

**MINUTES**  
**BOARD OF SELECTMEN MEETING**

July 24, 2012

7:00 p.m.

The meeting of the Board of Selectmen was held at 7:00 p.m. in the Sharon Town Hall with Chairman William A. Heitin, Selectmen Walter Joe Roach and Richard A. Powell and Town Administrator Benjamin E. Puritz.

**DANIELLE KAPLAN: ONE-DAY LIQUOR LICENSE SHARON COMMUNITY CENTER**

Ms. Orel works as Executive Director of the Mass. Association of Conservation Commissions and has experience as an environmental attorney and lobbyist. For over twenty (20) years, Ms. Orel also developed and taught programs at the Boston Museum of Science working with students and families. Ms. Orel and her family moved to Sharon this spring and is very interested in being considered for an appointment to the Conservation Commission.

**The Board resumed in Open Session at 7:35 p.m.**

**AUDIT COMMITTEE**

Kevin Brown of the Audit Committee appeared before the Board of Selectmen to discuss the results of the FY'11 Audit. The Audit Committee is made up of the following member: William Heitin, Chair, Chuck Goodman, David Fixler and Kevin Brown.

Mr. Heitin reported that the Town of Sharon received a clean audit FY'11.

There were a few minor issues which were discussed by Chair Heitin and Kevin Brown:

1. Include all disbursements on Town Warrant. The Town will work to streamline the wire process;
2. Maintain Cash Book in a timely manner. The Town is in the process of having the Cash Book maintained on a daily basis to reflect the transactions as they occur and to improve the timeliness of cash reconciliation between the Treasurer and General Ledger;
3. Perform Timely Cash Reconciliations. The Town has started the Cash Reconciliations process for Fiscal 2012 and has implemented the Auditors recommended single form spreadsheet as a base tool; and,
4. Reorganize Job Responsibilities or Cross Train Staff. The Town has continued the process of cross training staff to perform accounting and reconciling responsibilities.

**APPROVAL OF MINUTES**

It was the consensus of the Board of Selectmen to hold the Regular Minutes and the Executive Session Minutes until the next meeting.

**APPROVAL OF CHAPTER 90 PROJECTS FOR 2012**

In a memo dated July 2, 2012 from Peter M. O’Cain, P.E., Town Engineer, the Town of Sharon Engineering Division of the Department of Public Works requests that the Sharon Board of Selectmen sign the ”Chapter 90 Project Request FY12” and the “Chapter 90 Environmental Punch List” for each of the following roadways: 1. Massapoag Avenue Roadway ; 2. Pond Street Roadway; 3. Pond Street Sidewalk; 4. Blair Circle Roadway; 5. Reimbursement for purchase of two LED variable message boards and 6. Reimbursement for a new traffic counter.

**VOTED:** (Roach/Powell) Voted unanimously to accept the recommendations of Town Engineer Peter O’Cain related to Chapter 90 Projects 2012 as discussed.

**APPROVAL OF BANNER REQUEST**

**VOTED:** (Roach/Powell) Voted unanimously to approve the banner request of the Sharon Soccer Association for July 16-23, 2012 (2<sup>nd</sup> position) and for August 13-20, 2012 (1<sup>st</sup> position)

**SUPPLEMENTAL AGENDA**

**APPROVAL TO TIE RIBBONS IN CENTER OF TOWN IN RECOGNITION OF NATIONAL OVARIAN CANCER WARENESS MONTH (September)**

**VOTED:** (Powell/Roach) Voted unanimously to grant permission to tie ribbons in center of Town in recognition of National Ovarian Cancer Awareness Month in September.

**APPROVAL OF BANNER REQUEST**

**VOTED:** (Powell/Roach) Voted unanimously to approve the banner request of the Heights Elementary School PTO for their “Harvest Festival” for September 24 to October 1, 2012 (1st position)

**EXECUTIVE SESSION**

**VOTED:** (Heitin/Roach) Voted unanimously to move into Executive Session to discuss Collective Bargaining – Fire fighters, and Mid-level Professionals and AFSCME and at the end of the Executive Session adjourn for the evening and

The meeting adjourned at p.m.

Heitin: Aye

Roach: Aye

Powell: Aye