



TOWN OF BLANDFORD  
Board of Selectmen, Minutes  
May 26, 2015

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

**Open Meeting:**

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

**Posted Agenda Items:**

1. Highway Superintendent Updates:
  - a. Mac Truck #2: back from shop & broke again on the way up the hill. Picked up parts to fix and repair, will be back in action tomorrow.
  - b. Pot Holes: Currently working on Cobble Mountain Road & Birch Hill.
    - i. Mr. Montanaro asked Mr. Curry to stick to the schedule; Birch Hill Road was not up next. Mr. Curry agreed.
  - c. Revised Time Sheet: Mr. Boomsma submitted revised time sheet to Mr. Curry as requested by Mr. Montanaro. Mr. Curry totaled and signed sheet and gave to Treasurer.
  - d. Trees Down: got a call yesterday about limbs down in road. Went out and did some clearing. Asked that the Tree Warden go out and look for some potential problems and trim limbs before winds take them down.
  - e. Russell Stage Road Underpass: Mr. Curry met with engineer from Mass DOT, will be fixing drainage under underpass.
  - f. Storage Pods: ordered for next week when Highway Garage Project scheduled to begin.
  - g. Finance: Mr. Curry & Lisa Lajoie provided Finance Committee with information requested.
  - h. Part-time Laborers: Mr. Montanaro has secured the money, go ahead and schedule them.
  - i. Daily Log Book: Mr. Montanaro asked to review it on Tuesday evenings to get back to the Highway Department Wednesday mornings. Mr. Curry will follow-up.
  - j. Daily Assignment Board: Has list of roads but no assignments and employee names. Would like more date specific, to anticipate/track progress, Mr. Curry agreed. Mr. Montanaro also asked that Mr. Curry add drainage as the first item on the rainy day list.
2. Treasurer Discuss Salary: Mrs. Marra discussed some emails she received from the Finance Committee Liaison, Mr. van Werkhoven regarding payroll. The Water Commissioners had requested that the Water Superintendent be paid out of Other Labor as his salary line item was over budget due to unforeseen emergencies this year. Mrs. Marra followed these orders and Mr. van Werkhoven had requested that she not pay anyone out of any other line items besides the one that they were budgeted for. Mrs. Marra felt that she should follow orders from the elected board.
  - a. Mr. Montanaro: it is important for the Town to charge expenses and pay salaries out of the correct line items so we can track them.
  - b. Mr. van Werkhoven: we have a chart of accounts system, expenses should be charged to accounts according to those standards. The Treasurer and the

Accountant are the gatekeepers, they can't allow each department to charge as they like.

- c. Mrs. Marra: The Water Commissioners are an elected board, not a department head. Mr. van Werkhoven is not my boss, I cannot ignore what an elected board has asked me to do.
  - d. Mr. van Werkhoven resigned as Finance Liaison.
  - e. Mr. Dolby: it is the roll of the Treasurer and the Accountant to be the gatekeepers. In this case they should double check if there is a question about where the invoice/salary should be charged. Do you have a paper trail asking that you expend the money out of other labor?
    - i. Brenda Marra: yes, the pay slip lists the account and is signed off on. The Other Labor line item is set-up for unforeseen expenditures.
  - f. Mr. Dolby: we should really set-up a separate account for incidents like insurance reimbursements and track the expenses and salary separately.
    - i. Mr. Montanaro: first question to ask is there a reasonable chance that we will be reimbursed. Then set-up an account and charge expenses to it. Still charge labor as is and Accountant will make a journal entry.
  - g. Mr. Montanaro: When a person is set up to be drawing a salary from a line item then when they are doing that job, we need to be drawing from that line. If we go over, we can move money.
  - h. Mr. van Werkhoven: in this specific incident regular weekly superintendent hours were being charged to Other Labor. If we get into the practice of having department's move money we create a burden and lose track.
  - i. Mr. Montanaro: When we don't charge to the correct line items we can't correct the budget for the next year. Should bring any other incidences to the Selectboard.
  - j. Mr. Dolby: The proper procedure is to move money. The end objective is to have a complete picture of the budget. In this case could have been paid during the event out of other labor.
  - k. Mr. Levakis: The water commissioners thought that the insurance reimbursements would be transferred back into the salary line items.
  - l. Mrs. Lombardo: can't transfer reimbursement into salary line items via state standards. Revenue doesn't get posted against the expense. Has to be posted as a budget amendment.
  - m. Mr. Levakis: The Water Department was told by DOR we can transfer money with-in salaries and with-in expenses.
  - n. Water Commissions have sent a signed letter to the Accountant to transfer funds within salary lines for the remainder of the fiscal year.
3. MOU with PVPC Regional Accountant: BOS signed agreement from Kopleman & Paige that allows them to represent Chesterfield in this matter as well.
  4. Tree Warden: Mr. Cousineau will follow-up with tree company.
  5. Town Administrator: waiting on job description from Town Counsel. Mr. Levakis would like to hire a consultant firm to go through the hiring process. Cara will ask Counsel's advice on the best process. Selectboard will begin to think of members to appoint to hiring committee.
    - a. Mrs. Kronholm: have to follow state hiring process
  6. Minutes: Mr. Montanaro motion to approve minutes from May 12, 2015 with revision, Mr. Dolby second, unanimous vote.
    - a. Mr. Montanaro motion to approve minutes from May 19, 2015, Mr. Dolby second, unanimous vote.

**Old Business:**

1. North Street Water Line Freeze: Mr. Levakis spoke with Peter Niles (Bridge Engineer with DOT) to set-up a meeting to inspect water line.
2. Fence on North Blandford Road: Mr. Dolby- Town Counsel's advice was to have Mr. Curry and Mr. Hennessey determine if the fence is a safety hazard. If they feel that it is, they should then draft a letter to Town Counsel specifying why it is a hazard and how far they will need the fence moved back. Town Counsel will then draft a letter to the resident. Mr. Curry will also ask the State Engineer for his opinion.
3. Article 27: Mr. Montanaro presented a letter recommending certain actions of the School Committee as it related to the unanimous vote in favor of article 27, at our Annual Town Meeting. This letter was submitted to the Selectboard for review and comment. The board was satisfied with the content and agreed to its delivery. Cara will address it properly and put on town letterhead.
4. Motorcross Event: Discussion regarding vote from previous week. Should have sent to Zoning Board to vote on instead of voting themselves.
  - a. Discussed ammendments to Event License: Add steps-
    - i. Complete permit
    - ii. Turn into Zoning Board.
    - iii. Discussion regarding whether or not it is a permitted use of the property.
      1. If not a permitted use can file for a special permit with Zoning Board.
    - iv. Zoning Board makes determination.
      1. Can go to Selectboard to get interpretation from legal.
  - b. NOTE: have to do a better job keeping discussions relevant at meetings.

**New Business:**

1. North Blandford Cemetery Flags: need to be changed, old flags remain. Mr. Levakis will follow-up.
2. Hull Lumber to begin logging on Jethro Jones Road this month. Mr. Montanaro will follow-up with Mr. Curry to see if they received the okay from Highway.
3. Tax Collector School: June presented an invoice to the Board to cover the cost of Tax Collector classes in Cape Cod next month. She needs to take the courses in order to maintain her state certification.
  - a. Board reviewed course list and agreed that Mrs. Masee could achieve the same ends by going to a one day class.
    - i. Mrs. Masee: none are available. This program plus the program at UMass are both needed reach total hours needed. The money is in my budget, I have attended this program for the last three years.
    - ii. Board asked Mrs. Masee to provide them with a copy of state certification requirements.
  - b. NOTE: Water Department agreed to pay for grant writing class for Mrs. Masee, have not written any grants this year. Mrs. Masee: currently looking at grants due in July, many are matching grants. Mr. Levakis recommended she contact DEP.

8:55 p.m. Mr. Montanaro motion to adjourn, Mr. Dolby second, unanimous vote.

Submitted by: Cara Letendre

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William Levakis

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Andy Montanaro

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Adam Dolby