



Town of Boylston 221 Main Street, Boylston, MA 01505

Board of Selectmen Minutes 09/05/2014

Date of Meeting: Friday, September 5, 2014

Location: Town Hall, 221 Main Street

Time: 9:00 AM – 9:40 AM

Members Present: Chairman James Wood; Michael May; James Underwood; Martin McNamara, Town Administrator; Lori Esposito, Administrative Assistant

The meeting was called to order at 9:00 AM.

One-day All Alcohol License: The Hillside Restoration Project requested an alcohol license for their Harvest Dinner to be held Saturday, September 14th.

Mike May made a motion to approve the license. Jamie Underwood seconded the motion; voted all in favor.

Accounting Services: Town Accountant, Dan Haynes, gave his resignation notice effective September 30, 2014. Scanlon & Associates can no longer fulfill their contract. Rule 30B states that, if the Town is unable to come to terms with other accountants, we may go to the next bidder, but not mid-contract. For a three-year contract, a RFP is required. However, due to the increased 30B threshold of \$35,000 (effective July 1, 2014), the Town can enter a one-year accounting contract. Marty got two quotes and is awaiting another.

Another option is that the Northborough Town Accountant, who is already employed 40 hours by Northborough, is interested in the position. He cannot be here during weekday hours, only Friday afternoons and possibly Monday evenings.

Marty reminded the Board that they had voted last year to go with a firm due to issues that could arise with having a single employee with no backup. He recommends going with the firm of Borgatti & Harrison.

- Discussion was held regarding the pluses and minuses of a single employee versus a firm. The Board would like to avoid hiring an individual.
- Marty suggested tabling the matter until a third quote is received.
- Lori suggested they take a few minutes' break and contact Town Counsel to see if a non-response and two refusals would satisfy the need for three quotes. The quoting process required by Chapter 30B requires only that we solicit three quotes.
- The Town Administrator called Attorney Brian Falk to confirm that the Town's attempt to obtain three quotes, with two refusals, is acceptable. Brian advised it is acceptable; it just needs to be documented.

Mike May made a motion to approve hiring Borgatti & Harrison with the following edit to paragraph 5: "...a portion of hours must be between the hours of 8:00 AM and 2:00 PM Monday through Thursday."

Jamie Underwood seconded the motion; voted all in favor.

At 9:40 AM, motion was made by Jamie Underwood, seconded by Mike May, and voted all in favor, to adjourn.

The meeting was adjourned at 9:40 AM.

Respectfully Submitted,

Lori Esposito, Administrative Assistant

