

**TOWN OF HOPKINTON**  
**BOARD OF SELECTMEN**  
**Meeting Date: June 17, 2003**  
**MINUTES**

**Members Present:**

Ronald M. Clark, Chairman  
Leonard A. Holden, Vice-Chairman  
Mary C. Pratt  
F. Eric Sonnett  
Paul J. Nelson

**Others Present:**

Russ Ellsworth and Jim Cosgrove, Comcast Technicians  
Fire Chief Gary Daugherty  
Deborah Brug, Member of the Historic District Commission  
John Coolidge, Chairman of the Planning Board  
Kevin Biernacki, EMC Corporation - Global EHS Director  
Paul Fitzgerald, EMC Corporation – Facilities Director  
Paul Rose, Logic Communications  
Theodore D. Kozak, Executive Secretary  
Geri Holland, Clerk

**7:00 p.m.** Mr. Clark, Chairman, opened the meeting and invited attendees to stand for the Pledge of Allegiance. The Board approved the Town bills for payment. Town warrants were also approved as follows:

- Town payroll #03-50 for \$117,656.05
- Town accounts payable #03-74 for \$358,798.30
- Town accounts payable #03-0095 for \$89,362.16
- School payroll #03-25 for \$764,676.45
- Student Activity #03-0094 for \$22,195.59

**Minutes: 5/13 (ES); 6/3; 6/10**

Mr. Clark asked the Board to approve the Selectmen's Minutes dated May 13, 2003 (Executive Session), June 3, 2003, and June 10, 2003.

1. May 13, 2003 (Executive Session):

**VOTE:** Mr. Clark entertained a motion to approve the May 13, 2003 Executive Session minutes. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

2. June 3, 2003:

**VOTE:** Mr. Clark entertained a motion to approve the June 3, 2003 minutes. So moved Mrs. Pratt. Second Mr. Sonnett. Mr. Clark: yes; Mrs. Pratt: yes; Mr. Sonnett: yes; Mr. Nelson: yes; Mr. Holden abstained from the vote, as he was not present at the meeting. So voted.

3. June 10, 2003:

**VOTE:** Mr. Clark entertained a motion to approve the June 10, 2003 minutes. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

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**Rubbish and Recycling Contract: J.T. Gaucher, DPW Director**

Mr. Gaucher reviewed the three proposals for curbside solid waste and recycling collection service from Pellegrino, Waste Management and BFI Waste Services. Mr. Gaucher gave an account of the cost comparison (see attached) from each company and recommended that the Town contract with BFI Waste Services. He further explained that their base fee is \$532,000 with annual increases based on the Consumer Price Index (CPI) and limited to a minimum increase of 3% and a maximum of 5%. He said that the contract is for three years with an option for two additional years. He believes that their quote offers the most cost savings to the Town.

The Board had general discussion regarding BFI. Mary Ann Cotton, representative from BFI, joined the discussion at this time. **An effort to increase recycling was mentioned as a determining factor in awarding the contract to BFI.**

Mr. Sonnett said that the DPW Advisory Committee voted to recommend awarding the contract to BFI Waste Services.

Mr. Nelson asked if the Town had contracted any of the three bidding companies before this time. Mr. Gaucher responded that the Town had contracted Pellegrino's for the past six years. Mr. Kozak added that before that time, Waste Management had the contract. Mr. Nelson asked if there has been a history of complaints with Pellegrino's and Waste Management. Mr. Kozak responded no, and that the Town had awarded these contracts to the lowest bidder.

**VOTE:** Mr. Clark entertained a motion to authorize the DPW Director, Mr. Gaucher, to move forward with the contract with BFI based on the information presented this evening. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

Mr. Kozak pointed out that the Contract is with the Town and asked the Board to review the contract before signing it.

**VOTE:** Mr. Clark entertained a motion to amend the previous vote that the Board of Selectmen enter into a Contract with BFI, rather than the DPW Director. So moved Mr. Sonnett. Second Mrs. Pratt. Unanimously voted.

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**PWED Contract: MA Highway Department (see attachment)**

Mr. Kozak explained the request to the Commonwealth of Massachusetts' MA Highway Department's PWED Contract for a time extension necessary to complete the South Street Corridor Project. He said the Board would need vote to authorize the Chairman to sign the PWED Contract, in order for the request to move forward.

**VOTE:** Mrs. Pratt motioned to authorize the Chairman of the Board to sign the Massachusetts Highway Department's Contract Form #350130G003, for a time extension necessary to complete the South Street Corridor Project, effective July 1, 2002 to June 30, 2004. Second Mr. Sonnett. Unanimously voted.

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**7:10 p.m. Public Hearing: Flammable Liquids (EMC: 117 South Street)**

Mr. Clark read the public hearing notice on the application of Kevin Biernacki, for EMC Corporation, to amend the current license for a temporary increase from 10,000 gallons to 13,000 gallons for the storage of flammable liquids to be stored at 117 South Street, Hopkinton, MA.

**VOTE:** Mr. Clark entertained a motion to open the public hearing. So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.

Mr. Clark read the abutter's list and asked if there were any abutters present. He noted there were no abutters present.

Mr. Biernacki from EMC Corporation gave an overview of the requests for a temporary increase in fuel storage capacity for its 117 South Street and 171 South Street sites. He said that the licenses are for 10,000 gallons of diesel fuel at the 117 South Street site and 4,000 gallons at the 171 South Street site. He said that EMC is conducting an engineering study to evaluate the feasibility of permanently installing additional diesel fuel at both sites. He explained that EMC wishes to increase the capacity to 13,000 gallons at both sites, and that the diesel fuel would be used strictly to run on-site emergency generators. He said that the additional diesel fuel would be stored in double-walled, spill-protected aboveground tanks, and that once the final specifications for the increase storage have been determined, the process of installing the permanent structure would begin. He estimates the engineering study and installation process would take about one year.

Fire Chief Daugherty said that Lt. P. Kenneth Clark visited both sites and favorably endorses to amend the existing combustible liquid storage licenses at 117 South Street and 171 South Street. Chief Daugherty reviewed Lt. Clark's recommendations for 117 South Street for a temporary license to store 20,000 gallons from June 3, 2003 to June 2, 2004 and for a permanent license store 13,000 gallons after June 3, 2004. There were no further comments at this time regarding the request for the 117 South Street site.

**VOTE:** Mr. Clark entertained a motion to close the public hearing. So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.

**VOTE:** Mr. Clark entertained a motion to approve an amendment to the existing combustible liquid storage license at 117 South Street, based on the recommendation from the Fire Department, for a temporary license to store 20,000 gallons from June 3, 2003 to June 2, 2004; and then a permanent license to store 13,000 gallons after June 3, 2004. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

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**7:15 p.m. Public Hearing: Flammable Liquids (EMC: 171 South Street)**

Mr. Clark read the public hearing notice on the application of Kevin Biernacki, for EMC Corporation, to amend the current license for a temporary increase from 4,000 gallons to 13,000 gallons for the storage of flammable liquids to be stored at 171 South Street, Hopkinton, MA.

**VOTE:** Mr. Clark entertained a motion to open the public hearing. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

Mr. Clark read the abutter's list and asked if there were any abutters present. He noted that there were no abutters present.

Mr. Biernacki from EMC Corporation presented the request for EMC to temporarily increase the storage of flammable liquids at the 171 South Street site from 4,000 gallons to 13,000 gallons. He said that, as with the previous request for a temporary increase for the storage of flammable liquids at the 117 South Street site, the diesel fuel would be used strictly to run on-site emergency generators. Chief Daugherty again referred to the letter from Lt. P. Kenneth Clark that recommends amending the existing combustible liquid storage license at the 171 South Street location from 4,000 gallons to 20,000 gallons for a one year period, commencing June 3, 2003 to June 3, 2004; and then a Permanent License to store 13,000 gallons after June 3, 2003. There were no other comments or questions at this time.

**VOTE:** Mr. Clark entertained a motion to adjourn the public hearing. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

**VOTE:** Mr. Clark entertained a motion to approve an amendment to the existing combustible liquid storage license at 171 South Street, based on the recommendation from the Fire Department, for a temporary license to store 20,000 gallons from June 3, 2003 to June 2, 2004; and then a permanent license to store 4,000 gallons after June 3, 2004. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

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**Town Hall Historic Grant (amendment): Deb Brug, Hopkinton Historic District Commission**

Mr. Kozak explained the amendment to the contract agreement between the Town and the Massachusetts Historical Commission with regard to the restoration of the Town Hall, effective September 11, 2002 to June 30, 2003, that increases the amount of the grant by \$19,000. Mr. Kozak explained that the original grant was for \$27,000 and would be increased to \$46,000 due to more work needed to complete the restoration of the Town Hall. He said that this is a matching grant by the State. Mr. Kozak said that he believes he found a \$900 discrepancy and recommends approving both contract amendment forms, one for \$19,000 and the other for \$19,900 should the State Department also agree with the \$900 discrepancy. He added that the amendment forms due date is the next day. Ms. Brug explained the restoration work that would be done with the grant money.

**VOTE:** Mr. Clark entertained a motion to approve the Contract Amendment Forms one for the \$19,000 and the other for \$19,900, as presented and explained by Mr. Kozak, for the restoration work of the Town Hall. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

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**Telephone System: Paul Rose (Logic Communications)**

Mr. Kozak described how the Town Hall's telephone system is outdated and researched alternatives to the present system. He presented three proposals from Teledix, LTD (\$15,270 with tax), Gartek Inc. (\$17,225) and Logic Communications (\$9,172) (see attached). Mr. Kozak believes that Logic Communications has an excellent telephone system product, and recommended to award the project to them. He introduced Paul Rose from Logic Communications and asked him to give an overview of the proposal. Mr. Rose gave a history of the system and an overview of the proposal for a bid of \$9,172. There was discussion regarding the technology. Mr. Rose said that the system doesn't connect to the library, but could in the future. The Board commended Mr. Kozak on his creativity in

bringing this proposal to the Board. It was noted that Mr. Kozak would meet with Mr. Rose to work on a contract between the Town and Logic Communications. The Board thanked Mr. Rose for his presentation. There was no further discussion at this time.

**VOTE:** Mr. Clark entertained a motion to accept Logic Communications' telephone system proposal at \$9,172. Second Mr. Sonnett. Second Mrs. Pratt. Unanimously voted.

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**Board of Selectmen Liaison List:**

Mr. Clark reviewed a Liaison List (see attached) of Town Committees and Departments, by which members of the Board could become liaisons, and that it would be their responsibility to act as a communication tool between the Board and the Department Head. He said that the Liaison's primary responsibility is to make themselves available to the Department Head to assist them, as needed. He recommended that the Board review the Liaison List and make their requests at the next meeting scheduled on July 1.

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**Board of Selectmen FY'04 Goals:**

Mr. Clark began a discussion regarding the Board's Fiscal Year 2004 goals and what areas to focus on and to accomplish with the Departments who report to the Board of Selectmen. He recommended that this would be the discussion at the July 15<sup>th</sup> Quarterly Meeting.

Mr. Clark recommended focusing on reducing costs to the Town's budget to help make Town Government run more efficiently.

Mrs. Pratt agreed and commented that every department needs to find ways to save money, such as a better recycling program.

Mr. Holden said to look for other ways to find revenues, including ensuring appropriate fees for services versus raising the tax rate.

Mr. Sonnett recommended that the Board have a quantitative goal, such as reducing the Town's budget 5% rather than each department reducing their budget.

Mr. Nelson commented that the Board should have concrete goals.

Mr. Clark would like Town employees to get more involved this year, and to stress the need to change the process now. He asked what could be done now to reduce expenses for Fiscal Year 2004 to help make the Town's budget operations more efficient.

Mr. Sonnett commented that anything we save could go to free cash, which would reduce the Fiscal Year 2005 budget. He said that the Board should strive for some quantitative amount.

Mr. Clark suggested reducing budgets by 4% in Fiscal Year 2004. He added that they should be "controllable expenses".

Mrs. Pratt suggested that the Board discuss this with Department Heads upcoming July 15<sup>th</sup> Quarterly meeting, and come back in September with a decision.

Mr. Clark disagreed and that the Board should plan on making a decision to reduce the budget at the July 15<sup>th</sup> Quarterly Meeting. He also recommended that the Personnel Committee get involved as an Umbrella Committee. He commented that the biggest expense is employees, and asked what the amount to reduce the budget in Fiscal Year 2004 should be. He questioned if it should be 3%, 4% or 5%.

Mr. Sonnett believes it should be 4%. All Board members agreed. Mrs. Pratt commented that she hopes it could be more.

Mr. Nelson said that he would challenge all departments to find ways to reduce their department's costs.

Mr. Clark said that the Board should set a goal for departments to come up with a program to reward and recognize employees. He suggested asking the Personnel Committee's assistance with this.

Mr. Holden recommended not limiting this to Town employees only, but to ask those residents who filled out the "HUG" form to get involved.

Mr. Clark requests to ask Department Heads to review their fees.

Mr. Sonnett said that the Board should define what a fee is and if it's designed to overcome an expense or generate revenue.

Mr. Nelson agreed with Mr. Sonnett in regards to defining what a fee is. He also believes the Board should focus on reducing cost this year, and send a clear message on this particular goal.

Mr. Clark asked if the Board had any other comments regarding goals. Mr. Sonnett believes that the biggest issue is the absence of a performance evaluation appraisal system and would like to see this implemented. He said that this should be tied into step increases i.e., a paid performance system. He would like to see the development of this challenge. Mr. Clark said that the Personnel Committee is attending the July 1<sup>st</sup> Selectmen's Meeting to discuss this issue. Mrs. Pratt commented that performance reviews should be in an employee's file folder whether it's good or bad. Mr. Nelson agreed and believes this should be a standard practice. Mr. Clark also agreed and believes that step increases shouldn't automatically happen.

Mr. Clark said that another key goal for the Board is to assist with the implementation of a Charter Commission. He said that he spoke to both Tim Kilduff and Marie Eldridge, who both agreed to start-up the first meeting. He recommended September as the start-up date and to contact those residents on the "HUG" Program and participants who attended the recent Vision of Voices Program to prepare for the 2004 Town Meeting. Mr. Sonnett recommended contacting Town Counsel to analyze what can be done through Town Meeting action versus through a Charter Commission.

Mr. Clark said that one of the Board's goals could be to help with the administrative work to jump-start the Charter Commission. He said that the Board could try to recruit volunteers to help with the establishment of the Charter Commission in July and August and plan to meet in September. Mrs. Pratt disagreed with utilizing the Selectmen's Office for assisting with the administrative support of the Charter Commission, because of the large amount of work that would be required to accomplish

this task. She added that the Selectmen's Office has already lost one secretarial position this year due to the financial crisis.

Mr. Nelson said that this could be the right time to go back and try to establish the Charter Commission. He recommended marketing the Charter Commission at large town gatherings to talk about the Commission rather than one at a time situation.

Mr. Clark asked if there were any other major goals for the Board and Department Heads?

Mr. Holden responded that he would like to see department heads get more involved in using the website and recommended that the Board establish a committee to spearhead this effort.

Mr. Clark said that this is a good thought and recommended educating the public of the functions of the various committees and departments. He suggested a Communication and Public Education Plan, and to use cable to do this.

Mr. Clark also recommended facilitating in helping Departments with the retention or destroying of records located on the Town Hall's 3<sup>rd</sup> floor.

**VOTE:** Mr. Clark motioned to recommend the following major goals for department heads to report back to the Board of Selectmen at the July 15<sup>th</sup> Quarterly meeting:

1. Reduce 4% reduction of their FY04 budgeted expenses by cost reductions and efficiency improvements.
2. Recognize and reward employees who provided solutions for cost reductions and efficiency improvements.
3. Implement an efficient and standardized performance appraisal system with the goal of linking performance to step increases.
4. To communicate and educate the public of their Department's functions, activities, and successes.

So moved Mr. Sonnett. Second Mr. Holden. Unanimously voted.

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### **Community Opportunities Group Invoice (Authorization - MAPC)**

Mr. Clark wished to commend the Affordable Housing Task Force and the Chairman, Robert Clark, for the work that the Committee has accomplished in regards to the Town's Housing Plan.

Mr. Clark read a letter from Elaine Lazarus, Town Planner, requesting the Board to approve the payment of Invoice #0311-01-155 in the amount of \$3,600 for Task 1 (Project Coordination – 45 hours from January 2003 through April 2003) and \$4,875 for Task 2 (Submission of Interim Report – 65 hours) from Community Opportunities Group, with regard to their contract to develop a Housing Plan for the Town. Ms. Lazarus also requests the signature of the Chairman of the Board on the invoice or in a separate letter, indicating that payment is authorized. Ms. Lazarus mentioned that the invoice would actually be paid by MAPC, but the Town must first approve payment.

**VOTE:** Mr. Sonnett motioned to approve the payment of the Invoice aforementioned and authorize the signature of the Chairman on the invoice or in a separate letter. Second Mrs. Pratt. Unanimously voted.

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**Parade Permit Request: *Respite Center "Michael's 5K Run Walk" (10/18/03; 1 p.m.)***

Mr. Clark read a letter from Mary McQueeney, Director of The Michael Carter Lisnow Respite Center in Hopkinton, that requests permission to hold their 6<sup>th</sup> Annual Michael's 5K Run/Walk scheduled on October 18, 2003 starting at 1:00 p.m., following the same course as the previous years beginning at the Town Common. Mr. Clark noted that the Police Chief has no problem with issuing approval of the event.

**VOTE:** Mr. Clark entertained a motion to approve a parade permit to The Michael Carter Lisnow Respite Center for their 6<sup>th</sup> Annual Michael's 5K Run/Walk scheduled on October 18, 2003 at 1:00 p.m., contingent upon receipt before the event of a Certificate of Insurance naming the Town as an additional insured with a minimum of at least \$1M. So moved Mrs. Pratt. Second Mr. Holden. Unanimously voted.

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**One-Day Liquor Licenses:**

1. *Weston Nurseries:*

Mr. Clark read a letter from Weston Nurseries requesting a one-day all alcohol license for a Private Sale Reception scheduled on Wednesday, June 25, 2003 and Thursday, June 26, 2003 from 5:00 p.m. to 9:30 p.m. He noted that the Police Chief has no objection to the request.

**VOTE:** Mr. Clark entertained a motion to approve the request for a one-day all alcohol license as submitted by Weston Nurseries. So moved Mr. Sonnett. Second Mr. Nelson. Unanimously voted.

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2. *Weston Nurseries:*

Mr. Clark read a letter from Weston Nurseries requesting a one-day all alcohol license for their Tower Hill Botanical Garden Tour scheduled on Sunday, June 22, 2003 from 6:00 p.m. to 9:00 p.m. Mr. Clark noted that the Police Chief has no objection to the request.

**VOTE:** Mr. Clark entertained a motion to approve the request for a one-day alcohol license as submitted by Weston Nurseries. So moved Mr. Nelson. Second Mr. Holden. Unanimously voted.

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3. *Massachusetts Building Trades Council:*

Mr. Clark read a letter from the Massachusetts Building Trades Council requesting a one-day all alcohol license for their "Annual Clambake" at the New England Laborers' Training in Hopkinton scheduled on Thursday, August 7, 2003 from 11:00 p.m. to 4:00 p.m. Mr. Clark noted that the Police chief has not objection to the request.

**VOTE:** Mr. Clark entertained a motion to approve the request for a one-day all alcohol license as submitted by the MA Building Trades Council. So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

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**Gift into Ambulance Account:**

Mr. Clark read a list of those who donated funds into the Ambulance Gift Account in memory of Mary Pyne.

**VOTE:** Mr. Clark entertained a motion to accept the gifts in memory of Mary Pyne from the following: *John & Marilyn Palmer: \$30; Florence Stewart: \$50; Russell & Mary Ellsworth: \$50; Thomas & Elaine Terry: \$20; The Graves Family: \$50; John & Carol McBride: \$25; Donald & Julia Harris: \$35; Paul Phipps Insurance Agency: \$100; Kevin, Bonnie, Brian and Gregory Steele: \$25; Mike, Suzy and Sarah Whalen: \$30.* So moved Mrs. Pratt. Second Mr. Sonnett. Unanimously voted.

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**Health Insurance Consultant Services:**

Mr. Clark gave a brief history of the Board's vote to hire Strategy Benefits Advisors to assist them with the Town's Health Insurance Plans, and that they are now willing to forgo any payment from the Town for Fiscal Year 2003 if the Town approved them to operate as their broker as recommended by Harvard Pilgrim Health Insurance Company. Mr. Clark said that Mark Abate from Strategy Benefits Advisors could help the Town during the negotiation process with the insurance companies next year. He noted that Strategy Benefits Advisors have also volunteered to do the Cobra administrative work as part of their broker responsibilities. Mr. Sonnett agreed that this is a great deal and would save the Town money.

**VOTE:** Mr. Clark entertained a motion to rescind the vote to pay money for Fiscal Year 03 to Strategy Benefits Advisory and appoint them as the Town's brokers for Fiscal Year 2004 with Harvard Pilgrim and perform the administrative work for Cobra. So moved Mr. Nelson. Second Mr. Sonnett. Unanimously voted.

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**Vacation Request Holdovers: Theodore D. Kozak, Executive Secretary, & Police Chief Irvin**

Mr. Kozak explained that the four (4) employees under contract with the Board of Selectmen requires a vote from the Board to obtain their approval to holdover any unused vacation or personal days that were not used in the present fiscal year. He said that he and the Police Chief are under a Contract with the Board of Selectmen, and request on behalf of himself and the Police Chief to use their unused vacation days for fiscal year 2003 in fiscal year 2004. He said that the request is eight (8) days of unused vacation time for himself and three (3) unused vacation days for the Police Chief Irvin. Mr. Clark gave a recap of the requests and asked what the unused vacation policy is for employees under the Salary Administration Plan. Mr. Kozak replied that those employees under the Salary Administration Plan could carry-over up to five (5) days of unused vacation or personal days for Fiscal Year 2003; but, effective July 1, 2004, the SAP would allow employees to carry-over up to ten (10) days of unused vacation or personal days for Fiscal Year 2004. Mr. Sonnett said that he believes this is a reasonable request.

**VOTE:** Mr. Sonnett motioned to approve the both requests from Theodore D. Kozak, Executive Secretary, and Police Chief Irvin, to carry over their unused fiscal year 2003 vacation days in fiscal year 2004 that being Mr. Kozak carry over eight (8) vacation days and Chief Irvin carry over three (3) vacation days. Second Mr. Nelson. Unanimously voted.

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**Legal Assistance Request: *Planning Board (Trailside Subdivision)***

Mr. Clark read out a legal assistance request for legal counsel from the Planning Board for an opinion/other and more than two sessions relative to the Hopkinton Woods subdivision. The legal assistance request explains that the developer has abandoned the subdivision and the Planning Board has voted to obtain the performance guarantee funds from the Surety Company for \$13,500. The funds will be used to correct a drainage problem on Trailside Lane. The Planning Board requests assistance in obtaining the funds from the Surety Company, and an opinion as to whether the residents can hire the contractor to perform the work.

**VOTE:** Mrs. Pratt motioned to approve the legal assistance request as submitted by the Planning Board. So moved Second Mr. Nelson. Unanimously voted.

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**Parade Permit: *July 4<sup>th</sup> "Horribles" Parade***

Mr. Holden made a request on behalf of the "July 4<sup>th</sup> Horribles Parade" Committee for the Board's permission to hold the annual July 4<sup>th</sup> Horribles Parade beginning at Noon at the Town Common. Mr. Clark noted that the Police Chief has no objections regarding the Annual 4<sup>th</sup> of July Horribles Parade and that the Police Department would provide traffic control.

**VOTE:** Mrs. Pratt entertained a motion to approve a parade permit for the "July 4<sup>th</sup> Horribles Parade" as requested. Second Mr. Sonnett. Unanimously voted.

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**Town Liability Insurance Award:**

Mr. Kozak explained that each year he receives bids for the Town's Liability Insurance and that he is presently seeking quotes, hopefully, by the end of this week. He requests that the Board approve authorization to Mr. Clark and himself to review the bids and make a decision as to the most responsible insurance company.

**VOTE:** Mrs. Pratt motioned to authorize Mr. Clark and Mr. Kozak to award the bid in regards to the Town's Liability Insurance. Second Mr. Holden. Unanimously voted.

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**School Committee Vacancy:**

The Board agreed to hold a joint meeting with the School Committee to interview candidates for the vacancy on the School Committee on Tuesday, July 15 at 6:00 p.m. in Room 211.

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**Board of Selectmen Agenda Schedule:**

Mr. Clark reviewed the Board of Selectmen's schedule of future agenda items for the months of July through September, and said that this schedule would be included at all future Board meetings' packets.

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**Meeting Adjourned:**

**9:05 p.m. VOTE:** Mr. Clark entertained a motion to adjourn the public meeting. So moved Mr. Sonnett. Second Mrs. Pratt. Unanimously voted.

Respectfully submitted,  
Geri Holland Clerk

Date Approved: 7/15/03