

1. HERB CHAFFEE

This item was passed over; Mr. Chaffee was unable to attend due to the weather conditions.

2. BUILDING INSPECTOR FEE

Mr. Comtois and Mr. Thomo both said they spoke to Building Inspector Jeff Taylor regarding double fees for people who start work without a permit. Mr. Comtois said he was not in favor of the fees, and that the Zoning Enforcement Officer should be penalizing people instead of the Building Inspector. Mr. Thomo said he agreed with double fees and that most towns in the area have a similar system. Ms. Lincoln said she agreed there should be some kind of penalty, but that the fee shouldn't be double. Ms. Lincoln agreed to call the ZEO to find out exactly how he would handle the penalization and would re-address the topic at the next meeting.

3. ANNUAL TOWN REPORT DEDICATION

Mr. Comtois recommended each Selectman bring their suggestion(s) to Ms. Grybowski separately and let her choose.

4. SCHOOL EMERGENCY KEY

Mr. Comtois entertained a motion to allow the principal to have a key to the Town Hall building, to be used only for emergency situations; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

5. JOB DESCRIPTIONS

The Selectmen reviewed Town Counsel's suggestions regarding job descriptions for Tax Collector and Municipal Clerk.

Mr. Comtois entertained a motion for the Board of Selectmen to approve the Tax Collector's job description and forward it to the Personnel Board for their approval; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

For the Municipal Clerk job description they agreed to list out the departments the clerk serves.

Mr. Comtois entertained a motion to approve the Municipal Clerk job description with the amendment and forward it to the Personnel Board for their approval; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

6. SELECTMEN'S BUDGET

The Selectmen went through the budget the Administrative Assistant submitted line by line.

Mr. Comtois entertained a motion to approve the budget as submitted; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

a. OFFICE SUPPLIES

Ms. Grybowski said that the Interim Treasurer had brought about the idea of central purchasing for office supplies. Ms. Grybowski was asked to forward that recommendation onto the Advisory Committee. Ms. Coughlin requested that first Ms. Grybowski reach out to department heads, identify their current office supply vendors and have the Town Accountant pull information about how much they spent with that vendor last year.

b. LEGAL

Ms. Grybowski said she thought some cuts could be made to the legal budget; Mr. Comtois said he was comfortable keeping the legal budget as submitted.

c. TAX TITLE

Ms. Lincoln said she spoke with the Interim Treasurer about having someone other than Town Counsel handle tax titles. Mr. Comtois said he thought Town Counsel was well equipped to handle the issues. He had also had a conversation with Ms. Kady with the possibility of auctioning off delinquent tax titles.

7. POLICE STATION BUILDING COMMITTEE

Mr. Comtois noted that the Selectmen's office had reached out to other communities for sample charges for a Police Station Building Committee. Mr. Thomo volunteered to write the charge for this committee. A discussion was held about the number of people that should be appointed. They also discussed whether a Selectman should be present on the committee and whether the Police Chief should be present. Police Chief Michael Blanchard said he would like to be a voting member. Mr. Eaton said he was against having a Selectman on the committee; he also said he didn't think any of the Municipal Facilities Planning Committee members, or himself for that matter, should be considered either.

8. VADAR

Mr. Comtois reported that the quote for turning the whole financial team to VADAR came in at about \$20,000 and also noted that CAMA recently received a grant.

9. POLICE STATION LEASE

Mr. Comtois entertained a motion to take advantage of the lease option for the dwelling used as our Police Station (3 Post Road) that allows the Town to extend the lease for one year at a time to August 2015; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

10. RESIGNATION

Mr. Comtois entertained a motion to accept with regret Cindy Thompson's resignation from the Board of Health; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois asked that a letter of appreciation be sent to Ms. Thompson.

11. INDEPENDENT DEPT. AUDIT – N. THOMO

Mr. Thomo said he was asked if the Selectmen could approve a department audit on a yearly basis. He said an outside source could do an in-depth audit on each department. High cost could be avoided by doing one department only each year. Mr. Comtois said he had concerns about funding. Ms. Lincoln said the current auditors are in-depth enough and there is no need for an individual audit. Ms. Coughlin said the Advisory Committee voted on going forward with it because the current audit is done more for state compliance purposes. This proposal would focus more on efficiencies and that such audits are often done in the private sector.

12. ASSESSORS HOURS – N. THOMO

Mr. Thomo said he thought there needed to be an action plan to get the Assessors to open on Thursdays. He said he would speak to the Assessors again.

Correspondence:

Treasurer Screening Committee Candidates: Mr. Comtois entertained a motion to dissolve the Treasurer Screening Committee and thanked them for their service; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Mr. Comtois suggested each Selectman should take a candidate and check their references and research them.

Mr. Comtois entertained a motion to invite the candidates to be interviewed beginning at 6 p.m. on March 4, 2014, at staggered intervals of 20 minutes each; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Ms. Lincoln gave copies of the Treasurer Screening Committee's questions to the other two Selectmen and said she thought it would be wise to ask the same questions at the open interview.

Letter from non-union employees re: COLA: Mr. Comtois said the letter stated the Town's non-union employees are requesting a 4% raise, 3% for this year and 1% retroactive for last year. He said he thought there was going to be 1% retroactive and then whatever is in line with the teachers' COLA, which has not been negotiated yet.

CMS Chamber Free Manufacturing Training: Mr. Comtois read an announcement that the Central Mass South Chamber of Commerce is offering a free manufacturing training in March for people 18 years or older.

Dept. of Telecommunications & Cable re: status of cable licensing efforts: Mr. Comtois confirmed with Mr. Heller that a meeting has been scheduled by the Cable Advisory Committee to discuss the letter.

Nextera Energy disclosure: Mr. Comtois explained Nextera is charged by law to send this disclosure and that it is available in the Selectmen's office if anyone should want to view it.

MassDOT re: abuse of handicap parking: Mr. Comtois explained the letter was advocating for diligent ticketing of handicap parking and asked that Chief Blanchard use it at his own discretion.

Elementary School Budget: The Elementary School budget hearing is scheduled for March 11, 2014 at 6:30 p.m. Mr. Comtois said the submitted budget shows a .43% increase. He said he will attend the hearing.

Letter from Chief Blanchard re: hiring: Chief Blanchard said he is aware there is a hiring freeze and said he is not looking for additional hours but is looking to replace some officers he has lost recently. He said he is down from 10 reserve officers to 6. He said he would like to hire two officers.

Mr. Comtois entertained a motion to allow the Police Chief to hire two part time officers despite the hiring freeze; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Other:

MMA Legislative Breakfasts: It was decided Ms. Lincoln and Ms. Grybowski would attend in Millbury March 7, 2014.

Snow & Ice Deficit: Mr. Comtois entertained a motion to rescind the Board of Selectmen's vote two weeks ago regarding deficit spending from the reserve fund; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Ms. Lincoln said committees shouldn't have meetings on holidays; Mr. Comtois said he assumed it was legal. He said at the Advisory Committee's meeting the night before, they made a vote and that the Board of Selectmen had to mirror that vote for it to be official.

Mr. Comtois entertained a motion to allow the Highway Department to deficit spend up to \$12,000 for their snow and ice account; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Police Contract: Mr. Comtois said the police union is requesting to into contract negotiations; Mr. Thomo volunteered to serve as liaison.

Mr. Comtois entertained a motion to have Mr. Thomo serve as a liaison to the police contract negotiations; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Free Cash: Mr. Comtois reported that the Town's Schedule A was submitted the day before and that Free Cash would be submitted the next day. He said there are no figures yet, but there is little to no variance and was happy to report the Town is moving forward.

Municipal Clerk: Ms. Lincoln said during Treasurer candidate interviews the candidates wanted to know how much time they would get from the Municipal Clerk. She volunteered to meet with the Interim Treasurer, Tax Collector, Administrative Assistant and Municipal Clerk to figure it

out. Mr. Comtois said he would like to discuss the possibility of splitting the work up between two people again.

Mailboxes: Mr. Thomo said there are a rash of mailbox fatalities all around town. Mr. Comtois explained the policy that if the plows physically take down boxes, the Town is responsible but that if snow takes down boxes, the Town is not responsible. Mr. Thomo asked that people whose mailboxes have been destroyed call the Selectmen's office. Mr. Comtois said only people who can prove their mailboxes have been physically hit should call. Mr. Comtois asked this be put on the next agenda.

ADJOURNMENT:

Mr. Comtois entertained a motion to adjourn at 7:10 p.m.; Mr. Thomo so moved; Ms. Lincoln seconded; so voted.

Respectfully submitted,

Jennifer Grybowski, Administrative Assistant

Approved: _____