



## Board of Selectmen

Date of Meeting: Monday, June 18, 2018  
Location: Town Hall, 221 Main Street  
Time: 6:30 PM – 7:15 PM  
Members Present: Chairman James Wood; Michael May; James Underwood; Marty McNamara, Town Administrator; April C. Steward, Administrative Assistant to the Board

The meeting commenced at 6:30 PM.

Financial Warrants were signed in agreement.

Pledge of Allegiance was recited.

**Selectmen's Meeting Minutes:** no minutes approved; none presented

**Appointment of Assistant to Town Administrator/Board of Selectman:** Alison Mack

Alison spoke a little bit about herself and past work experiences; lives in Clinton, MA born and raised, has a couple multi-family homes there, a boyfriend of 13 years and a Pitbull dog named Josie. After reviewing her resume and references the board asked her a few questions.

Mike May asked her to talk about her move from the current role, what attracted her to this position and what she hopes to get out of this? She responded stating that she worked with 150+ men for almost 6 years, looking forward to the next step in her career and hoping to learn this role and April's role from the ground up. She was the go to person at her last role and hopes to be able to become that person here as well. Mike asked how she felt about the dynamic of coming from such a large company to coming and working with a smaller group. She feels completely confident in her ability to do this role. Mike May mentioned April was a tremendous asset to the office and was also able to self-manage herself. He asked what her background education is with HR and to go into some detail on that. She graduated from the University of Massachusetts Dartmouth with a Human Resources Degree. She worked as a benefits coordinator for a few years and then moved to Power where she became the Office Manager. At Power she did all aspects of the HR role; recruiting, hiring, sourcing... etc. Jamie Underwood and Jim Woods did not have any questions and felt as though they had enough information. Martin McNamara asked her to speak upon her work life balance and how she is looking to get away from that. She mentioned she was looking for the next step in her career, be surrounded by more adults, get away from the party atmosphere that the previous position encouraged, and have more time to spend with family and friends.

*Mike May motioned to hire Alison Mack as the Assistant to the Town Administrator effective July 9<sup>th</sup>, 2018; contingent upon CORI and drug screen. Jamie Underwood seconded the motion; voted all in favor.*

**Town Administrators Report:**

- The purchase of the Fuller Property is completed. It was recorded at the Worcester Registry of Deeds on June 6<sup>th</sup>. The town now owns both the Sportsman Club property and the Fuller property for the construction of the Cross Street Extension to Route 140.
- On Wednesday 6/13 a meeting was held here at Town Hall to discuss some of the specifics about the Cross Street Extension. The meeting was attended by designers of the roadway, VHB Engineers, Highway Superintendent Mero, Chief Sahagian, Electric Dept. Manager Barakian, Selectman May, April and myself. Also attending were Representative from the Town of Shrewsbury. It is expected that the design will be completed by mid to late August.
- April and I had a FinCom Reserve Fund Transfer of \$15,000.00 approved last week for Town Counsel Expense. Due to a number of issues needing Counsels attention, we are way over the budgeted amount. In fact, we are not sure this transfer will cover the invoices for June.

- The radio loop at the High School is installed. We are waiting on arrival of the new radio, once installed we should be in much better shape that we were.
- On Tuesday June 12<sup>th</sup>, April, Chief Sahagian, and Chief Flanagan met in Berlin with Police Chief Galvin and Fire Chief Zbkowski, along with representatives of CMRPC. The purpose of the meeting was an initial discussion regarding the possibility of sharing resources between the towns. We already share equipment with the Highway Departments of both towns and the possibility of expanding that was discussed as well. CMRPC agreed to complete a study of what the towns would look like if they were completely built out, and what Police, Fire and Emergency Medical Services would be required.
- A new phone system is scheduled to be installed at the Police Department on Wednesday. The current system is very old, and parts are unavailable. Funding for this project is coming from the Town Meeting Articles regarding IT Improvements.
- We have received a copy of a new five-year lease for the Police Academy. The rent in the first year is the same it has been in the past year \$85,822.78, and it increases 1% each of the next four years with year 5 being \$89,307.53. In addition to the lease amounts, Representative Naughton has been able to add \$50,000.00 annually to the State Budget for us hosting the Academy. While we would have liked to see higher increases, and we did attempt to get them, we also needed to be mindful of the discussions in the past couple of years about closing the facility, so we didn't want to push too hard for increases. If the Board is okay with the lease, I will sign it and return it to DCAMM as required.
  - *Jamie Underwood motioned to accept the 5-year lease and authorize the chair to sign off on the contract; Mike May seconded that motion, All In Favor.*
- The Building Inspector has provided the schedule of permit fees for your approval. He is in the building if you would like him to explain them. He is looking for the board to not only approve the fee structure but to set an implementation date.
  - *Mike May made a motion to approve the fee structure as proposed by the building inspector and make an effective date of July 1, 2018. Jamie Underwood seconded that motion; All In Favor.*
- At our last meeting, the Chair discussed improving security at the Schools, and the possibility of having a Resource Officer. I wanted to ask the Board if they would like April to arrange a meeting between this Board, the School Administration, and representative of the School Committee to at least begin preliminary discussions on that topic. Mike May stated that he felt as though we need some supplemental material; we need some public feedback.
- There was a request for a transfer from the planning board to the earth removal board for a police detail. *Jamie Underwood motioned \$376.00 to be transferred, Mike May seconded; Voted All In Favor.*
- The Bill House 4197 regarding the land transfer to the Red Knights, it was read for the second reading in the senate and it has been ordered to a third reading.
- Tonight, Marty's last meeting as Town Administrator and asked himself a million times if this is really what he would like to do. While he has enjoyed his time here, he would like to thank the board for their support and his time here was much easier because of the support of the board. The staff here is wonderful. The people of the town can be very satisfied at having Cheri Cox and Jason looking over their finances in town. The town boards, commissions, and committees do a great job and are always working with the towns best interest at heart. Some of the things we did in 6 years:
  - Built Highway Garage
  - Bought a bunch of Highway Dept equipment
  - Upgraded equipment used by the Police Department
  - Fire Dept bought a new ambulance and fire truck
  - Updated IT at Town Hall; Town buildings are in incredible shape
  - Record setting amounts of free cash
  - New leases with the Police academy
  - FedEx and 140 will have major impacts to the Town

Jim Woods stated that Marty did a great job and enjoyed having him around.

**Access/Utility Easement – 247 Mile Hill Road**

An existing house off this road; they needed to extend their driveway to meet this road. The need an easement from the town to extend their driveway over town property which will also allow them to get utilities can access the property as well. They are looking for it to be recorded properly.

*Jamie Underwood motioned to pass the utility easement and access easement for 247 Mile Hill Road as written; Mike May seconded; All In Favor.*

**Selectmen’s Miscellaneous: (topics submitted by individual Board members)**

*Jamie Underwood motioned to reappoint FY19 as written with one addition of Trisha May on the Agricultural Commission. Jim Woods seconded; All In Favor.*

PC Contract – Board signed already; had discussed in previous meeting.

*Mike May motioned to approve the selectman meeting schedule as published, Jamie Underwood seconded; Voted All In Favor.*

Mr. Guam mentioned that the will miss Marty McNamara as Town Administrator.

Discussion on Dedication/Tribute: Jay Corcoran

Look for opportunities or suggestions. Reach out to Parks and Rec to see if they have any ideas.

*At 7:15 PM Mike May motioned to adjourn; Jamie Underwood seconded; voted all in favor.*

The meeting was adjourned at 7:15PM.

Respectfully submitted,

Alison Mack, Assistant to the Board of Selectmen

**Meeting Materials**

Agenda	On file Board of Selectman’s Office
Alison Mack Resume and References	On file Board of Selectman’s Office
Selectman Meeting Schedule	On file Board of Selectman’s Office
FY19 Appointments	On file Board of Selectman’s Office
Town Administrators Report	On file Board of Selectman’s Office
Summary of Building Permit Calculations	On file Board of Selectman’s Office
Access/Utility Easement	On file Board of Selectman’s Office
Police Training Lease	On file Board of Selectman’s Office