



TOWN OF BLANDFORD
SELECTBOARD

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

**TOWN OF BLANDFORD
BOARD OF SELECTMEN
MEETING MINUTES
February 25, 2019**

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

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

1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS:

a. Examination of the meeting minutes of the Board of Selectmen meeting February 11, 2019

MOTION: C. Letendre made a motion to accept the meeting minutes from February 11, 2019 as written.

E. McVey Seconded
All in Favor

b. Examination of the Executive Session meeting minutes of February 11, 2019

MOTION: C. Letendre made a motion to accept the Executive Session meeting minutes from February 11, 2019 as written.

E. McVey Seconded
All in Favor

2.*AUDIENCE PARTICIPATION:

Audience participation included question from 2 residents:

- Fairing the storm in the absence of a highway superintendent and the condition of town vehicles.
- A resident gave an update of the great success of the snowmobile race at the fairgrounds.

3. ACTION ITEMS

a. Occupational Health Options – J. Garcia

Joshua reported that he submitted a profile page to MedExpress so we are ready to use this service. We need to implement a policy that will outline the procedure employees will need to follow. Prior to this however, it was noted that a discussion with the union regarding the occupational health services should take place.

b. Placement of and Decision Regarding Broadband Hub

The Board has discussed in the past whether the town should rent a Broadband hub or build our own hub. Building our own hub would cost \$127,000 to build. The town does not know what Otis will charge if the town should decide to rent their hub. The BOS invited Peter Langmore from the Municipal Light Board to discuss the details. The general consensus is that the town should build its own and the location will be 1) behind the Highway building or 2) include the structure in the construction of the Cemetery building, the Cemetery being the preferred location. Both locations will be considered and a decision will be made going forward.

P. Langmore gave an update of the Broadband progress in town:

- The poles are done and paid for
- The field surveys have been started by Verizon and will be done by March 8, 2019
- Westfield Gas & Electric will oversee the Verizon process on our behalf
- The hope is that this will all be complete by 2020.

4. UNFINISHED BUSINESS FROM PRIOR MEETINGS

a. Time Clock Policy – B. Levakis

Tabled until the March 11, 2019 Board of Selectmen meeting.

b. Vehicle Policy – B. Levakis

Tabled until the March 11, 2019 Board of Selectmen meeting.

5. NEW BUSINESS:

a. Discussion on Warrant Process – B. Levakis

Mr. Levakis discussed the problem of the lack of policy when submitting invoices and payroll to the Accounting Department. He explained that too many of these documents are being forwarded to the Accounting office incomplete or wrong which holds up payroll and causes our vendors to not be paid in a timely manner. He is recommending that all these documents be filtered through the Town Administrator before going to the Accountant. He believes this will expedite the process. C. Letendre mentioned that instead, have the Town Administrator identify those departments that are having issues with processing warrants and for the Town Administrator to work with those departments through this process. J. Garcia agreed and said he will do so.

b. Discussion; Furniture Upgrade – BOS Room; B. Levakis

Bill mentioned the BOS meeting room needs a furniture upgrade to look more professional. He looked into purchasing a table and chairs through Government Surplus at greatly reduced rates. The Board recommended that this be put off until a time when the Town is in a better financial position. The Town Administrator stated that this is not a bad idea but he believes we are not there yet. He suggested to the Board that we put this aside and work on doing those things that are most needed for the town first.

c. DLTA Awarded to work with Hilltown Ambulance & partner municipalities on a long-term sustainability study – J. Garcia

Representative Tom Ackley (board member of Hilltown Ambulance) was present to deliver the news that as a member of the Hilltown Community Ambulance Association, the partnership towns were awarded \$15,000 from the District Local Technical Assistance Program (DLTA) giving the towns local technical assistance to coordinate a process that will develop a long-term sustainability study. Representative Ackley had to leave; therefore, J. Garcia went into detail of the news on his behalf.

d. Discussion: Annual Town Meeting Preparation – J. Garcia

Joshua Garcia, TA presented the draft Warrant for the May 6, 2019 Annual Town Meeting. The Board of Selectmen and the Town Administrator discussed the articles on the warrant and potential additions and changes.

6. OTHER BUSINESS, IF ANY:

None

MOTION: C. Letendre made a motion to go into Executive Session to conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with union personnel not to reconvene.

Roll Call Out: **C. Letendre – Yes**
 B. Levakis – Yes
 E. McVey – Yes

Meeting Adjourned at 8:40 pm

7. **EXECUTIVE SESSION:

Pursuant to MGL C30A, S21. To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with union personnel not to reconvene.

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

**NOTE: Agenda may include items not reasonably expected 48 hours before the meeting. At any point, this meeting may go into executive section if the Board of Selectmen find it warranted.

Submitted by: Joann Martin
Administrative Assistant to the Board of Selectmen

Cara Letendre, Chairman

Eric McVey, Clerk

William Levakis, Member