



TOWN OF BLANDFORD  
SELECTBOARD

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

**TOWN OF BLANDFORD  
BOARD OF SELECTMEN  
MEETING MINUTES  
November 5, 2018**

**OPEN SESSION 7:00 p.m.**

**C. Letendre**, Chairman; **E. McVey**, Clerk; **W. Levakis**, Member; **J. Garcia**, Interim Town Administrator in attendance.

Open Meeting at 7:00 pm Meeting is recorded.

**1. EXAMINATION OF RECORDS OF PREVIOUS MEETING:**

**a. Examination of the meeting minutes of the Board of Selectmen meeting of 10/29/18.**

**MOTION:** C. Letendre made a motion to accept the Board of Selectmen meeting minutes of 10/29/18 as written.

**E. McVey Seconded**

**All in Favor**

**b. Examination of the joint meeting minutes of Chester and Blandford Board of Selectmen meeting of 10/25/18.**

**MOTION:** E. McVey made a motion to accept the Board of Selectmen meeting minutes of the Chester and Blandford Board of Selectmen meeting of 10/25/18 as written.

**B. Levakis Seconded**

**C. Letendre Abstained**

**Motion Passed**

**2.\*AUDIENCE PARTICIPATION:**

None

**3. ACTION ITEMS**

**a. Palmer Paving Contract**

The Interim Town Administrator shared the contract from Palmer Paving for signatures. The Board accepted and signed the agreement.

**4. UNFINISHED BUSINESS FROM PRIOR MEETINGS**

**a. Treasurer/Collector Update**

S. Hunter, Town Treasurer/Tax Collector, met with the Board of Selectmen with her update on the

Treasurer/Collector's office progress:

**Human Resources/Payroll:** Notification was sent to all employees and a letter is going out on November 16 to all department heads about the changes in the payroll process.

**Employee List:** Her department is working on creating an updated list of employees that contains up-to-date, accurate contact information.

**Insurance Committee:** There was a discussion about health insurance open enrollment. S. Hunter recommends setting up an insurance committee to guide the town. She is hoping the Committee/process will be done by March 1 2019 for open enrollment of April 1, 2019. The BOS had a discussion about the various insurance companies that should be invited to give their proposals. It was noted that the committee should be small, maybe 3 people, and what insurance companies should be invited. The Interim Town Administrator will take the lead.

**Receivables:** The Treasurer/Tax Collector's department is up to date with all receivables and the departments are now receiving a monthly report.

**Expenditures:** The BOS and the TA are now reviewing departmental expenditures in a timely manner.

**Bank Reconciliations:** S. Hunter is working on getting the bank reconciliations caught up. She is focusing on this area at this time.

**Thompson Case:** S. Hunter has requested all the surveys and is working to make all the adjustments necessary to work with people on a case-by-case basis.

**Abatements:** All water abatements are done. Emails have been sent out to the Assessor's Office. Once she gets the back-up from them, she will verify that everything has been posted.

**Water Billing:** There was a discussion about the water billing process. The Water Department will be invited to the next BOS meeting regarding billing, collections and commitments.

**Billing:** The Water Department takes care of commitments but can't commit and collect as well. The Tax Collector is doing the collecting at this time.

**Tax Title:** This has been pushed back for the moment in order to catch up on a few more urgent items at this time.

**Broadband:** She is working with Broadband on cash flow and will talk about how much grant funding we can expect and what we will have to borrow.

#### **b. Blandford Ski Area License Renewal**

The BOS attended the Blandford Ski grand opening. Their liquor license is now up for renewal and approval.

**MOTION: C. Letendre made a motion to reduce the alcohol license renewal fee from \$300 - \$25.**

**E. McVey Seconded with Discussion**

**E. McVey – No**

**B. Levakis – No**

**C. Letendre – Yes**

**Motion fails**

**MOTION: C. Letendre made a motion to approve the Blandford Ski Area, LLC retail alcoholic beverage license for a fee of \$300.**

**E. McVey – Yes**

**B. Levakis – Yes**

**All in favor**

**c. Update: Senator Hinds Appropriation in Supplemental Budget to Support Purchase of Fire Rescue Vehicle.**

The TA spoke to the BOS stating that he spoke with Senator Hinds' office and the appropriation did not go through this round but Senator Hinds is confident that it will pass in the next round; but there is no guarantee. E. McVey asked the Senator to put \$60,000 in Ways and Means to specifically replace one of our emergency vehicles as the payment we get from responding to the MA Pike doesn't cover the cost.

**d. Dehumidifier Update – B. Levakis**

Tabled until the spring 2019 as the dehumidifiers are not needed in the winter.

**e. Purchase Safes – E. McVey**

The state (GSA) awarded the town 4, 2-drawer safes. The paperwork is on its way. E. McVey has been in contact with the Highway Superintendent and the Fire Chief to acquire maintenance parts for Town vehicles. These items will all be picked up at the same time as the safes to save a trip to the warehouse.

**f. Recycle/Waste Basket for Watson Park**

J. Martin informed the BOS that the price for the trash receptacle has gone up from \$725 to \$942. The BOS requested the Administrative Assistant place the order for the recycle bin for \$942.

**g. Hewlett Packard Copier Machine Contract – J. Martin**

AT this time, the Town does not have a maintenance contract on its main copier. A quote was given to the BOS for discussion. The Board requested more detail. J. Martin will take the lead. There was a discussion about the age of the copiers and establishing a plan for replacing them.

**5. NEW BUSINESS:**

**a. Interim TA – All Department Expenditures**

The Interim Town Administrator presented the current all department expenditure report. There was a discussion about reaching out to the Finance committee for clarification of a few line items.

**b. Interim TA's recommendation to appoint J. Martin as permanent Administrative Assistant**

The Interim Town Administrator recommendation to the BOS that Administrative Assistant, Joann Martin is selected as Administrative Assistant to the Board of Selectmen and the Town Administrator on a permanent basis. J. Garcia stated that he is confident that J. Martin is comfortable with the workload and has plans and goals about keeping things in order going forward. He stated he had no complaints about her work.

**MOTION: C. Letendre made a motion to appoint Joann Martin to the position of Administrative Assistant to the Board of Selectmen and Town Administrator.**

**E. McVey Seconded**

**All in Favor**

**c. TA-First Signature on Invoices**

C. Letendre talked about the logistics of signing the many Town Hall bills. The BOS is not always available to the Administrative Assistant to get signatures in a timely fashion. The procedure going forward will be that the Administrative Assistant will process the bills and cover sheets, the Interim Town Administrator will review and sign and forward to the accountant, the Accountant will then process the

warrant and require the Board of Selectmen to give the final approval before a check is processed.

**MOTION: C. Letendre made a motion to allow one signature to process invoices that come before the Selectboard.**

**E. McVey Seconded**

**Discussion**

**All in favor as Amended Below**

**MOTION: C. Letendre amended the motion to allow the Interim Town Administrator or the Selectboard to be the first to review and sign on the Town Hall invoices with the exception of personal purchases.**

**E. McVey Seconded**

**All in Favor**

**5d. Planning Board Update – R. Barnard**

There was a discussion with Rick Barnard about the latest solar projects coming into town on George Millard Road. There will be a meeting to go over the solar company plans. The Planning Board will make sure all proper permits are issued.

The Planning Board and Board of Selectmen will hold a Special Town Meeting in December to discuss the marijuana by-laws and solar by-laws.

**7. \*\*EXECUTIVE SESSION: Pursuant to MGL C30A, S21. To discuss strategy with respect to collective bargaining.**

No Executive Session

\*NOTE: Audience participation / public comment is welcome only when acknowledged by the Chair and limited to two minutes. Participation / public comment is only limited to Blandford residents and can only comment on agenda items only

\*\*NOTE: Agenda may include items not reasonably expected 48 hours before the meeting. At any point this meeting may go into executive section if Selectboard finds it warranted.

Submitted by: Joann Martin  
Administrative Assistant to the Board

---

Cara Letendre, Chairman

---

Eric McVey, Clerk

---

William Levakis, Member