



TOWN OF BLANDFORD
SELECTBOARD

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

**TOWN OF BLANDFORD
BOARD OF SELECTMEN MINUTES
MAY 14, 2018**

OPEN SESSION 7:00 p.m.

Cara Letendre, Eric McVey, William Levakis and Joshua Garcia in attendance.
Meeting is recorded.

Resignation of Eric McVey from Finance Committee

MOTION: C. Letendre made a motion accept Eric McVey's resignation from the Finance Committee.

B. Levakis seconded the motion.

All in favor.

Board Positions

B. Levakis nominated C. Letendre to continue as Chair.

C. Letendre seconded the nomination for discussion.

Discussion followed as to whether she would like the Chairmanship and she accepted the position.

All in favor.

B. Levakis nominated Eric McVey as Clerk.

C. Letendre seconded the nomination.

All in favor.

B. Levakis serving as Member.

EXAMINATION OF RECORDS OF PREVIOUS MEETINGS

MOTION: B. Letendre made a motion to approve the Board of Selectmen Minutes of April 30, 2018.

B. Levakis seconded the motion.

All in favor.

ACTION ITEMS

Review of Building Inspector Candidates

Thomas Fuller came before the Board to present his qualifications for the position of Building Inspector. He was advised he would need to have his Building Certification which involved 3 tests. The position will require approximately 4 - 5 office hours in addition to any inspections he performed. His hours will need to be posted as well as his contact information. The budget line item is \$5,400 for the fiscal year and \$510 for expenses.

There will be one additional interview for the position which will be scheduled for the next Board Meeting.

Review of Highway Department Candidates

Matt Perry talked with the Board about the part time position open in the Highway Department. Mr. Perry is still attending his last year of high school and will be available full time in about three weeks. Ultimately he would like to work as a full time employee. It is felt by the Board this candidate will be a good fit in the Highway Department.

MOTION: C. Letendre made a motion to appoint Matthew Perry to the part time position in the Highway Department effective immediately.

E. McVey seconded the motion.

All in favor.

James Start has applied for the full time position open in the Highway Department and reviewed his qualifications with the Board. His qualifications were discussed and he is a favorable candidate for the position.

MOTION: C. Letendre made a motion to appoint James Start to the full time position in the Highway Department effective immediately.

E. McVey seconded the motion.

Discussion: Licensure was discussed. Flagger and chain saw certification are two that will be required.

All in favor.

Lynn Russell 26 Birch Hill Road

Lynn Russell advised the Board she had a quote of \$4,300 to repair the road and driveway to prevent additional damage to the area. Legal was contacted by C. Letendre and she was advised if the road issue is causing the problem, work can be done. The quote will be sent to Brad Curry for review and the Russell's and the Highway Department will meet to go over it.

Treasurer/Collector Position

Joshua Garcia advised the Interim Treasurer/Tax Consultant, Sara Hunter needs to reduce and ultimately stop the hours she has worked in these positions. He is aware the Town is interested in outsourcing these roles. There are several options: A) put this specific function out to bid and invite several companies to detail what they could offer. He has been in contact with Baystate Municipal Accounting Group which should be followed up on. Sara Hunter will be in contact with them to outline where the needs are and answer questions they may have. Option B would be to post the position.

Discussion followed relative to the distinction between the clean-up of the two offices and the actual day to day responsibilities. Joshua will follow-up with Sara after she has had an opportunity to talk with Baystate Municipal Accounting Group. He also pointed out there are additional firms that the Town had initially contacted with detailing a combined package requirement. They can be contacted again with a specific and streamlined package requirement. An informational session with all interested parties was brought forward and it will be a consideration.

Town Administrator Search

Joshua Gilman has drafted a position profile for Town Administrator and which he will forward to the Board for editing and is seeking direction from the Board relative to forming a search committee which ultimately will present the top candidates to the Board. The committee could be comprised of department heads, members of boards and commissions, a resident of the Town and other potential candidates. The position will be posted in the MMA as well as newspapers.

This will be added to the agenda for next week and Josh will update the Board on the progress made for committee selection and position profile.

Police Chief Vacancy

Josh has had informal discussions with the neighboring towns as to regionalizing this position. He is scheduled to meet with the Chester Police Chief on Friday to discuss cross jurisdictional sharing of resources. Hardwick and several other towns have implemented a pilot and have been successful. Roberta Sarnacki, Otis Police Chief attended the Board Meeting and discussed her role as Police Chief in Otis and expressed her interest in Blandford.

Accounting for Fiscal Year 2019

PVPC did the bid for the Town of Blandford and Eric Kinsharf came back with \$27,000 which is what was budgeted. PVPC does not have to be the contract coordinator and the Town can contract directly with Eric A. Kinsharf, CPA. The cost for PVPC would reflect a reduction for FY 19 and is felt in light of upcoming changes the stability of having PVPC manage the contract is favorable. PVPC will write the contract and oversee the Accounting.

MOTION: E. McVey made a motion to have Joshua Garcia move forward with contracting the proposal with Eric A. Kinsharf, CPA and have PVPC as the contract administrator.

C. Letendre seconded the motion.

All in Favor.

Thompson case dismissal

MOTION: C. Letendre made a motion authorize town counsel to dismiss the case with Lee Ann Thompson as we have been made whole with respect to the amount that was stolen.

E. McVey seconded the motion for discussion.

Discussion: The bond money has been received in the amount of approximately \$312,700 and in that amount the Town reclaimed expenses paid for the forensic audit. There are two claims, one of which is the amount of funds that disappeared where people had receipts for and could be proven and expenses the Town had to expend to prove it. There is also restitution of approximately \$12,000 to \$18,000 payable at \$200 a month until paid.

Sara Hunter will work directly with Josephine Sarnelli and the accountant, Eric Kinsharf. They have compiled everything they could find as relates to reimbursements. They are meeting next week and there will more information available at that time in order to go forward with a public meeting.

All in Favor.

Appoint Grounds Keeper for Bicentennial Park

Dick Gates may possibly be interested in the Grounds Keeper position. There is stipend which comes out of the Bicentennial Park Trust Fund. The prior Grounds Keeper donated the stipend back to the Town and Dick Gates expressed an interest in doing the same. Cara will touch bases with Dick Gates and it will be put on next week's agenda

MIIA Renewal

The rate has been reduced for the upcoming year. This will be tabled until the next Board Meeting where the Board can review the upcoming rate and the MIIA contract.

Mileage Rate

The Town's current mileage rate is \$.50 a mile and the current rate of \$.545. It is the desire to keep up to date with the current rate.

MOTION: C. Letendre made a motion to increase the mileage reimbursement rate to \$.545.

E. McVey seconded the motion for discussion.

Discussion: The present rate has been in effect for the last 8 years and it is not a substantial amount. Question arises on how much is spent and if it is substantial further review will be in order.

All in Favor.

New Officials Finance Forum

There have been two responses to the forum which will be at the College of Holly Cross in Worcester. The course is designed to foster a team approach by developing an understanding of the responsibilities of local offices and duties as well as their interrelationship. Joshua will check with the departments and commission who will be interested.

Hilltown Ambulance Contract

There will be an addendum to the contract incorporating the recommended language by town counsel. This will be added to next week's agenda.

Municipal Lawn Maintenance – Bids

Bill Levakis will follow through with this FY 2019 expense in June and will contact the Select Board Admin to schedule.

Quarterly Report from the Municipal Light Board

Peter Langmore will present the report in June and will contact the Select Board Admin to schedule.

Green Community Grant

Town Administrator has a contract extension for the Green Community Grant for an additional year to May 31, 2019. There is \$35,000 which it is proposed to be used for heat pumps for the Library and the Historical Building. Heat pumps versus oil will be used and hopefully it will be accomplished by September, 2018.

Marijuana Moratorium

Town Administrator issued an update on the Marijuana Moratorium. The Planning Board is scheduled to meet on June 6 to take it up and there is a Planning Board Hearing to take place in Town on June 13th.

NEW BUSINESS

Town Hall Heating

The Town needs to move on this. It was changed from individual heating zones (when it was a school) to pneumatics, however the pneumatics were disconnected due to lack of technical support. The blower is running erratically and it is not cost effective. It is recommended it return to individual heating zones and several quotes have been received which have been expensive. If a generator is procured and the Town was used as a shelter (via a possible grant), it could be cost effective. This can be further pursued at an All Boards Meeting. A statement of work will need to be compiled and it is requested the Town Administrator work on this.

Conservation Commission

The Board has been approached regarding the unclear Conservation Commission designees. There

have been several individuals who have approached Board members relative to appointments and there are two, possibly three vacancies on this Commission. This will be placed on the Agenda for next week. The Board requested a joint meeting with the Conservation Committee next meeting and will notify members ahead of time to see if they are still interested in remaining on the Commission.

Meeting was adjourned at

Submitted by: Karen Shaw
Administrative Assistant to the Board

Cara Letendre, Chairman

Eric McVey, Clerk

William Levakis, Member