



TOWN OF BLANDFORD  
Board of Selectmen Minutes – Joint Meeting, Finance Committee  
December 12, 2016

**Attendance:** Adam Dolby; Andy Montanaro; William Levakis

The Clerk called the meeting to order at 7:03 p.m.

This is a Board of Selectmen meeting held with the Finance Committee for the purposes of discussion between the two bodies in compliance with open meeting law requirements.

**Finance Committee**

- Highway Secretary Position – The Highway Department is seeking to increase the position to 20 hours per week. Prior to FY17, the hours for the position had been increased to accommodate completion of a FEMA project. Once the project was complete, the hours were returned to the level prior to the onset of the project. The Finance Committee requested evidence supporting the need for an increase in the working hours. A concern is that the previous secretary was not fully utilized and steps need to be in place to ensure that the level and scope of work meet the needs of the department and town.
- Tax Collector – The Tax Collector is currently performing two roles: Tax Collector and support for legal proceedings. The pay rate for special projects is different than the pay rate for Tax Collector. The special projects has been paid at the tax collector rate recently. A correction of approximately \$130 needs to be made.

**MOTION:**

**To approve the Tax Collector's rate for investigation purposes to \$20 per hour effective the beginning of FY17, by A. Dolby**

**2<sup>nd</sup>: B. Levakis**

**Vote: All in favor**

- Town Administrator Benefits – The Treasurer requested clarification of the compensation structure for the Town Administrator regarding days off. The Selectmen requested that all questions be documented and given to the Selectmen's Secretary and will be included as an agenda item at a future meeting.

**Town Administrator Update: Angeline Ellison**

- Budget Process – The Town Administrator seeks to establish a process of setting the budgets for the departments that is efficient and timely. To this end, the Town Administrator will meet with the

appointed department heads to discuss their budgets. The department heads will be scheduled to appear at a Selectmen meeting in January to review their budgets.

According to town by-laws, all budgets should be transmitted to the Town Accountant to compile into a spreadsheet to submit to the Finance Committee. A quorum of the Finance Committee agreed that budgets will be forwarded to them as reviews are completed, with all budgets presented to them by January 31, 2017. The Finance Committee will present recommendations to the town at annual Town Meeting.

- Hiring Policy – The draft hiring policy was circulated to all present for review and comment. A copy of the policy is on file in the Selectmen’s Office. The policy will be on the agenda at the next meeting for approval by the Selectmen. Anyone with comments is asked to forward them to the Town Administrator at [administrator@townofblandford.com](mailto:administrator@townofblandford.com)
- Gym Policy – The draft gym policy was circulated to all present for review and comment. A copy of the policy is on file in the Selectmen’s Office. The policy will be on the agenda at the next meeting for approval. Anyone with comments is asked to forward them to the Town Administrator at [administrator@townofblandford.com](mailto:administrator@townofblandford.com). Any requests to use the gym must be logged with the Police Department.
- Green Community Update – A language change to correct the percentages was made for acceptance of the grant. The town can get credits if we have a policy restricting town vehicles from sitting idling for more than 10 minutes, emergency vehicles are excepted.
- Highway Department New Hire – The Highway Department seeks approval to hire Joseph Boisseau. Joseph is available to begin work tomorrow.

**MOTION:**

**To hire Joseph Boisseau to the full-time position of Highway Maintenance Department employee, by A. Dolby**

**2<sup>nd</sup>: B. Levakis**

**Vote: All in favor**

- BCIG (Berkshire Community Insurance Group) – B. Levakis attended the meeting of the BCIG Board regarding a deductible change. Blandford has one vote on the Board. Because the town has a negotiated union contract, there were questions how it would impact the union. The BCIG included documentation on how to negotiate with the union. After some review it was determined that these changes would not affect the Collective Bargaining Unit or contract. An additional health option with lower shared costs was also being added.
- December 26, 2016 and January 2, 2017 are legal holidays. No meetings will be held. The next Selectmen meeting will be Wednesday, January 4, 2017 at 7 p.m.
- Town Administrator 3-Month Review – A. Ellison’s is up for her 3-month review. It will be placed on the agenda for the January 4, 2017 meeting.
- Department Head Meetings – The Treasurer, Accountant, and Tax Collector will meet with the BOS to On December 19 to review departmental updates. On January 4, 2017, the Operational staff, comprising of the Highway, Fire and Police, will meet with the BOS.

- B. Levakis proposed that the hours for the Selectmen Secretary position should be increased. The point was made that staff work hours they are not compensated for and residents are unaware of what goes into running the town. The Town Administrator will review.
- South Street – This road badly needs attention to repair several deep pot holes. The Highway Department will be requested to move it to the top of their list.
- 24 Shepard Road – Resolution of the plowing damage at this address is being addressed. The Highway Department will follow up with the resident.
- Blair Road – Culvert cleaning was scheduled but the equipment, which we share with another town, was not available at the time.
- North Street – The Water Department will be repairing a water break at 7 a.m. on December 15.

### **Old Business**

- Closing of FY2016 Books – The books are not yet closed. The ledger is still not balancing.
- Watson Park – The first phase of the tree work is complete and the gazebo has been painted. A master gardener was brought in to evaluate the flower beds and provide a plan. The master gardener will be able to view photos of the original flower beds at the Historical Society.

### **New Business**

- Finance Committee -
- Minutes: December 5, 2016

#### **MOTION:**

**To approve the minutes of the Board of Selectmen meeting on December 5, 2016**

**by A. Dolby**

**2<sup>nd</sup>: B. Levakis**

**Vote: All in favor**

- Tax Billing schedule – The Assessors presented a schedule for sending out the tax bills by December 30, 2016.

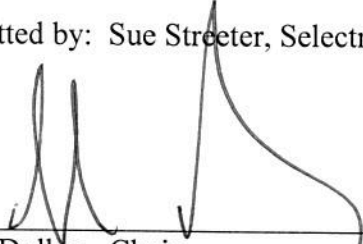
### **Citizen's Forum**

No discussion

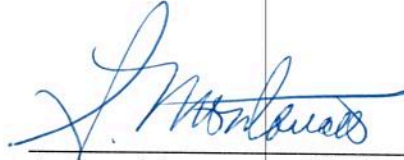
Meeting was adjourned at 9:39 p.m.

Executive Session postponed until January 4, 2017 at 6 p.m..

Submitted by: Sue Streeter, Selectmen Secretary



Adam Dolby – Chair



Andrew Montanaro - Clerk



William Levakis – Member