Present: Nicholas A. Hay, John F. Fairbanks, Laila J. Michaud

### CALL TO ORDER

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Chairman Hay called the meeting to order at 7:00 p.m. in the Selectmen's Office at Town Hall.

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### APPROVAL OF WARRANTS/MINUTES

Mr. Fairbanks moved that the Board approve the regular session minutes of January 4, and January 11, 2010, and executive session minutes of January 11, 2010, as printed. Ms. Michaud seconded the motion. The motion passed unanimously.

Board members reviewed and approved the following warrants:

January 19, 2010	Payroll #43	\$ 173,678.53
	Accounts Payable #44	\$ 162,755.37
January 20, 2010	Deductions #43D	\$ 156,552.66
January 25, 2010	Accounts Payable #45	\$ 217,075.81

### HIGHWAY COLLECTIVE BARGAINING AGREEMENT

Mr. Fairbanks moved that the Board approve the signing of a union contract extension. Ms. Michaud seconded the motion. The motion passed unanimously.

### TAX CLASSIFICATION HEARING

Mr. Fairbanks moved that the Board revote to adopt a residential tax classification factor of 1. Ms. Michaud seconded the motion. The motion passed unanimously.

#### PAYROLL CHANGE REQUESTS

Mr. Fairbanks moved that the Board approve a payroll authorization request for a part time Dispatcher for the Police Department. Ms. Michaud seconded the motion. The motion passed unanimously.

#### ORDER OF TAKING

Mr. Fairbanks moved that the Board approve the signing of the Order of Taking on 4 Leominster Street and 137 Main Street as previously voted under Warrant Article No. 26 of the Annual Town Meeting held of May 2, 2009. Ms. Michaud seconded the motion. The motion passed unanimously.

## FY2009 FINANCIAL AUDIT

Tony Roselli of Roselli, Clark & Associates was on hand to discuss the FY09 Audit with the Board. He explained that in addition to the regular audits, they conducted an audit of the Ice Storm grant from FEMA.

Mr. Roselli pointed out that the Town is financially stable and has a Bond rating of AA. He recommended that the Town develop a no tolerance fraud policy.

He made the following Management recommendations;

- 1. The Bond Anticipation Notes (BAN) should come through as revenue.
- 2. It is time to strengthen the organization structure and migrate to a Finance Director.
- 3. Make the Treasurer/Collector position an appointed not elected position.
- 4. Stock certificates needs to be pulled altogether in a separate fund.
- 5. Police details should be paid within seven days of a pay period. He recommended hiring a part time professional bookkeeper to pull all this information together in a timely manner.

On the Financial Audit, Mr. Roselli stated he would like to see the town fund a portion the retirees'GASB45 Health Insurance obligation.

The Board thanked Town Accountant Donna Allard and Treasurer/Collector Melody for a job well done.

## MEMORIAL COMMITTEE

Tom Maeder of the Memorial Committee spoke on behalf of the Committee. He stated that at the time the Memorial Committee submitted their proposed Memorial policy, they were not aware that the town roads and ways were under the jurisdiction of the Public Works Commission.

The Board of Selectmen requested that the Public Works Commission and any other Commissions which might have jurisdiction should submit all requests for memorializing town property through the Memorial Committee. The Public Works Commission agreed to discuss the matter at their next meeting.

Mr. Maeder requested one change to the proposed policy; under policy #1 to remove 'extraordinary circumstances' from the last sentence.

The Board of Selectmen agreed to postpone finalizing the policy until they have had a chance to review a citizen's letter which was received earlier in the day.

DPW Director Joshua Hall was on hand to discuss his FY 11 budget. He stated that Departments 421 and 423 would remain at the same level as last year's budget. Department 422 has a 2% decrease and he does not believe the decrease will impact services. Department 440 had a slight increase due to an increase in collection charges. In Department 450, electricity increased as did usage charges to the Fitchburg Water Filtration System. Also, other contract services increased because of the transfer station. He hoped to have a recommended water & sewer fee schedule in place in the near future.

Mr. Hall also mentioned that he hoped the new landfill stickers would be available next month and more information would be forthcoming.

#### DPW ARTICLES

Mr. Hall stated that the road maintenance article was submitted for \$500,000. Mr. Fairbanks suggested that the road maintenance article include wording that states that state aid (excluding Chapter 90) monies go directly towards road maintenance only.

Street Sweeper article – could forego but would cost approximately 10,000 to repair. At present, the town would receive 9,000 for a trade in towards a new sweeper. A refurbished sweeper almost cost the same as a new one.

### BUDGET REVIEW – FIRE DEPARTMENT

Chief MacAloney stated that he had recently been informed that two firefighters will be taking a number of college courses next year, which will require an increase in the tuition reimbursement account. The Chief noted that this is a contractual obligation.

The Chief stated that this and other contractual obligations in his budget prevent him from making the requested 2% reduction without having a direct impact on services.

#### FIRE DEPARTMENT ARTICLES

Chief MacAloney spoke of a capital article for the 2001 rescue vehicle which has a corrosion problem. He stated that if the Board chose, this article could be postponed because it was not a safety issue at the moment.

The Chief also proposed an article for \$4,500 for the hiring of call firefighters.

#### BUDGET REVIEW – EMERGENCY MANAGEMENT

The Chief stated that he was able to cut his Emergency Management budget by 2%.

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Mr. Fairbanks moved that the Board approve the revised calendar year 2010 ambulance fee schedule as recommended by the Fire Chief. Ms. Michaud seconded the motion. The motion passed unanimously.

## BUILDING COMMISSIONER SCREENING COMMITTEE

Mr. Fairbanks moved that the Board appoint Darlene Boucher and Kevin Nivala to the Building Commissioner Screening Committee. Ms. Michaud seconded the motion. The motion passed unanimously. Mr. Hay stated that the Board would close any further openings for the Committee.

## ETHICS COMMISSION LIASON

Mr. Fairbanks moved that the Board appoint Denise MacAloney as the Ethics Commission Liaison Representative. Ms. Michaud seconded the motion. The motion passed unanimously.

# 9:55 PM ADJOURNMENT

Mr. Fairbanks moved that the Board adjourn. Ms. Michaud seconded the motion. The motion passed unanimously on a roll call vote.

Respectfully submitted,

Laila J. Michaud, Clerk (Prepared by B. Kazan)