



TOWN OF BLANDFORD  
Board of Selectmen, Minutes  
June 9, 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. Highway Garage Project:
    - i. Moved equipment out of garage last week and into the salt shed.
    - ii. Thus far two pillars have been removed and one steel column has been put into place. The contractor will be putting in all of the steel columns first then working on the footings. Lastly, they will encase the steel columns
  - b. Russell Stage Road Ch. 90 Project:
    - i. Award letter and contract are out. Waiting on start date and signed contract.
    - ii. Hay bales have been put into place at culverts
  - c. Truck #3: Hydraulic hoses need replacing.
  - d. Potholes:
    - i. Patching North Blandford Road tomorrow.
    - ii. Then patching South Street (will discuss solutions for large potholes on South Street). Temporarily fixed culvert on South Street.
    - iii. Next patching Birch Hill Road.
  - e. Road Sweeping: Mr. Curry received a call last week that the sweeping company was in the area. He booked them to sweep roads this week. One highway employee will follow to collect debris.
  - f. Crack Sealing: Asked for proposals last week. Have heard back from Genuine Seal Coating - \$10,000 - \$20,000 to do Nye Brook Road, and Beech Hill Road. Discussion about limiting the amount of work done to ensure that funding remains to purchase asphalt and gravel to complete patching of roads on outline.
  - g. Fuel Bills: Received two fuel bills from F.L. Roberts for February. They had been sending them to the wrong address. Lisa contacted the company, the Selectboard and Finance to make everyone aware. Bills total about \$5,000. Will be billed to the Plows, Nuts and Bolts Winter line item.
    - i. Discussion regarding tracking as orders are placed, instead of waiting for invoices to come in, in order to ensure that budget is up to date.
    - ii. Mr. Montanaro asked Highway to begin using a spend down sheet for each account to track what has been ordered, when and estimate how

much has been spent. To be updated with the actual cost when invoice is received.

- h.** Part-time Help: Mr. Curry would like to put an ad in the paper for part-time laborers as his usual workers are currently busy. Selectboard agreed and asked Mr. Curry to review the applicants and provide the board with his recommendations.
  - i.** North Blandford Road Fence: Selectboard decided that they will not ask the resident to remove the fence as it is in compliance with the regulations and there are no fencing bylaws. The fence is off of the public right away and the Town has no jurisdiction. Cara will draft a letter to the owner stating that he is responsible and the Town is not liable.
  - j.** Sperry Road & Shepard Road Ch. 90 Projects: Mr. Curry will have the bid out this week.
  - k.** BRD: paperwork copied, will be shipped tomorrow.
  - l.** North Street Bridge: looking into Hazard Mitigation Grant.
  - m.** Hull Lumber: starting work on Blair Road next week. Mr. Curry will meet with them this week to discuss how to turn around on that road.
  - n.** Mr. Boomsma passed ACDL test, will do drive test next week.
- 2.** Minutes: Mr. Dolby motion to approve the meeting minutes from June 2, 2015, Mr. Levakis second, unanimous vote.

#### **Old Business:**

- 1.** Town Administrator:
- a.** Town Counsel is going to provide the Board with a job description and recommend a process.
  - b.** Mr. Levakis: would like to use a consultant to manage the process.
    - i.** Mr. Montanaro: if we are clear about what we want and what our goals are, we can choose the best candidates ourselves.
    - ii.** Mr. Levakis: the advantage to using a consultant is they act as recruiters.
    - iii.** Mr. Dolby: suggestion to speak with surrounding towns
    - iv.** Mr. Montanaro will draft letter to get out to local papers and towns.
    - v.** Mr. Levakis: a consultant firm would do all of that paperwork.
    - vi.** Mr. Dolby: let's start with surrounding towns then look into a consultant.
    - vii.** Mr. Montanaro: hoping to select objective individuals to do the initial interviews.
    - viii.** Mr. Dolby: asked Mr. Levakis to get some quotes from consultants.
    - ix.** Mr. Montanaro: have to decide on a job descriptions. Will incorporate qualities that the ideal candidate have to fit in with our Town.
- 2.** Barn on North Blandford Road:
- a.** Mr. Levakis asked three local contractors for quotes to tear down the barn. So far we have received one quote from Cooper Excavation.
    - i.** Board reviewed quote and will wait to make a decision.
- 3.** Finance Committee, Re-reviewing Budget Balance Worksheet: (re-scheduled Special Town Meeting for Thursday, June 25, 7:00 p.m. at Town Hall)
- a.** Asked Accountant to complete journal entries
  - b.** Mr. van Werkhoven: based baseline on three weeks ago, made adjustments for two payrolls and used estimates from each department on what they plan on spending for the remainder of the fiscal year.
  - c.** Discussed having Accountant fix posting errors. If she does so, then we will have to go back and revise the budget worksheet. Or, we can leave them as.

- i. Mr. Montanaro: if we do move them, would we be doing so within departments?
    - 1. Mrs. Lombardo: yes.
    - 2. Mr. van Werkhoven: may still throw some of the accounts into deficit.
    - 3. Mr. Montanaro: we should fix today's problems today.
    - 4. Mr. van Werkhoven: if we do so we will have to move budget dollars as we move the postings.
    - 5. Mrs. Lombardo: can't do budget corrections without authorization.
    - 6. Mrs. Smith: trying to take advantage of free cash before the end of the fiscal year. We should proceed as is.
- d. Need to move \$938.28 into Workmen's Comp (account number 015912.000), move from Group Health Insurance.
- e. Assessor's Clerk Salary: article on warrant to compensate for \$420 needed from Capital Fund to Veteran's Benefits.
- f. Westfield Auto Parts & F.L. Roberts Bills: from Capital Fund
- g. Last Pay Period: pay up to June 30, 2015 in FY15 and the rest will be paid out of FY16 budget. Submit in two payrolls.
- h. Water Department
  - i. Water Break: expenses related to the North Street break charged to a separate expense account funded by the retained earnings that voted and moved.
  - ii. Indirect Cost: budgeted on net basis, \$13,580 payable by the Water Department to the Town and \$9,375 paid by the Town to the Water Department.
    - 1. The water bills submitted by the Tax Collector reflect \$9,958 owed to the Water Department from the Town. We cannot pay an amount different than what was voted on. Mr. Levakis will follow-up and get a correct invoice.
    - 2. Discussed sending a bill from the Town to the Water Department for the amount owed. Decided to have the Treasurer send a memo instead.
- 4. MOU with PVPC Regional Accounting: Mr. Dolby spoke with Josh Garcia at PVPC and asked him to pressure Chesterfield to sign the agreement with Town Counsel so we could move forward. Mr. Dolby will follow-up.
- 5. Police Pay Rate: Chief Hennessey has some information he will be sending to Mr. Dolby to review. Chief Hennessey will present it to the Board.
  - a. Mr. Montanaro indicated that he had prepared a schedule of pay rates for the police department as the Chief had not prepared one. Mr. Dolby asked that Mr. Montanaro send him that schedule.
- 6. School Budget: Mr. Dolby spoke with Town Counsel and they advised that the School Committee is required to deliver a new revised budget within 30 days of it not passing in the district. Advised that we wait to put anything on a warrant until we hear from the School Committee.

**New Business:**

- 1. Printers in Treasurer's Office: both printers are broken in Treasurer's office. Mr. Dolby will follow-up with Akuity.
- 2. Assessor Class: Mrs. Marra submitted invoice to the Board for \$247.20 plus mileage to attend assessor courses at UMass Amherst in August. The funds will come out of the

FY16 budget. Mrs. Marra has a designation and needs the credits to maintain her status. Selectboard approved.

3. All Boards Meeting: Board would like to schedule an all boards meeting for June 30, 2015 7:00 p.m. at Town Hall. Plan to discuss payroll and process of entering invoices, as there have been some mistakes. Will also discuss the need to track budget.
4. Appointments: are up this month, Cara will post and Board will do appointments in July.
5. DLTA Feasibility Study: approved DLTA funding to do a feasibility study of land behind Mass Pike rest area.
6. Tennis Courts: will M & M Site Services be doing the topsoil and re-seeding? Mr. Levakis had advised that they leave it as is for a base for an ice rink. Cara will follow-up with M & M to review contract and quote.

9:50 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