

**Minutes**

**Present:** Stephanie O’Keeffe, Diana Stein, Jim Wald, Alisa Brewer and Aaron Hayden.

**Staff:** Town Manager Larry Shaffer, Assistant Town Manager John Musante and Senior Center Program Director Maura Plante.

**Other Participants:** Larry Kelley and Cheryl Zoll

Meeting called to order by Ms. O’Keeffe at 6:30 p.m.

**Parking Request – Survival Center “Trash to Treasurers” Event**

Cheryl Zoll, Executive Director of the Survival Center, presented the Trash to Treasures request.

VOTED unanimously to approve bagging ten (10) parking spaces on the East side of the South Common on Boltwood Avenue from 5:00 a.m. Friday, September 10, 2010 through 4:00 p.m. on Saturday, September 11, 2010 for the annual "Trash to Treasures" event.

**4<sup>th</sup> Quarter/Year End FY10 Budget Update**

Mr. Musante presented the 4th Quarter/Year End FY10 Budget Update, highlighting the points made in the submitted memo. Praise and appreciation were offered, questions were answered, and it was suggested that Town Meeting members be informed about the document.

**Recommendation to Increase Property Tax Work off Program Limits**

Mr. Musante and Ms. Plante presented information about the Senior Tax Work-Off program and outlined the request to increase the pay rate and earning limits.

VOTED unanimously to amend the Select Board guidelines for the Senior Citizen Property Tax Work-Off Abatement Program authorized under local option G.L. c. 59, § 5K by increasing the maximum property tax reduction seniors may earn performing volunteer services to the Town to \$1,000 per year from \$750 per year and by increasing the hourly rate of compensation to \$8.00 from \$7.50 effective September 6, 2010.

The Select Board requested that the provided information titled "Senior Citizen Property Tax Work-Off Abatement Program" have the word "Guidelines" added to the end and be dated August 30, 2010 to reflect the approved hourly compensation and maximum abatement increases. The Select Board also requested that if there is a significant increase in the number of people seeking to participate in the tax work-off program, that staff brings that to the Select Board's attention, so that it might consider a recommendation to increase the number of slots above the current thirty.

Ms. O’Keeffe reported that the presentation and discussion of Mr. Shaffer's annual performance evaluation had been scheduled for this meeting, but that he had decided to retire. Mr. Shaffer spoke briefly about his retirement decision. The Select Board and Mr. Shaffer adjourned to Executive Session to discuss Mr. Shaffer's contract in relation to the retirement.

**Executive Session**

VOTED by roll call vote to go into Executive Session at 7:45 p.m. pursuant to Massachusetts General Law Chapter 30A, section 21, part a, subset 2, to engage in contract negotiations with non-union personnel, Town

Manager Larry Shaffer, noting open session will reconvene at the conclusion of the Executive Session: O’Keeffe, Aye; Brewer, Aye; Hayden, Aye; Stein, Aye; and Wald, Aye.

**Open Session Reconvened at 9:11 p.m.**

Ms. O’Keeffe reported that it was voted unanimously in Executive Session to accept the retirement of Larry Shaffer, effective September 30, 2010, and that he will receive the equivalent of four months pay on that date.

**Public Comment**

Larry Kelley asked the Select Board to consider revising the commemorative flag policy, to display them annually on September 11th. He was told that no policy decisions or significant Select Board discussion can occur under Public Comment, because all substantive issues under consideration must be noted on the agenda so that the public is informed. Additionally, he was told that if a Select Board member requests a special meeting for the purpose of reconsidering that item (as there was no pre-9/11 meeting scheduled), then the body would do so.

**Member Reports**

Ms. Brewer reported that two responses had come in for the winter shelter RFP, and that the process is on track.

Ms. O’Keeffe reminded folks about activities planned for September 1-2 to celebrate the beginning of the new school year with the public schools.

**Committee Appointments**

VOTED unanimously to appoint Michael Hanke as the Historical Commission’s representative to the Design Review Board for a term to expire June 30, 2012; Gai Carpenter as the Historical Commission’s representative to the Community Preservation Act Committee for a term to expire June 30, 2011; and Keith Langsdale as an Associate member to the Zoning Board of Appeals for a term to expire June 30, 2011.

VOTED unanimously to reappoint Stan Ziomek as the Leisure Services & Supplemental Education Commission representative to the Community Preservation Act Committee for a term to expire June 30, 2013; John Fox to the Audit Committee for a term to expire June 30, 2011; Claude Tellier to the Housing Partnership/Fair Housing Committee for a term to expire June 30, 2011; Laura Quinn to the Committee on Homelessness for a term to expire June 30, 2011; Michael Giles to the Committee on Homelessness for a term to expire June 30, 2011 and Julie Jones to the Nyeri, Kenya Sister City Committee for a term expire June 30, 2013.

**Special Wine & Malt License – University of Massachusetts**

VOTED unanimously to approve the Special Wine & Malt Liquor License for the University of Massachusetts for September 8, 2010 from 4:00 p.m. – 6:00 p.m. at the Fine Arts Center Lobby, for a reception.

**Special Wine & Malt License – Berkshire Brewing Company, Inc.**

VOTED unanimously to approve the Special Wine & Malt Liquor License for Berkshire Brewing Company, Inc. for September 13, 2010 (with a rain date of September 20, 2010) from 4:00 p.m. – 8:00 p.m. at the Atkins Farms Pavilion, for “Cruise Night” tasting.

Agreed without formal vote to postpone the following agenda items to the September 13 meeting: Adoption of the FY 11 Town Manager Performance Goals, Town Manager's Report, Summer Project Plan Update, Member Reports and Chair's Report, as well as the Untimed Item about when to receive hard copies of materials, all postponed due to the hour and circumstances.

**ADJOURNMENT**

VOTED unanimously to adjourn at 9:17 p.m.

Respectfully Submitted,

Stephanie O'Keeffe

**List of Documents Submitted at the Meeting**

2010-08-30 Packet

2010-08-30 Draft Motions

Annual Parking Request for Survival Center Trash to Treasure

4th Quarter Year End FY 10 Budget Update

Tax Work-Off Recommendation by Assistant Town Manager

DOR - IGR 02-210 Senior Citizen Property Tax Work off Program

Draft of Town Manager Goals for FY 11 SO'Q – 8/26/10

Committee Handbook Update

Brewer Email on Open Meeting Law Regulations 8/25/10 @ 8:55 p.m.

Brewer Email on Clipping Service ACTV 8/20/10 @ 11:52 a.m.

Brewer Email on Historical Commission Rep to Design Review Board

Brewer Email on CPAC Representative

Hampshire COG Letter 7/28/2010 of support to promote regional efforts

Memorandum of Understanding dated June 18, 1984

Wine and Malt Special License UMass Fine Arts Center 9/8/2010

Wine and Malt Special License Berkshire Brewing Company 9/13/2010

MGL c78 Libraries: Section 19A. State aid; determination

MGL c79 Libraries: Section 19C. Regional public library service; annual appropriation

Personnel Board Charge and Personnel Bylaw amended through September 1, 1995