

**Minutes of Meeting**  
**Templeton Board of Selectmen**  
**KIVA**  
**464 Baldwinville Road**  
**Monday, December 16, 2013**  
**6:30 p.m.**

Present: Board of Selectmen: Jeff Bennett, Julie Farrell, Doug Morrison, Kenn Robinson and Town Coordinator Jeff Ritter.

The meeting was called to order at 6:31 p.m.

Pledge

**COA~Van update**

Mr. Bennett explained that at a previous Board meeting, the Board voted to allow Bethany Loveless, the COA Director, to bid on a van. With the assistance of State Representative, Denise Andrews, Bethany was able to get the van for only \$1,635.00, down from the original \$3,300.00.

**Discuss Vendor Warrant Checks**

Jeff Ritter explained the issue of the confusion regarding the Treasurer wanting a policy in place so he can follow what the Board requests. Jeff suggested that the Board have a policy that the occasional check, usually for department heads that wish to deliver the check in hand or mail with other documents, be given back to the person requesting it for delivery; and that the bulk of the checks are mailed out by the Treasurer's Office. The Board stated that they would allow discretion by the Treasurer to disburse checks occasionally and if he has questions, the Town Coordinator has the authority to make the decision. (no vote needed)

**MIA Workers Compensation Proposal**

Mr. Bennett began the discussion on this proposal and also on possibly going out to bid for this and other Insurance through the Town. Jeff Ritter said that he and Wil Spring had been discussing that as well. It has been a number of years since this was done. After discussion, Mr. Robinson made a motion to accept the proposal from MIA as well as establish an Insurance Committee to begin looking at options. Mr. Morrison seconded the motion. The vote was 4 yes.

**Action on Class III License**

JL Auto Parts, LLC, dba Stan's Auto Parts, 94A Cross Road. Mr. Robinson made a motion to approve the license. Ms. Farrell seconded the motion. The vote was 4 yes.

**Action on Class II License**

Lang's Old Car Parts dba Langs Vintage Automobiles, 74 Maple Street, Baldwinville. Ms. Farrell made a motion to approve the license. Mr. Robinson seconded the motion. The vote was 4 yes.

**Action on Otter River Hotel**

After some discussion, Ms. Farrell made a motion to disapprove the Application for Renewal through the A.B.C.C. for the 1<sup>st</sup> C.P. 29 Main Street, LLC (Otter River Hotel) for 2014 due to taxes not being paid and no building inspection. Mr. Morrison seconded the motion. The vote was 4 yes.

### **CDBG Contract Award**

Mr. Bennett read the letter regarding this contract award. Ms. Farrell made a motion to award the bid to Community Opportunities Group, Inc. and for the chairman to sign the contract. Mr. Morrison seconded the motion. The vote was 4 yes.

### **Senior Center Contract Awards**

Mr. Morrison read the bids for the 6 contracts being awarded.

Ms. Farrell made a motion to award the contract for Emergency Exit Fabrication to Dean Paige Welding, Inc., of Baldwinville, in the amount not to exceed \$18,000.00. Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to award the contract for Emergency Exit Ramp Installation to Dean Paige Welding, Inc., in the amount not to exceed \$9,300.00 (\$1,800 for painting & \$7,500 for installation). Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to award the contract for Emergency Exit Ramp Decking Installation to Dean Paige Welding, Inc., in the amount not to exceed \$9,400.00. Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to award the contract for Senior Center Main Entry Way Rough In to Harris Brothers, LLC, of Baldwinville, in the amount not to exceed \$21,550.00. Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to award the contract for Senior Center Cricket Roof and Fascia to Harris Brothers, LLC, of Baldwinville, in the amount not to exceed \$8,300.00. Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to award the contract for Senior Center Building Front Flashing to Harris Brothers, LLC, of Baldwinville, in the amount not to exceed \$2,750.00. Mr. Robinson seconded the motion. The vote was 4 yes.

### **Discuss Tax Rate**

Mr. Bennett gave an overview of what had been discussed at the December 13, 2013, meeting. (In essence, Matt Angel, the forensic accountant assisting the Town, had spoken regarding the issues the Town is having. Matt gave a synopsis of where we are financially and attempted to explain what we could do to fix the error that has been made. Matt attempted to explain that the cause of the current problem was due to there being a problem with the process that was in place when the prior accountant left and that the current financial team had been using a process that didn't work properly. The budget model was very difficult to follow and the Town had been using all of its free cash every year to balance the budget, so there is no surplus. Free cash should be used for certain projects, never to close the gap in the books.

Matt explained that the Town has three possible options. 1) to reduce the current budget, 2) to ask for an override, and 3) to wait for free cash to be certified. He recommended that the Town *should not* wait for free cash to be certified. He said that could still take a while and there is no assurance of how much free cash there will be. Matt said he would recommend that the Town either ask for an override or reduce the budget. He stated that one of the reasons the Town was in this situation is that there is not a person who is in the office on a daily basis to watch over the

financial situation of the Town. He said the Town needs a Town Administrator and a Financial Director to prevent this situation from happening again. Matt stated he understands that the Town is short on money, so the Town Administrator could also act as the Financial Director. Fred Aponte, the current Town Accountant, spoke about the reasons that the current books were not closed. He suggested that we need to consolidate the many bank accounts, stop writing checks from department to department within the Town and just move the cash and enter it in the ledger, making things run more efficiently.)

Dan Keeney, the current Town Treasurer, the spoke and stated he wanted to defend himself as he felt that people were blaming him. He stated that Matt Angel was not there to help him and that he was helping Mr. Angel.

After much discussion, the Board stated that they need to look in to how much money the Town is short for the fiscal year and then they can attempt to figure out what will need to be done. Ms. Farrell made a motion to freeze hiring and freeze discretionary expenses with the Town Coordinator having the authority to review expenses and judge if they are necessary to spend. Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to cut 2% from the budget plan for FY2015. Mr. Morrison seconded the motion. The vote was 4 yes.

#### **Sick Bank Policy**

Mr. Bennett stated that he wanted to let people know whether this policy was in effect and being put in to practice. Jeff Ritter stated that it is in effect and that 4 employees had already given a large number of hours to the Sick Bank, approximately 600 hours available. He explained the procedure for people to donate their sick time as well as the procedure for people who need to use the sick time to request it.

#### **Discuss & Vote Warrant for Ballot for Special Town Election**

Mr. Bennett read the Warrant. Ms. Farrell made a motion to sign the warrant. Mr. Robinson seconded the motion. The vote was 4 yes.

#### **Discuss Town Coordinator Duties**

Mr. Bennett stated that a Town Meeting vote gave the Board the authority to change the position of Town Coordinator to Town Administrator. He believes that the Town Administrator should also have the duties of centralized purchasing, financial director and the authority to supervise employees on a daily basis, among other duties. He read parts of the red lined version of *Policies and Procedures Town of Templeton Board of Selectmen*, which was reviewed by a prior Board and has duties of the Town Administrator position listed in it. The Board discussed the need to change the position from Town Coordinator to Town Administrator. Ms. Farrell said that this needs to be done and is long overdue. Jeff Ritter spoke and stated that, as everyone knows, he has been offered a position in Sterling, MA, and is in negotiations. He may decide to accept that position, or he may stay in Templeton. Regardless, he strongly believes that this position needs to be changed to Town Administrator for the betterment of the Town and for whoever may be in the position.

**Action on Appointments**

Ms. Farrell made a motion to appoint Chris Stewart to the Templeton Elementary School Building Committee for a term expiring on June 30, 2014. Mr. Robinson seconded the motion. The vote was 4 yes.

**New COA By-laws Voted & Approved**

After some discussion, Ms. Farrell made a motion to write a letter to the COA regarding the By-Laws and stating that they need to change the following:

Article IV-Membership shall consist of either 7 or 9 members, not a varied amount; and that the line “Spouses may not serve as full Board members simultaneously.” Be removed from the By-Laws.

Mr. Robinson seconded the motion. The vote was 4 yes.

Ms. Farrell made a motion to adjourn @ 10:13 pm. Mr. Robinson seconded the motion. The vote was 4 yes.

Respectfully Submitted,

Holly Young  
Recording Secretary

\_\_\_\_\_  
Doug Morrison, Clerk