



**Board of Selectmen Agenda  
Municipal Center Resource Room  
Tuesday, July 16, 2024  
7:00 PM**

1. Call to Order
2. Pledge of Allegiance
3. Chairman Announcements
4. Citizen's Forum
5. ZBA Appointment / Margaret Bacon – Possible Votes
6. Authorization for Use of Town Property / Smash'D Food Truck – Possible Votes
7. 301 NW Main Street Follow-up Discussion – Possible Votes
8. Meeting Minutes – Possible Votes
9. Discuss TA & BOS Goals – Possible Votes
10. Town Administrator's Report
11. Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting
12. Adjournment

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**BOARD OF SELECTMEN**  
**TUESDAY, JULY 16, 2024**  
**MEETING MINUTES**

Attendance: Chair Tim Bonin, Vice Chair Mike Fitzpatrick, Hal Davis, Ross Smith, Les Stevens, Matt Wojcik Town Administrator, and Lisa Freeman Executive Assistant.

1. Tim Bonin called the meeting to order at 7pm.
2. (0:15 TS) Pledge of Allegiance
3. (0:30 TS) Chairman Announcements – NONE
4. (1:10 TS) Citizen's Forum: NONE
5. (1:15 TS) ZBA Appointment / Margaret Bacon – Possible votes  
TA Wojcik spoke about the Massachusetts General Laws (M.G.L) and the advice given by Rich Bowen, the town's legal counsel on the matter of populating boards. He spoke on the struggles of finding volunteers from the community to join the boards and committees. Mr. Fitzpatrick went over in length his concerns and what he had recommended involving the ethics committee's opinion on a BOS member being appointed to the ZBA. The Board decided to give the ZBA time to discuss how they want to move forward, and they would revisit the discussion at the next meeting.
6. (10:30 TS) Authorization for Use of Town Property / Smash'D Food Truck – Possible votes  
This discussion has been tabled until the August 6 meeting.
7. (12:00 TS) 301 NW Main Street Follow-up Discussion – Possible votes  
Matt Benoit, the Community Development Director stated that attended the Whittin Water Shed District meeting last Thursday. They don't have any issue with the water going into the catch basin and into their watershed, but they did recommend the BOS to consider a future repair of the catch basin and the pipe that goes under the ground. The pipe is old and is continually getting clogged up and needing to be cleaned out. The property owner of 301 NW Main Street spoke about some of the issues with the water and suggested some changes when they do discuss the repairs of the catch basin and underground pipe. The Board discussed their options and next steps and will revisit at an upcoming meeting.
8. (26:45 TS) Meeting Minutes – Possible votes  
(27:55 TS) Motion to approve the open session meeting minutes of June 18, 2024, as written made by Mike Fitzpatrick, seconded by Les Stevens. Mr. Bonin abstained and all other members in favor.
9. (28:15 TS) Discuss Town Administrator & BOS Goals – Possible votes  
The Board members discussed what they individually feel would be goals to reach. TA Wojcik discussed what his goals are, and what he is looking to accomplish moving forward including the hiring of a facilities manager for the town/school and dealing with the brown house near the old VFW. He also commented on the energy plan and municipal power and discussed department head goals.
10. (1:03:55 TS) Town Administrator's Report  
TA Wojcik is trying to close some grants in order to establish some credibility in the next round of grant openings. They are trying to bring the NE Main Street and sewer pump project to a close. The municipal center roof project should begin within the next two weeks, and he is anticipating

**APPROVED**  
**August 6, 2024**

having a set of plans for the fire station that includes the HVAC updates. TA Wojcik updated on the Depot Street project and the use of ARPA funds.

11. (1:10:25 TS) Open Session for Topics Not Reasonably Anticipated 48 Hours in Advance of the Meeting. - NONE
12. (1:10:30 TS) Motion to adjourn the meeting made by Les Stevens, seconded by Hal Davis. The vote passed unanimously.

Respectfully submitted,



Stephenie Gosselin  
Recording Secretary