

Board of Selectmen Meeting  
Minutes

Date: January 15, 2014

Members Present: Janet Flinkstrom, Mike McCallum and Steve Ingerson

Time: 7:10 p.m.

Request for Selectmen to approve minutes of June 19, 2013 as recorded. - Postponed

2) Motion to approve minutes of December 31, 2013 as recorded.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

3) Motion to approve minutes of January 10, 2014 as recorded.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

4) Warrant #W27P approve and sign Payroll Warrant in the amount of \$48,827.82 subject to further review.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan  
MM Abstains from line with  
Jean Lindquist

5) Warrant #W28B approve and sign Vendor Warrant in the amount of \$69,149.78 subject to further review.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

Community Development Block Grant Hearing (Kevin Flynn) 7:15 p.m.

Grant distributed through 2 groups. Score is based on community need. Ashby score is approximately 25. Bonus points are given by the State for communities that do a joint application. Points are also given for projects that are being done by the Town. Ashby, Ashburnham and Lancaster are in the second category and all scores are about the same (24-25). Application is due February 14, 2014 and there will be a second hearing. Amounts available are approximately \$65,000.00 - \$70,000.00. Road projects and housing development grants are the two projects that monies will be requested for. A draft budget for the projects was presented to the BOS. Maximum funds for the Regional Application are \$900,000.00. He explained to the BOS how the assignment of monies works. Lancaster will be asked to contribute some monies to bring the maximum into focus. Ashby and Ashburnham do not have any money to contribute. He is recommending that Ashby pledge some money to bring this within the maximum. It may not be needed but score will be helped if Town's do this.

MM: Question: How much money is needed to raise score?

Answer: Town with large projects should be putting in the most.

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SI: Question: Are we locked into the second project?

Answer: The State is looking at Towns that have Housing Rehab Programs first. This is very important.

MM: Question: Amount of money in Chapter 90 fund?

Answer: Money would come out of next year's money, not this year.

Lillian Whitney Question: Asked if past projects could have been funded through this program.

Answer: Only projects that were eligible were handicapped access projects.

- 6) Motion to approve and sign on a request to move forward with CDBG Grant Application for FY 2014 for Ashby, Ashburnham and Lancaster.

Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

Request for Selectmen to approve and sign on Subordination Agreement for FY10 Housing Rehab Program Participant. Beth Ann Scheid, Tax Collector and Lois Raymond, Notary present.

- 7) Motion to approve and sign on Subordination Agreement for FY10 Housing Rehab Program Participant.

Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

Ashby Food Pantry Discussion: (Jamie Lasorsa)

Request to bring in food boxes to store non-perishables items and to possibly expand if necessary.

JF asked if this is still temporary. It will be temporary for now until they see what the need for the pantry is. They are hoping to open in February. There are boxes in various locations in town for people to donate.

- 8) Motion to approve and sign the following ambulance write-offs for the period from July, 2013 through October, 2013 (Town Accountant):

July, 2013	\$7,772.40
August, 2013	\$7,083.75
September, 2013	\$8,496.88
October, 2013	\$4,561.91

Total	\$27,914.94
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Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

SI commented on letter from 2011 audit from Ashby's auditing firm. He feels this FY14 letter is excusing them from responsibility in regards to their reports. He feels the accountants were "not on the ball" in regards to that audit. He states he is not going to sign this. JF asked what some of the problems with the audit were. MM tried to remember what was incorrect. A complaint about not being up to financial standards. A complaint regarding Federal Reimbursement disbursements (timing) until the money was disbursed. Not in compliance with receiving 3 bids

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for work. (On advice of FEMA) told that the project would not cost the amount necessary to require 3 bids. SI has problems with accounting firm contract which allows them to take info from Town records and recording them as part of the audit. MM does not feel this is correct and that we have had clean audits for the last 5 years. MM suggests that BOS ask for the auditor firm to attend a Selectmen's meeting to explain there procedures and reports to the Board. JF agreed. LW commented on the importance of the reports being accurate. JF will ask Jennifer Collins to contact the firm and set up a time to meet.

Request for Selectmen's approval and Chairman's signature on FY14 Audit Engagement Letter.  
- Postponed.

In regards to FMLA policy:

SI asked who funds this policy. MM states it says unpaid.

He explained his knowledge of Act and feels there is a lot of holes in the policy.

He has many questions on who is responsible for payment.

JF feels that it is impossible to get every possible situation covered in this policy.

MM read some of the items in the policy.

SI made suggestions as to what he felt should be included in this.

JF shared her knowledge of the policy.

MM asked if SI could bring in forms he has at his company. He is going to e-mail the forms to the Selectmen for their review.

Request for Selectmen's approval and Chairman's signature on updated Family Medical Leave Act Policy - Tabled until next BOS meeting.

9) Motion to approve and have Chairman's sign on Small Necessities Leave Act Policy.

Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

10) Motion to appoint Harry Parviainen as Assistant Electrical Inspector, for a term ending March 31, 2014. Repeat motion. Jack Pankosky didn't hear the motion made so BOS repeated it.

Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

Request from Lillian Whitney to be appointed to the 250<sup>th</sup> Start-up Celebration Committee. LW wants this postponed until she can get in touch with Nancy Chew. States she sent her a letter and has not received a response.

11) Motion to accept the resignation of Krista Burson as Accounting Clerk/Administrative Assistant to the Police Department, effective January 20, 2014.

Motion: Mike McCallum

Seconded: Steve Ingerson

Vote: Unan

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12) Motion to approve a 5 month unpaid Leave of Absence for Reserve Officer Glenn Casey.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

Any other business not reasonably anticipated by the Chairman:

Bob Hanson reported on an issue that came up this afternoon. The school department is requesting a town meeting to take a vote on the school. Dates of March 15<sup>th</sup> or 22<sup>nd</sup> are the dates being suggested. To be followed by a referendum. BOS do not have a preference. Town Administrator will let them know on date. Concern over time needed to post date was discussed.

Public Comments (if any):

13) Motion to enter into Executive Session at 8:40 p.m. to discuss strategy with respect to Collective Bargaining and reconvene in Open Session.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: JF - Aye  
MM - Aye  
SI - Aye

Return to Open Session at 9:33 p.m.

14) Motion to adopt the revised FMLA policy as drafted by Town Counsel.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

15) Motion to adjourn at 9:36 p.m.

Motion: Mike McCallum                      Seconded: Steve Ingerson                      Vote: Unan

Signed by: \_\_\_\_\_

Dates Minutes Approved by Board of Selectmen: \_\_\_\_\_