



TOWN OF BLANDFORD
SELECTBOARD

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

**TOWN OF BLANDFORD
BOARD OF SELECTMEN
MEETING
July 1, 2019**

6:00 pm: Review Draft Audit FY18

7:00 pm: July 1, 2019 Agenda Items

OPEN SESSION 6:00 pm

Meeting is recorded

Meeting held at Blandford Town Hall

C. Letendre, Chairman; E. McVey, Clerk; T. Ackley, Member; J. Garcia, Town Administrator in attendance.

Meeting called to order at 6:01 pm

Meeting is recorded

Held at Blandford Town Hall

MOTION: C. Letendre made a motion to move to unfinished business a. Review Draft Audit FY18 Management Letter.

E. McVey Seconded

All in Favor

1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS:

Examination of the meeting minutes of Board of Selectmen Meeting of June 24, 2019

MOTION: C. Letendre made a motion to table the meeting minutes of June 24, 2019 until the July 15, 2019 meeting.

T. Ackley Seconded

All in Favor

2. *AUDIENCE PARTICIPATION / PUBLIC COMMENT:

None

3. ACTION ITEMS:

a. Blandford Country Club – Liquor License Hearing

The owners of the Blandford Country Club presented their liquor license request to the Board of Selectmen to be considered for approval.

In attendance: Mark Amanti, co-owner; Atty. Nick Amanti, Counsel for Blandford Country Club; Michael Morneau, co-owner; and David Oleksak, co-owner.

The Club is requesting a full liquor license noting that they are currently owners of another business within adjacent communities that has a liquor license as well so they are knowledgeable about the

legalities of holding such a license. The Attorney for the Club noted that they are in the process of many exciting projects; developing an advertising campaign, investing in capital improvements, re-surfacing the tennis courts, improving the grounds and purchasing new grounds-keeping equipment, new greens flags, improved tee boxes, new items in the pro shop, hosting graduations and miscellaneous parties and they have 2 weddings on the books for next year as well as a father's day brunch, and much more. Attorney Amanti noted that the Blandford Country Club is hosting a party for the Club's 110th year anniversary. The Club was established in 1909 and is the oldest Country Club in the country. Attorney Amanti talked about the liquor license manager, David Strong, and the fact that he is TIPS certified and has been involved in golf management for decades. He was the director of golf and tennis operations at the Cranwell Golf and Spa in Lenox where he served on the executive operating committee for over 20 years. He's been the head Pro at the Blandford Country Club for the last year so he knows what's going on. The Board asked many questions about the legal requirements including notice to abutters and fire department requirements.

Michelle Crane of 14 North Street and Rich Igel of 18 North Street (abutters of the Country Club) both attended the meeting in order to support the issuance of this liquor license noting that 'this is a very good thing for Blandford'.

MOTION: C. Letendre made a motion to accept the application for a new liquor license application from the Blandford Country Club.

E. McVey Seconded

All in Favor

b. Review and Approve Job Description for Clerk Position in Treasurer/Collector's Office

The Board discussed this appointed position, 15 hours per week, \$15.00 per hour. This person will be vetted and interviewed by the Treasurer/Collector and make a recommendation to the Board of Selectmen for appointment.

MOTION: E. McVey made a motion to accept the job description for Tax Collector Clerk with 3 amendments.

C. Letendre Seconded

All in Favor

c. Moved, pursuant to the vote taken under Article 37 of the May 6, 2019 Annual Town Meeting, to accept, for general municipal purposes, the land located on Hayden Road and donated to the Town by Dale M. Hewlett and Shirley J. Hewlett, Trustees of the Dale M. Hewlett and Shirley J. Hewlett Family Trust, and to execute an acceptance of deed thereof.

MOTION: C. Letendre made a motion to accept Article 37 approved at the Annual Town Meeting.

E. McVey Seconded for Discussion

All in Favor

d. Moved, pursuant to the vote taken under Article 36 of the Annual Town Meeting, to accept, for general municipal purposes, the land located on Island acres Drive and donated to the Town by Susan Dakin, Jean Dakin and Timothy Harris, and to execute an acceptance of deed thereof.

**MOTION: C. Letendre made a motion to accept Article 36 approved at the Annual Town Meeting.
E. McVey Seconded
All in Favor**

e. Review and Approve Year-End Line Item Transfer Requests

The Town Administrator, Board of Selectmen and the Finance Committee reviewed and approved the year-end line item transfers.

MOTION: C. Letendre made a motion to approve the line item transfer from 015151.002 Town Counsel to 015192.000 New Town Hall Maintenance & Repairs \$142.99.

**E. McVey Seconded
All in Favor**

MOTION: C. Letendre made a motion to approve the line item transfer from 015151.002 Town Counsel to 015192.000 New Town Hall Maintenance & Repairs \$290.02.

**E. McVey Seconded
All in Favor**

MOTION: C. Letendre made a motion to approve the line item transfer from 015151.000 Town Counsel to 015122.002 Selectmen Expense \$15.92.

**E. McVey Seconded
All in Favor**

MOTION: C. Letendre made a motion to approve the line item transfer from 015510.003 Board of Health Expense to 015433.000 Transfer Station \$1,311.03.

**E. McVey Seconded
All in Favor**

4. UNFINISHED BUSINESS FROM PRIOR MEETINGS:

a. Review Draft Vehicle Use Policy

Garcia presented a vehicle use policy to the Board for their review. The details of the proposed policy were discussed including the various departmental needs and the unique needs of the Council on Aging. This subject will be reviewed again at the July 15, 2019 BOS meeting.

b. C. Letendre – School Committee Meeting

Letendre talked about the meeting with MARS. They are the representatives that the local towns all chip in for to get professional advice. Cara noted the committee's accomplishments to date are:

- 1) Improve communication between the member towns and RSD
- 2) Approve budgets for the past two years
- 3) Complete regional agreement document
- 4) Initiate economic development project
- 5) Implement pre-school with a plan for vocational programming and
- 6) Establish a forum for discussion of critical issues for Gateway communities.

Going forward the Committee will be working on:

- 1) Enrollment K-12, the transition from 7th to 9th grade, attracting more families, and economic development in the Gateway Communities.

- 2) Improving communication in the budget process, assessment methods and shared services and grants.
- 3) Restructuring of loans and
- 4) Updating the collaboration with other districts.

It was noted that one of the major problems is that Russell and Montgomery have not signed the regional agreement yet. They are also the two towns that did not pass the assessment and do not participate in these meetings.

T. Ackley mentioned that he would like to attend these meetings with C. Letendre going forward.

5. NEW BUSINESS:

a. Review Draft Audit FY18 Management Letter

Scanlon & Associates, LLC joined the Board of Selectmen to go over the draft audit recently completed for the Town of Blandford. In attendance is Jeff Gendron, Scanlon & Associates; Eric Kinsherf, CPA for Town of Blandford; Janet Lombardo and Julie Ball of the Blandford Finance Committee; Blandford Town Treasurer, Sara Hunter; Eric Kinsherf, Kinsherf & Associates accountants for the Town of Blandford; Jeff Ramos, RRG Town Assessor; and Harald Scheid, RRG Town Assessor. Joshua Garcia started the conversation stating that this audit is our first draft audit since 2011 and the intent for today is to go over this draft and find out what we are doing well and where we are not doing so well. He stated he would get the directive from the Board of Selectmen about how we will go forward in 2019/2020 on our ongoing efforts to have an effective and efficient systems management and operation of municipal finance for safeguarding public funds, protecting local assets, and complying with financial standards and regulations. Joshua turned the meeting over to the Jeff Gendron, Scanlon Associates. Jeff explained the development of this audit from start to finish and what the team looks for specifically. The main topics of reviewing this management report were: Cash & Reconciliations; Accounts Receivable; Tax Title; Tax Collector Receivables; Tax Collector Bank Accounts; Older Tax Receivables; Agency Funds; Deficit Accounts and Prohibiting Manual Checks. The Board asked many questions about this report. Jeff explained that we have significant deficiencies that need to be addressed but many areas that have shown great improvements. The Treasurer reported to the Board these are problems that will absolutely show continued improvement in 2020. Mr. Gendron mentioned the improvements made in the tax collection processing in the second half of 2018 and a major improvement is shown so far in 2019. Garcia stated that he believes all our financial departments have done a great job fixing the past problems and many of the changes implemented to date should reflect positively in future audits. This is largely thanks to the direction of the Board of Selectmen who has made municipal finance the top priority and has supported strategic objectives to improve our financial management position in Town.

b. Discuss Scheduling a Special Town Meeting

The Board set a tentative date for the next Special Town Meeting on August 5, 2019.

6. OTHER BUSINESS, IF ANY:

None

7. MEETING ADJOURNED:

Meeting adjourned at 8:50 pm

8EXECUTIVE SESSION:**

None

*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 session 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

Thomas Akley, Member