

**Town of Royalston  
Board of Selectmen's Meeting  
Tuesday, April 3, 2007  
7:00 p.m.**

Present: Andrew West, Chairman; Linda Alger and Jon Hardie, Members.

1. Chairman West called the meeting to order at 7:09 p.m.
2. The minutes of the 3/27/07 meeting were read. Ms. Alger made a motion to approve the minutes as read. Mr. West seconded the motion. The vote was unanimous in favor.
3. Mr. West and Ms. Alger welcomed new member Jon Hardie to the Board.
4. Acknowledgements/Announcements/Correspondence:
  - a) Mr. West will send a letter to Mr. Kellner on behalf of the Board thanking him for his service.
  - b) Mr. West announced that the Board is in receipt of a letter of retirement/resignation from Wayne Newton as member of the Planning Board and 24 Hour Dispatch Committee, as well as Emergency Management Director, Forest Fire Warden, and Fire Chief, effective immediately. The Board also received a letter of resignation from Kelly Newton as a member of the Fire Department effectively immediately. Discussion was held regarding the critical need for a clear chain of command due to Mr. Newton's retirement/resignation. Ms. Alger made a motion that the Board not accept Mr. Newton's retirement/resignation until they have an opportunity to meet with him. Mr. Hardie seconded the motion, with the Board voting unanimously in favor. Ms. Alger moved to appoint Keith Newton as Acting Fire Chief in the interim. Mr. Hardie seconded. Keith Newton stated that he operates in the absence of the fire chief anyway and doesn't require any official action. Ms. Alger took back the motion.
  - c) Mr. West reported that he signed up for the new phone service and delivered the appropriate paperwork. He will let the Board know when he hears about any further details. Mr. Hardie stated that the Broadband Committee has developed a preliminary wiring plan for Whitney Hall.
  - d) The Finance Committee has approved both requests for transfers from the reserve fund.
  - e) Mr. Hardie made a motion to proceed with the appointment and bonding of Barbara Richardson as Assistant Treasurer and to request a reserve fund transfer to the Officer Bonding line item. Ms. Alger seconded the motion. The vote was unanimous in favor.
  - f) Ms. Alger made a motion to approve a request from the Royalston Cultural Council for a permit to serve beer and wine at the Blues Night event at the Town Hall, pending advice from town counsel regarding the town's liability. Mr. Hardie seconded the motion. The vote was unanimous in favor. Mr. West will contact town counsel.
  - g) Ms. Alger stated that the Board is supposed to reorganize after the election. Mr. West asked if the Board has the ability to wait until after the town meeting to reorganize, as the Finance Committee prefers that the Chairperson remain the same through the financial process. Ms. Alger then nominated Mr. Hardie as clerk, with Mr. West seconding the nomination. The vote was Ms. Alger and Mr. West, yes. A new chairperson will be appointed after the annual town meeting.
  - h) Ms. Alger made a motion to request a reserve fund transfer to the NORWORCO insurance account. Mr. Hardie seconded the motion. The Board voted unanimously in favor.

5. Department Head Reports:

a) DPW –

- 1) Keith Newton reported that he has received notification from Mass. Highway that the town's allocation of Chapter 90 Funds for FY 2008 will be \$220,260.
  - 2) The Snow & Ice account is currently down to \$4739.71. Mr. Newton anticipates spending more than this amount due to outstanding invoices for salt and sand. He requested authorization to deficit spend. Mr. West stated that the Board had approved this action at their last meeting and the Finance Committee had also approved it.
  - 3) The heating system at the Raymond Building is currently being serviced.
  - 4) Light fixtures at Whitney Hall, which were changed over approximately eight years ago under a grant, are currently failing. The electrician is updating the fixtures with a better quality system. A significant savings in energy cost was noted over the past 7-8-year period.
  - 5) Discussion was held regarding invoices that remain outstanding. Ms. Alger made a motion to pay Mass. Broken Stone \$100,000 of the \$125,000 invoice due. Mr. Hardie seconded, with the Board voting unanimously in favor.
  - 6) The deadline for submission of proposals for the Engineering & Development phase of the Route 32 project is 4/4/07 at 11:00 a.m.
6. Paul Dias, 53 Bliss Hill Road, spoke about the condition of his road from #58 toward the end of the street. He has not spoken with Keith Newton about it. Options for repair were discussed. Mr. West stated that Mr. Newton plans to work on upgrading several roadways in the future. Mr. Newton will check out the road tomorrow and will be in contact with Mr. Dias.

Department Heads – continued:

b) Police Department –

- 1) Chief Deveneau reported that the majority of his officers have completed in-service training. He will be attending annual police chief training from 5/14 – 5/17/07. He will be away on vacation from 4/13 – 4/22, at which time Sergeants Gelinis and Hamel will be in charge.
  - 2) Chief Deveneau will speak with the District Attorney tomorrow regarding the Stowell tree case. He will report back to the Board.
  - 3) A meeting of the 24-Hour Dispatch Committee will be held at 9:00 a.m. on Thursday, 4/5/07 at the Fire Station to discuss the mobile data terminal.
- c) Board of Health – Phil Leger updated the Board on a medical incident involving the attendant that occurred on Saturday. The attendant is presently on medical leave, and Mr. Leger is working to provide coverage at the Transfer Station in his absence. Discussion was held regarding future management and coverage of the Transfer Station. Keith Newton will meet with the Board of Health next Wednesday to discuss the possibility of the DPW working with them to assist with coverage. Mr. West and the union steward will also attend.

7. New Business:

- a) GASB34 Asset Audit – Mr. West stated that there is a form that needs to be done during this fiscal year and needs to be included in next fiscal year's financial audit. Mr. Hardie requested that the three largest departments, DPW, Fire and Police, be included in this audit. Since there was no funding appropriated for this asset audit, a Special Town Meeting may need to be held. The Board will hold a special meeting on Monday, 4/6/07 to open and close a warrant for a Special Town Meeting. Prospective date for the meeting was determined to be 4/27/07.

- b) Ms. Alger made a motion to appoint Robin Mowrey as Inspector of Animals, as requested in a letter from the state. Mr. Hardie seconded, with the Board voting unanimously in favor.
- c) Keith Newton presented six articles for the Annual Town Meeting. Mr. Hardie made a motion to put articles #1 and #2 on the warrant. Ms. Alger seconded. The vote was unanimous in favor. Mr. Hardie moved to put articles #4 - #6 on the warrant. Ms. Alger seconded. The Board voted unanimously in favor. No action was taken on article #3 until the Capital Planning Committee submits its report.
- d) Several proposed departmental budgets were reviewed. The Assessors and Town Clerk will be invited to the next meeting to discuss their budgets.
- e) Mr. Hardie requested that the Board consider a discussion in Executive Session regarding how to approach going forward on fire department issues and to discuss strategies. A meeting was scheduled for 4/9/07 at 7:00 p.m. Ms. Alger will invite the Fire Chief.
- f) Town Counsel has offered to do a seminar on conflict of interest, public records law, and other relevant matters at no charge to the town. Mr. West will schedule.

8. Old Business:

- a) Streetlight Maintenance - Mr. West reported that he is not getting a good response. He will get information to Helen Divoll so that a Request for Proposals can be done.
- b) The Accountant position will be re-advertised as there was only one response received. The due date for applications will be 4/17/07.

9. The Treasury warrant was signed.

10. At 11:15 p.m., Ms. Alger made a motion to adjourn. Mr. Hardie seconded the motion. The vote was unanimous in favor.

Minutes recorded by Diana Newton.

