

**BOARD OF SELECTMEN  
MINUTES NOVEMBER 19, 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 7:10 p.m. and reviewed the agenda for the public.*

He then apologized for the delay. The Boards earlier Executive Session ran later than anticipated.

**Information Technology Committee (I/T), RE: Recognition Proclamation**

Mr. Dillon stated that the I/T Committee had recently put a significant amount of work into transitioning the computer system to the new server. He then read the proclamation that had been created. He stated that this proclamation reflects a tremendous effort put forth within the last couple of weeks, however it does not reflect the help that these volunteers give on a continuing basis. He noted that the Town appreciates what they have done over a much longer period of time and is fortunate to have capable and talented individuals to do this as a public service. The Selectmen gave thanks to all of the members and gave them each a signed copy of the proclamation.

**Owen Smith-Shuman, Library Director, RE: Request to Post, Advertise and Fill the Library Shelver position.**

Mr. Dillon stated that he appreciated Owen's cooperation and participation in this process. In past when positions have been vacated the needs analysis has been completed to determine the best way to fill the position. Owen stated that she had come before the Board back in September to fill 2 vacancies in this position. The positions are paid at grade one, step one at 8.22 per hour. One of the high school students has since resigned. She has met with Elizabeth regarding the needs analysis review of the shelver position. She was told that Elizabeth will interview the staff and then will report back to the Board of Selectmen (BOS) on November 5<sup>th</sup>. Mr. Dillon then noted that the Board did not have to make a motion because the analysis is already in process and the position is not being posted.

**OTHER BUSINESS**

**Local Cultural Council Appointments**

Mr. Cunningham asked Owen what the Local Cultural Council does. Owen responded that they manage the arts lottery money that comes in from the State. This year they received \$4,000 and have received 33 grant applications to review. The money is granted to organizations that participate in cultural activities. Mr. Cunningham then asked if this was required by State Law and Owen replied that it was. Mr. Dillon noted that they were filling 2 vacancies and then the third appointment would not be made this evening because they were still waiting for a resignation letter to fill that term.

*Mr. Degen moved to appoint Iva Gardner and Harrie Sloombeek to the Local Cultural Council for the six year term, term to expire June 30, 2013. Mr. Schulman seconded. Unanimous vote.*

**Old Burying Ground Appointment**

*Mr. Degen moved to appoint Kenneth Lefebvre to the Old Burying Ground Commission for the one year term, term to expire June 30, 2008. Mr. Schulman seconded. Unanimous vote.*

**Request for Proposals (RFP), RE: Insurance**

Mr. Ritter informed the Board that he is preparing draft RFP bid document. The current budget for insurance is \$186,000 however it has been several years since the Town has sought proposals on all property and liability insurances. The proposal requests that price quotations be back by December 27<sup>th</sup>. Mr. Cunningham asked Jeff if he knew how many other firms there are out there. Jeff replied that he has identified 3 other firms. Mr.

Degen asked how Jeff was expecting these firms to bid and come up with figures. Jeff replied that anyone who is interested in making a bid is free to come in and look at the current contracts and information from MIIA. Mr. Dillon stated that Workman's Comp had come in higher than anticipated and he asked if MIIA was using one case as the Town's experience rate. Jeff replied that he would make a call to them to find out what the increase was based on. Mr. Keoseian asked how or why this was out of the normal realm of going with the low bidder. Jeff replied that Town Counsel and the purchase of Insurance were exempt from procurement. The Board consented to move forward with sending out the RFP.

**REPORT OF THE INTERIM ADMINISTRATIVE OFFICER**

Mr. Ritter reminded the Board and the public that the Town Hall would be closed on Thursday for Thanksgiving but would reopen for business on Friday morning. The trees plantings at Shaw's will begin on Wednesday. He reminded the Board that on Saturday December 1<sup>st</sup> at 8:00 a.m. they would be meeting with Martin Beck of Pepperell to walk the bounds. On December 6<sup>th</sup> Will Brown, Human Resources rep for the Town's EAP provider, will be holding a Team Building exercise in the Town Hall from 10 – 11:30 a.m. Jeff reminded the Board that the early registration deadline for the Mass. Municipal Association Annual Meeting is December 7<sup>th</sup>. On December 13<sup>th</sup> the Planning Board will hear a presentation from their consultant CEI regarding the Stormwater Management 319 Grant received for the Station Avenue area. Last Wednesday morning Jeff Wilson confirmed that Representative Hargraves received the entire Charter package and results from the Special Town Meeting. It has been referred to House Counsel for the next action and he will keep the Board updated. Lastly, Town Counsel bids have been sent out to about a dozen lawyers/law firms and the response date is December 27<sup>th</sup>.

**SELECTMAN LIAISON REPORTS**

Mr. Degen stated that he had attended the Facilities Task Force 3 meeting regarding the school district facilities. They are continuing to evaluate the buildings and needs and will be reporting back in January. Mr. Cunningham stated that the Squannacook River Rail Trail Committee had met and would be meeting again tonight at 8:00 to evaluate and recommend the company. Mr. Dillon noted that the company had quoted under the amount and had been complimented very highly on the report from the Department of Revenue. Mr. Dillon then stated that the Station Avenue Redevelopment Committee has been meeting with the Planning Board every other Thursday to look at creating the Committee Charge for the 43D Expedited Permitting process. There will be two committees working together to get things done.

**MINUTES**

*Mr. Degen moved to approve the regular session minutes of September 24, 2007. Mr. Schulman seconded. Unanimous vote.*

**ADJOURN**

*Mr. Degen moved to adjourn at 7:39 p.m. Mr. Schulman seconded. Unanimous vote.*

Approved: \_\_\_\_\_  
Stuart Schulman, Clerk

\_\_\_\_\_ respectfully submitted,  
April Iannacone  
Office Assistant

Date Approved: *January 2, 2008*