

TOWN OF GILL

MASSACHUSETTS



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SELECTBOARD MEETING MINUTES

November 23, 2009

Called to Order

Meeting was called to order at 3:00 p.m.

Present

Ann Banash, John Ward, Nancy Griswold, Selectboard members; Tracy Rogers, Town Administrator; Roberta Potter, Senior Center Director; Bev Demars, Council on Aging Chair.

Council on Aging

Bev and Roberta gave an update on Council on Aging activities. They estimated that 200 – 250 Senior Center participants are from Gill. Transportation is a challenge for Gill people to attend events at the Center. A van and driver would be helpful.

Bev also reported that the Council is short one member.

Bev and Roberta left the meeting.

Condition of Old Dump Truck

Tracy presented pictures of the old dump truck. The body and frame are rusting out. The Highway Superintendent is researching alternatives and will be at a future meeting to discuss the issue in detail.

Management Consultant

Tracy reported that there has been no movement on the hiring of a management consultant since the last meeting. She will issue another RFP soon.

Governor Highway Safety Bureau Grant

Tracy presented a revised Authorized Signatory Form for the Board to sign, which Ann did.

FirstLight License Renewal

Tracy presented a renewal agreement for license to access the mural on the old bridge abutment on Riverside. The Board signed the three-year agreement.

New England Relay

Tracy presented a proposal from New England Relay to have a relay foot race come through Gill in June of 2010. She reported that she had left a copy of the details in the police department box, but that the Chief is on vacation and has not been able to review them yet. The Board suggested tabling a decision until receiving the Chief's recommendation.

Appointments

Nancy made a motion to appoint Gene Beaubien as the Emergency Response Coordinator. John seconded the motion and it was carried by a unanimous vote.

Nancy made a motion to appoint Ray Purington as the Town's 911 Coordinator. John seconded the motion and it was carried by a unanimous vote.

On the Board of Library Trustee's recommendation, Nancy made a motion to appoint Bill Draper as a library trustee until the next annual election. John seconded the motion and it was carried by a unanimous vote.

Quote for Elevator Reinspection

Tracy presented a quote and agreement from Garaventa Lift to conduct the annual inspection on the two elevators in Town Hall. The quote totaled \$810.00. The Board approved the expense and signed a purchase order for it.

Interim Administrative Assistant

Tracy presented her letter of resignation stating that she would remain with the Town on a part-time basis through December 13, and on an as-needed basis through December 31. John made a motion to accept the resignation with regret. Nancy seconded the motion.

Finance Committee Chair Tupper Brown joined the meeting.

Tracy reported that Assessor's Chair Ray Purington is interested in filling in as an interim administrative assistant until a permanent replacement for Tracy is hired. Ray and Tracy talked with Town Counsel and Ray talked with DOR and the Ethics Commission regarding any conflict of interest concerns with him serving as a paid employee and a paid assessor, the 911 coordinator, and a member of the ZBA. The common recommendation was for the Selectboard to designate the ZBA members as special municipal employees, given the small size of the town, which would allow Ray to serve on the ZBA and as an administrative assistant (the assessors have already been designated as such).

John made a motion to appoint Ray as interim administrative assistant. Nancy seconded the motion and it was carried by a unanimous vote.

Nancy made a motion to designate the Zoning Board of Appeals members as special municipal employees. John seconded the motion. John asked about the consequences of making this designation. The Board took a five-minute recess while Tracy obtained

information to answer John's question. Seeing no negative consequences to the action, the Board voted unanimously to pass John's motion.

Tracy asked whether the permanent position should be advertised as a town administrator or administrative assistant. Ann suggested hiring an administrative assistant with the possibility of promoting that person once they prove themselves. John questioned whether a different caliber of applicants would respond to an advertisement for town administrator, rather than administrative assistant. The Board decided to advertise for an administrative assistant.

Lynn Reynolds of the Montague Finance Committee, Jeff Singleton of the Gill Montague Regional School Committee, and Timmie Smith, Claire Chang, Lee Stevens, and Ronnie LaChance of the Gill Finance Committee joined the meeting.

John expressed concerns with having the department heads revert back to the Selectboard liaison method of supervision. He felt it was important to maintain consistency. The Board decided the admin. asst. would be responsible for supervision of department heads.

Tracy asked whether the new hire would be responsible for maintaining the PEG access program, which currently pays for 2.5 hours/week of her salary. The Board decided to advertise the new position as 37.5 *or* 40 hours per week and to make that decision once someone is hired.

Tracy asked where the new hire would be placed on the wage scale. The Board decided to advertise a range from Step 1 of Grade 6 to Step 2.

The Selectboard will serve as the hiring committee for the first round of interviews. The Town Clerk will receive applications so as to avoid any appearance of impropriety by having the interim admin. asst. receive them.

Finance Committee

Chris Collins, Alden Booth, and Jim Poulsen of the Gill Finance Committee joined the meeting.

Tupper proposed two resolutions for the Gill Finance Committee and Selectboard to adopt addressing a long-term plan for fiscal stability for the School Committee and the Town's involvement in the FY11 budget process. Claire made a motion for the Finance Committee to adopt the two resolutions. Ronnie seconded the motion.

Chris made a motion to amend the resolutions to include a third, which would invite the Town of Montague to join Gill in entering into a new conversation with the State of the future of the GMRSD budget. The Finance Committee voted unanimously to approve the amendment.

Timmie stated that the Finance Committee hadn't discussed the resolutions in an open meeting before now and she felt rushed to vote on them tonight. The Finance Committee voted seven to one to adopt the resolutions as amended (see attached).

John made a motion for the Selectboard to adopt the resolutions as amended. Nancy seconded the motion and it was carried by a unanimous vote.

Claire made a motion for the Finance Committee to adjourn at 4:31 p.m. Chris seconded the motion and it was carried by a unanimous vote.

GMRSD Budget Cuts

Tracy asked the Board if it would like to send a letter to the School Committee thanking it for voting recently to request that the DESE Commissioner reduce the amount of the FY10 budget by the amount that regional transportation was cut by the Governor. The Board agreed that this would be a nice gesture and that the letter should also state that the Town is looking forward to working with them collaboratively on the FY11 budget.

New Growth

Tracy reported that Ray Purington had done a lot of work today firming up an FY10 new growth figure. He estimates new growth at \$20,000 higher than Tracy included in her budget estimates, allowing the Town to absorb \$20,000 in cuts to state aid before needing to consider cutting department budgets.

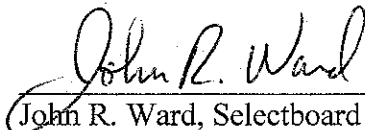
Payroll and Bill Warrants

The Board approved payroll and bill warrant number 11.

Adjourned

Meeting was adjourned at 5:12 p.m.

Minutes respectfully submitted by Tracy Rogers, Town Administrator.



John R. Ward, Selectboard Clerk