



TOWN OF BLANDFORD
Board of Selectmen Minutes
Joint meeting with Municipal Light Board
September 5, 2017

1. **OPEN SESSION** 7:01 pm

Present were Adam Dolby, William Levakis and Cara Letendre

2. **EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

a. Minutes of the previous meetings

MOTION: W. Levakis made a motion to release the Executive Session Minutes of April 18, 2017.

A. Dolby seconded the Motion.

A. Dolby, W. Levakis in favor. C. Letendre abstained as she was not present.

3. **TOWN ADMINISTRATOR'S UPDATE**

a. Municipal Light Board

Peter Langone and June Masse of The Municipal Light Board presented a request for formal approval and formal acceptance of the Grant by the Board of Selectmen. They updated the Board on the what remains to be done to acquire broadband in Blandford.

b. Aimee Burnham, Huntington FRTA liaison

Amie Burnham addressed the board relative to the day to day operation of the FRTA (Franklin Regional Transit Authority) program and provided supporting documents. They are under contract with the Town of Huntington to provide transportation for those in need. She provided a schedule of the van and an overview of their services and addressed questions and concerns from the Board. She has been put in touch with Margit Mikuski, Director of the Council on Aging to resolve any one on one issues.

c. Shared Financial Operational Proposal meeting: September 16, 9-12noon, Stanton Hall
The Town Administrator reminded the Board regarding this meeting.

d. Special Town Meeting

Table until there are multiple items for the agenda.

e. Operational Building Committee update

The Fire Chief discussed the need for critical infrastructure improvements and proposed building a new highway garage that would free up the present garage which could be renovated for fire department operations. This centralizes the highway operations and makes use of the recently stabilized highway garage. Prior to putting the project out for bid an engineering company will be hired to draw up plans. He updated the board on present equipment and suggested the purchase of a new mini pumper which would be a priority item. Will continue to seek grant funding and work with the Water Department to perhaps seek a joint grant.

f. MMA Legislative Breakfasts Sept 15, 22, 29

The Town Administrator advised of this upcoming breakfast and one or more of the Board members will arrange to attend.

- g. Additional compensation for Assessors
The Town Administrator reported to the Board the results of her inquiries to other towns as to whether or not assessors receive additional compensation to attend training seminars. Of the 17 towns she contacted, only one extended a one-time lump sum payment upon receipt of certification.
- h. Staff working beyond scope of position
Concern has been in regard to employees performing tasks beyond the scope of their position. This occurs if they switch to another Department or are called away from their present position to assist in another area. It creates issues as to where reimbursement would come from should the individual get injured and which department would cover workers compensation. Union positions versus nonunion positions also can create a problem in this area. Related to this, the job description for John Hoppe will be reviewed to determine if it includes maintenance and repairs for all the town buildings. If not, general repairs to municipal buildings can be incorporated into the description. It was agreed by all that pulling employees outside of the scope of their position will not be arbitrarily done.
- i. Wetlands Training with Conservation: September 25, 2017 at 6pm
The Town Administrator issued a reminder of this upcoming meeting here. The authority of the Conservation Commission will be one of the items of discussion. An email reminder will be issued.
- j. Dog Sanitation Stations
An option to purchase a station for \$470.85 was discussed and it was felt to be a high amount. Other options were discussed with final agreement to purchase two 2-roll bag dispensers at \$145.85/each with the proper signage and the purchase of pet waste bags for the stations.
MOTION: C. Letendre made a motion to purchase one dog poop station at \$145.85 for Watson Park and one dog poop station for \$145.85 for the Town Hall.
A. Dolby seconded the motion.
All in favor.
- k. Staff Evaluations (added item)
The Town Administrator will be conducting evaluations for Ed Harvey, Wednesday at 2:00 p.m. and Brad Curry, Friday at 10:00 a.m. and William Levakis will be present for these reviews.

4. ACTION ITEMS

- a. Protective Security Services
Paul Greist of Protective Security Services reviewed the present security system, possible improvements and supplied a price quote which was accepted.
MOTION: C. Letendre made a motion to accept quote from Protective Security Services for \$1,101.63 for upgrade to security system. Noted amount to be \$1,058.00 (minus \$43.63 tax).
A. Dolby seconded the motion.
All in favor.
- b. TA Goals and working hours
The Town Administrator suggested it would be helpful to for a delineation of expectations and job responsibilities for this position. Adam Dolby will draft an outline and circulate it to Board members for review and this will be revisited at the next meeting. William Levakis suggested other municipalities with town administrators be

contacted to discuss the role of the town administrator in that town and will gather that information for the next meeting.

- c. Capital Expense for Highway: Replacement bed for 550 truck
The 550 truck is in need of a replacement bed to extend the life of the vehicle and address the fact the truck is not safe without the repair. The Board agreed along with the recommendation of Eric McEvey, Chair of Finance Committee, this should come out of the departments line item versus capital expenditure.
- d. Executive Session meeting: September 6th
The Town Administrator presented a packet received from Helen Speckels in reference to the September 6 Executive Session meeting for the Town of Huntington. She advised Board members can dial into this meeting which is taking place 9/6 at 6:30 p.m. William Letendre advised he will attend the meeting.
- e. Accept funding for Last Mile infrastructure grant
Please refer to 3.a.

5. UNFINISHED BUSINESS FROM PRIOR MEETINGS

- a. Pay it forward recycling follow up
In reference to the presentation by Pay it Forward to obtain authorization to place several recycling bins on town property, the Board unanimously agreed not to set a precedent to allow for-profit companies to place these bins.
- b. Special Town Employees
Tabled and to be set as priority for the next meeting. A. Dolby has requested that a representative from legal be present for this.
- c. Appointments
The updating of the appointment list will be worked on as a priority item. W. Levakis would like to have a letter of intent requesting appointment from appointees and going forward this will be the procedure.

6. NEW BUSINESS

A. Dolby has requested looking into a digital calendar and the Town Administrator will focus on Microsoft Exchange as a serious prospect.

7. PUBLIC ANNOUNCEMENTS

8. ADJOURN MEETING

MOTION: C. Letendre made a Motion to Adjourn

All in Favor

Submitted by: Karen Shaw

Adam Dolby – Chair

Cara Letendre - Clerk

William Levakis – Member