
BOARD OF SELECTMEN
MEETING MINUTES
9/1/09

The Board of Selectmen met in the Town Hall, Joseph F. Bilotta Meeting Room as scheduled with Thomas Alonzo, Paula Bertram, Steven M. deBettencourt, Thomas Mason, Dave Matthews and CAFO Kerry Speidel present. Meeting opened at 7:03 P.M. with the Pledge of Allegiance

PUBLIC DISCUSSION

Chair noted the passing of Senator Kennedy and requested a moment of silence in tribute to his service to this state and the country. Dave noted that this is the best day of the year for parents who work at home as school has begun. Discussed issue with Mrs. Lisio and provided copies of what National Grid disperses for their clearing procedures to property owners. Paula also received information and had forwarded to Kerry, would like to have this forwarded to board members for informational purposes.

ANNOUNCEMENTS

1. Household Hazardous Waste Day - scheduled for Saturday, September 26, 2009, 9:00 AM - 1:00 PM, Lunenburg, DPW, 520 Chase Road, open to anyone, small business, and non-residents. Fee varies depending on volume & items, recommend that people pre-register through the web-site, www.MassToss.com or by contacting Tessa David at 978-660-6130.

APPOINTMENTS

1. 7:10 PM, Interview Computer Advisory Committee Applicant James Tuttle – Mr. Tuttle of 45 Chestnut Street came before the board for a brief interview. Currently he is a computer engineer (hardware & software), Engineering Manager, currently works for EMC. Also has experience with all aspects of computer networks, software and hardware. Assists with the general direct support for the engineering department servers, not in the data center, more looking at VPN. Paula moved to appoint Mr. James Tuttle to Computer Advisory Committee, Steve seconded, voted unanimously to approve.

2. 7:15 PM, Interview Sewer Commission Applicant Robert Szocik – Mr. Szocik of 281 West Townsend Road, tabled due to absence.

3. 7:30 PM, One day All Alcoholic License Application, St. Boniface, 817 Massachusetts Ave. – Application is for a Wine and Malt License and not All Alcoholic. License request is for the sale of beer and wine at their annual fall fair scheduled for Friday, September 18, 2009 to be held on the church grounds from 4:00 PM to 10:00 PM with anticipated attendance of 500. Chief Dan Bourgeois has been notified and will assign a community policing officer to monitor and assist with all aspects of the church bazaar. Paula motioned to approve the one day beer and wine license, Tom seconded, voted unanimously.

4. 7:40 PM, Utility Task Force Update -Carolynn McCarthy, member of the Utility Task Force informed the board that the Task Force has approved the attached press release about the Municipal Electric Bills H3087 and S1527. The committee also agreed to send a letter to DOER asking that economic study of the legislation be completed soon. The letter also offers our help as a stakeholders interested in assisting the DOER with the study. The letter to DOER so far has had signatures not only from the Lunenburg Task Force members, but from other area Task Force members, citizens and our local legislative representatives, Sen Jennifer Flanagan, Rep Jennifer Benson, Rep Robert Rice, and Rep Stephen DiNatale. The committee would like to ask the Selectmen for support of the press release and for their signature on the letter to DOER and to request town government representation at the public hearing at the State House in Boston on Wednesday, September 9, 2009 at 10:00 AM, Room A-1, to speak in support of Bills H3087 and S1527 before the Legislature's Joint Committee on Telecommunications, Utilities and Energy. They are currently organizing panels to speak at the hearing that represent government, public safety, business (including manufacturing) and citizens about the need for electrical choice in the state of Massachusetts. Part of the Press Release is also to draw attention to the media and get the information out to the public and to ask the community to become involved either by testifying or submitting written statements. Tom would recommend that the paragraph on home rule petition (second to last paragraph) be removed as this is confusing. Tom M., motion to support the press release of the Utilities Task Force as amended, Paula seconded voted unanimously. Steve motion to approve signing the letter on behalf of the Board of Selectmen, Tom M., seconded, voted unanimously.

Town will work to put a web page up on the town's website so that these documents are available to the public. Selectmen's office can send out the the press release, list of media representatives will be provided to the office from Cathy Clark. Carolyn also mentioned the safety implications over not having control over our infrastructure and will contact Chief Glenn to get his input on this aspect.

CURRENT BUSINESS

1. CAFO Updates

- Fy 2009 & Fy 2010 Budget Updates – FY2009 finally closing the books. Kerry spoke with DOR on how they want us to account for the expenses attributed to the December ice storm and believe we have those resolved. There is an issue with the Solid Waste Enterprise Fund as we currently have a deficit in that fund. FY2009 was the first year that we budgeted approximately 80% of the cost, need to do additional work as there were issues with bag supply and what was actually collected. It may be an issue of increased recycling, difficult to make predictions on the data that is available. 2009 is closing without any deficits, think its remarkable that we've been able to cover all of the overages in legal, expenses attributed to the storm by making cuts to existing programs, can tell the board that we can't keep doing this. We were not able to expend the funds that we normally have in the DPW department and we are not able to carry any money forward. If we're in this position again in 2010, there's not many more places to go. Need to be looking at having a legal contingency account or funding some of these one time expenses from the stabilization fund. Dave's thought is to make some decisions up front as far as legal and what we are willing to fund, need to know up front what our changes are for winning a lawsuit. Steve noted that once your in on a legal case, you're in. Tom noted that no matter what the case is, once you're in litigation the costs depends too much upon what the court finds, what the opposition is looking for, numerous factors are involved, not every case is discretionary. Dave noted that if we are going to be funding at a given expense for legal then we should fund appropriately. CAFO, questioned does the board approve to spend the money for litigation at the expense of some other program, knowing we may have to cut paving or outreach services or hours at the library. Paula noted that we as a town have a responsibility to uphold the laws that the citizens of this town have enacted. As far as general legal issues we need to budget appropriately, understand the need to defend the laws of this community, concern is how we pay for those items that are unanticipated. Does it make sense to fund from the stabilization fund, as its going to come down to cutting services. Chair would like to see a policy shift to meet more with the attorneys in respect to litigation issues. Board would like a list of other open legal issues be provided to them, Kerry will provide a list of the cuts that were made town wide on discretionary spending, which includes cuts to school funding. The largest issue is the funding that we normally put into roads and they continue to be in poor condition. Steve would like a comparison between the FY09 closeout to the FY10 numbers and what was budgeted also noted the issue of sustaining a program or continue increasing salaries as it may get down to make a determination as to funding salaries or cutting services.
- FY10, received discouraging news from the Assessors and it appears estimated receipts will be about \$42,000 less than what was projected. Expected that our projections for FY10 is about \$300,000 too high, may be ways to make adjustments; how we cover prescription drugs for retirees, other options would be to potentially do a contract for cleaning services for all non-school buildings, requesting 0% increases in wages, there are some options and have been discussed with the School Superintendent. With the DOR their milestone is when you put the recap together, sometime in November. Would recommend having a joint meeting with the Finance Committee and School Committee to go over these issues, possibly for September 22nd. Steve noted the other piece of this is the state and when would we make a decision on that funding, should we anticipate something from the state. Per Kerry difficult to make a decision on what the state is going to do with their revenues, they do have the ability to make us harmless, would recommend that we wait until they tell us. Discussed furloughs and the impacts with employees at this point difficult to ask for furloughs when you don't really know what you're looking for, can be a real moral buster.
- Wallis Park Clean-up – this issue was forwarded to the Park's Commission and they have been working through the DPW Director to get this issue taken care of.
- North Leominster Rod & Gun Club – Zoning Officer was assured that there have been no changes to the shooting schedules since that facility has opened. CAFO has asked that the Zoning Officer follow up with the complainant and will bring back to the board once we have the answer.
- Storm debris clean up is nearly all completed, expect to have the number of cubic yards for next week and what we expect that job will have cost the town.
- Meadow Woods, DPW Director Jack Rodriquez and Water Superintendant Fran McNamara and the CAFO will be meeting to go over the issues that the park residents have requested be investigated and or corrected. There weren't that many issues, approximately nine that came in. Will provide a further update at the board's next meeting.
- Received a notice from Planning Board that the town has been awarded planning assistance throught the Green Communities Program. The Department of Energy Resources Green Communities Division will be providing assistance to help Lunenburg become a Green Community.

Update on the Regional Household Hazardous Facility, the committee has made significant progress in developing the Devens Regional Hazardous Products Collection Program. A major milestone was recently met with the announcement of the RFP for waste management services. By late September they expect to be able to have a more precise operating budget and site development costs, as well as a proposed MOU for the town's consideration. Meeting has been scheduled for **October 7 at 3:30, at 33 Andrews Parkway in Devens**, at which time they will be sharing this information and confirming next steps to be taken. In the interim, they are in the process of putting together and researching what funding services are out there to assist communities in their ability to budget/fund in FY10.

2. Minutes – Board of Selectmen Regular Session for 9/4/07, 9/11/07, 9/18/07, 11/6/07, 8/19/09 and Executive Session for 9/4/07, 9/18/07 and 11/6/07 reviewed and signed.

Warrants - #5P 10, 8/31/09 - \$572,52.25, #10 10, 9/1/09 - \$383,648.34 and #11 10, 9/3/09 - \$333,499.14 reviewed and signed.

Action File Issues – Paula questioned the status of the Pearl Brook Apartment improvement project and know that there was a definitive timeline. Per the CAFO, Mr. Cappoccia will be coming to the board's meeting on the 15th. Also, noted that he has submitted a waiver request on the permit fees and have responses from applicable departments.

Chair noted the legal notice that was forwarded to the board on Unutil; they are asking the DPU to defer the costs attributed to the ice storm of 2008 and allow them to recover it outside of this year. Raises a yellow flag as to what kind of precedence this has or sets. Public can participate, will be heard by the DPU on Friday, September 11, at 2:00 PM, DPU Department Offices, One South Station - 2nd Floor, Boston, Massachusetts 021101, public can forward written responses / comments. This may be a related topic for our town counsel as we had appropriated money for them to deal specifically with issues related to rate increases. Kerry will prepare something for next week in conjunction with town counsel input.

Contracts - None

OLD BUSINESS

1. Committee Updates

➤ Chair noted the Finance Committee met recently and most of the discussions were on the FY09 and FY10 budgets.

2. Resolution to Approve Pre-Disaster Mitigation Plan – Per Kerry, last spoke on this on June 15th and updated the June 15th memo with changes highlighted. First issue was goal statement for flooding and strategy that was identified conferred with conservation commission and they confirmed that the information was correct. Objective 4 a request to insert new language of MEMA's hazardous mitigation program added. Under hurricanes and tornadoes included language to prepare brochures and flyers to distribute to increase public awareness. Correction spelling errors, added language to the dam safety section, which is also included in the town's Comprehensive Emergency Management Plan. Also spoke with Richard Brockelman of 58 Cross Street as he has a dam located on his property; he is in regular contact with the state regarding the status of this dam. The intent is for every two years the town will inspect town dams and privately owned dams are to have inspections conducted. Presented the resolution, which is a required step and have received notification from FEMA that they have approved the Hazard Mitigation Plan contingent upon the town approving the following resolution:

CERTIFICATE OF ADOPTION TOWN OF LUNENBURG, MASSACHUSETTS, A RESOLUTION ADOPTING THE LUNENBURG HAZARD MITIGATION PLAN

*WHEREAS, the Town of Lunenburg established a Committee to prepare the Natural Hazard Pre-disaster Mitigation Plan; and
WHEREAS, several public planning meetings were held regarding the development and review of the Lunenburg Natural Hazard Pre-Disaster Mitigation Plan; and*

WHEREAS, the Lunenburg Hazard Mitigation Plan contains several potential future projects to mitigate hazard damage in the Town of Lunenburg; and

WHEREAS, a duly-noticed public meeting was held by the Board of Selectmen of the Town of Lunenburg on September 1, 2009 to formally approve and adopt the Lunenburg Natural Hazard Pre-Disaster Mitigation Plan.

NOW, THEREFORE BE IT RESOLVED that the Lunenburg Board of Selectmen adopts the Lunenburg Natural Hazard Pre-disaster Mitigation Plan. ADOPTED AND SIGNED THIS 1ST day of September, 2009.

Tom Alonzo, Chairman, Board of Selectmen, Town of Lunenburg

Steve so moved to approve, Tom M. seconded, voted unanimously.

3. CAFO Goals – tabled to next week as members need to provide the Chair with their individual goals.

4. Policies & Procedures – tabled, need to schedule workshop. Board would like to know the topics as far as how categorized. CAFO recommend putting this on to September 22nd.

5. Vacancies - Asst. Bldg. Insp., one year term, three vacancies on the Computer Advisory Committee, one year terms, one vacancy on the Council on Aging, three year term, Fence Viewers for a one year term, one vacancy on the Finance Committee for a three year term, fifteen vacancies on the Housing Partnership, three year terms, one vacancy on the Montachusett Joint Transportation Committee for a one year term, Pound Keeper for a one year term, Senior Citizen Property Tax Work-off Program & Taxation Committee for a one year term and two vacancies on the Sewer Commission, one two year and one three year term and Planning Board one vacancy to fill the term until the next scheduled election.

COMMITTEE APPOINTMENTS / REAPPOINTMENTS / RESIGNATIONS

1. Appointments, Computer Advisory Committee, Sewer Commission - Paula moved to appoint Mr. James Tuttle to the Computer Advisory Committee, Steve seconded, voted unanimously to approve.

2. Appointment of Network Administrator (Charter 4-2(d)) – Kerry informed the board that we have been in the process of recruiting for a full-time Network Administrator to be in charge of the Town's entire network. Approximately forty (40) applications were received. A screening committee, made up of technical and non technical people, interviewed eight (8) of the applicants. The screening committee provided a final ranking for all eight (8) candidates. Loxi Calmes, Tom Alonzo and she interviewed several of the candidates who ranked highest. Their unanimous recommendation is Nancy Strom from Athol, MA. Ms. Strom currently works as the Information Technology Manager for Munksjo Paper, Inc. in Fitchburg, and has since 1998. Prior to that, she worked as the Assistant IT Team Leader for Nova Chemicals in Leominster and as the Director of Computer Services for RCAP Solutions, Inc. in Gardner. Ms. Strom has twenty-five (25) years experience in the technology field and is currently a Microsoft Windows Certified System Engineer.

Kerry has made an offer to Ms. Strom for the position with an annual salary of \$65,000 and a start date of no later than September 21, 2009. In accordance with Section 4-2 (d) of the Town Charter, this appointment shall become effective on the fifteenth day following the day on which notice of the appointment is filed with the Board of Selectmen, unless the Board of Selectmen shall within that period by a majority of all of its members vote to reject such appointment, or has sooner voted to affirm it. As such, CAFO Speidel requests that the board vote to ratify the CAFO's appointment. CAFO reviewed the sequence of events between the town and school and the changes to the FY2010 budget and personnel allocation. All applicants were questioned on how they would approach, reliability, accessibility and disaster recovery. The focus of this director position should be to direct these issues and streamline the processes to ensure that the tools that employees have will be used to their fullest. Paula's main concern is the redundancy of work town wide due to connectivity issues particularly with regards to the accounting system getting all the buildings connected and can flow freely. Questioned issues specifically with our Munis accounting system, will this person be managing this as well. Per CAFO would see this person working with the Town Accountant on these issues. This position is to address all the issues town wide not specifically town or school, will also be a tech support person as well as an administrator. Steve's concern is that this person doesn't have any municipal experience and who is going to pick up the slack. Per Kerry, most of the tech support issues we have is because the network is down and most of these issues will be addressed. As far as MUNIS, this is a software package which we pay support to have them deal with specific software issues. This position falls under the Salary Administration Plan under Grade 25, which is the highest grade. The next highest grades that we have positions under is Grade 19, such as the Treasurer/Collector, the Building Inspector. Tom M., move to accept the appointment of Nancy Strom as Network Administrator, Dave seconded voted unanimously. CAFO will request that Nancy come to a board meeting in early October.

3. Recommendation Appointment of Treasurer / Tax Collector (Charter 4.2 (c)) – Kerry advised the board that she has been in the process of recruiting for a full-time Treasurer/Collector and approximately forty (40) applications were received. A screening committee comprised of Karen Brochu and Laura Williams interviewed ten (10) of the applicants. The screening committee provided a final ranking for all ten - (10) candidates. Elaine Morin, Assistant Collector, Myleen Mullari, Assistant Treasurer and she interviewed several of the candidates who ranked highest.

The Treasurer/Collector is appointed under Section 4-2 (c) of the Town Charter, which requires that the CAFO make a recommendation to the board for their consideration. Her recommendation is Jeffrey Ugalde from Worcester, MA. Mr. Ugalde currently serves as the Assistant Treasurer-Collector for the City of Worcester. Previously he has worked as a Fiscal Coordinator, Systems Accountant and Finance Administrator for Worcester-area non-profits. Mr. Ugalde holds a BA in Accounting from Assumption College and has approximately 25 years experience in public and private treasury and accounting work. Mr. Ugalde's reference check was excellent. CAFO requests that the board vote to accept this recommendation.

Jeff Ugalde is anxious to have the opportunity and thinks he could be a good fit for the Town. Tom M., move to appoint Jeffrey Ugalde as the Treasurer / Tax Collector, Dave seconded, voted unanimously to approve.

EXECUTIVE SESSION

1. Contract Negotiations – No action

Being no further business board voted unanimously to adjourn Regular Session at 9:25 P.M.

Respectfully submitted,

Laura Williams, Chief Administrative Assistant
Board of Selectmen