



TOWN OF BLANDFORD  
Board of Selectmen, Minutes  
September 23, 2014

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

**Open Meeting:**

7:06 p.m. Mr. Dolby formally called meeting to order, provided notice that meeting may be recorded.

**Posted Agenda Items:**

1. Minutes: Mr. Montanaro motion to approve meeting minutes from September 16, 2014 as written, Mr. Dolby second, unanimous vote.
2. Review Warrants: Board reviewed and signed expenditure warrant. Payroll warrants will be further reviewed. NOTE: signed after the meeting.
3. Detail Rate: (Chief Hennessey was unable to attend meeting)
  - Mr. Montanaro: Town Counsel confirmed that rates on detail slips submitted for payment weren't necessary for town to be paying on the particular job. In addition to this, the payroll warrant was not signed and approved by the Selectboard. Discussed retrieving checks and issuing correct amounts. Mr. Dolby: recovering the money at this point not a viable option, request to pay back would cause issues in taxes and direct deposit. Would suggest letting go of the money from last payroll and focus instead on management issues.
  - Discussed practice of paying overtime for detail rate based on 8 hour shift rather than 40 hour week. Police Department is under the same legal policy as the rest of the town employees.
  - As requested, Treasurer presented Board with the difference for the hours worked if the pay rate were to be the employee's regular rate. The overall difference was \$4,746.00.
  - Past years Detail Rate pay: (Should always be equal)
    - 2011 took in \$12,964.00 and paid out \$17,833
    - 2012 took in \$53,811.00 and paid out \$54,219.50
    - 2012 took in \$80,678.58 and paid out \$101,842.00NOTE: no reimbursement to town for vehicle use/gas. Additional 10% cost to town in payroll taxes.
  - Board asked Cara to put motion from last week's meeting, affirming employees be paid at regular rate of pay for town jobs, into the Policy book.
  - Discussion regarding procedure for Police Department to hire Highway Employees to do detail work. Treasurer explained Highway workers are licensed and that the pay has to go through the police department when working for outside companies such as WEMCO in order to get reimbursed. There is an up

charge (except for State work) to cover payroll tax. Highway Department employees do flagging on off hours.

4. MASS DOT: Mr. Montanaro motion to have Mr. Dolby, in Mr. Levakis's absence, sign contract for Public Safety Building Feasibility Study in the amount of \$75,000.00, Mr. Dolby second, unanimous vote. Contract signed. Cara will send memo to Building Planning Committee no money will be spent without approval from Board and MASS DOT.

#### **Old Business**

1. Overtime Compensation: pending question into Town Counsel regarding how to compute overtime for employees working in multiple positions. Board has received information on how to calculate the overtime rates. Board doesn't want those in multiple positions routinely exceeding 40 hours per/week. Asked Cara to add to next week's agenda to revisit.
2. Highway Outline: Read and reviewed.  
Question about Chester Road work. Mr. Dolby will follow-up.
3. Akuity Tech: Mr. Dolby got the information need and is making sure it is included in the contract price.
4. Payroll Polices: tabled
5. Water Superintendent Job Description: reviewed by the Water Commissioners and Water Superintendent. Mr. Montanaro motion to approve Water Superintendent job description as drafted with July 18, 2014 amendments, Mr. Dolby second, unanimous vote.
6. Safety: Can we have office keys work in the auditorium as well? Cara will follow-up. Look in to front door timer and get word out to lock corridor when leaving.
7. Springfield Water and Sewage Gates: Mr. Young, Conservation, locks on gates have been changed and Conservation needs a key. He has a call into Kathy Stevens to remedy. Has written permission from last meeting.
8. MASS DOT's Response to Use of Ramp for Pike Access: responded that the Pike is a federal highway and federal law requires approval and studies to change exits and entrances. Former requests have been denied. Suggestion to start process through PVPC. Mr. Montanaro will follow-up.
9. IT: New copier up and running. Computer in break room is running and has SoftRight on it. Phones will be in on Friday.

#### **New Business**

1. Rules and Procedures for Board of Selectmen: review and revisit next week.

#### **Future Consideration**

1. Fiscal Year Financial Audit: waiting on reaching stopping point in Tax Collector's office to move to Treasurer's office. Prior turnover audit in Treasurer's office halted due to lack of documentation. Going forward audit from one point to the next to make sure discrepancies remain the same. End of year audit- should consider after close the books. Have to talk about expectations and limitations. Suggestion to put out to bid.

8:40 p.m. Mr. Montanaro motion to adjourn, Mr. Dolby second, unanimous vote.

Submitted by: Cara Letendre

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Andy Montanaro – Member

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Adam Dolby - Clerk