



TOWN OF BLANDFORD  
SELECTBOARD

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

**TOWN OF BLANDFORD  
BOARD OF SELECTMEN MINUTES  
JUNE 11, 2018**

**OPEN SESSION** 7:31 p.m.

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

**EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

**MOTION:** C. Letendre made a motion to approve the Board of Selectmen Minutes of June 4, 2018 as written.

E. McVey seconded the motion.

All in favor.

**MOTION:** C. Letendre made a motion to approve the Board of Selectmen Executive Session Minutes of June 4, 2018 as written.

E. McVey seconded the motion.

All in favor.

**TOWN ADMINISTRATOR'S UPDATE**

**Treasurer and Tax Collector outsource update**

- The close date for bids for the positions were due Friday and there were no responses. Joshua Garcia discussed the best to move forward to the Board. Sara Hunter is willing to contract for another three months as Interim Treasurer. The strategy of separating the positions, rearranging the outsourced work presently in the Town, i.e., accounting assuming the tax collecting tasks and using another vendor for accounting, canvass other communities for shared work, etc. was discussed. Checks and balances need to be taken into consideration when filling positions. Additional scenarios and courses of action were put on the table and the Town Administrator will continue to pursue best options. At this point the positions will be advertised in the Massachusetts Municipal Association publication and the newspaper.
- With the resignation of the Assessors' Clerk and the next tax billing period at the end of June and the Assessors' Office in need of assistance, Josh has been in contact with the DLS (Division of Local Services) and they are willing to send a team to assist with the process. A meeting is scheduled for Wednesday, June 13<sup>th</sup> and all who can attend will do so. It is anticipated it will be beneficial and productive.

- The Accounting Contract will be ready for execution at the next Board meeting.
- The review committee has put together a list of questions for the Town Administrator candidates for the interviews and will decide on which questions will be asked and select dates the interviews will take place at their next meeting. Applications are due Friday and Josh has three at this time and several telephone inquiries. The top two or three candidates (depending on how many apply) will be taken to the next step which will be before the Select Board.

## **ACTION ITEMS**

### **Advisory Representative for Franklin Regional Transit Authority**

The Franklin Regional Transit Authority would like an Advisory Representative and customarily it is the Chair of the Board and a designee. Absent a designee the Town Administrator mentioned he thought a prior Finance Committee member might have interest and he will touch bases with her. It would be good to post it on the Town Website as well.

### **Water Department Repayment**

A motion is required to transfer back into the Water Department \$5,000 for an audit that didn't take place.

**MOTION: C. Letendre made a motion to repay the Water Department \$5,000 for audit costs that didn't happen.**

**E. McVey seconded the motion.**

**All in favor.**

### **Review Interim Chief Pay Rate**

**MOTION: E. McVey made a motion to table.**

**C. Letendre seconded the motion.**

**All in favor.**

### **Social Media Policy**

The Board reviewed two policies before them and it is anticipated a vote will be taken next meeting to put one in place.

**MOTION: B. Levakis made a motion to accept the Town of Otis Social Media policy amended appropriately.**

**C. Letendre seconded the motion.**

For Discussion.

**Not voted.**

Discussion: The question was raised as to whether either policy has been reviewed by legal and they have not. The Otis policy is favorably looked upon however it is felt by several Board members a look

at tighter controls might be in line to avoid inaccurate interpretation. Before moving forward, the Board and will await Town counsel's comments and recommendation as to the legality.

**MOTION: B. Levakis has withdrawn his motion pending legal review.**

**C. Letendre seconded the motion.**

**All in favor.**

**Motion withdrawn.**

### **16 Woronocco Road Taxes**

The Town has completed the research on the tax issue involving 16 Woronoco Road and has heard back from legal that research would be required to determine lot ownership and the Town is not allowed to waive taxes. The owner can seek an abatement, or under extraordinary circumstances the Town can petition the DOR to allow for a waiver, otherwise it needs to go through the abatement process which the Board has no control. It is generally felt it is the responsibility of the taxed owner to produce the information required to make the changes. The Board is instructing the Town Administrator to send a letter outlining the recommended course of action.

### **Transfer \$9,154.57 into Vocational Education 015301.000**

Lacking sufficient information to make the transfer, the Board is requesting the Accountant and Finance Departments to elaborate and suggest an account in which to make the transfer from.

### **Contract with PVPC/Planning Board – SunPin Solar**

Motion of last meeting accepted the contract between PVPC and Planning relating to SunPin Solar pending legal advice and they recommended a slight change which has been incorporated within. The Board signed the revised contract with the recommended change.

### **Letter to Previous Town Administrator**

This has previously been discussed and is removed.

### **Russell Stage Road**

B. Levakis discussed water lines and paving for a portion of Russell Stage Road. Paving should be done after completion of any work on water lines. As to Russell Stage Road, the bid is in the process of being revamped and will be going out soon. Water Department work hinges on funding and paving work will be done on those portions where the water lines are adequate.

### **Lynn Russell 26 Birch Hill Road**

Highway touched briefly on the status of putting together a plan for the issue raised by the property owner. He was to meet with their contractor and the contractor hasn't been in touch with the Highway Department. Brad Curry visited the area and took photos and would like a Select Board member to visit the area as well. Eric McVey will accompany Brad tomorrow morning to view the area and

ultimately it is anticipated all will be working together to accomplish a resolution. Highway would like to meet with the contractor.

### **Old Chlorinator Building**

The Highway Department removed the fence from the old treatment plant and relocated portions of it to the new treatment facility and stored the rest by the salt shed. The Old Chlorinator Building will not be burned as it is deemed unsafe by the Fire Department, and will have to be demolished. This will be an Agenda item for a future meeting to discuss demolition.

### **Highway Department Staffing**

The Board and the Highway Department discussed converting highway positions to full-time jobs versus part-time jobs. It would fall a little short budget wise and will be kept in mind for FY 2020.

Gas cards were discussed and it would be advantageous to put a new system in as the one at present is not effective. Brad advised FL Roberts has a system available which works with keys and the Board requested Brad get a quote from FL Roberts and what it covers as to reports.

### **Town Administrator Contract Extension**

The time line for securing a new Town Administrator is going to extend past the Interim Town Administrator's contract period and an extension of the contract will be brought forward prior to the end of the fiscal year.

### **Alarm System and Front Door Security System**

Bill Levakis would like to work with Protective Security Services to discuss the recent issues relating to the alarm system and reconfiguring where it will lock.

### **Parking Lot and Old Town Hall**

Bill will reopen the issues relating to the parking lot being owned by the park and thereby creating a conflict.

Meeting was adjourned at 9:40 p.m.

Submitted by: Karen Shaw, Administrative Assistant to the Board

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Cara Letendre, Chairman

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Eric McVey, Clerk

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William Levakis, Member