



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 19, 2018**

OPEN SESSION 7:00 p.m.

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

Meeting called to order at 7:00 pm Meeting is recorded.

1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS:

a. Examination of the meeting minutes of Board of Selectmen Meeting of November 5, 2018.

MOTION: C. Letendre made a motion to approve the meeting minutes of November 5, 2018 with amendments.

E. McVey Seconded

All in Favor

2.*AUDIENCE PARTICIPATION:

None

3. ACTION ITEMS

A. Special Town Meeting December 17, 2018

The Board of Selectmen discussed the items that will be included on the warrant for the special town meeting. The Warrant will be presented to the Board of Selectmen at the Selectboard Meeting of 11/26/18 and will be posted by the Constable by December 3, 2018.

b. 2019 Alcoholic Beverages Retail License Renewal The Blandford Country Store

The BOS revisited the topic of reducing the cost of a liquor license in Blandford. This current \$300 fee will be accepted as scheduled and tabled for reconsideration in November, 2019.

MOTION: C. Letendre made a motion to approve the 2019 retail license renewal for The Blandford Country Store for a payment of \$300.

E. McVey Seconded for Discussion

All in Favor

4. UNFINISHED BUSINESS FROM PRIOR MEETINGS

a. Hewlett Packard Copier Contract – J. Martin

The BOS Administrative Assistant presented the Board with the details of the Hewlett Packard copier contract.

MOTION: E. McVey made a motion to approve the purchase of a one-year contract on the main Town Hall HP Copier at the cost of \$479.

C. Letendre Seconded

All in Favor

5. NEW BUSINESS:

a. Water Department: Billing, Collections & Commitments

E. McVey noted that Billing and Collections responsibilities will be staying with the Tax Collector/Treasurer's office and it is working fine. Commitments will remain the responsibility of the Water Secretary. C. Letendre mentioned the Tax Collector/Treasurer and Water Secretary should be reminded that the Water and commitment billing are due by December 1, 2019 for the period October 1 – December 31, 2018.

b. Employee Reviews – B. Levakis

B. Levakis is absent.

MOTION: C. Letendre made a motion to table the subject of Employee Reviews in the absence of B. Levakis until the November 26, 2018 Selectboard meeting.

E. McVey Seconded

All in Favor

c. Free up Workspace – B. Levakis

B. Levakis is absent.

MOTION: C. Letendre made a motion to table the subject of Freeing up Workspace in the absence of B. Levakis until the November 26, 2018 Selectboard meeting.

E. McVey Seconded

All in Favor

d. Review Anti-Fraud Policy and Financial Management Team Policy of the Financial Policies Manual draft

The Town Administrator gave the BOS a copy of the Town's rough-draft Anti-Fraud Policy and Financial Management Team Policy statement for review, potential changes and approval. This policy will be distributed to the department heads for comments going forward.

e. Planet Aid Partnership Program

A representative from Planet Aid Partnership approached the BOS inquiring about setting up a collection bin on the Town Hall property for clothing waste collection. The BOS declined at this time. The Administrative Assistant will contact the vendor with our regrets.

f. Application for Constable

J. Garcia presented a letter of interest from a resident in Blandford that is interested in becoming a Constable. E. McVey mentioned this resident needs a reference from a lawyer.

g. Finance/BOS Meeting December 4, 2018

A joint meeting of the Finance and Board of Selectmen will be scheduled for December 4, 2018 at 7:00 pm.

h. December 1 Tree Lighting Ceremony

C. Letendre mentioned the Tree Lighting Ceremony hosted by the Historical Society. There will be Christmas Carols outside and hot chocolate. The public is welcome.

i. Fire Department – Santa’s Breakfast & Historical Society Craft Fair

C. Letendre mentioned the Fire Department’s up-coming Santa’s Breakfast on December 2, 2018 as well as there being a number of craft vendors available sponsored by the Historical Society.

Meeting Adjourned at 8:20 pm

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

None

*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