The meeting was called to order by Chair Al Collings at 6:33 p.m.

**Minutes:** Jack Tivnan made a motion to approve the Executive Session Minutes of November 10, 2010. Roy Roberts seconded the motion. Voted 6-0 to approve the minutes as presented. Jack Tivnan made a motion to approve the minutes of November 10, 2010. Roy Roberts seconded the motion. Voted 6-0 to approve the minutes as presented.

**McRevey Transaction:** Cynthia Henshaw, East Quabbin Land Trust met with the Selectmen last evening. The Town did not get the land grant for the McRevey Property. The Selectmen have set a Town Meeting on December 14 at 7 p.m. to see if the Town will fund the $182,000.00 without reimbursement to purchase the Conservation Restriction. This will require a 2/3 vote to pass. Al Collings asked if we have received a legal document signed by the East Quabbin Land Trust and the answer was no. Keith Arsenault has talked with Town Counsel and we cannot loan the money to the East Quabbin Land Trust. Keith suggested asking the McRevey Family if they would accept a deposit as a purchase option and/or a first refusal option. Al Collings said the better deal would be to reapply for the grant.

**Review Quaboag School Capital Budget Project List:** Johanna Barry handed out a copy of the School Lease Agreement pertaining to Capital Costs, which states that if the Capital cost is more than $25,000.00, it will require a vote at a regular or special town meeting and if over $5,000.00 and less then $25,000.00 it does not. Al Collings questioned what is maintenance and what is capital cost. The School should have line items for maintenance. West Brookfield Elementary Capital Improvements: Tom Schnare suggested that Item 1 (connect high pressure natural gas), Item 2 (replace two boilers) and Item 16 (encapsulate underground fuel tank should be combined and treated as one capital improvement project. Al Collings stated that he wants more details on Item 17 (exterior landscaping and field repairs). Tom Schnare said that Item 6 (replace school clock system), Item 7 (replace school PA system), Item 8 (sprinkler repairs as per HFP inspection), Item 10 (replace exterior wall lighting to efficient), Item 11 (re-caulk expansion joints, window and doors), Item 14 (install high bay fans in gym/café), Item 18 (repair gym screen divider and Item 19 (refinish gym floor 5,135 @$2.00) all should be repair and maintenance and not capital improvements. Al Collings said they presented
this because we asked for it. He feels we must have a process. We must differentiate between capital items and maintenance and repairs and then how to handle each. The question was asked how does the Town enforce maintenance on a scheduled basis versus doing nothing until it becomes a major project. Al Collings will send a note asking them to prioritize over the next five years. He will schedule an on site visit for the first week of December.

Quaboag Regional Capital Improvements. Tom Schnare suggested that Item 1 (connect high pressure natural gas), Item 2 (replace two boilers) and Item 18 (encapsulate underground fuel tank) should be combined and treated as one capital improvement project. Tom Schnare said that item 4 (repairs to concrete floor due to settlement Guidance Hall), Item 7 (repair main boiler room chimney), Item 8 (sprinkler repairs as per HFP inspections), Item 9 (rebuild sprinkler room backflow preventer), Item 10 (purchase new ride on floor burnisher), Item 11 (purchase new walk behind floor burnisher), Item 12 (pressure wash entire building), Item 13 (re-caulk expansion joints, windows and doors) and Item 17 (replace atrium window currently cracked) are all repairs and maintenance items.

Library Capital Budget Needs: Al Collings said that the Library gave us what we asked for, which was $66,000.00 for rugs and bookcases. Al will ask her to provide us capital needs for the next five years.

Road Reconstruction Plans: Al Collings has sent a note to Mike Frew for a draft form for our January meeting. The Road Reconstruction Committee will be meeting on 12/01/2010. The Highway Superintendent wants clarification and policies on private roads. Johanna said that they have been handled in the past case by case.

Police and Fire Department Space Options: Johanna Barry will check to see what studies, sketches have been done in past with reference to Safety Complex, and/or Police and Fire Department construction. She will get the sketch done of St. Hilaire property from the Police Chief. Johanna Barry said that she had a quote from Mike Miller to remove the building next door of $12,500 but this does not include hazardous material. Johanna will call hazardous waste companies for prices. She said there of items stored in the building that will have to be removed. Al Collings stated that the voters were told that the property would be used for police/fire. Discussed the possibility of purchasing the Kulas property if more land was needed. Tom Schnare suggested looking at all the land around the Town Hall, with removal of fire and ambulance buildings, and doing a study to see what could be done with it to make a shared safety complex for the fire, police and rescue squad. Al Collings said he would ask the Selectmen to do a feasibility study for a shared complex for the fire, police and rescue squad.
Review Town Accountant’s Report: Marie Arsenault presented Department Appropriation Balances for the period ending 11/30/2010, which she said represented one-half of the year. Tom Schnare asked about Town Hall Fuel. Johanna said that she pre-buys the fuel and that is the reason the balance is low. Veterans Expense: Agent pays out $720.00 per month and has filed for reimbursement. When he is reimbursed it goes into the general fund. It was noted that the school has not done anything about the school heating system. Question was asked about State and County Charges and Marie Arsenault said that the money would be raised for this when the tax rate has been certified. Worcester County Retirement budget is low because the Town gets a discount if you pay up front, which the Town does. Jack Tivnan asked about legal fees and Johanna Barry said we are in “good shape.”

Johanna Barry said that the backhoe for the Highway Department went out to bid today and are due back on 12/14/2010. We did get a 319 Grant for Stormwater. We will be getting a final check for MBTE. Johanna said that the bunting on fire department was for the passing of Warren Gresty who served on the Fire Department for 43 years. Johanna said that the budgets are coming in and we will look at them in January. There will be a free lunch at all three schools tomorrow.

The next meeting will be December 8, 2010 at 6:30.

Jack Tivnan made a motion to adjourn the meeting. Diane Vayda seconded. The meeting was adjourned at 7:50 p.m.

Respectfully submitted,

Christine M. Long
Secretary