



TOWN OF BLANDFORD  
SELECTBOARD

Blandford Town Hall  
1 Russell Stage Road, Suite 1  
Blandford, MA 01008

**TOWN OF BLANDFORD  
BOARD OF SELECTMEN MINUTES  
JOINT MEETING WITH ASSESSORS AND FINANCE COMMITTEE  
November 27, 2017**

**1. OPEN SESSION 7:00 pm**

Present were Adam Dolby, William Levakis and Cara Letendre  
Meeting is being recorded.

**2. PUBLIC HEARING: RECLASSIFICATION HEARING**

Stephen Jemiolo of the Board of Assessors made a presentation to the Board on the status of the reclassification project. He is waiting for additional information and final figures from the Accountant. They have submitted reports to Boston which have been approved. There was a large amount of growth last year \$1,882,000. Based on the need for information that is not yet in it is suggested that the matter be reconvened at next week's meeting. Work is being done on a packet which is expected to be completed by the end of the week to be distributed to the Board members for review prior to the next meeting (12/4/17).

**MOTION: A. Dolby made a motion to recess the Reclassification Hearing for one week to reconvene on December 4.**

**C. Letendre seconded the motion.**

**All in favor and it will be placed first on the Agenda.**

Discussion commenced relative to the concern for various property owners who can't access portions of their property due to the condition of the road, specifically Standard and Sperry Roads (Chapter 90 roads that taxes have been collected). The bridge has been closed causing additional blockage to some property. Adam Dolby has instructed information be supplied to the Town Administrator who can work with Brad Curry to determine what is needed and what can be done.

**3. BUDGET REVIEW: GOALS, PROCEDURES, TIMELINE, ETC.**

Eric McVey provided a handout that he is requesting Angeline distribute to all the department heads, supervisors and cost center managers. The questionnaire covers all facets of budget, current and anticipated financial requirements. The departments will be instructed to return the completed questionnaire by February 1<sup>st</sup> after which time meetings with specific departments/boards/commissions will commence. The Town Administrator will distribute the questionnaires and follow/up for the return of the information by the February 1<sup>st</sup> deadline.

Discussion ensued relative to several big line expenses such as the Highway/Fire Department building and the Library. It was suggested the Town should look into a professional grant writer as there is concern grants may be missed.

Angeline will invite all the boards for a recap to the meeting of December 4, 2017 at 7:30 p.m.

#### **4. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

- a. There were no minutes presented for signing.

#### **5. TOWN ADMINISTRATOR'S UPDATE**

The Town Administrator expressed her gratitude to the Town as to the outcome of the Special Town Meeting relative to the Town Administrator position.

As to the closing of the books for FY 2017, Eric Kinscherf and Sara Hunter are moving forward at a rapid pace on this. There is a possibility loans will not be required for the vehicle purchases and this will be determined as the closing commences.

#### **6. ACTION ITEMS**

- a. Appointment of Sara Hunter as Interim Treasurer.  
This appointment is required so Sara can have access to the figures needed in order for her to perform her duties. The actual Treasurer position is expected to be outsourced.

**MOTION: C. Letendre made a motion to appoint Sara Hunter as Interim Treasurer.  
W. Levakis seconded the motion.**

Discussion: Pertaining to paid positions – are they posted? As to the Interim Treasurer, it is under contract and does not need to be posted. As to the position of Assistant Accountant/Bookkeeper to perform data entry, the position will be advertised.

**All in favor of appointing Sara Hunter as Interim Treasurer.**

- b. Plowing of Private Road: Maple Lane  
The Board discussed the plowing of Maple Lane and agreed to continue doing so.

**MOTION: A. Dolby made a motion to accept the request from the residents of Maple Lane for plowing of the road for this winter season.**

**C. Letendre seconded the motion.**

**All in favor.**

#### **7. UNFINISHED BUSINESS FROM PRIOR MEETINGS**

- a. Special Town Employees  
Tabled.
- b. Benefits to elected officials  
Additional discussion is required for this: number of hours required to be eligible for group health insurance; setting policy – all elected officials, or none; a uniform cost to all employees should this be offered. A formal policy needs to be set on these items. The cost of health insurance is a spiraling expense. The Town Administrator has been requested to invite elected officials to the next Board of Selectmen meeting.
- c. Grievance Procedure  
This draft has been submitted by legal and will be reviewed at the next meeting. The question was raised as to whether a harassment policy should be inserted as well.

- d. Town Administrator's hours, expectations, goals.  
Tabled.
- e. Staff Supervision  
Tabled.

## **8. NEW BUSINESS**

Mary Kronholm advised she has learned that mail is not being picked up at the Town's outgoing mailbox. It has been requested the Town Administrator follow up on this.

The furnace at the Library Friday stopped working and J. Hoppe was called. It was determined a part was required which will be taken care of by Mr. Hoppe.

She has two bids for servicing the septic tank. It has been requested she procure one additional bid which she will do.

Library is in need of someone to shovel the snow this winter. She will return to the Board should she not find a suitable individual.

## **9. PUBLIC ANNOUNCEMENTS**

- a. **Grant Opportunity Trail Riders Association**
- b. **Chester Solar Bylaw Change and Marijuana Bylaw**
- c. **Notice of Public Hearing State of MA**

The above were given to the Board.

**Adam Dolby made a motion to Adjourn the meeting.**

**C. Letendre seconded the motion.**

**Meeting adjourned at 8:51 p.m.**

Submitted by: Karen Shaw

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Adam Dolby – Chair

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Cara Letendre - Clerk

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William Levakis – Member