

**BOARD OF SELECTMEN**  
**Working Session**  
**Minutes of July 15, 2008**

Chairman Jackson called the meeting to order at 4:05PM. Board members present in addition to Chairman Jackson were Richard Gandt, Martha Morrison and Nancy Luther. Of the Selectmen's staff, Town Administrator Virginia Wilder, and Board Secretary Donna Rich, were in attendance. Other persons present were, Faye Raynard of the Village Reporter, Mike Stucka of the Salem News, Walter Harmer, Chairman-Conservation Commission along with member John McArdle, and Lana Spillman, Conservation Administrator.

Chairman Jackson stated that no vote would be taken at this meeting; it was primarily to discuss matters that require more dialogue than would be feasible at a regular session.

Appointment to Conservation Commission: Selectman Luther recused herself and left the room. Selectman Morrison requested that there should be a discussion regarding communication between permitting board/commissions. Ms. Wilder explained that the implementation of permitting software, that is being considered, would increase communication and provide individual boards/commissions with information about all projects under review.

The idea of appointing associate and/or alternate members was also discussed. Mr. Harmer stated that an alternate and/or associate does not exist in the conservation commission bylaw. Selectman Morrison explained that such a position could be a "training ground" for individuals to become accustomed to a particular board's responsibilities before becoming an appointed "voting" member.

There was a discussion about Ralph Stump's strong technical qualifications in conservation as well as his past participation as a commissioner in Rail Trail issues. Since Ralph is an abutter to the Rail Trail, there was concern about his discretion in participating and about the role of the state's ethic law in such circumstances. Selectman Morrison informed the group that she actively recruited Judd Pratt and Holger Luther unknowing of the efforts the Conservation Commission in recruiting potential commissioners.

Chairman Jackson explained that a vote would be taken on Monday, July 21, 2008 for the 1 year term and 3 year term that are presently open. Candidates for those positions are Mark Erickson, Holger Luther, Ralph Stump and John Bucchiere.

Town Hall Building Committee Recommendation: Chairman Jackson asked what the next step would entail for this project. Ms. Wilder outlined that there are basically three options available at this point: no action, move forward or roll the project into a facility study. Selectman Gandt added a fourth: continuing improvements such as increasing ADA access and addressing the storage of records. Ms. Wilder stated that for the Town Hall Renovation project to move forward there would need to be a project manager appointed and the funding of said person would need to be secured. It was decided that Ms. Wilder and Selectman Gandt would refine the next steps in the process and bring that information back to the Committee to research. Such items would include but not necessarily be limited to costs for an Owner's Project Manager and design phases.

Financial Policy Working Group: The Board will vote on the Charter at the next meeting, July 21, 2008. Selectmen Morrison noted that the Chairman is to appoint 2 members from the Board to be a part of the Financial Working Group; the Finance Committee has appointed Mark Lyons and Heidi Bond.

Board of Selectmen Policy & Procedures: The Board agreed to postpone a discussion on this issue until another working session due to the hour.

Liquor License Available: Chairman Jackson asked Selectman Luther to provide an outline of the process that will need to be followed and to report back to the Board.

CORI Requirement: Selectman Luther has requested that CORI checks be performed on all Town employees that enter into resident’s homes. Ms. Wilder will research what is required to obtain the appropriate authority to perform CORI checks on such employees.

Chairman Jackson asked for an update on a few items:

- Selectman Gandt of the Route 1 Culvert/Beaver issue. The water in that area of School Brook is flowing but a long term solution is at a stand still.
- Mr. Shamroth’s banner request: Ms. Wilder will send a letter explaining the Board’s decision not to erect poles for the purpose of displaying banners across Main Street.
- “Riley” the Williams dog: Ms. Wilder explained that the Police are performing drive bys to ensure that the restraining order is being followed. There have been no complaints logged with the Police in over 5 years.
- Mutual Aid Agreements will require a Working Session.

Selectman Morrison would like to suggest a Working Session to discuss a strategic plan for the Downtown area.

At 6:40 PM, Chairman entertained a motion to adjourn, Selectman Luther seconded the motion, vote: 4-0.

Warrants: The Selectmen signed and approved warrants in the amount of \$ **255,084.77**. The breakdown is as follows:

Warrant #FY09:	
05T	\$ 75,505.80
05School	\$ 21,486.42
06	\$ 158,092.55

Respectfully submitted,

Donna Rich, Secretary  
Selectmen’s Office

*Approved as amended at the August 4, 2008 Board of Selectmen’s meeting.*