abstain (P.C.).

Report of the Interim Administrative Officer

Mr. Ritter informed the Board that the Town has received the final release from Shaw’s to expend approximately \$19,000 in the Right of Way around Shaw’s for the planting of trees. There has been a Tax Classification Hearing set for November 26th at 7:00 p.m. The RFP for quotes on the Town’s Insurances has gone out to 4 firms. There is an Executive Session planned for November 19th at 6:00 p.m. for a Collective Bargaining Grievance Hearing. The Country Club Lease expires on December 31, 2007 and he is requesting that the Board set up a working group to negotiate a new lease for the Board to consider. Mr. Dillon requested that Mr. Schulman work on this as liaison to the Country Club.

Selectmen Liaison Reports

Mr. Schulman stated that after a few rough days from the server changeover things have calmed down. Mr. Dillon gave thanks to all who had participated in this process. He then stated that he had attended the Nashoba Valley Chamber of Commerce meeting where Bill Shute had received the Robert W. Lewis Award. Lastly he thanked the Boy Scouts for getting the flags out and up for Veterans Day on Sunday.

MINUTES

Mr. Degen moved to approve the regular meeting minutes of September 17, 2007 as amended. Mr. Schuman seconded. Unanimous vote.

Mr. Degen moved to approve the regular meeting minutes of October 22, 2007. Mr. Schulman seconded. Unanimous vote.

ADJOURN

Mr. Degen moved to adjourn at 7:55 p.m. Mr. Cunningham seconded. Unanimous vote.

Approved: _____
Stuart Schulman, Clerk

_____ respectfully submitted,
April Iannacone
Office Assistant

Date Approved: December 17, 2007