



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 FINANCE
APPOINTING COMMITTEE
APRIL 23, 2018**

OPEN SESSION 7:57 p.m.

Cara Letendre, William Levakis in attendance.
Meeting is recorded.

EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

MOTION: C. Letendre made a motion to accept the Board of Selectmen Executive Session Minutes of February 20, 2018.

B. Levakis seconded the motion.

All in favor.

TOWN UPDATE

- **Processing/Scanning of Town Invoices**

The Select Board Administrative Assistant went through what the present process is for scanning invoices for payment to an offsite location. It is felt the process can be made more efficient and Joshua Garcia, Interim Town Administrator will work with Karen to create a procedure that will work well for everyone. It is anticipated there will be a Department Head meeting including anyone who submits invoices for payment to go over the process once a plan is put together.

ACTION ITEMS

- **Finance Committee Appointment – Paul Martin**

Absent the Town Clerk this will be added to the Agenda for April 30th.

- **Discussion of Community Compact Best Practice Selection**

On the Financial side the compact best practice was discussed and two selections were made and will be discussed again at next week's Board Meeting.

Selection 1) Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short –term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Selection 2) Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs; is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.

- **Department Head Meeting on Payroll**

Sara Hunter went over with the Board the essence of the Department Head Meeting relative to payroll procedures. She is stressing the importance of uniformity and consistency and meeting time lines. The strategic goals are timely payroll processing, accurate rates, hours, account numbers to avoid problems. She will be sending a report out of the highlights of the meeting to those who were unable to attend. It is anticipated there will be another meeting once everything is in place.

- **Hilltown Ambulance Contract**

The Hilltown Ambulance Contract with revisions recommended by counsel will be submitted to Hilltown Ambulance for review. The Interim Town Administrator mentioned the contract reflects a 5.5% increase for next year and it would be advantageous to aim towards keeping it at 2.5%.

- **Berkshire County Insurance Group**

Berkshire County Insurance Group is dissolving and the Town will need to vote to accept their affiliate or terminate the contract. Further information is required in order to make an informed decision. The Town Administrator will look into it.

NEW BUSINESS

- **Animal Control Officer**

Joanne Grybosh who is presently the Blandford Dog Officer explained to the Board the need to change the position to Animal Control Officer. She reviewed the duties and responsibilities of the Animal Control Officer through the Massachusetts General Laws. This needs to be changed and the Board will list it as a Warrant item on the next Special Town Meeting.

UNFINISHED BUSINESS FROM PRIOR MEETINGS

- **Annual Town Meeting Warrant**

The Annual Town Meeting Warrant has been reviewed by Town counsel, signed by the Board and will be posted.

- **Special Town Employees**

Cara has sent out a clarification to Town counsel on this and has not heard back yet. It is her understanding individuals will need to come before the Select Board if they are working more than one position. The Board can then decide if they want to designate the position as a special town employee position. If the Board does not vote in favor, the employee can chose one position in which they will get paid for. This needs further clarification as elected officials come into play as well.

- **Solar Update**

Planning Board signed off on Park Avenue Solar and the company is not coming up with their decommissioning bond which is a requirement. A building permit will not be issued until this is fulfilled and Planning would like the Select Board to be made aware. In light of the present Building Inspector leaving they would like the new Building Inspector to be made aware of this.

- In reference to Planning Board bylaws, they will be reviewed and possibly changed to add stipulations when it comes to solar.

- The name change of Niger Hill Road (also Negro Hill Road) to Jethro Jones Road was discussed and it was noted that the old name appears online and on state maps and GIS. The date the vote occurred to make the change will be researched and sent out to the State (DOT), Arrow Map. It was brought up there are multiple non-maintained roads that will need mapping as well as they are impassable. A list should be made by the Highway Department when office support is in place. As to the GIS mapping, it needs to be updated and the data input is done by the Assessors' Office. An email will be sent to the Office Assistant in Assessors to work on updates for this system.
- The idea of having the Town departments and the commissions meet periodically to share information was discussed and deemed a good idea. A good time would be prior to a Board Meeting.

NEW BUSINESS

- **Protective Security Services Quote – Cameras at Transfer Station**
A quote of \$2,477.75 was received from Protective Security Services to install cameras at the Transfer Station. Absent the Board of Health it is deemed there is no interested to do so and it will not go forward.
- **Municipal IT Collaborative**
Finance has met with the Interim Town Administrator and Molly relative to a municipal IT collaborative as small towns are in need of IT support and guidance. IT support for Blandford is costly and the several contracts in place are expensive as well. He will be working with the Pioneer Valley Planning Commission and the municipalities signed up under the contract. First order is to send out a Request for Proposal and obtain bids from the appropriate IT companies so we are not limited to just working with Akuity (which is our present company). The PVPC will be assisting with the entire process and help oversee the relationship IT has with the participating municipalities. The first year falls under a grant and there is a minimal yearly charge thereafter. Under the grant there will also be IT updates as well.
- **Highway Department Update**
Brad Curry presented an update to the Board. The bridge project is on track and the \$500,000 grant is in place. The State will be provided a monthly update on progress. Chapter 90 reimbursements will be processed as well. Brad has an engineering update he will forward to the Board. There will be a Chapter 85 review and ultimately the project will go out to bid. There will be meetings scheduled for the abutters to the project to advise work will be done in that area. Work will be completed on one bridge before commencing on the other. Completion of both bridges is anticipated for December of 2019.

Russell Stage Road improvements are in the planning stages. Highway and Water Departments working together would be advantageous as a new 8 inch water pipe is in line for the road and it being placed while work is being done, it will reduce the cost and negate the road being torn up a second time.

Highway Assistant position will be posted in the newspaper in light of Jennifer Girard's leaving and an interim assistant is in place until a permanent one is hired.

- **Chief Hennessey Resignation**

Chief Hennessey has submitted his resignation effective June 29. He advised he has too much on his plate. The Board will appoint an Interim Police Chief. The Board wishes to express their appreciation and gratitude for Chief Hennessey's service.

MOTION: C. Letendre made a motion to accept the letter of resignation from Chief Hennessey effective June 29, 2018.

B. Levakis seconded the motion.

All in favor.

- **Bicentennial Park**

A stipend is paid for grounds keeping at the park and unfortunately Ms. Lucas has passed away and a search will be made for a grounds keeper. The stipend comes from the Watson Park Dividend Fund.

C. Letendre noted that the Park Superintendent and Assistant have not had an increase in eight years and she would like to give a 2.5% increase. It will be placed on the next meeting Agenda.

Cemetery workers will be given an increase to \$15.00.

MOTION: To enter into Executive Session not to reconvene to discuss ongoing litigation.

Roll Call Vote taken

C. Letendre - yes

W. Levakis-yes

Meeting was adjourned at 9:41 p.m. to Executive Session.

Submitted by: Karen Shaw
Administrative Assistant to the Board

Cara Letendre - Clerk

William Levakis – Member