



TOWN OF BLANDFORD
SELECTBOARD

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

**TOWN OF BLANDFORD
BOARD OF SELECTMEN
MEETING MINUTES
January 22, 2019**

OPEN SESSION 7:00 p.m.

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

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

1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS:

None

2.*AUDIENCE PARTICIPATION:

None

3. ACTION ITEMS

MOTION: C. Letendre made a motion to move to Action Item #b.

E. McVey Seconded

All in Favor

a. Draft RFQ for Design Services to Build New Highway Building and Rehabilitate Existing Highway Building

Joshua reported to the Board of Selectmen a proposal from Kaestle Boos Associates, Inc. to modify the Public Safety Complex Plan they helped draft a few years ago. The modification is to focus solely on design plans for just a new Highway Building and eliminate from the plan a need for Fire and Police. The cost to do this will be \$3,550. They also proposed to do a design phase for rehabilitation of the existing Highway Building and make ready for later use of Fire Department. Joshua explained that he will treat that project as a separate project and solicit two other quotes for design services. McVey mentioned that we shouldn't proceed with that project until the construction of the new building breaks ground.

MOTION: C. Letendre motion to have the TA move forward with task 1 proposal for reconceptualization of the proposed facility through Kaestle Boos Associates, Inc. for \$3,550 to be paid out of building stabilization.

E. McVey Seconded

All in Favor

b. Accept Fire Chief Resignation

C. Letendre noted that the Blandford Fire Department did an ‘amazing’ job at the January 20, 2019 home chimney fire in Blandford. The Chief made note that his fire fighters and the towns of Otis, Russell and Monterey also joined the Blandford Fire Department and should be commended.

The Chief made a note to thank our Town Administrator, Joshua Garcia, for connecting him with the Holyoke Fire Department who generously donated a large volume of radio equipment to Blandford which is a huge help.

The Chief and the BOS had a discussion about his progress in his position as Fire Chief for Blandford. C. Letendre asked the Chief to create a presentation of the needs and best practices of the Fire Department for the Annual Town Meeting.

c. Office/Department Consolidation

The Town Administrator updated the BOS on the creation of a Central Financial District Office in the town Hall which includes the Treasurer, Tax Collector, Board of Assessors and Finance. There was also a discussion about consolidating other offices in the building in order to work more efficiently.

4. UNFINISHED BUSINESS FROM PRIOR MEETINGS

a. I90 Interchange Update: B. Levakis & E. McVey

The last Interchange meeting is February 2 in Lenox, MA. This will be the final meeting. The outcome will be the 3 recommendations for location and the projected cost. E. McVey will attend.

b. Budget Process Update – J. Garcia

Josh Garcia reported that he has scheduled department head meetings between Finance and the department heads. Finance had their first meeting with the Fire Department and the Cemetary Commission. The meetings will be January 28, February 4, and February 11 on Mondays at 7:00 pm. Josh stated that he hopes to have an agreed-upon budget by March 22, 2019.

c. Highway Department Update – E. McVey

E. McVey presented an update on the Highway Department. Eric stated that he is here to make sure the guys have support, materials, work laid out and access to any direction they need to do their best through the failings of material and equipment needs. Blandford was awarded a \$500,000 grant for the Collins Engineering Group to fix the two culvert/bridges over Tiffany Brook, the bridge on Gore Road and North Blandford Road. Collins Engineering is submitting a notice of intent to the Conservation Commission to begin the first step in January. There will be another notice of intent for culvert replacement on Sperry Road. There is a commercial logging operation that’s coming in at the end of Sperry Road so the road needs to have the culvert replaced to support the logging operation. Eric is working with the Highway Administrative Assistant to get these 3 notices in process. There is also a chapter 90 project developing which will mill and fill the entire length of Birch Hill Road (1.2 miles).

J. Garcia reported that we are looking at a few candidates for interview at the February 5, 2019 BOS meeting.

5. NEW BUSINESS:

a. Hometown Hero’s Program – J. Garcia

J. Garcia spoke about this program and explained it is a program that is intended to profile our veterans in

town. Veterans will be awarded a banner with their service time and awards. The cost of these banners is \$80 which the vendor is doing at cost. Residents in town can sponsor these banners and they will be displayed in the Highway Department and the goal is to have them ready by Memorial Day. We do have a Medal of Honor recipient in town from the Civil War so the application has been forwarded to the family and Josh is working with the Blandford Veteran's Officer.

b. Town of Blandford Contingency at St. Patrick's Day Parade in Holyoke – J. Garcia

J. Garcia reported that the Town of Blandford will be marching in the St. Patrick's Day Parade. Chief Ilnicky will be in the parade along with the Fire Department with fire truck, the Board of Selectmen and the Town Administrator. The Fire Chief will arrange the town Color Guard to be present and Josh will contact local veterans about their presence in the parade.

c. FY 18 Audit Progress

The financial team is looking at being ready for the audit for FY18 by February 15. Josh met with the auditors who are in the process of collecting basic information. They will have a final draft ready for the annual meeting.

d. FEMA Grants

Josh spoke about the FEMA grant for the back-up generator. Kinsley is working on this part of the grant which will include a cost estimate on engineering, schematics and design which Kinsley is doing at no cost.

e. RRG's Progress in the Assessor's Office

The Town Administrator reported that RRG is making progress and will now be available two days a week.

Meeting Adjourned at 9:18 pm

*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 session if Selectboard finds it warranted.

Submitted by: Joann Martin
Administrative Assistant to the Board

Cara Letendre, Chairman

Eric McVey, Clerk

William Levakis, Member