



TOWN OF BLANDFORD
Board of Selectmen, Minutes
April 28, 2015

Attendance: Andy Montanaro, Bill Levakis, Adam Dolby and Cara Letendre – Secretary

Open Meeting:

7:00 p.m. Bill meeting opened, provided notice that meeting may be recorded.

Posted Agenda Items:

1. Highway Superintendent: Updates

a. Weekly Agenda:

i. Board reviewed

NOTE: Mr. Dolby left for Fire Call

ii. Drainage: Have been working on drop inlets. Some will need fire truck to clean them out. Mr. Curry coordinating that with the Fire Department. May need extra men to watch traffic in a few spots.

iii. Currently doing patching and drainage on Russell Stage Road, Chester Road, Birch Hill/Cobble Mt. Roads, South Street and Herrick Road as directed by Board.

iv. Mr. Montanaro asked Mr. Curry for an estimate on cost of materials to fill in potholes. Mr. Curry: without measuring each pothole can't give an exact number.

v. Mr. Montanaro asked Mr. Curry a week ago for a plan on how to spend the pothole money by the end of the fiscal year. Mr. Curry: feels it's a waste of time to take a week to measure potholes. Recommends being less technical. There are many variables once start patching, depth of potholes etc. Plans to stay within budget and move quickly. Mr. Montanaro: worried about leaving money on the table. Mr. Curry: I assure you I will not do that. We could get a contractor in and spend the money in a week if you want. If there is money left after patching pothole will purchase gravel for dirt roads. Estimates spending about \$1,400.00 on Russell Stage Road.

vi. Mr. Montanaro: What has been completed on Russell Stage thus far? Mr. Curry: started cleaning out ditches, prepped roller, repaired holes in dump truck, cleaned out under bridge, hauled away about 8 truckloads of debris. Conservation asked Highway to be cautious as there are wetlands on both sides of the road.

b. Driveway Culverts: Some residents will have to put driveway culverts in before we can go forward with drainage. Mr. Levakis will follow-up with Town Counsel regarding the Town's rights. Mr. Montanaro: please ask Town Counsel if we should be monitoring the culverts.

i. Enforcement: possibly fine or back bill residents for Highway Labor

- ii. Educate residents to keep culverts clear
 - c. Daily Work Assignments: Mr. Montanaro – suggested Mr. Curry list jobs with locations to be completed in order of priority so employees know where to go and what Mr. Curry’s priorities are. Mr. Curry agreed.
 - i. Mr. Curry suggested that employees fill out a daily log, which will mirror assignments, to track what they accomplished each day, hours took to complete job, machinery used etc. Has implemented something like this in the past and would like to do again. Going forward he will be insisting that these logs are filled out properly and will enforce this policy with warnings. Board agreed. Mr. Levakis would like to see maintenance logs being completed.
 - ii. Mr. Levakis: feels the Highway Department hasn’t been managed properly. Trying to get back on track so that the Board can back off. Board wants to show the town strong management and good use of money.
 - d. Summer Projects:
 - i. Russell Stage Road:
 1. Conservation is in discussion with DEP regarding notice of intent. Mr. Montanaro asked that Mr. Young stay on track of this and try to expedite it. Once hear back from DEP can put the bid out. Bid must be posted for 3 weeks.
 2. Kathy Stevens (DOT) is looking at the bid language now, may hear back tomorrow.
 3. Looking at start date of June 15th, will include this as well as end date in bid.
 - ii. Sperry Road and Shepard Road:
 1. Mr. Curry will put bids out this week.
 - e. Feasibility Study: Mr. Curry met with Kaestle Boos this week. Lisa is making a list of equipment to be stored inside to give them. Discussed minimal heating for building.
NOTE: Mr. Dolby returned from Fire Call
 - f. Hotbox: Solution was mixed incorrectly this week when Mr. Curry was away. Directions were not followed, materials and time were lost. Mr. Curry spoke with employees and reviewed directions. This was the first time the machine was used so he gave them a verbal warning. Board asked for documentation.
 - i. Mr. Dolby: Are employees able to perform work without Superintendent present? Mr. Curry: yes, very capable.
 - g. Budget: Treasurer- Highway secretary line is over budget. Mr. Curry is working on this, some items were posted in the wrong line. Part of salary belongs in snow and ice. Mr. Montanaro will review. Finance agreed to support Highway with reserve money, however Highway will have to provide documentation.
 - i. NOTE: Treasurer – there are several accounts over budget. Mr. Montanaro will send a note to Finance and cc the Selectboard.
2. Warrant: Reviewed and signed.
 - a. Treasurer: MIIA letter to renew insurance, 2.6% increase from last year, 4% off if prepay. Mrs. Marra will prepay. Have \$8,000 in credits to use. Totals \$4,500. Board signed renewal.
3. Minutes: Mr. Montanaro motion to approve minutes of April 14, 2015 as written, Mr. Dolby second, unanimous vote.
4. Police Responsiveness: Chief unavailable, revisit

5. Executive Session (in open session): Mr. Levakis – asked that Mr. Curry ensure that all employees know what they are doing before each work day. The other day an employee was wandering in the parking lot unsure of where to go for the day. Mr. Curry – had brought in a part-time employee that day. Mr. Curry texted Mark and Robert to let them know with weather conditions they should check on Chester Road. Mr. Curry was checking on Gibbs Road on his way to work per/ request of a resident. He assumed that the part-time employee was with Mark and Robert and got that message as well. There is a standing order that if a laborer comes in to the garage and is unclear on where to be, start cleaning garage and tools. When Mr. Curry returned to the garage, the part-time employee was doing just that. Mr. Montanaro – he told me he didn't know what job was assigned for that day. Asked that Mr. Curry to revise daily chart as discussed so this won't happen again. Mr. Curry agreed.
 - a. Mr. Levakis: policy on tardiness. Mr. Curry: Full-time guys are very punctual and let him know if they have an emergency and make-up the hours.

Old Business:

1. SoftRight: when originally set-up, by Blandford, was not done correctly, never carried over the balance. The most recent issue has been fixed. We do need additional software licenses to run properly. Mr. Dolby is getting a quote from Akuity. The computer in the Assessor's office is not upgradable, needs to be replaced, as does BOH and possibly computer in copy room. Offer from resident to donate computers.
 - a. NOTE: Need to check what remains in capital expenses. Fire equipment: Chief getting quotes, BOH: getting quotes
2. Highway Garage Repair Schedule: Pre-construction meeting May 18th.
3. Hiram Blair Reimbursement: Lorraine Eddy responded, have all info and FEMA is working on it.
4. Shared Nursing Program: PVPC no longer running program as not enough interest. Cara will contact Porchlight.
5. Regional Accountant: Mr. Dolby met with PVPC this week to review report from Eric Kinsherf.
 - a. Estimated cost of \$15,000-\$25,000 per year, which is in line with our current budget. Price will be reduced if more towns sign up. PVPC is going to create an RFP to put this out to bid. They will be taking this to other member communities to see if they are interested in signing up.
 - b. Estimated cost involved to get Blandford's financial house in order, \$65,000 to \$85,000. Would take about one year. This cost may mean we can't participate in the shared program or that we work with whoever gets the bid and waive some inaccuracies. Board agreed they would prefer to get financial house in order first. PVPC will also develop an RFP for this service. Any firm can choose to bid on one or both functions. Possibly submit this cost as part of a bond claim. Mr. Dolby will follow-up with Mrs. Sarnelli.

New Business:

1. Motor Cross Event: Mr. Billedeau concerned about event. Cara is working on scheduling a meeting with the Ski Area, Motorcross President, Zoning Board, Conservation Commission and Residents. Objective of the Board is to find a common ground to make everyone happy.

9:42 p.m. Mr. Dolby motion to adjourn, Mr. Montanaro second, unanimous vote.
Submitted by: Cara Letendre

William Levakis

Andy Montanaro

Adam Dolby