

**Town of Royalston
Board of Selectmen's Meeting
Tuesday, May 15, 2007
7:00 p.m.**

Present: Linda Alger, Chairperson; Jon Hardie, Clerk; and Andrew West, Member.

1. The meeting was called to order at 7:07 p.m.
2. Reorganization of Board – Mr. West made a motion to nominate Linda Alger as the new chairperson. Mr. Hardie seconded the motion. The vote was Mr. Hardie and Mr. West, yes. Ms. Alger accepted the nomination.
3. The minutes of the 5/1/07 meeting were read. Mr. Hardie made a motion to accept the minutes with one correction. Mr. West seconded. The vote was unanimous in favor.
4. Acknowledgements/Announcements/Correspondence:
 - a) Mr. West announced that Officer Dan Wolski was involved in a serious motorcycle accident and is currently hospitalized. He will send a card on behalf of the Board.
 - b) Mr. West made a motion to pay a bill for officer bonding from Kimball-Cooke in the amount of \$176.00. Mr. Hardie seconded. The vote was unanimous in favor.
 - c) Mr. Hardie moved to appoint James Draper to the 24 Hour Dispatch Committee. Mr. West seconded, with the Board voting unanimously in favor.
 - d) Mr. West made a motion to designate 5/20 – 5/26/07 as EMS Week for the Royalston Fire Department and EMS Team Members. Mr. Hardie seconded. The vote was unanimous in favor. As part of EMS week, a training, “Life flight Overview” will be held on 5/21/07 at the Royalston Community School.
 - e) Mr. Hardie announced that a public hearing would be held in Athol on 5/29/07 at 6:00 p.m. regarding the new CDBG funds in the amount of \$507,000. Athol will continue to administer the grant funds.
 - f) Mr. Hardie moved to approve a request from the Village School to erect a sign reflecting their future home. Ms. Alger seconded. The vote was Mr. Hardie and Ms. Alger, yes; Mr. West abstained.
 - g) The Board is in receipt of a letter from the Library regarding concerns about trust fund investments. The letter will be forwarded to Ed Wheeler.
 - h) Mr. Hardie stated that he would like to address local grant availability at Selectboard meetings on a monthly basis.
5. Department Head Reports:
 - a) DPW –
 - 1) Keith Newton reported that bid packages for Goods & Services for FY 08 have been completed. The bid opening date is 6/18/07 at 10:00 a.m. Mr. Newton expressed his gratitude to Helen Divoll for her assistance with this process.
 - 2) Clean up for Memorial Day is in full swing. The DPW crew is doing a tremendous job.
 - 3) Mr. Newton continues to work on the STRAP grant application. The target roadway will be Winchendon Road.
 - 4) A meeting will be held with Chapel Engineering regarding the Route 32 project on 5/25/07 at 8:00 a.m. Mr. West volunteered to stay on the Route 32 Committee.

- b) Animal Control Officer - Robin Mowrey stated that he ran out of money in his expense account due to increased mileage for barn inspections, animal counts, etc. as required in his position of Animal Inspector. A reserve fund transfer request will be submitted to the Finance Committee.
6. Old Business:
- a) Ms. Alger recommended that a Special Town Meeting warrant be opened and closed at the 6/5/07 meeting. The meeting will be scheduled for 6/22/07 at 7:30 p.m. at the Royalston Community School. Helen Divoll will check on availability of the school.
 - b) Mr. Hardie presented the Board with copies of a Uniform Goal Setting manual with a goal setting document and performance review. Goal setting is driven by the job description and will be reviewed quarterly. Training on the process will be provided. He stated that he would like to use the next eight months to get the process started and to begin on 1/1/08 with goals going forward. Mr. West made a motion to adopt the Royalston Goal Setting and Performance Review document as presented. Ms. Alger seconded. The vote was unanimous in favor.
 - c) Mr. Hardie has received e-mail from Fire Chief Wayne Newton regarding the Rescue 1 warranty repairs. The warranty representative responded to Chief Newton stating that the repairs would require the vehicle to be out of service for five days. Mr. Hardie suggested that Chief Newton meet with the paramedic and EMT's to prioritize the repairs in order to minimize delays. To date, there has been no response from Chief Newton.
 - d) A tentative meeting with the Capital Planning and Finance Committees to discuss strategic goal setting and planning was scheduled for 5/29/07 at 7:00 p.m. Ms. Alger will confirm with committee members.
 - e) Mr. West reported that some residents who live close to Athol are getting DSL on a case-by-case basis. Also, Mr. Hardie stated that the T1 line at Whitney Hall is in process. An initial wiring diagram is being prepared and equipment is being looked at. Proposed meeting dates for the Broadband Committee are 6/13 or 6/14/07.
 - f) Mr. West has discussed streetlight maintenance with Keith Newton, who has offered the services of his department to change incandescent light bulbs as needed. Mr. West is working on getting a proposal from a private company for heavier maintenance. He also spoke with a local municipal light company, who would charge \$700 for an eight-hour shift with two people to provide quarterly maintenance. Jack Morse volunteered to work on refurbishing the old style light fixtures. Mr. Hardie made a motion to sign the contract for purchase of streetlights. Mr. West seconded the motion. The vote was unanimous in favor.
7. Approval of Minutes of 4/9/07 Meeting – Mr. Hardie read the minutes of the 4/9/07 meeting. Several corrections were made and noted. Mr. West made a motion to approve the minutes as amended. Ms. Alger seconded the motion. The vote was unanimous in favor. Ms. Alger will convey to Kelly Newton the date of her resignation as 4/9/07.
8. A discussion was held regarding the remaining balances of the Public Halls and Public Halls Maintenance Accounts. Mr. Hardie made a motion to transfer \$2000 from the Public Halls Maintenance account to the Public Halls account. Mr. West seconded. The vote was unanimous in favor.
9. New Business:
- a) Request for “Go Slow Children” sign – Mr. Hardie has received a request from a resident of New Boston Road for a “Go Slow Children” sign. He will forward the particulars to Keith Newton, who stated that there is a process in place for placement of signs.
 - b) Consult with Town Counsel Regarding ADA – Ms. Alger stated that she would request an opinion from town counsel regarding the issue of handicap accessibility at Whitney

Hall, where the Board has decided to hold their meetings once per month. Geoffrey Newton, ADA Coordinator, suggested that Ms. Alger call Tom Hopkins at the Architectural Access Board in Boston. This is the Board that oversees the Americans With Disabilities Act. Mr. Newton explained that if a person who is not able to access the restroom while attending a meeting raises an issue, the town might not be able to use the building. Mr. Hardie said that his goal is to expand access to meetings to more of the population. Ms. Alger felt that holding the meetings at Whitney Hall would put the town in a precarious position. She suggested that the Board hold office hours by appointment. Mr. West and Mr. Hardie said that they were willing to hold office hours. Ms. Alger will contact Mr. Hopkins at the AAB and town counsel with the hope to have answers by the next meeting. Mr. Hardie will hold office hours at Whitney Hall before the next meeting on 6/5/07 from 3-5 p.m.

- c) Cooper Request – Mr. Hardie spoke about a recent issue that Tony Cooper, a resident of North Fitzwilliam Road, has had with the fire chief. Mr. Cooper is attempting to get his boiler inspected and the fire chief is not responding to his calls.
10. 1 School Street – Geoffrey Newton reported that he sent off letters to the owners of record of 1 School Street and asked that they contact him immediately.
 11. After some discussion, a meeting was scheduled between Mr. Hardie and Helen Divoll to start the initial process of goal setting for Mrs. Divoll's position of Administrative Assistant. The meeting will be held on 5/22/07 at 9 a.m. Mr. Hardie asked that before the meeting, Mrs. Divoll identify specific issues and concerns that need to be addressed.
 12. Mr. West will research the new Section 125, which relates to health care for all residents.
 13. The Treasury warrant was signed.
 14. At 10:25 p.m., Mr. Hardie made a motion to adjourn. Ms. Alger seconded. The vote was unanimous in favor.

Minutes recorded by Diana Newton.

