



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

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

**Open Meeting:**

7:00 p.m. Mr. Levakis formally called meeting to order, provided notice that meeting may be recorded.

**Posted Agenda Items:**

1. Minutes: Mr. Dolby motion to approve meeting minutes from October 14, 2014 as amended, Mr. Montanaro second, unanimous vote.
2. Review Warrants: Board reviewed and signed warrants.  
Discussion: Regarding Poulin Landscaping- Treasurer will ask them to resubmit invoice (for work done clearing land across from Town Common) without the detail. Board asked Treasurer to look into paying Mr. Poulin through his social security number. If this is not possible, he will have to get an EI number and be paid as a contractor. Board asked Treasurer to provide a copy of the law in writing referenced in the previous audit regarding payment for individuals and contractors. Specifically interested in the cap an individual can be paid as a contractor without an EI number. Board also asked Treasurer to look into Procurement guidelines and recommend policy to put into place.  
NOTE: Town currently uses Kopleman and Paige to protect the town in procurement laws as none of the selectboard is certified to serve as Chief Procurement Officer.  
NOTE: Board asked Cara to make sure all departments have a copy of the town Hiring Policy.
3. Treasurer Regarding Bond Renewals: Treasurer will have bond renewals for Selectboard to sign at next meeting. Town has to pay down \$117,191.59 (includes interest) yet only appropriated \$59,267 on this years budget. Will have to hold a Special Town Meeting to move \$59,267 from stabilization fund. (Money was set aside to pay down bond last year but was not done, so it was moved to stabilization for this year). Board scheduled Special Town Meeting for November 12, 2014 at 7:00 p.m.
4. Building Planning Committee:
  - Highway Department Building: Mr. Jemiolo is still waiting on receiving plans from EDA. Cara has contacted them several times. Discussed stabilizing front piers on Highway Department Building for the winter. Mr. Levakis asked Mr. Jemiolo to discuss this option with the Building Inspector.
  - Sites: Discussed possible sites for Safety Complex.
  - Feasibility Study: Mr. Jemiolo and Mr. Levakis met with Mass DOT representative Mark Moore last week. Mass DOT plans to take \$8,000 directly from funds to pay contractor direct. Mr. Montanaro asked Mr. Jemiolo to

summarize progress of study thus far, the next couple of steps and a timeframe. Mr. Jemiolo will follow-up next week.

5. Highway Department Vacation/Sick Accrual Time: Selectboard reviewed vacation and sick day accruals supplied by Highway Department. Board also reviewed attendance records, would like to verify on payroll sheets. Mr. Montanaro and Mr. Van Werkhoven will review what was paid out in Treasurer's office. Cara will get Highway Department timesheets from the Treasurer.
6. Water Labor Rates: Mr. Montanaro – raised concern about the way the Water Department labor base pay rates are listed. Currently the listed “base rate” is actually the overtime rate. The base rate that Highway Department employees are paid when they work in the Water Department is the same as their base rate in Highway, however the hours they tend to work in the Water Department are over their 40 hours in Highway and therefore often qualify for time and a half. The base rate has to be adjusted so as the Town is not required to pay time and a half on overtime rate. The Board suggested that the Water Department Secretary submit the total hours worked at the base rate and have the Treasurer calculate overtime. Will have to get the approval of the Water Commissioners to make these changes. Board discussed and agreed that any overtime hours would be paid out of Water.  
Discussion: Conflict of interest to have Water Department Commissioners voting on their own rates.
7. Employee Lunch Breaks: Discussion regarding enforcing lunch breaks for all full-time employees. Selectboard has the right to schedule working hours. Mr. Montanaro motion that all employees working a shift of 6 hours or more are required to take a 30 minute unpaid break between 4-5 hours into their shift coordinated by the supervisor, Mr. Dolby second, unanimous vote. Break will include travel time. Liaison to Highway will follow-up.
8. FEMA Review: Mr. Dolby met with Town Counsel Jay Tehan and FEMA rep this week.
  - Hiram Blair Road: FEMA is weeks away from giving Blandford an estimate on a reimbursement. Town needs to provide some points of clarification regarding Mass DOT. Change orders have been submitted, but not the actual orders from Mass DOT. Mr. Dolby is in charge, follow-up in two weeks.
  - BRD: FEMA has not begun looking at the information the Town has provided. FEMA provided Mr. Dolby with a checklist of items needed including proper claim forms and GPS coordinates. Town Counsel will be writing a cover letter and narrative.
9. Water Department Lightning Strike Update: Water Department Secretary is working with the insurance company to get them invoices to be paid. Filed an emergency procurement. Water Secretary is also working on drafting contracts, approved by Town Counsel, with companies providing goods and/or services. Discussed process of installing new ozone generators.
10. Water Department Update on Leak: Have received one bid thus far, researching more.
11. Water Department Rules and Regulations & Emergency Management Plan: for review next meeting.

### **Old Business**

1. Closing of Books: Mr. Van Werkhoven reported that Accountant is still on track to close books at the end of the month.
2. Turnover Tax Collector's Office: Mr. Van Werkhoven reported that the Tax Collector recently turned all of the money that she was holding over to the Treasurer.
3. Highway Outline:

- Mr. Dolby sent Highway Department an email regarding the potholes on Cobble Mountain Rd. that were patched using the Hotbox last week. He drove the road and was unable to locate the patches. Mr. Dolby also mentioned the potholes on Chester Road which have been marked by the Highway Department and marked again by a resident. They are a hazard and a liability.
  - Concern about Chester Road. Shoulders are not complete and areas have been flooding due to leaf build up.
  - North Blandford Road: area scheduled for work was almost flooding with heavy rain this week.
  - Mr. Dolby asked Highway Department for Software update.
4. Selectboard Policies and Procedures: MMA Handbook still in proofreading phase.
  5. Personnel Policy: Revisit
  6. Job Descriptions: Revisit after reviewed

**New Business**

1. Wired West: Peter Langmore recommended have Wired West attend a Selectboard/Finance Committee meeting to explain funding ideas for “the last mile”. Mr. Dolby will be attending the Wired West meeting on November 18<sup>th</sup> for more information.
2. Treasurer Away: Treasurer will be away first two weeks of November and will be doing payroll long distance. Mr. Montanaro will follow-up.
3. GTAC Letters: Revisit after reviewed.
4. Next Meeting: schedule for Tuesday as there is a GTAC meeting on Monday
5. Tax Collector: Question about whether or not have to official appoint Mrs. Massee now that position is officially an appointed one. Cara will follow up with Town Counsel.

**Future Consideration**

10:40 p.m. Mr. Dolby motion to adjourn, Mr. Montanaro 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