

**Board of Selectmen Meeting  
Minutes**

Date: Wednesday, December 8, 2010

Time: 7:02 p.m.

Members present: Peter McMurray, Dan Meunier and Joe Casey

2) Motion to approve minutes of November 23, 2010 as recorded.

Motion: Joe Casey

Seconded: Peter McMurray

Vote: PM/JC – Aye  
DM - Abstain

3) Warrant #: W23P FY11, approve and sign Payroll Warrant in the amount of \$43,258.77 subject to further review.

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

4) Warrant #: W24B FY11, approve and sign Vendor Warrant in the amount of \$353,305.78 subject to further review. Mentioned reason for amount being high Chapter #90 Funds and salt and sand (PM)

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

5) Warrant #: W24B1 FY11, approve and sign Vendor Warrant in the amount of \$81,805.55 subject to further review. This warrant for CDBG Grant Money

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

7:15 p.m. – Selectmen hold Tax Rate Hearing (Harald Scheid)

6) Motion to open FY2011 Real Estate Tax Hearing @ 7:16 p.m.

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

Harald Scheid, Regional Assessor was present for discussion: Intro of Lois Raymond, Assessor's Office and Linda Couture of Mr. Scheid's office. Assessors recommend a uniform tax rate. Taxes need to increase to fund budget voted on last May. Tax bills (average) up 2 ½ to 3%. Resident questioned why assessments done every 2 years. HS states values will go down but taxes will go up. Lillian Whitney asked why some residents assessments went up and some went down. She questioned if antique homes will be overvalued. JC asked about land acquired by the town. (Levy assessed)

7) Motion to close hearing @ 7:28 p.m.

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

8) Motion to adopt a residential tax factor of 1.0

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

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Selectmen give thanks to Gail Farley for all her years of clerical assistance in the Accounting Office and as Registrar for the Town of Ashby.

Request for Selectmen's Appointment of Jessica Johnson as Accounting Clerk and Administrative Assistant to the Police Department, EAW with a 90-day probationary period (Chief Drew):  
Spoke on interview process for this position.

- 9) Motion to appoint Jessica Johnson as Accounting Clerk and Administrative Assistant to the Police Department, EAW with a 90-day probationary period. Welcomed by Selectmen.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

Request for Selectmen's Appointment of Anthony Montesion and Glen Casey as Reserve Police Officers (Chief Drew): Chief Drew introduced and spoke briefly on new hires for Police Dept. and what they can bring to the community.

- 10) Motion to appoint Anthony Montesion as Reserve Police Officer.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

- 11) Motion to appoint Glen Casey as Reserve Police Officer.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

Request for Selectmen's Approval of New Police Department Policies (Chief Drew): Includes domestic violence policy which was approved by Middlesex County District Attorney's Office. All policies meet Mass Police Chief's Accrediations. Communicable Disease Policy, exposure for officers. Mandatory by State. JC asked if any of these policies needed union discussion or sanction. Chief Drew states no. Handling juveniles is mandated by the state and all departments must be up to date on this policy. Tire deflations devices need training of officers before it can be obtained or implemented.

Motions were voted on separately. All approved and seconded

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

Ann Carabba present representing Montachusett Regional Planning Commission:

- 12) Motion to approve and sign on Subordination Agreement #1 for Housing Rehab/Septic Program Recipient Case #6.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

- 13) Motion to approve and sign on Subordination Agreement #2 for Housing Rehab/Septic Program Recipient Case #6.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

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14) Motion to sign on FY11 CDBG Grant Application Support Letter.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

15) Motion to have Chairman sign on FY11 CDBG Grant Application Cover Sheet.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

16) Motion to sign on Case # 1 Subordination agreement (Extra).

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

Collins Center Discussion:

Report of research done by Collins Center as requested by Selectmen. States center will remain as resource after project is completed.

Final report will be e-mailed to Selectmen.

Projects were: Revision of town's organizational chart (used to help residents obtain proper chain of command for services within the Town of Ashby).

Chart will be posted on Town web site and on Town Bulletin Board per PM

Analysis of Town Administrators' position - Group thinks fewer hours will make more sense in regards to salary, but believe Town should have full-time Administrator. Brief description of what an Administrator's position should entail.

Job descriptions for all positions within the Town are in the process of being finalized.

Personnel Policies were reviewed and will be updated. Mary Krapf commented on panels thoroughness on policies.

Performance Appraisal was discussed.

Town Employee Comparable Analysis will be completed in near future. Brief discussion on what this is all about.

PM states what other towns have what Ashby has is what this part will help Selectman with. Policy Recommendations (7 one page policy recommendations were made.) Final copies for BOS will be distributed tonight.

Panel states Ashby has some tremendous assets. Praised employees they were in contact with. Collis Center worked with very dedicated people in Town. Town is in very good shape.

PM, JC, DM all thanked panel for all their hard work and dedication to this project. Will hold off until Dec. 22<sup>nd</sup> to vote on everything. Lillian Whitney and Mary Krapf also thanked panel.

17) Motion to approve and sign on Request for Reserve Fund Transfer #11-09 in the amount of \$324.71 to the Police Expense Account.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

18) Motion to approve and sign on Request for Reserve Fund Transfer #11-10 in the amount of \$767.00 to the Fire Department Expense Account.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

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19) Motion to approve and sign on Request for Reserve Fund Transfer #11-11 in the amount of \$210.00 to the Municipal Building Repair Account. Lillian Whitney wants payment made out of other accounts. PM ended discussion on subject.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

20) Motion to approve and sign Request for Reserve Fund Transfer #11-12 in the amount of \$188.99 to the Highway Overtime Account.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

21) Motion to sign letter of estimated resident population to be sent to the Alcoholic Beverages Control Commission at 3193 residents.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

22) Motion to sign 2011 ABCC Renewal Certification Form.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

23) Motion to approve and sign on 2011 ABCC Liquor License Renewal Form for The American Legion, Club License, All Alcoholic Beverages, Mgr. Michael Bigwood.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

24) Motion to approve and sign on 2011 ABCC Liquor License Renewal Form for The Ashby Market, Package Store, Wine and Malt Beverages, Mgr. Bill Arnold.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

25) Motion to approve and sign on 2011 ABCC Liquor License Renewal Form for E.C. 31, Inc., Package Store, All Alcoholic Beverages, Mgr. Paul Fredrickson.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

26) Motion to appoint Tom Dorward as Historical Commission Member for a fill-in term FY10-FY12.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

Selectmen Discuss Response to District Local Technical Assistance Program from MRPC (Alan Pease): Grant focus on Economical Plan. Working with MRPC. Application for grant.

27) Motion to sign on DLTA Grant Application Cover Letter.

Motion: Dan Meunier                      Seconded: Joe Casey                      Vote: Unan

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28) Motion to sign on DLTA Grant Application.

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

Selectmen Discuss Worcester Polytechnic Institute Student Projects Program (Alan Pease):

Students get to discuss and select projects available in Towns through grants and applications.

JC asked Mr. Pease if there is a formal application that can be filled out. He states he has not seen anything. JC will get contact information and follow up with Professor on possibilities for town.

Meeting will be held at the Four Points Sheraton on Dec. 14<sup>th</sup> overview proposals for students to become involved in Town Projects.

Assistant to the Board of Selectmen Report – attached.

Public Comments (if any): Recycling center closed on Sat. Dec. 25<sup>th</sup>.

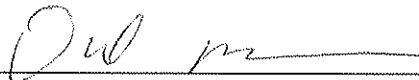
29) Motion to adjourn at 9:26 p.m.

Motion: Dan Meunier

Seconded: Joe Casey

Vote: Unan

Signed by: \_\_\_\_\_



~~Joe Casey~~  
Dan Meunier

Date: 12/22/10

Date Minutes Approved by Board of Selectmen: 12/22/10

