



TOWN OF BLANDFORD
Board of Selectmen Minutes
November 13, 2017

1. **OPEN SESSION - 7:02 pm**

Present were Adam Dolby, Cara Letendre and William Levakis
Cara Letendre, BOS Clerk, took notes for the meeting

2. **PUBLIC HEARING: Transfer of liquor license**

Jennifer Girard is purchasing the Blandford Country Store, Inc. and requested to have the liquor license transferred.

Jeff Allen of 100 Main Street, expressed concerns and Jennifer Girard promised to work with him.

MOTION: A. Dolby made motion to transfer the liquor license to Jennifer Girard at 98 Main Street, effective immediately.

W. Levakis seconded the motion
The motion passed unanimously

3. **EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

No records

4. **7:10pm: Jennifer Girard resumed note taking from C.Letendre**

5. **TOWN ADMINISTRATOR'S UPDATE**

- a. Jeanne LeClair, Economic Development Director
DCR coming to look at the Blandford / Chester State Forest to see the possibilities of it being opened year round. Would like the select board to sign document stating the town would like to see the state forest opened year- round. Would like to have camping, hiking picnic and staff on site. Would like this available for residents and visitors.
J. LeClair provided a progress report of the Gateway Hill Town. There is a website which lists available space for sale and for rent with detail information. This is in the hopes to bring more people into the area. This is a work in progress and is continuously updated.

MOTION: A. Dolby made motion to accept the Blandford / Chester State Forest to open year round.

C. Letendre seconded the motion
The motion passed unanimously

- b. Budget season and process
TA would like to start discussion on the budget process with the finance committee and the board of selectmen in an attempt to be proactive this year. Discussion was made on process and the The Finance Committee members agreed that they were looking to get started in January with requests. All board meeting will occur soon thereafter.
- c. Library is cleaning out their suite. There will be a lot of books in the Con-Com area.
- d. The TA read a statement to address the incorrect allegation and misinformation on the Town Administrator's salary and responsibilities.

6. **ACTION ITEMS**

- a. Lisa Lajoie resignation: Conservation Commission

MOTION: A. Dolby made motion to accept resignation of Lisa Lajoie from the Conservation Commission.

C. Letendre seconded the motion
The motion passed unanimously

- b. Appointment of Assessor: Amie McLaughin

MOTION: A. Dolby made motion to appoint Amie McLaughin to the position as assessor for the remainder of the term.

C. Letendre seconded the motion
The motion passed unanimously

- c. Grievance Policy – Tabled

- d. Special Town Employee – Tabled

- e. Elected official benefits – Tabled

- f. Town Constable policy and procedure

The select board reviewed the policy and procedures on appointing town constables.

MOTION: A. Dolby made motion to accept the constable requirements.

C. Letendre seconded the motion
The motion passed unanimously

- g. Water Department Job Descriptions:

MOTION: A. Dolby made motion to accept the water department job descriptions

C. Letendre seconded the motion
Moved to discussion

W. Levakis would like to see all old and new job descriptions before voting. Would like to contact DEP for their recommendations prior to meeting with Union. Water Department would like to change the position of the water plant operator to a Superintendent position. The water department's concern is they have deadlines to meet and there will be costly penalties if not met. They need a superintendent to get the job done. These requirements are things that should have been several years ago.

The motion passed; W.Levakis abstained

Municipal Small Bridge program agreement
A.Dolby signed page 6 of small bridge agreement.

MOTION: A. Dolby made motion to approve the Small Bridge Contract

C. Letendre seconded the motion

The motion passed unanimously

7. UNFINISHED BUSINESS

a. Staff Supervision – tabled

b. Town Administrator’s goals, expectations and hour

B. Levakis discussed the previous Town Manager and was not managed properly by the select board and wanted to recommend giving the TA her job description, time schedule and give her direction. B. Levakis indicated he is upset with working outside the town and accessing computer by remote. The TA stated the essentials of her having access outside the town to respond to emails, post agenda when no one is here to do so. TA stated she is willing to abide to whatever the board and she agree. TJ Cousinou stated that it would cripple the town if they limited her access outside town hall. He stated she helped him with the process and was always readily available to assist in the Green Community project on the days she was not working in town hall.

MOTION: A. Dolby made motion to keep Town Administrators hours the same as the day she started

C. Letendre seconded the motion

Moved to discussion

W. Levakis wanted TA to be in town hall Monday, Wednesday & Friday.

TA stated she works those days now with working Monday full days, Wednesday 4 hrs, and Friday 4 hrs. W. Levakis would like TA to work Monday 8 hrs, Wednesday 6 hrs and Friday 6 hrs

Dolby withdrew his motion

MOTION: W. Levakis made motion to change TA hours to 8 hours Monday, 6 hours Wednesday and 6 hours Friday.

No second

- c. A. Dolby asked if anyone had questions regarding the purchase of the new fire truck. In response to W. Levakis question of who could drive the new fire truck; the chief stated that if it was an emergency anyone could drive it otherwise it falls under the CDL rules and regulations. Funds for the truck will be determined. The truck has reserved water. The Fire Department is very excited about this as it will save more time and money for the department among the safety for the Firemen. The truck will have the jaws’ of life on it. Will carry more people. Best part is that the truck will start.
- d. To remind folks of the town hall, A. Dolby read a few paragraphs from a 2011 letter received from the State of Affairs in regards to doing audits and finances and how town employees feel the rules and regulations do not apply to them. Having the TA bring in

outside auditors and outsource finance departments is all positive changes to tighten these departments. The DOR report is online at www.mass.gov.

- e. Saturday, November 18th there will be a meet and greet from 10:00 am to 12:00pm with the Board of Selectmen to go discuss Special Town Meeting warrant articles.

8. NEW BUSINESS

- a. Conservation Committee: hunting permit

W. Levakis had the conservation committee come to the meeting to discuss how permits are issued for hunting.

There are approximately 25 permits. They are limited to area. This year they were issued to whom every requested them. The conservation commission is looking to make changes for next year. Conservation advertises on their web page. Conservation is looking to hunt on the water treatment plant there are 2/3 zones.

- 9. Meeting was closed at 9:25pm without an adjournment

Submitted by: Jennifer Girard

Adam Dolby – Chair

Cara Letendre - Clerk

William Levakis – Member