

**BOARD OF SELECTMEN
REGULAR MEETING MINUTES
MONDAY
NOVEMBER 17, 2014**

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

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.

Public and Board Member Comment – None.

Acknowledgments & Recognitions – None.

Town Administrator Report

Mr. King began by reminding the Board that he would be on vacation 11/19/14 through 11/21/14.

Police Station Feasibility Study – Designer Selection: Mr. King reported that Thursday was the due date for submission of architect qualification statements; seven were received. The Committee has met and reviewed the RFQ and selection policy and will be meeting in a couple of weeks to discuss those statements. Informational only – no votes taken.

FY'16 Municipal Budget – Initial Conclusions: Mr. King stated he has received most of the budget requests with the exception of the COA and a couple of smaller ones. He has created a spreadsheet and his preliminary conclusions are that revenues are increasing but the expenses are almost \$1million over the estimated revenues. He stated his budget recommendations will include reductions in budgets and staff. Informational only – no votes taken.

Overlay Surplus: Mr. King reported the Board of Assessors would entertain a request from the BOS to release as surplus some of the Overlay Reserves left from prior years. **Motion** made by Mr. Spirlet to approach the Board of Assessors to consider releasing some of the Overlay Surplus with the dollar amount to be determined by the Assessors. Second by Mr. Sullivan. The Board voted 4 in favor, 1-absent (Dutra).

COA Director Search Process: Mr. King stated there were twelve applications received for the Director position. Mr. King and two COA members reviewed, discussed and selected two candidates for interviews. Interviews were conducted and one candidate was recommended for further consideration. Mr. King stated he will be checking references and reporting back to the Screening Committee. This matter should be before the Board by next meeting. Mr. Sullivan stated he did not participate in this but he has faith in the Screening Committee that they will do a good job. Mr. King noted that Ms. Quinn's resignation is effective December 15th but it should be a smooth transition. Informational only – no votes taken.

Town Surplus Property Yard Sale: Mr. King stated he is preparing for a Town Surplus Property Yard Sale at the Middle School in early 2015; the surplus is an agglomeration of unneeded equipment, office furniture and electronics of low salvage value. This will be cataloged and stored in a couple of unused Middle School classrooms until the date of the sale. Informational only – no votes taken.

Green Infrastructure Planning: Mr. King stated the new Water Infrastructure Act includes \$3million in technical assistance grants for municipalities. The grants can be used to help the Town develop a Comprehensive Water Management Plan, Integrated Water Asset Management Plan and a plan for green infrastructure for projects such as stormwater management designs to meet MS4 requirements, drainage systems that recharge into the ground, protection of water supplies and best management practices for stormwater. Mr. King stated this would be a good match for Westport; this information has been sent to the WRMC for input on projects. Mr. Vieira asked if this information has been emailed to Mr. Hartnett; Mr. King responded that is where the information originally came from, we just need to decide. Informational only – no votes were taken.

Mandatory Earned Sick Time Law: Mr. King stated that Massachusetts voters approved a ballot question mandating sick time; we will need to make ourselves familiar with it. Informational only – no votes were taken.

Quinn Property Testing: Mr. King stated he is presenting the analytical results of the most recent testing of the Quinn property. There is still one test well above minimum standards; hopefully, this project will be closing out shortly. Informational only – no votes were taken.

Steve Fors, Moderator – RE: Discussion regarding Town Meeting issues.

Present: Steve Fors. Mr. Fors stated it has been six months since Town Meeting but we are only six months out from the next Town Meeting and some of this may seem out of context but can apply to the next meeting. Mr. Fors stated the first issue was the submittal of three warrant articles and only two were placed on the warrant. In his opinion, the BOS should make a policy that articles submitted by Town Boards and Officials should be placed on the warrant, and if not, then the BOS acting as gatekeepers, should notify the party submitting the article that it will not be on the warrant, thus allowing the party to get ten signatures on their article so it can be placed on the warrant as a Petition Article. Discussion ensued regarding the missing article. Mr. Fors stated his only concern was in going forward. Mr. Vieira stated that being an elected official or a board member does not lend to entitlement, everyone is equal and obtaining ten signatures is not a guarantee either. As elected officials, we have a responsibility for submitting a warrant and we try to honor you or anybody else, unless there are circumstances surrounding the article. Mr. Fors stated the state law requires the Selectmen to place on the warrant any matter presented to them with ten signatures of registered voters with no review by the Selectmen; the BOS can, however, set a deadline for submission. Mr. Vieira stated the Board is approached all the time with articles and either the Board will support it or the Board suggests that ten signatures are obtained. Discussion again ensued. On the second issue, Mr. Fors referenced Special Town Meetings being embedded in Annual Town Meetings. He stated as a principle, everything should be placed on the Annual and that Specials should be for only exceptional circumstances. Mr. Vieira stated the Board was in agreement with Mr. Fors. On the third issue, Mr. Fors stated he would like to see the BOS make presentations and give explanations of why an article is being presented; he suggested the pros and cons be brought out to the voters because the meeting benefits tremendously when leadership is given. He would encourage the BOS to take the time to prepare presentations on complex articles and to address the issues. Mr. Vieira stated people have said there are time limits on speaking. Mr. Fors stated at one of the MA Moderator Meetings, it was suggested to keep speaking times to 5 minutes only and 10 minutes per arrangement and supported by visual presentations; at keeping to 5 minutes, that is a generous amount of time. As for returning to speak for a second time, anyone can, as long as everyone has had a chance to speak at least once; unless someone calls the question which would require a 2/3's vote. Mr. Vieira asked if this information was on his website; Mr. Fors responded yes, but he will check on it. Mr. Vieira stated in regards to Saturday Town Meeting, it was for one year and we will go back to during the week, unless the Board has an interest in revisiting. Mr. Spirlet stated he would like to try it again because the last

year, there were some serious circumstances. Mr. Vieira stated the Board can put language on for this year. Discussion continued. The Board thanked Mr. Fors for coming in.

Continued Public Hearing – RE: A petition request from Verizon New England, Inc. and NStar Electric Company proposing to install a new pole on Turtle Rock Lane to accommodate a new service. A request was received to withdraw petition.

Motion made by Mr. Ouellette to allow the withdrawal of this petition per NStar's request. Second by Mr. Sullivan. The Board voted 4 in favor, 1-absent (Dutra). This request to withdraw was due to a prior approval by the Board dated April 15, 2008 which addresses this location.

Marcia Liggins, COA Board – RE: Appointment of Coral Sadeck to the position of Meal Site Manager.

Present: COA Board member Marcia Liggins and Coral Sadeck. Ms. Liggins stated the COA would like Coral Sadeck to be appointed as Meal Site Manager; the position pays \$12.00 per hour and is 19.75 hours per week; the position is funded by the Social Day Program Revolving Account and is at no cost to the Town. Ms. Liggins noted that Ms. Sadeck has been a volunteer at the COA for the past two years. **Motion** made by Mr. Spirlet to appoint Coral Sadeck as Meal Site Manager. Second by Mr. Sullivan. The Board voted 4 in favor, 1-absent (Dutra). Mr. Sullivan thanked Ms. Sadeck for her volunteerism and stated it will be nice to have Ms. Sadeck as an employee.

Harbor Advisory Committee – RE: Permits & Fees for the 2015 Boating Season.

Motion made by Mr. Sullivan to approve the 2015 Boating Season fees as submitted. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra). The fees will become effective January 1, 2015 as follows: Commercial Mooring Permit \$40.00 per year; Private Mooring Permit \$10.00 per year; and Waterways Use Fee \$3.50 per foot for all watercraft. Mr. Ouellette noted this did not require a public hearing, only approval by the Board of Selectmen as per the Waterways Rules and Regulations.

Landing Commission – RE: Lease Agreement between Landing Commission and Westport Water Shed Alliance for land located at the Head of Westport.

Present: Tom Schmitt, Carl Tripp and Charley Appleton. Mr. Tripp stated we are working on a comprehensive lease but due to the limited amount of time in which to apply for grants, this lease is being presented as a temporary fix until a finalized lease can be presented. The finalized lease will supersede this lease and it will be coming in shortly. Mr. Tripp noted that nothing will change on the property until the new lease takes effect. Mr. Spirlet asked about insurance indemnifying the Town. Mr. Tripp stated there will be no work on the property until the finalized lease is in place but the insurance will be covered. Mr. Vieira questioned who was paying the bill for legal regarding this matter. Mr. Tripp stated the Board of Selectmen did agree to pay the bill but he will look into doing something. Mr. Vieira asked Mr. King to look into the legality of the rental/lease; and the need to name the Town of Westport on all other properties. Mr. King stated he would have Ms. Bouchard look into this. Mr. King stated, as Procurement Officer he will be reviewing all the material submitted. Mr. Tripp stated there is a lot to consider, that is why Kopelman & Paige is needed. Mr. Tripp stated he has done as much leg work as he could on this before using legal. Mr. Spirlet noted the Board of Selectmen may have said they would pay but the Landing Commission has at least \$30,000.00 in their account and this should be part of the course of doing business. Mr. Tripp stated that after Town Meeting, we had a conversation because the BOS had to be involved because the rent goes into a Trust Fund and there will be Town workers working on the property, so access to Town Counsel was necessary. Mr. Sullivan asked if the major issues will be taken care of with the finalized lease; Mr. Tripp stated yes. Mr. Tripp stated the finalized lease, at this time, is 16 pages long; they have been

working with Atty. Jonathan Eichmann on it; a lot in the lease is to make sure that the Town is covered and the Watershed can work within the lease also; this lease tonight, again, is only temporary to help move the grants forward. **Motion** made by Mr. Ouellette to approve the temporary lease agreement. Second by Mr. Sullivan. The Board voted 4 in favor, 1-absent (Dutra). Mr. Vieira again asked Mr. King to look into what is keeping the meter running with Town Counsel on the lease; and also to make sure that the Town of Westport is named on the insurance to make sure we are covered; Mr. Tripp stated the Landing Commission will be looking at all of their leases to make sure; they will be using this lease as a boilerplate.

Update – RE: Board of Assessors response regarding property valuation discrepancies and status of employee vs. contract services.

Mr. King stated the BOS requested the Board of Assessors to review particular properties for discrepancies and this has been done and made available to the BOS, plus additional documents were submitted for the Board's review also; the BOA are willing to come in and discuss this with the Board. Mr. King stated he has spoken with the Assessors regarding changing the Assistant Assessor position from an employee position to a professional services position. Mr. Sullivan stated what was sent, is not what was requested, the sales figures are not included, just sales that go back to 2003. Mr. Sullivan stated he spoke with the BOA and they did make available to him, the 2012 & 2013 sales figures and contemporary assessments; and what he did was sort them by map number for locations in order to create a graph chart; Mr. Sullivan then explained his graphs. Mr. Vieira stated he would like to meet with the Assessors/Assistant Assessor on this matter, Ms. Pelland will be setting up a meeting; he does not believe they understand the complaint that has been going on for about 4-5 years now. The discrepancies mostly are on properties near the water for valuation vs. sale price. Mr. Vieira stated he would like, out of courtesy, to meet with the Assessors, preferably before the Tax Classification Hearing; we need explanations because this is serious stuff. Mr. Vieira stated he has shared some concerns with the Board and has had people in to share this information but the response seems a bit harried and there are issues that need to be addressed; this issue won't go away. Mr. Vieira stated fairness is needed throughout the Town. Discussion continued. Mr. Burns asked if the public could have copies of the documents being spoken about tonight. Mr. Vieira asked if they could wait a week, but anyone can go online and find the discrepancies that he has found. No votes were taken.

Discussion – RE: Reorganization Plan and Implementation of Phase I.

Mr. King presented to the Board, an organizational chart for the five divisions (Public Works, Finance, Natural Resources/Planning/Development/Inspections, Public Safety and Human Services – with no person serving as Director for Public Safety or Human Services) and at this time, the division that seems to be the quickest to start would be the DPW because it does not require any municipal appropriations for wage increments for directors. Mr. King stated he has initiated conversations with AFSCME (Highway Dept) and will be speaking with LAW (Town Hall, Cemetery, Transfer Station) on Tuesday, 11/18/14 in an effort to implement this more quickly. He has had positive conversations with the Board of Health Chairman to move the Transfer Station operations to the DPW. Mr. King stated this is where Phase I of the reorganization is at – the DPW. **Motion** made by Mr. Spirlet to endorse Phase I. Discussion ensued regarding the motion with no second being received. Mr. Ouellette stated this had to go to Town Meeting, the bylaws say so; it went once already and was voted down;. Mr. Vieira stated it was not a bad idea to present to the Town in the Spring; in Phase I all we are trying to do is utilize staff from three departments because some people are retiring and this is grouping together. Discussion ensued. Mr. Vieira stated that with the budgets coming in and the override not passing, we are trying to utilize the staff we have without laying people off. Mr. Ouellette stated that Mr. Norman has submitted a letter of his retirement, which has not been recognized yet and the Cemetery is down to

one employee and the other is injured; Mr. King stated Mr. Norman is there also; Mr. Ouellette stated he is out on two weeks vacation. Discussion again continued regarding the DPW/Cemetery duties. Mr. Spirlet stated we need to put these departments together; all of these are under the BOS, except for the Transfer Station. Mr. Sullivan stated he would like to hear from the Board of Health at the next meeting to discuss the transfer station employees; if the DPW is ready to go, we should iron out who is the boss, etc. because some employees are under elected officials. Mr. Vieira stated a date and time will be established to invite the Board of Health in. Mr. Ouellette stated the Cemetery has not been talked to yet. Mr. King stated he has spoken with Mr. Norman about one month ago but will talk to the Union tomorrow. Mr. Sullivan stated it is a matter of courtesy to invite the Board of Health in. Mr. Ouellette stated that not enough research has been done on this; Mr. Norman is retiring in February and we have not even recognized his letter. Mr. Vieira stated the letter will be put on the December 1st agenda. Mr. King stated the Highway Department has stated they will do whatever is asked of them for as long as needed; Mr. King stated he appreciated this effort. Mr. Spirlet amended his motion as follows: **Motion** made by Mr. Spirlet to endorse Phase I and to invite the Board of Health in to discuss the Transfer Station. Discussion ensued again. At this time, Mr. Vieira recognized attendees.

Wayne Sunderland stated this was coming up too quickly; he did not see the great need to rush into this and there should have been more communications between all the Boards; a DPW is a larger expense and you will be stretching the ability of one person to handle all of this; right now, we have great departments doing a great job. This a small community and you are trying to put together big government without much consultation with the Department Heads. Mr. Vieira stated we have not voted on any changes; we are trying to work under a limited budget, trying to work with the Unions, we may have to change job descriptions; there are no funds to do business as usual; all we are looking at is putting employees together; the Cemetery Head is not management, he is a Union employee, who is retiring and that is why we are looking into it; the BOS charged the Town Administrator to look into these changes and to come up with a proposal.

Andrew Sousa, Highway Dept. stated we have a great group of guys at the Highway Department who are willing to work together to get things done.

Bill Burns stated at the November 3rd meeting, a chart of the divisions for reorganization was presented; what are the divisions and what departments make up those divisions. Mr. King reviewed the divisions and what departments will fall under those divisions. Discussion ensued. Mr. Sullivan stated that due to the questions arising, we need to do a little more flushing out of the big picture; everyone believes we have 2 ½ % or more each year; we need a cost analysis for the positions. Mr. King stated it will be in his budget. Mr. Vieira stated on December 1st we will have the information; we gave the direction to Mr. King and he is coming up with a plan that we can discuss with him. Mr. Sullivan stated we need to tackle the big picture; what drives this; have discussions with the individual boards; and to come up with a cost and savings for each division. Mr. King stated the DPW is at no cost; part of the basis for the proposing of this reorganization and combining of departments is due to a lot of lack of effective supervision and oversight and not being able to do employee evaluations. Mr. Sullivan stated we need to talk about details. Mr. Vieira stated in Mr. King's report, he began to address things such as people not wanting to use time clocks, working from home, etc. and trying not to layoff people.

Melissa Pacheco stated that with Mr. Norman retiring from the Cemetery, there are a lot of people who appreciate what he does and as he is replaced, could the Board consider what Mr. Norman does because he is caring and efficient and for people who are going through a sensitive time, they appreciate this. Mr. Vieira stated we are trying to address items with an override that did not pass; we don't have many options available to us; we have a recommendation and are trying to discuss it; we don't want to do some of these things but our options are limited. Mr. Spirlet stated we did not say we are laying off Mr. Norman, one of the things we are overlooking is that the Cemetery and Transfer Station are one Union

and the Highway Department is the other Union. The issues are one Union having to help the other; these are the situations we will have to face; this is behind the scenes and is critical; so putting them in one Union, will help smooth things out.

Wayne Sunderland stated that with additional duties, there has to be additional monies; especially having to oversee a division. Mr. King stated in regards to the DPW, he will be the Director without any additional money. Discussion ensued. Mr. Vieira stated we need some kind of organizational pattern; when we sign the payrolls each week, and we see something we don't like, we have the Town Administrator handle it; Mr. Gonsalves is the Highway Surveyor, he is doing that position but Mr. King is still responsible, whether it is an elected or appointed Board, he has to handle day-to-day operations by default; right now, he is handling everybody in Town and what he is saying is that there maybe a more effective way to do this; if the Conservation still wants say over their employees, that is fine but they need to be responsible for them; the Board of Health came before us, telling us the Transfer Station was running out of money; we need to try to work together, maybe change some job descriptions so we don't have layoffs; we need to build some consensus; this is not popular, but we have limited funds to do things.

Bob Alves asked as a Highway employee, if there could be a Q&A with the Town Administrator and some of the Board members to answer some of the concerns because of rumors going around Town. Mr. King stated he would be happy to sit down with the Highway Dept. any time they want. Mr. Ouellette stated in his opinion, it should be in writing. At this time, Mr. Spirlet withdrew his motion. No votes were taken.

Action Items

1. **Motion** made by Mr. Spirlet to approve the request from Shellfish Constable Sherman to use the back of the parking lot at Hix Bridge to store shells for a shellfish restoration project. Second by Mr. Sullivan. The Board voted 4 in favor, 1-absent (Dutra).
2. **Motion** made by Mr. Spirlet to accept the donations made to the COA; \$100.00 from Manuel Vale for Transportation and \$325.00 from the Osteo Class for the Clinic Gift. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).
3. **Motion** made by Mr. Spirlet to approve a Common Victualler License for Kathy's Coffee Shop & Creamery, LLC – Russell Bernier, owner located at 133 State Road. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).
4. No vote required. Informational only from Library Director Branco regarding a contractual obligation under the Union contract for an Education Reimbursement for Bonnie Strebel, Principal Clerk/Library. Ms. Strebel received an “A” grade for course “The English Language”.
5. **Motion** made by Mr. Spirlet to table the approval of a Change Order for the 2014 Roadway Paving Improvements. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).
6. Melissa Pacheco and Michelle Duarte, School Committee members were present. Mr. King stated the School Committee has made the difficult decision to close the Middle School at the end of the school year, the Town will then assume custodial responsibilities. Mr. King stated his recommendation to the Board would be to establishing a Middle School Disposition Committee to evaluate whether the building is suitable for any reuse or should be demolished and removed. Mr. Vieira stated it makes sense to evaluate the building for use or no use and to get figures for reuse or demolishing it; we have a small window to look at options, perhaps bringing options to Town Meeting and from his standpoint, we will have to talk to the EPA for clearance to use the building. Mr. Ouellette asked what the status is with the EPA. Ms. Duarte stated they are waiting for us to announce what our plans are for the building; whether we were going to occupy it or not as of September 1st as an educational facility or our plans to mediate the building. Mr. Sullivan stated we need to address all of our buildings; assess our assets and our needs and we don't have the expertise

to do this so we need to hire out to give us those options. We need professional help for use of this building. Mr. Vieira stated he agreed with that, but we need to move forward on this particular piece now. Mr. Vieira stated he has dealt with buildings before; we have to deal with the EPA but we have had experience on other buildings in Town; we just need options. Mr. King stated there is two options; leave it up or tear it down. Mr. Sullivan stated there has to be a compelling argument to keep it up; we need to look at our needs and cost estimates; there was a feasibility study that said it would cost \$5million to tear down. Mr. Spirlet stated we need to hear from the EPA saying we can use it or we can't use it if we do certain things; we need to know the costs and what we can use it for; we need to determine whether to keep it or demolish it. Mr. Vieira stated we need to start with the study and talking to state officials at the EPA stating as of July 1st, we are no longer going to have students in that building, what are our options and what is the procedure in regards to our options. Ms. Duarte stated the Feasibility Study is on our website; what she was not sure of is if the study referenced the building as a school use. Mr. Ouellette stated that ages make a difference. Ms. Pacheco stated it was referenced as a school use. Ms. Duarte stated she was not sure of the removal of material would be required if it were not a school. Mr. King stated the person at the EPA called and stated that we still need to address all the source materials; and we may also get a clean bill of health and propose to create a recreation site, where no one wants to go in there and no wants to work in there, so even with a clean bill of health, we are confronted with that kind of challenge. Mr. Sullivan stated we need answers of how to dispose of that building; he did not want to see another piece meal activity that does not fit into the big picture, we are good at looking at all the little pieces and that is why he would like the Board to consider spending some money and getting some professionals in to look at our assets. Mr. King stated he will be following along these lines. Mr. Vieira stated we can address this at our next meeting. Mr. Vieira stated he is all for that but where do we get the money. Mr. Ouellette asked if the Board will be getting a site visit or report from the EPA for the next BOS Meeting on December 1st. Ms. Duarte stated we are reporting to them, not them reporting to us. Pamela Costa, VP of the Westport Girls Softball League questioned what will happen in regards to them for next season because we use the field at the Middle School, it is the only field we have to use; how will this effect us because our season runs from April thru August. Mr. Vieira and Mr. Ouellette stated it is too early to know. Mr. King stated the questions surrounding this are what is the cost of remediation of all the environmental problems with that building having such an enormous scope and at the same time, is there going to be public concern even with remediation, should we reuse the building or should we demolish it; we will incur the costs either way. Mr. Vieira stated we need to charge a committee who has a background in this type of thing, looking at the 184 page document, looking at some of the concerns and sharing that with an EPA Official, get a best guess from EPA, look at the costs associated and then bring this to a larger forum to decide collectively what we want to do with this. Discussion continued with Mr. King being directed to move forward on this beginning with the EPA. Mr. Spirlet also mentioned that Mr. King could contact others who have been in the same situation; this can't be the only school in New England who have faced having to use their building for something other than a school. Ms. Duarte stated we are not just throwing this in your laps, we plan on being part of the transition and finding the best use for that building; we will continually share any information we obtain. Mr. Vieira stated this is a Town-wide choice but we need to be prepared with options. Mr. Vieira thanked Ms. Duarte and Ms. Pacheco for coming in and looked forward to working with the School Committee.

Appointments

1. Mr. Ouellette questioned if the appointees all had their CDL's. Andrew Sousa stated two have their Class B Licenses, one does not. **Motion** made by Mr. Spirlet to appoint Jordan Costa, Christopher

Ciano and Daniel Gonsalves as Seasonal Snow Plow Drivers. Second by Mr. Ouellette. The Board voted 4 in favor, 1-absent (Dutra).

Minutes

Motion made by Mr. Sullivan to approve the Regular Meeting Minutes of November 3, 2014 as presented. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Selectmen Liaison Committee Reports

1. Mr. Ouellette stated the Cable Advisory Board has met and will be bringing some stuff forward including the minutes; the budget is in here but, for the Schools we are adding \$35,000.00 for a teaching position. Mr. Vieira questioned 50% going to the Schools and 50% going to the Town. Mr. Ouellette stated that is the breakdown of the excess money. Mr. Vieira said if this is excess money, why 50%? Mr. Ouellette stated that is what was voted on at this table. Mr. Vieira stated it is actually 2/3's for the Town side; he did not mind the Schools getting all of it if they are going to maintain it but we have responsibilities for two channels and they are responsible for one channel; how do we cover two channels, unless they are going to be helping us. Mr. Ouellette said that they do help. Mr. Spirlet stated this matter will be brought up at their next meeting. Mr. Ouellette stated the Schools will be putting a description together for us.
2. Mr. Sullivan stated very important meetings with the School will be coming due to the closing of the school.

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

1. Mr. Spirlet thanked everyone for coming to the Veteran's Ceremony; a nice job done by the Veteran's Agent.
2. Mr. Ouellette asked the Holiday Hours for Thanksgiving be posted on the website and Town Hall/Annex doors. Mr. Ouellette noted that business will on Monday, Tuesday and half-day on Wednesday with closure on Thursday and Friday.
3. Mr. Ouellette stated we need to start discussing Town Meeting articles in regards to deadline dates for submission; understandably, it is moved back this year, but he is being asked by people when they have to be prepared for this. Mr. Vieira stated the budget has not been moved back but we need to start talking and getting something on the website to begin reviewing warrant articles and budgets. The warrant has to be to FinCom by March 10th and the budgets to FinCom before Christmas. The more time FinCom has, the better. We need to balance the budget and turn it over to the FinCom based on the funds we know we have to work with, if there is a change, so be it. Mr. Vieira asked if a Special Meeting can be held on Monday, December 8th with just budget purposes dealing with the information being provided by Mr. King on December 1st. Mr. Ouellette stated we can probably start at 5PM; check with Mr. Dutra for his availability.
4. Mr. Sullivan seconded Mr. Spirlet's comment regarding Veteran's Day; nice job also by Lino Rego.

Executive Session – 8:50 PM

Motion made by Mr. Ouellette to enter into Executive Session pursuant to Massachusetts General Laws Chapter 30A, Section 21 to discuss strategy with respect to Collective Bargaining; to discuss

potential litigation; and to approve Executive Session Minutes of October 27, 2014 and November 3, 2014. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

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

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

Open Session – 10:10 PM

Motion made by Mr. Ouellette to adjourn the Board of Selectmen's Meeting. Second by Mr. Spirlet. The Board voted 4 in favor, 1-absent (Dutra).

Adjournment.

Respectfully submitted,

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

APPROVED: _____
R. Michael Sullivan, Clerk