

**Board of Selectmen Meeting  
October 13, 2011**

*Present: Elaine Titus, Chairman*

*Michael Manning, Vice Chairman*

*Mark Cullinan, Town Administrator*

*Charles Riley, Town Counsel*

The meeting convened at 7:30 p.m.

**OPENING REMARKS:**

Ms. Titus welcomed everyone to the meeting. Mr. Manning thanked the Nahant Police, Fire and DPW for their quick response to the rain storm. Mr. Manning stated that he wanted to make everyone aware that the causeway was closed due to flooding at the rotary and not to any problems on the causeway. He also stated that each department did have their priorities in order and that due to a limited staff all 911 calls were sent directly to dispatch in Lynn and that each call was answered according to importance. Ms. Titus stated the Town Administrator Search committee is currently performing interviews.

**MINUTES APPROVAL:**

A motion was made to approve the minutes of the September 22, 2011 Board of Selectmen meeting.

Motion: Manning

Seconded: Titus

Voted: Unanimous vote in favor.

**SULLIVAN, ROGERS & COMPANY – FY10 EXIT INTERVIEW:**

Mr. Matt Hunt of Sullivan, Rogers & Co. was present at the meeting to discuss the FY11 Audit that was completed in early August. Mr. Hunt stated that if the town's internal controls were not in order there would be no way for the town to have their audit completed so early when the Fiscal Year ended June 30, 2011.

Mr. Hunt stated that this is the 9<sup>th</sup> year that Sullivan & Rogers has completed the audit for the Town of Nahant and gave a basic overview on the audit and management letter. Mr. Cullinan thanked the Town Hall staff and stated that it is always nice to hear from an outside source that they are doing a great job. Mr. Hunt stated that the employees at the Town Hall take their jobs seriously and that the team keeps getting stronger.

**KELLEY GREENS CONTRACT & NEW RATES:**

Mr. Cullinan stated that the lease with Kelley Greens at Nahant was signed five years ago with an option to extend it an addition five years. He stated he received an email and is recommending the board sign the extension with an amendment to change the rent payments from 12 equal monthly payments to 24 equal bimonthly payments. Mr. Cullinan also stated the rates for calendar year 2012 must also be approved.

Motion: Manning  
Seconded: Titus  
Voted: Unanimous vote in favor to extend the existing lease an additional five years.

Motion: Manning  
Seconded: Titus  
Voted: Unanimous vote in favor to amend the pay period from 12 equal monthly payments to 24 equal bimonthly payments.

Motion: Manning  
Seconded: Titus  
Voted: Unanimous vote in favor to approve calendar 2012 rates as presented by the Golf Course Management Committee.

**FY13 BUDGET:**

Mr. Cullinan stated that he is drafting the FY13 budget early and will present it at the next scheduled meeting. He also stated that he does not have all of the necessary numbers but it is a start and hopes it sets the framework for the next Town Administrator. Mr. Cullinan thanks the Town Accountant, Debbie Waters for all of her great work. Mr. Manning and Ms. Titus were in agreement.

**THOMAS O'BRIEN VET'S AGENT:**

Mr. Cullinan stated the Town was in need of a Veteran's Agent and that the position was advertised in the Lynn Item due to lack of interest from Town's people. Mr. Cullinan recommended Thomas O'Brien to the board due to his experience and enthusiasm in this field. A motion was made to approve the appointment.

Motion: Manning  
Seconded: Titus