

**Town of Royalston
Board of Selectmen's Meeting
Tuesday, November 20, 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 7:03 p.m.
2. The minutes of the 11/6/07 meeting were read. Two changes were made and noted. Mr. Hardie moved to accept the minutes as amended. Mr. West seconded. The vote was unanimous in favor.
3. Mr. West moved to approve the minutes of the joint meeting of the Board of Selectmen, Planning Board, and Open Space Committee held on 11/13/07. Mr. Hardie seconded. The vote was unanimous in favor.
4. Acknowledgements/Announcements/Correspondence:
 - a) Information relating to the Community Preservation Act received from Kopelman & Paige will be forwarded to the Open Space Committee.
 - b) The Building Inspector has forwarded new regulations for excavation and trench safety to the Board.
 - c) The Treasurer was able to rectify the problems with the cumulative figures on paychecks.
 - d) The Fire Department mailbox issue has been resolved.
 - e) The Tax Classification Hearing has been rescheduled to 12/4/07 at 7:30 p.m. A representative from the Board of Assessors will be present.
5. Department Heads Reports:
 - a) Fire Department –
 - 1) Keith Newton presented the Board with completed job descriptions for officers. He feels that they are very complete and understandable, and is currently in the process of scheduling personnel evaluations. Mr. Hardie will attend the 11/28/07 meeting of the officers to review the process for goal setting and strategic planning. Mr. Hardie commended Mr. Newton for his work. The Board will review the job descriptions for approval at the 12/4/07 meeting.
 - 2) Deputy Chief Newton said that he is working with the Village School staff on improvements needed as a result of the recent inspection. He will resolve all issues by the end of December. Also, he sent a communication to Superintendent Polito regarding corrections that need to take place at Royalston Community School. He will report back to the Board on each of these matters.
 - 3) Mr. Newton stated that he would request funds for clerical assistance for approximately five hours/week for the DPW and Fire Department in next year's budget. Mr. West spoke about the possibility of getting a student intern to do the work.
 - b) DPW –
 - 1) Mr. Newton reported that FY 2008 Chapter 90 funds for Royalston would be \$220,260.
 - 2) Mr. Newton met with a representative from Power U 2 regarding maintenance of streetlights and made a complete tour of the community. The rep will prepare an estimate for consideration. Mr. Newton stated that he has also contacted the company that services Erving, but has not received a response.
 - 3) The DPW crew will be working on replacing the fire hydrant in the park in South Royalston. The granite post will be put up in Riverside Cemetery at the same time.

- 4) A tree service has reviewed and given their best guess for cost of removal of the two trees in Riverside Cemetery.
 - 5) Mr. Newton is still trying to connect with National Grid regarding removal of the trees on the Common.
 - 6) Discussion was held on the tree warden position. Mr. Newton said that he feels the process of taking trees down should fall under the DPW. He proposes that the authority for tree hearings should fall under the Selectmen. The position of Tree Warden could be utilized for a tree maintenance program. Also discussed was whether the position should be changed to an appointed rather than elected position. Ms. Alger will research how such a change would be made.
- c) Police Department –
- 1) Chief Deveneau presented his report for the month of October. He will work on getting a more detailed log from dispatch and e-mail it to Mr. West.
 - 2) The new cruiser is all set and will be picked up tomorrow.
 - 3) The next 24 Hour Dispatch Committee meeting is scheduled for 11/28/07. The Chief said he plans to spearhead the budget process for next year.
6. Old Business:
- a) #1 School Street – Ms. Alger stated that Jim Hamilton told her that he was refused a building permit. She checked with Geoff Newton, who said that this was true because Mr. Hamilton is not the owner of the property. Ms. Alger then spoke with Atty. Fitzgerald, who stated that if Atty. Gladstone gives permission in writing for Mr. Hamilton to secure the building for winter and remove the front section, then the building inspector should let him do so. Mr. Newton will have oversight when the building permit is issued. Ms. Alger will notify Mr. Hamilton and Mr. Newton.
 - b) Zoning Review Bylaw Project – Vyto Andreliunas reported that they have assembled the recommendations from the consultant and comments received during the public meetings. They are currently waiting for the final document from the consultant. Once the document is received and reviewed, it will be presented to the Board and it will be up to them to decide how to handle public review sessions before it goes to the Planning Board. The Planning Board is then required to hold public hearings as required by statute, and then it would go on a Special Town Meeting warrant. Mr. Andreliunas felt that a mid-February timeframe for the document to be given to the Selectmen is realistic. Discussion was held about holding a Special Town Meeting around the same time as the reconvened ATM.
7. New Business:
- a) Administrative Assistant Hours – Ms. Alger reported that Helen Divoll has requested a change in her hours from 9 a.m. – 12 p.m. to 8 a.m. to 1 p.m., four days a week. Mr. West noted that Ms. Divoll being in the office for longer stretches of time would help to get things done. Mr. Hardie moved to approve the change and see how it goes. Mr. West seconded the motion. The vote was unanimous in favor.
8. The Treasury Warrant was signed.
9. At 9:24 p.m., Mr. Hardie moved to go into Executive Session to discuss deployment of security personnel. Mr. West seconded. The vote was Ms. Alger, yes; Mr. West, yes; and Mr. Hardie, yes. The regular meeting will reconvene for adjournment only.
10. The regular meeting reconvened at 10:10 p.m. at which time Mr. Hardie moved to adjourn. Ms. Alger seconded. The vote was unanimous in favor.

Minutes recorded by Diana Newton.

Minutes approved by Board of Selectmen on December 4, 2007.