

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY
FEBRUARY 23, 2015**

Members Present: Antone C. Vieira Jr., Chairman
Richard M. Spirlet, Vice Chairman
Craig J. Dutra
Steven J. Ouellette
R. Michael Sullivan, Clerk
Also present: Timothy J. King, Town Administrator

Chairman Vieira called the Board of Selectmen meeting to order at 6:00 P.M. in the Westport Town Hall, 816 Main Road, Westport, MA with the reciting of the Pledge of Allegiance by all present.

Chairman's Announcement - Under MGL Chapter 30A, section 20(e) – Meeting is being recorded.

Public and Board Member Comment

Mr. Vieira wished to recognize that 70 years ago today on January 23, 1945 the American flag was raised by American Soldiers on Iwo Jima.

Acknowledgments & Recognitions – None.

Town Administrator Report – No formal report.

Board of Health – RE: Discussion of Transfer Station, BOH Budget Shortfall and relationship with Town Administrator with day-to-day management of employees.

BOH member Dr. Colletti was present. Mr. Vieira stated the BOH was meeting with the BOS tonight on three particular areas: the Transfer Station budget challenge, the shortfall in the BOH budget and then briefly the relationship with the Town Administrator on day-to-day management of employees. Dr. Colletti stated there will be a shortfall in the Transfer Station payroll of \$15,679.28 and a shortfall in the hauling fees of \$1,500.00. Dr. Colletti stated the budget was cut last year by \$26,000.00. Mr. Vieira stated Dr. Colletti and his staff met on Friday with the Town Accountant, of which he attended also, and they have met with the Finance Committee; they are doing the best they can with limited funds. There is concern over how many households use the Transfer Station and they are trying to pin down that number; the bottom line is that they are going to be short in the operation expenses for the Transfer Station this year; the shortfall is beyond their control. Dr. Colletti stated there are several reasons for this: new haulers in Town and the location of the Transfer Station because with gas prices, people in the north-end of Town will not travel down here to the south-end, so the numbers are down. We are trying to increase revenue by, on a very limited basis and using caution on a trial basis, allowing for construction and demolition debris (which is a money maker), this is separate from households. As for the \$16,000. deficit, recognizing that the budget was cut \$26,000., there has been no mismanagement; also, we had one employee out for six months and another employee out for three months, so this resulted in an emergency situation because you can't operate the Transfer Station this way, so our Board of Health Agent had to step in and unfortunately, the Transfer Station is open on Saturday and Sunday which results in paying the Agent at the rate of time and a half. Mr. Dutra stated he supported keeping the Transfer station open, feeling it is a valuable resource for the Town and the BOH has really tighten the bottom line since 4-5 years ago and that is why there is such a narrow gap

of revenue coming in, plus the expenses of the Transfer Station; he stated he was still committed to making the Transfer Station more profitable; a couple of things that should be still looked at are the Pay-As-You-Throw program; consider the use of standard bags; and considering the use of personnel pooling (Transfer Station, Cemetery, Highway). Dr. Colletti stated his Board is willing to work with that idea of the three departments; that is a great idea and we back it. Mr. Vieira referred to the Auditors Letter, which refers to that but the most immediate problems are what we are handling tonight, which is the budgets. Mr. Vieira stated we are struggling with the dollars and a source of funding; if not, how can we hold onto the revenue source and hold down the expenses to stay within the budget. Mr. Spirlet stated he was not sure where the money would come from; has the BOH looked into cutting down the number of days the Transfer Station is open. Dr. Colletti stated they look at all that; we also did a survey of the Transfer Station users and they were not opposed to an increase in fees; yearly stickers is not objectionable but we can't do both stickers and bags. Mr. Vieira stated that is good for next year but we need to look at the numbers for this year. Discussion continued regarding the accounting aspect. Mr. Vieira stated to Mr. King that he was being charged that within the next 30 days to identify the accounting aspect of the Transfer Station. Discussion again continued regarding the auditors report, the corrections made, a need for checks and balances, selling of the stickers and fees, and the breakdown of where the money is being accounted for. There is no missing money, just no breakdown of the categories. Mr. Vieira stated the Board has all the material involved in the discussion tonight. Dr. Colletti then explained some of the accounting problems that have transpired and the fact that the BOH does not sell every ticket at the same price, there are senior discounts, 2nd car stickers, new car stickers, etc. (that is one breakdown that is not done). Mr. Sullivan stated there are a couple of problems, but there is no missing money and in regards to the Auditors Report where problems were pointed out, those problems need to be addressed in writing. Mr. Vieira stated the request we are trying to address tonight is the shortfall in the budget. Mr. Dutra asked if there was a source of revenue; Mr. Vieira stated no, unless we take it from somewhere else. Mr. Dutra stated this matter should be revisited again in 30 days because we have not identified a source of funding and we are requesting that the BOH cut spending in expenses (like cutting days of operation); right now, we don't have anything before us; there is no proposal from the BOH, and no proposal from the Town Administrator for a funding source. Mr. Vieira asked for a recommendation from the BOH on increasing revenue for next year and a recommendation on how to cut back expenses for this year, and to come back with both of these things so the Board can look at and then we may be able to help BOH. In the last matter, day-to-day management, Mr. Vieira stated he spoke with Dr. Colletti on this. There is one central Personnel Records file for all employees that is kept in the BOS Office, and in those records, disciplinary actions are filed. Dr. Colletti stated we have never done that before and it was never explained to us before; we have had several disciplinary actions; we have always stored any disciplinary actions in our office. Mr. Spirlet noted they were not the only department doing this. Mr. Vieira stated we now have a central file for Human Resource reasons, this was started with Mr. Healey was here, it is part of the labor standards requirements; this is not to undercut the authority of any elected board. Mr. Sullivan requested for a future agenda, discussion regarding auditor report responses from those departments involved.

Planning Board – RE: Approval of contract agreement for FY15 Technical Assistance Grant; and approval of contract for Robert Barboza for the drafting of Master Plan Chapters; and presentation of proposed zoning bylaw amendments for 2015 ATM.

Town Planner Jim Hartnett and PB member Jim Whitin were present.

Contract Agreement: Mr. Whitin stated this is a standard contract with standard language; two methodologies were used looking at our build-out and the future of the Town by means of the Master

Plan. Mr. Vieira stated we have applied for this grant, it has been awarded and we need to approve it moving forward. Mr. Vieira questioned the identifying of PPA's & PDA's, in reading the language, it had to be one or the other but the Head of Westport is identified as both; he was curious why that was done. Mr. Hartnett then explained how that was arrived at, which was initiated by the South Coast Rail. Mr. Vieira stated another was Cross Roads; Mr. Whitin stated that was the area of Routes 88 & 177 intersection (designated as a PDA). Mr. Dutra stated he had no problem with this. Discussion ensued regarding the Head of Westport area and three developments in that area that are not addressing stormwater. Mr. Hartnett stated there is in-depth report for that area; that area is a combination of both. **Motion** made by Mr. Dutra to accept the grant and to authorize the Chairman to execute the contract. Second by Mr. Ouellette. The Board voted unanimously in favor. Discussion ensued regarding the build-out analysis. Mr. Bill Harkins, WRMC requested that before any decisions are made, that there could be a joint meeting with the Planning Board and WRMC to discuss this and to come to a joint consensus. Mr. Vieira stated there will be a meeting in the future but there is no reason to hold up the grant and the Board of Health should be included and it should happen within the next 30 days. Mr. Whitin stated it is an open process and all are invited to contribute. Mr. Spirlet stated he understood it was \$15,000. but he did not want the Town to be controlled by SRPEDD; Mr. Hartnett stated the Town was in total control. Mr. Spirlet asked what the main focus area would be; Mr. Hartnett stated this is for the whole Town and there is no money coming out of the Town; this will give us the number of buildable lots in Town. Mr. Bill Burns stated he agreed with Mr. Harkins and the Conservation Commission should be part of this also; Mr. Burns also suggested that SRPEDD be supplied with all the information that is on file in the Assessor's Office from Mr. Claude Ledoux in regards to the build-out information; this would be of great help. Mr. Hartnett stated that information has already been provided along with the MEP Report.

Contract – Robert Barboza: Mr. Whitin stated this contract is for professional writing services for the preparation of the Town's Master Plan and will not exceed \$2,000.00. Mr. King stated he had no problem with this contract. **Motion** made by Mr. Dutra to approve of the contract with Robert Barboza. Second by Mr. Sullivan. The Board voted unanimously in favor.

Bylaw Amendment: Mr. Whitin and Mr. Hartnett explained the bylaw amendment that will be presented at Town Meeting which addresses accessory apartment language changes by allowing for a reduction in size from 900 sq.ft to 600 sq.ft. within an existing dwelling by right and to allow for an accessory apartment in an accessory building with a special permit from zoning. Discussion ensued regarding the concerns of the Board of Selectmen for the reduction in allowable size. **Motion** made by Mr. Dutra to place this article on the ATM warrant without endorsement. Second by Mr. Ouellette. The Board voted unanimously in favor.

Christopher Gonsalves – RE: Update from Highway Surveyor regarding road maintenance during recent storms.

Highway Surveyor Christopher Gonsalves was present. Mr. Gonsalves stated that main roads are the priority for cleanup after a storm and secondary roads are done later. Mr. Gonsalves stated he was able to use equipment from the Cemetery Department and he had 13 outside contractors and 2 seasonal workers on. He has had to deal with drainage issues and the fact that the width of some roads are presenting a problem for their equipment. Mr. Vieira stated that some lawns have been cut up but those will be addressed in the spring. Mr. Gonsalves stated that in the newer developments, the lanes are too narrow and he is also having trouble with cul-de-sacs. Mr. Spirlet stated that with a road layout, the Town does own a minimum of footage on each side, so even though we have cut into some lawns, it is still the Town's property. Mr. Vieira stated the bylaw calls for a 26 ft. wide road but we have a lot of roads that are much shorter; in some cases, those lawns will be cut; the result is that the bylaw is not

being followed. Mr. Vieira asked Mr. Gonsalves if any unaccepted roads were being plowed; Mr. Gonsalves stated no, except for Berard Court which is being plowed because it is the only way we can get through that area. Mr. Vieira stated we need to get the various Boards together on this issue. Mr. Sullivan stated that people have been pretty understanding and considerate of the fact that we have had an exceptional winter so far and the fact that some of our equipment is not suitable to handle the amounts of snow. Mr. Vieira stated we are trying to work with people; especially those driveways that have been shoveled and then a plow comes by. Mr. Gonsalves stated to the Board that just last week, he worked 115 hours due to the weather; also, he has been told by residents, that the previous Highway Surveyor did a better job, he would like people to know that he has been doing this job the same way he did when he worked under the prior Highway Surveyor and he has not changed anything; he also noted that he has great employees, who are also out there working very hard to keep the roads clear. Mr. Vieira stated the Highway employees have bitten their tongues in some cases and continued to do their jobs very professional-like despite the comments they have heard. Mr. Vieira asked Mr. King to look into the numbers of hours that have been worked by Mr. Gonsalves because he is a salaried employee. Mr. Vieira stated that Mr. Gonsalves and the Highway Dept. personnel are appreciated for all the work they have been doing during these last weeks. Mr. Alden suggested that other towns have recognized this type of situation with their salaried employees and offer stipends to their salaried employees.

Dr. Anne M. Dargon, School Superintendent – RE: Cable TV Memorandum of Agreement; discussion regarding combined School-Town Department.

School Committee member Carolina Dutra-Africano, School District Network Manager Robert Nogueira and School Superintendent Anne Dargon were present. Mr. King stated that most of us are on the same wave-length; his memo and proposed organizational chart and the school's organizational chart are comparable and describes the relationship of the proposed Cable Access TV organization and its supervision. Mr. Dutra noted there was a current and a proposed chart; Mr. Vieira stated the charts are similar with the School's being just a bit different. Mr. King stated he is in agreement with the School's so far. Dr. Dargon gave a brief history of how this proposal was arrived at. Dr. Dargon stated that she has had conversations with Mr. King about possible ways to streamline and share services and resources and be better fiscally responsible; one of the first departments to be looked at was the cable; so, two weeks ago, the School Committee approved the MOU that is being presented tonight. The School is proposing for 14 months, beginning in May 2015 to June 2016, that the Westport Community Schools would be responsible for the oversight of the endeavor of sharing the Cable TV; by this partnership, we would evaluate it after the 14 months and the Cable Advisory Board would continue to guide this partnership; funding for the Director position would be from the Cable Access funds and the Westport Community Schools would be directly responsible for the funding oversight (from the Cable Access), the Cable TV Director and ultimately, the immediate-paid camera crew. Dr. Dargon stated after the first year, the Superintendent of Schools and Town Administrator would evaluate the TV Director; our goal would be to look at the day-to-day operation of the PEG Access channels, including the programming and the maintenance. We feel this would put the word "Community" back and this would be a joint endeavor that everybody, residents and students, would benefit by. **Motion** made by Mr. Dutra to recommend approval of the MOU. Second by Mr. Ouellette. Discussion ensued. Mr. Vieira asked if the Board could have an opportunity to look over the proposal because they have just received it tonight, then it can come back to the next meeting for a vote; this would allow the School to come back with some proposed budgets that associate with the concept. Mr. Dutra stated we did get the MOU in advance of the meeting, we have discussed this at the last meeting, and we have received correspondence both from Valerie Bain and the School Department prior to this meeting; what we have

tonight is additional information to clarify information that was incorrect such as the old organizational chart that was in our packet. Mr. Dutra stated he was inclined to support the proposal tonight; and he has always endorsed the fact that we need to take advantage of all this technology and capacity on the School side, that by necessity we would not have on the Town side; and the IT and Cable side would be able to take better advantage of the technical resources we have at the School to manage the Town's affairs; we are not changing anything, we will still have government access under Valerie's direction working through this new organizational structure, we will still have educational access under the School Dept; public access will really be at an advantage and we will be able to engage children with this educational opportunity. We need to move forward so we are ready for next school year.

Discussion again continued. Mr. Sullivan stated he would like to see one organizational chart tying all the pieces together. Mr. Spirlet asked what happens when summer vacation rolls around and the students are on vacation, who covers then; also, every year, there is a lump sum of money received and Mr. Spirlet questioned where will it be used (salaries, equipment, new position?); will money still be coming from the Town side. Mr. Spirlet stated the Town transmits from four different locations and we still need money for upgrades because only one location has been upgraded and our equipment is garbage. Mr. Nogueira stated that including the Fire Station, it would only be \$27,000.; Ms. Bain stated it was \$60,000. Mr. Nogueira stated that is if it was upgraded to high definition but the Cable Advisory Board told us to do standard. Ms. Bain asked when was that; Mr. Nogueira stated in March, 2014; Ms. Bain stated well, we still have to review it. Mr. Dutra stated the Cable Advisory oversees what is done, so why is Ms. Bain overriding that. Ms. Bain stated some of us were in agreement for HD technology. Mr. Vieira stated that in the material tonight, that it is not feasible for the Schools to have HD and Charter is not doing HD; typically, you will not see HD on the School side but we have been preparing for HD on the Town side. Ms. Bain stated that is what the plan was, to put pressure on Charter. Ms. Bain stated Charter is not going to do HD but we are planning for it; Mr. Vieira stated that Charter is saying don't plan on HD. Ms. Africano-Dutra stated that Taunton, New Bedford, Fall River and others do not broadcast in HD, so the Cable Committee took a vote for no HD, standard only; it has been discussed at three meetings she has attended and it has always been supported by the Cable Advisory for standard because HD is almost twice the cost and of no value because we can't use it. Ms. Bain asked, don't you want to be a forerunner. Ms. Bain stated she does not understand this and she would like to be included in the upcoming discussions since she is the one doing the work and she knows what has to be done. Ms. Bain stated that in the MOA is a Director; that description is the day-to-day operation of the access channels and TV bulletin board, which is what she does. Ms. Bain asked if she was the Director according to this paperwork. Mr. Vieira stated no. Ms. Bain stated that in reading it, she takes it to be herself; she then asked if the Cable Director job description was still valid; Mr. Vieira stated he was hearing yes; Ms. Dargon stated the School voted it and brought it to the Cable Committee. Ms. Bain stated it does not say anything about teaching; Ms. Africano-Dutra stated that is because it is not a teaching position. Ms. Bain asked who is going to be teaching television production. Mr. Vieira stated that is why this matter should come back in two weeks. Mr. Dutra stated he would withdraw his motion with the understanding that all debate is stopped and brought back in two weeks. Mr. Ouellette withdrew his second. Mr. Vieira stated that in the next two weeks, all parties involved need to sit down and work on a proposal: School, Cable Advisory, Town Administrator and Ms. Bain. No votes taken – this matter will come back in two weeks.

Action Items

1. Mr. Vieira stated he asked Mr. Spirlet, who is serving on the VA Search Committee, to try to identify someone as a temporary VSO while looking to fill that position, which could take up to 30 days. Mr. Spirlet stated he wanted to find someone with experience in this field, someone who could continue services to the Veterans without interruption and make for a smooth transition. Mr.

Spirlet stated Mr. LeBlanc comes highly recommended; he then read some of Mr. LeBlanc's bio. Mr. Spirlet stated when he contacted Boston, they noted that Mr. LeBlanc is the best and the Town would be very lucky to get him. Mr. Spirlet stated that Mr. LeBlanc is on vacation and could not make the meeting tonight but will be available for the next meeting to meet the BOS. Mr. Vieira asked that Mr. Leboeuf be contacted in order to arrange a meeting for a smooth transition. **Motion** made by Mr. Spirlet to appoint Donat J. Dan LeBlanc as temporary Veterans' Service Officer until a permanent VSO can be found. Second by Mr. Dutra. The Board voted unanimously in favor.

2. **Motion** made by Mr. Dutra to approve an additional \$150,000.00 (in addition to the \$150,000.00 voted at the BOS Mtg. of 02-09-15) to the Snow & Ice Budget. Second by Mr. Spirlet. The Board voted unanimously in favor.
3. Mr. Gonsalves was present. Mr. Vieira stated there was a meeting with Harper's, the company that handles the Town's payroll; at that meeting were Accountant Provencal, Treasurer Sylvia, Town Administrator King and Selectman Spirlet. Mr. Spirlet stated we are looking at a new system for keeping personnel work records. Mr. Spirlet stated he is recommending this system for all Town employees, except Highway. The program will be on everyone's computer and an employee will sign in and out of work on their computer; at the end of the week, a report is printed out for the individual's salary. Mr. Spirlet stated the Highway Dept. will require a touch pad system, which can also be used at the COA. There are no swipe cards involved and it is the cheapest way to go. The program computes overtime and benefits and according to American Payroll, it states that a minimum of 1% in salaries would be saved. No personnel is needed to do payroll. The cost is \$3.25 per person/per month. The system takes six weeks to implement and there is no contract; we can quit the program at any time. Mr. Spirlet stated there is a one-time initial start-up fee of \$450.00. and the only thing the Town will have to buy is two touch pads at a cost of \$350.00 each. The system can be adjusted at anytime to meet the needs of the Town. One benefit is that personnel records are always up to date; all changes are automatically kept track of and changes can only be made by a supervisor. Also, remote log-in can be tracked down to where, when, who and why. This system will also deal with any FLSA issues; it will solve our problems. Mr. Dutra questioned remote access from home; Mr. Spirlet stated yes, and it will tell you where the employee logged in from; notes can be entered by a supervisor at any time, in case of a situation. Mr. King stated that each employee would have their own log-in code. Mr. Ouellette noted that a touch pad would be needed for the BOH and Lifeguards; this system would cost about \$3,000. a year. Mr. Vieira stated that right now, there is about 3-6 employees handling the same paperwork in regards to payroll, this could reduce manpower. Mr. King stated this service would be in addition to Harper's handling our payroll. Mr. Spirlet stated that all departments that attended the presentation/meeting were in agreement of this system. Mr. King stated that with the present system, there is opportunity for errors and they are not in the Town's favor. Mr. Sullivan stated this is a great initiative and then asked if other systems had been looked at. Mr. Spirlet stated the Town has been dealing with Harper's for years and according to the Departments that deal with Harper's, they have not gone up in price. Mr. King stated he will be getting a proposal shortly. Mr. Sullivan stated he would like to wait on this until the Board gets a hard proposal. Mr. Vieira stated the Board has been looking at this since Mr. Coughlin was Administrator; this can be carried over to the March 9th meeting but it needs to be acted on. Mr. King stated the cost for this system will be borne by the Treasurer's Budget. At this time, Mr. Vieira stated the matter will be placed on the agenda for March 9th; also, in looking over the payroll warrants, there seems to be comp-time at the COA and he asked that Mr. King and Mr. Sullivan look into this matter.
4. Mr. Sullivan stated he was looking for a narrative from Mr. King regarding the Town Administrator Bylaw (warrant article). Mr. Sullivan questioned what was expected of this article in relation to what we already have in the bylaw. Mr. King stated presently, it does not define my role and this

bylaw would establish and define my role, responsibilities and authority. Mr. Vieira stated this will also allow Town Meeting to be able to weigh in; he stated he made changes to the bylaw and it does give a little more authority to the Town Administrator and puts some checks and balances in place. Discussion ensued regarding prior articles and town meeting. Mr. Sullivan asked that Mr. King, using the actual proposed language, put together a narrative on each item telling whether each item enhances the position, reduces the position or codifies authority and what the differences are. Mr. Ouellette stated he had a concern over appointment recommendations because the last three Town Administrators have been from out of Town and they don't know the personalities of people asking to be appointed after sitting down with them for five minutes, like Mr. Vieira and myself being natives would know. Mr. King stated he will have it ready for the March 9th meeting.

5. Mr. Sullivan read his proposed warrant article for Town Meeting; stating this prepares us to accept as a lease or grant the land that is required to do the Knubble Beach project that we have been talking about for a turn-around (see attached). Mr. Vieira stated this article should follow the article for discontinuance of a public way, called Article J on page 3. Mr. Dutra stated he needed to make a disclosure, stating that a member of his Board of Directors is an attorney who is representing the Charlton Dock Corporation but neither of us has a financial interest in this and he did not want there to be any misunderstandings, he does not have a relationship with the party to the agreement but to the legal representative to that party. Mr. Vieira stated the disclosure was duly noted. Discussion ensued regarding concerns over the size of the roadway, paving, use of gravel or native shells. **Motion** made by Mr. Ouellette to approve of the warrant article (as article K on the draft warrant) for ATM. Second by Mr. Sullivan. The Board voted unanimously in favor.
6. The Board reviewed the draft warrant. Mr. Vieira stated that all the yellow-highlighted areas must be completed; we need the figures inserted so that once all the articles are totaled, it can be used to determine Stabilization; also, Mr. Vieira stated he did not know how to handle Capital (Article G) and asked the Board for their thoughts. It was noted that Article U was to be deleted; this was a ballot question and Mr. Vieira asked that Mr. King research and obtain information regarding when it was approved and what authority do we have to borrow; he can check with the Finance Committee on it. Mr. Vieira asked Mr. King to look into Articles V&W with the Treasurer. Mr. King noted that Article BB was for the electricity aggregation; Mr. Vieira asked that Mr. King in speaking with SRPEDD ask that Eversource be looked at. Mr. Sullivan asked that Ms. Pelland email Mr. Brooks, Energy Committee, regarding Article BB – SRPEDD Multi-Town Community Choice Energy Aggregation; to ask if this was the program that was talked about and ask Mr. Brooks to contact Mr. King. Mr. Dutra stated he would like a comparison of the last approved budget by the Board and the new revisions to the budget; this would be a side-by-side comparison of the budget that was sent to the Finance Committee and the new budget being presented by Ms. Provencal tonight because it is too confusing. Mr. Vieira stated page 4 of the budget material explains everything and Mr. King's memo. Mr. Dutra stated he is seeing numbers all over the place and would like the comparison. Discussion continued regarding the budget. Mr. Vieira asked Mr. King to have the warrant completed for the March 9th meeting and to sit down with the Town Accountant and get the information straight on the budget.
7. Mr. Sullivan stated this would be a non-binding question: "Shall the Town vote to change the status of Beach Avenue to convert it to, and manage it as, a Town Beach property much like the Town Beach property at Cherry & Webb Lane?" Discussion ensued. **Motion** made by Mr. Dutra to place the question on the ballot. Second by Mr. Ouellette. The Board voted unanimously in favor.
8. The Board reviewed the ballot questions. Discussion began with the question regarding a revaluation of the Town. **Motion** made by Mr. Spirlet to delete "using funds presently set aside for revaluation". Second by Mr. Vieira. The Board voted 3 in favor, 2-opposed (Dutra, Ouellette). **Motion** made by Mr. Sullivan that his non-binding ballot question regarding the status of Beach

Avenue to convert it to a Town beach property be placed second. Second by Mr. Dutra. The Board voted unanimously in favor. Mr. Vieira stated at this time, we have four questions (see attached); for the next meeting, Mr. King will have two more questions dealing with the debt exclusion piece for the capital for this year and a question for debt exclusion for this coming year. **Motion** made by Mr. Ouellette to approve the four ballot questions as discussed tonight. Second by Mr. Spirlet. The Board voted unanimously in favor.

9. **Motion** made by Mr. Ouellette to accept the donations made to the COA in the total amount of \$675.00. Second by Mr. Sullivan. The Board voted unanimously in favor.
10. **Motion** made by Mr. Spirlet to delete the second paragraph of the “Question and Answer” Period sign-up sheet. Second by Mr. Dutra. The Board voted unanimously in favor.
11. Mr. Vieira explained that correspondence was received from Mr. Burns and the Assessors regarding fees. Mr. Vieira stated he asked Ms. Pelland to survey surrounding communities for the fees they charge and to include the Public Records Law. Mr. Vieira reviewed the survey results. Mr. Vieira stated as a Board back in 2001 & 2008, statute was set in regards to the fees. Mr. Burns submitted correspondence asking for consideration of the fees; the Assessor's were within their rights as to the charges based on the vote of the Board; this is whether the Board wanted to give consideration of making it easier to get copies without people feeling that we are charging steeply for this material. Mr. Ouellette stated that emails are free. Mr. Vieira stated emails are free but one of the issues are, he would almost argue that because we don't have everything online, it is a bit more difficult; maybe it could be scanned in and emailed. Mr. Vieira stated it is not just the Assessor's but all the other offices that provide copies; we are on the high side but as a Board we have the authority to do so by a vote but we also have an opportunity to address it. Mr. Vieira stated if we had more items online, it would be easier. Mr. Vieira stated he did not want debates but we could use some discretion on this; we don't have to address this tonight or we could ask departments to use some discretion on second and third page costs. Mr. Dutra stated he did not know what is entailed with field cards but photocopies do seem high; like anything else, it does impact work, we could send a memo to departments regarding photocopies and asking for their input on a reduction of fees. Mr. Dutra stated we do set fees with input from departments. Mr. Sullivan stated that in some instances, we are undercharging in fees. Mr. Vieira asked Mr. King to contact the departments for their input on this matter. Mr. Burns stated the Secretary of State suggests what the mandate is for fees unless there is a statute. Mr. Vieira stated this Board did set statute. Mr. King will be speaking with Department Heads.

Appointments – None.

Minutes – **Motion** made by Mr. Sullivan to approve the Regular Meeting Minutes of February 9, 2015. Second by Mr. Dutra. The Board voted 4 in favor, 1-abstention (Ouellette).

Selectmen Liaison Committee Reports – None.

Question and Answer Period – None.

Board Members Suggestions for Future Agenda Discussion / Action – None.

Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting – None.

Other Business – None.

10:05 PM Executive Session

Motion made by Mr. Sullivan to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 to discuss strategy with respect to Collective Bargaining (Police Union, Fire Union, AFSCME, LAW) and to approve Executive Session Minutes of February 9, 2015. Second by Mr. Ouellette. The Board voted unanimously in favor.

Roll Call Vote: Mr. Sullivan-aye. Mr. Ouellette-aye. Mr. Spirlet-aye. Mr. Dutra-aye. Mr. Vieira-aye.

Chairman Vieira announced the Board would return to Open Session in order to adjourn.

10:15 PM Open Session

Motion made by Mr. Ouellette to adjourn the Board of Selectmen Meeting. Second by Mr. Sullivan. The Board voted unanimously in favor.

Adjournment.

Respectfully submitted,

Diane Pelland, Administrative Asst/Confidential Clerk
to the Board of Selectmen

APPROVED: _____
R. Michael Sullivan, Clerk