

Town of Nahant, MA
Board of Selectmen

Meeting Minutes
October 22, 2015 7:30PM

Present:

Michael P. Manning, Chairman
Richard J. Lombard, Vice Chairman,
Francis “Enzo” Barile, Secretary
Jeff Chelgren, Town Administrator

Also Present: 3 FinCom members, Matt Hunt, Clifton Larson, Allen

Meeting Opened: at 7:30 pm

Mr. Lombard led the Pledge of Allegiance.

Opening Remarks: Mr. Barile thanked Mr. Jim Hosker Sr. for all he has done for the Town and wished him well. Mr. Lombard agreed and made a motion to write a letter of appreciation. Mr. Barile seconded the motion. Unanimous vote in favor. Mr. Lombard went on to state that there is a major fund raiser for the Hanson Family on November 7th at 4pm at Kelley Greens to help raise money for a much needed replacement wheel chair van. Mr. Manning also thanked Mr. Hosker for his dedication to the Town of Nahant. Mr. Manning stated he will not run for reelection this upcoming April and thanked everyone for their support. He went on to thank the Police and Public Works Departments during the recent boat storage days making it a smooth operation. Mr. Lombard thanked Mr. Manning for his past services as Selectman and stated he is proud to have worked with him. Mr. Chelgren stated to Mr. Manning that he will be missed but is more than welcome to stop by Town Hall.

Approval of Prior Meeting Minutes: On a motion by Mr. Lombard, Seconded by Mr. Barile, it was a unanimous vote in favor to approve the minutes of October 1, 2015 as presented.

Ongoing Business:

Citizens Forum: None

Abandoned Properties: Mr. Chelgren stated he supplied the Board with a list of properties stating that one has sold and is still working on the other 4 properties and should all be resolved by Christmas and will keep the Board updated.

Town Administrator Report:

a. Annual Audit Presentation – Clifton Larson Allen: Mr. Chelgren introduced Matt Hunt who reviewed FY 15 audit results. Mr. Hunt stated that Clifton, Larson, Allen has completed the audit for the Town of Nahant and gave a basic overview on the audit and management letter. Mr. Hunt stated that the financials had no material misstatements. After a brief question and answer period, Mr. Lombard made a motion to accept the June 30, 2015 Annual Audit prepared by Clifton, Larson Allen as presented at the October 22, 2015 Selectmen’s meeting. Further, that the audit be entered into the minutes as part of the permanent record. Seconded by Mr. Barile. It was a unanimous vote in favor.

b. Quarterly financial review: Mr. Chelgren reviewed the current financial spreadsheet with the Board and stated the budget seems to be in order with very few exceptions.

- c. **Police Department – Reserve Police Officer Appointment (Jason Hoffman):** Mr. Chelgren stated he has a request form Chief Dwyer to appoint a new reserve officer. On a motion by Mr. Barile, Seconded by Mr. Lombard, it was a unanimous vote in favor to confirm the appointment of Jason Hoffman of Peabody as a reserve police officer for the Nahant Police Department.
- d. **Patriot Properties Permitting Software Contract Approval: After a brief discussion,** on a motion by Mr. Lombard, Seconded by Mr. Barile, it was a unanimous vote in favor to authorize the Town Administrator to execute a contract with Patriot Properties, located in Marblehead, MA for a first year cost of \$5,000.
- e. **Golf course capital authorization confirmation – 2 months lease rent (July and Aug):** After a brief explanation by Mr. Chelgren, on a motion by Mr. Lombard it was a unanimous vote in favor to permit the lease of the Kelley Greens Golf Course to exercise the option within the lease specifying that two months of the lease rent may be used to fund capital improvements to the facility and that those months be July and August, seconded by Mr. Barile, Mr. Lombard suggested the Town take an in depth look at the course itself for upgrades to the course before it is beyond repair. Mr. Chelgren agreed that the timing is perfect due to the fact that the lease is up for renewal in 15 months.
- f. **Surplus-2 DPW Trucks for Trade ins:** Mr. Chelgren stated at the last Town Meeting funding was approved for two new DPW trucks and asked the Board to declare two old trucks as surplus for trade ins for the new ones. On a motion by Mr. Barile, seconded by Mr. Lombard, it was a unanimous vote in favor to declare surplus two DPW vehicles specifically identified as follows: 1. A 1997 Ford Dump Truck-VIN-1FDYK82E8VVA23262; and 2. A 2001 International Truck-VIN-1HTSCAAN01H365381. Said vehicles to be used as trade-ins for the purchase of two replacement trucks
- g. **Classification Study – Award contract:** After a brief overview by Mr. Chelgren, and a discussion amongst the Board, on a motion by Mr. Lombard, seconded by Mr. Barile, it was a unanimous vote in favor to authorize the Town Administrator to award the Classification Study contract to Human Resources Inc., located in Andover, MA for a cost of \$6,500.00.

2. Event/Activity Requests

- a. **Halloween Bash** – 10-24-15 at Soccer Fields-On a motion by Mr. Lombard, seconded by Mr. Barile, it was a unanimous vote in favor to authorize the Johnson School PTO to use the Nahant Soccer Fields located at the Flash Road facility on October 24, 2015 for a Halloween Bash/Fund Raiser and that said use be in full compliance with the Town regulations as identified on the Event Request Form.

3. Old Business

- a. None

4. New Business

- a. Executive Session – contract negotiations

5. Closing Announcements: Mr. Lombard read the announcements as presented.

- a. Conservation Commission seeks applicants for an open position (details on Town web-page)
- b. Hazardous Waste Disposal Day October 24 8:00 to 12:00 Noon (See fees)
- c. Fall Leaf Pickup Schedule – Mondays (starting at 7:00 a.m.) throughout November.

Adjourn: Mr. Manning made a motion to adjourn and enter into executive session not to return to regular session. Unanimous vote in favor. Meeting adjourned at 9:02 PM.

The minutes were prepared by Mary Lowe, Administrative Assistant

The minutes were approved by the Board of Selectmen on the 5th day of November, 2015.

Board of Selectmen