

**BOARD OF SELECTMEN  
BUTTERICK BUILDING  
MAY 25, 2011  
MINUTES**

**MEETING:** Selectman Philpot called the meeting to order at 7:00 PM. Roll call established that Selectman Sushchyk, Selectman Philpot and newly elected Selectman Furmaniuk were all present.

Selectman Philpot read the statement declaring the Sterling Lancaster Cable Television as the only authorized electronic copy of the meeting.

**MINUTES:** Selectman Sushchyk made the motion to approve the minutes of May 11, 2011 as amended by Selectman Philpot. 2<sup>nd</sup> by Selectman Philpot.

Selectman Sushchyk asked that the minutes of May 16, 2011 be put on hold until he has a chance to review them.

**7:05 PM**

**RE-**

**ORGANIZATION:** Selectman Sushchyk first welcomed Ronald A. Furmaniuk as the third member of the Board. Selectman Furmaniuk thanked everyone for their support. Selectman Sushchyk made the motion to appoint Selectman Philpot as the Chair, Selectman Sushchyk as the Vice-chair and Selectman Furmaniuk as the clerk. 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

**AGENDA FORMAT:** Chairman Philpot expressed his opinion on the need for follow up on issues brought before the Board and then forgotten. He stressed the need for keeping track of issues, to identify a person responsible for the follow up and reporting back to the Board of Selectmen. Selectman Sushchyk agreed but added that the Board needs to be careful about arbitrarily assigning a task and a deadline to an individual that cannot be met. Selectman Philpot explained that someone needs to be responsible for getting things done and is uncomfortable with the lack of following through. Selectman Furmaniuk agreed that there needs to be some kind of a project plan in place, a methodology for tracking issues brought before the Board.

Chairman Philpot asked that the Board members give the ideas some thought and report back at the next meeting. He would like to see the agenda list out old business items and progress if any before new items are added to the list.

Chairman Philpot then stated that he would like to see the Public Session brought back into the agenda, to strike a balance with the Open Meeting law and to be accountable to the public on specific issues they might have. The Board members agreed to re-think the process and to outline their thoughts for further discussion at the next meeting.

**TOWN CLERK'S  
OFFICE:**

Chairman Philpot informed the Town Clerk, Dawn Michanowicz, that he had some concerns regarding her absence in the office and Ms. Jayne having to manage the office on her own and supplying customer service to the residents. He reminded Ms. Michanowicz of the hole that she stepped into during the absence of the last Town Clerk and did not want a repeat of that situation. Ms. Michanowicz informed

Chairman Philpot that Ms. Jayne is very capable of managing the office and that all major projects (census, dog licenses, town meeting and elections, etc) are completed, the summer months provide a slower pace in the office and Ms. Jayne was trained in the town clerk's office procedures. Selectman Furmaniuk agreed with Ms. Michanowicz and stated that it seems most of the heavy lifting in the office has been completed. Selectman Sushchyk stated that he knew Ms. Jayne in school, she is very bright and he has full confidence in her ability to do the job. Ms. Ackerman informed the Board that the town clerk has many resources that can be used should a problem arise. Chairman Philpot expressed to Ms. Michanowicz his desire to maintain good customer service in her absence and that "good service" was not making customers/taxpayers wait a day or two, or longer, for answers. Ms. Michanowicz agreed making people wait was not good service and that would not happen. She also agreed with Mr. Philpot that there would be no "hole to climb out of" when she returned.

**TOWN MEETING  
ISSUES:**

The Board of Selectmen asked Ms. Michanowicz if there were any details that needed attention resulting from the Annual Town Meeting. Ms. Michanowicz reported that updates of the general and protective by-laws are due to the Attorney General's office within 30 days of the meeting and that she has applied for an extension of another 30 days. Ms. Jayne has started updating the laws and will send them to the Town Clerk for review before mailing them in to the state.

**HARDSCRABBLE  
ROAD  
PROPERTY:**

The Board met with David Mosley, member of the Conservation Commission, to discuss the procedures for acquiring the property located on Hardscrabble Road. Mr. Mosley informed the Board that a few of the members as well as Selectman Sushchyk did a site walk of the property on Saturday and based on that site walk agreed to move ahead with procuring the property. The Commission recommended soil testing as specified by the Town Meeting to be followed up by a survey/appraisal and then to negotiate procurement as long as all testing proves positive. The Board of Selectmen discussed the procedures required for the Phase 1 site assessment and the procurement. Selectman Furmaniuk made the motion to have the Town Administrator along with Matthew Marro engage in the process for getting 3 bids for the Phase I Site Assessment and to award to the lowest responsive bidder in accordance with Chapter 30B. 2<sup>nd</sup> by Selectman Sushchyk. All in favor.

**APPOINTMENT TO  
1835 TOWN HALL  
COMMITTEE:**

The Board of Selectmen met with Ms. Nancy Castagna regarding her interest in serving on the 1835 Town Hall Committee. Ms. Castagna briefed the Board on her background and why she was interested in serving on the committee. Selectman Furmaniuk made the motion to appoint Ms. Castagna to the 1835 Town Hall Committee for 1 year. 2<sup>nd</sup> by Selectman Sushchyk. All in favor.

**ACTION PLAN  
1835 TOWN HALL  
PROJECT:**

The Board of Selectmen and the 1835 Town Hall Committee discussed the steps necessary to implement the design plans for the 1835 building. The Committee informed the Board that they have not met since the town meeting vote. Chairman Philpot suggested the Committee return at the next meeting after they have met &

discussed the memo published by Terri Ackerman outlining their schedule, they agreed to do so. Selectman Sushchyk suggested that the Committee meet more than once a month to meet the grant application deadline of mid December 2011. The Committee agreed. Chairman Philpot then stated his concern about the A.A.B. requirement for full accessibility if/when the cost of renovations is 30% or more of the building's value. Ms. Ackerman clarified that the proposed changes will bring the entire building up to full accessibility requirements. Philpot then asked if the new Federal Lead Paint Law would affect this project which could exaggerate the proposed costs. Terri Ackerman stated she would speak with the Building Inspector, Mr. Brodeur, research the issue and report back to the Board. Philpot informed the Committee that he would formulate a list of questions for them to review.

**YEAR END  
APPROPRIATION**

**TRANSFERS:** Selectman Sushchyk made the motion to approve the year end appropriation transfer for the DPW in the amount of \$6616.05 for salt. 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

Selectman Furmaniuk made the motion to approve the year end appropriation transfer for \$2500.00 for Info Tech Professional Services. 2<sup>nd</sup> by Selectman Sushchyk. All in favor.

**SCHOLARSHIP  
AWARDS:**

The Board of Selectmen agreed to meet with the Finance Committee and Vern Gaw to award the scholarships on June 8, 2011.

**2<sup>ND</sup> HAND  
DEALERS AND  
ANTIQUÉ**

**LICENSES:** Selectman Sushchyk made the motion to approve the 2<sup>nd</sup> Hand Dealers and Antique licenses to M.T. Pockets and Sterling Rare Coin Inc. 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

**PUBLIC SESSION**

Mr. Pape inquired into the policy for charging for a notary asking where the \$1.25 charge went.

Ms. Ackerman responded that the funds went to the Town to offset costs associated with the Notary. The Board then asked her to research the issue and to report back on the policy for notarizing in the town hall.

**ADJOURNMENT:** Selectman Sushchyk made the motion to adjourn at 9:00 PM. 2<sup>nd</sup> by Selectman Furmaniuk. All in favor.

**RESPECTFULLY SUBMITTED**

**RONALD A. FURMANIUK  
CLERK**

