

**Town of Royalston  
Board of Selectmen's Meeting  
Tuesday, November 6, 2007  
7:00 p.m.**

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

1. Chairperson Alger called the meeting to order at 7:00 p.m.
2. The minutes of the 10/16/07 meeting were read. Four changes were made and noted. Mr. Hardie moved to accept the minutes as amended. Mr. West seconded. The vote was unanimous in favor.
3. Acknowledgements/Announcements/Correspondence:
  - a) An All Boards Meeting will be held on 11/14/07 prior to the School Committee Meeting.
  - b) The Board has received a copy of a letter sent to the Village School from the Fire Department regarding their annual inspection.
  - c) Ms. Alger signed a grant application to the Executive Office of Elder Affairs as prepared by Betty Woodbury of the Council on Aging.
  - d) Mr. Hardie moved to sign a bill from Kimball-Cooke Insurance for renewal of the bond for the Board of Health. Mr. West seconded. The vote was unanimous in favor.
  - e) Mr. West moved to pay an invoice for advertising the Route 32 Public Information Hearing in the amount of \$32.85. Mr. Hardie seconded. The vote was unanimous in favor.
  - f) The Board is in receipt of an invoice in the amount of \$1750 for two AED's. This amount is lower than the price quoted previously. The bill was approved for payment.
  - g) Invoice in the amount of \$4,000 for removal of a mobile home and debris at 63 North Fitzwilliam Road on 10/18/07, per court order, will be paid from article approved at Special Town Meeting.
  - h) Mr. Hardie moved to pay an invoice from Kopelman & Paige in the amount of \$1497.35. Mr. West seconded. The vote was unanimous in favor.
  - i) The Royalston and Athol Boards of Selectmen met on 11/1/07 and agreed to send a letter to the School Committee. Ms. Alger read the letter. Ms. Alger also read the minutes of the meeting. Mr. Hardie moved to approve the minutes as read. Mr. West seconded. The vote was unanimous in favor. Copy of minutes attached.
  - j) Mr. Hardie moved to sign documents relating to the town of Royalston's participation in the North Worcester County Emergency Management Agency. Mr. West seconded. The vote was unanimous in favor.
  - k) Ms. Alger will ask Ed Wheeler, Town Accountant, to forward current Budget vs. Actual reports to the Board.
4. Department Head Reports:
  - a) Open Space Committee – Aaron Ellison reported that the Committee is looking at goals for the coming year and is currently in the second year of the Open Space Plan. The Committee is also looking at pursuing the adoption of the Community Preservation Act, which allows communities to create a local community preservation Fund to raise money through a surcharge of up to 3% of the real estate tax levy on real property for open space protection, historic preservation and the provision of affordable housing. The Act also creates a significant state-matching fund. The Act must be adopted by ballot referendum. Mr. Ellison estimates that the average cost per year for Royalston residents would be approximately \$50 to \$75. The Open Space Committee is interested in getting an article to accept the CPA on the ATM warrant, then on the ballot for the November election. Mr. West felt that we should move ahead and find out what the public thinks and also look at the timing in relation to the Zoning Bylaw project, which is to be discussed again this winter. Ms. Alger recommended holding a lot of public information sessions. After further discussion, the Board gave approval for the Open Space Committee to move forward with their pursuit of the CPA.

- b) Zoning Bylaw Review Project – Vyto Andreliunas and Kim MacPhee will be present at the 11/20/07 meeting to discuss the schedule for this project.
- c) DPW –
  - 1) Keith Newton reported that he has not had any further contact from Orange regarding determination of boundaries.
  - 2) Mr. Newton has made contact with the Tree Company and set a start date of next week for removal of the trees on the common as posted and approved at a Tree Hearing.
  - 3) Mr. Newton gave guidelines for state and local regulations on roadway usage for hauling lumber to Hayes Forest Products.
  - 4) Mr. Newton has received multiple phone calls regarding streetlights that are out and has been compiling a list. Mr. West stated that he would take care of the incandescent light bulbs. David Valliere, representing the union, asked if any job description regarding the streetlight maintenance has been prepared. Mr. West said that there has not, but he will get applicable information together and present it to the union. Mr. Valliere also stated that the union would like to begin discussion on their new contract. Ms. Alger will set up meeting dates. Also discussed was an ongoing issue with deductions from paychecks, which will be discussed with the Treasurer at the next meeting.
- d) Police Department –
  - 1) Chief Deveneau presented his September report to the Board. He spoke about two areas of concern: wages and fuel, which are currently exceeding the budgeted amounts. He will continue to track these line items carefully.
  - 2) The new cruiser is scheduled to arrive sometime next week.
  - 3) The mobile data terminal is functioning in the station. He is currently working with Verizon on the connection fee.
- e) Fire Department –
  - 1) Deputy Chief Keith Newton stated that he would like to secure a post office box for the fire department. Because of mail system security, he needs a signature from the chairperson to take mail from the current post office box. Mr. Hardie noted that the current holder of the mailbox should be notified of this change. Chief Deveneau will work on transferring all mail for the 24 Hour Dispatch Committee to a new post office box as well. Mr. West moved to authorize Keith Newton to get a post office box for the Fire Department and to authorize Chief Deveneau to get a post office box for the 24 Hour Dispatch Committee. Mr. Hardie seconded. The vote was unanimous in favor. Mr. West moved to give authorization to Chief Deveneau to sign for payment of bills for the 24 Hour Dispatch Committee. Mr. Hardie seconded, with the Board voting unanimously in favor.
  - 2) Job descriptions for officers will be completed by the next meeting.

5. New Business:

- a) Linnus Dog Hearing: Ms. Alger called the Dog Hearing to order at 8:32 p.m. John Linnus and Robin Mowrey were sworn in. The complaint is that the dog is running at large. Mr. Linnus was advised about the leash law in July 2006 by letter and since then there have been several instances of the dog being loose. Mr. Linnus stated that there are two dogs in the kennel and one tends to get out. He apologized to Mr. Mowrey and the Board. He now has the kennel fortified with extra wire and chain link. It has been 1-1/2 weeks and the dog hasn't gotten out. Ms. Alger requested that Mr. Mowrey inspect the new facilities and report back to the Board on 12/4/07. The Board will postpone judgment for 30 days. Mr. West stated that pending a favorable report, he would vote to close the case with no punishment. Mr. Hardie moved to close the Dog Hearing at 8:42 p.m. Mr. West seconded. The vote was unanimous in favor.
- b) Phil Delorey – Update on CDBG Grant: Mr. Delorey stated that he would be working on a new CDBG application with a due date of 2/15/08. The application requires that each town have a meeting to discuss and update their Community Development Strategy (copy attached). Mr. Hardie said that this is a great opportunity to tie into the Open Space Plan

and Zoning. Mr. West said that he would post the Community Development Strategy on the website and request any comments, additions, etc. Mr. Delorey will meet with the Planning Board next Tuesday to discuss the Strategy. A Public Hearing was scheduled for 12/4/07. Mr. Delorey announced that he would be doing a presentation on the Housing Rehab Program at the Council on Aging luncheon at 12:30 p.m. on 11/28/07. Another presentation, to be open to the public, was scheduled for 12/11/07 at 7 p.m. at the Town Hall.

6. Update from Jim Hamilton Re: 1 School Street: Mr. Hamilton presented an updated proposal to the Board. He said that he had a conference with his attorney, the town's attorney, and Attorney Gladstone and has lowered the amount he would request up front from the town to \$8,000. Mr. West discussed issues with the lien. Mr. Hardie spoke about the process necessary to go forward should the town decide to do so, which would involve going out to bid, as well as a town meeting vote. Mr. Hamilton said that he might be able to get Attorney Gladstone to allow him to make the building safe through the winter. No decision or vote was taken on the issue at this time.
7. Mr. Hardie made a motion to table the Tax Classification Hearing, as there was no representation from the Board of Assessors. Mr. West seconded. The vote was unanimous in favor. Ms. Alger will contact the Assessors and request that they attend the hearing when it is rescheduled.
8. Section 125 Plan: Mr. West announced that the Town now has a Section 125 Plan, which allows the Treasurer to deduct costs for health care before taxes. He should have information to distribute to employees next week. There is no cost to the town.
9. Town Hall Rental: Discussion was held regarding implementation of guidelines for rental. Mr. West will draft guidelines.
10. Dan Joly Re: Fee Schedule for Plumbing and Gas Permits and Inspections: Mr. Joly presented a proposal for an increase in these fees. The last increase was in 2002. He cited fuel and continuing education costs, as well as comparisons with neighboring towns as reasons for the increase. After a lengthy discussion, Mr. West moved to accept the permit fees for adoption. Mr. Hardie modified the motion as follows: change Permit fees WILL be doubled when work is begun prior to filing an application with this office to Permit fees MAY be doubled..... Mr. West seconded the modified motion. The vote was unanimous in favor.
11. Mr. West reported that there was a phenomenal turnout at the Route 32 Informational Meeting held recently. People signed a petition and he got several e-mail addresses of attendees. He said that there are spots that need to be attacked with more than cold patch and recommended a winter overlay. Keith Newton said that this is called a "shim coat" which involves specialized products that are very expensive. He estimated the cost for three sections at \$300,000. Discussion was held on the on-going issue of the condition of the roadway. Mr. West said that he wanted to represent what he heard at the meeting.
12. At the recommendation of Keith Newton, Mr. Hardie moved to impose a winter parking ban on all public ways from 12/1/07 – 4/30/08. Mr. West seconded. The vote was unanimous in favor.
13. The Treasury Warrant was signed.
14. Meetings in January will be held on the 8<sup>th</sup> and 22<sup>nd</sup>. The Annual Town Meeting warrant will open on 1/8/08 and close on 2/19/08. Department Heads will be asked to submit FY 09 budgets by 12/18/07.
15. At 10:49 p.m., Mr. Hardie moved to adjourn. Mr. West seconded. The vote was unanimous in favor.

Minutes recorded by Diana Newton.

**Minutes approved by Board of Selectmen on November 20, 2007.**