



TOWN OF BLANDFORD  
SELECT BOARD

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

**SELECT BOARD  
MEETING MINUTES  
October 5, 2020**

Pursuant to Governor Baker's March 12, 2020 order suspending certain provisions of the Open Meeting Law, G.L.C. 30A, §18, and the Governor's March 15, 2020 order imposing strict limitation on the number of people that may gather in one place, this meeting of the Blandford Board of Selectmen will be conducted via remote participation to the greatest extent possible. Members of the public who wish to listen to the meeting may do so by visiting either of the following options:

- **Zoom Video Link:** <https://us02web.zoom.us/j/87116077710>
- **Meeting ID:** 871 1607 7710
- **Phone Dial In:** 1-929-205-6099, dial in meeting ID when prompted

No in-person attendance of members of the public will be permitted unless you are on the agenda ahead of time, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Town of Blandford website a transcript or other comprehensive record of proceedings as soon as possible after the meeting.

If you have any comment regarding items that are on the agenda, please forward to Joann Martin, Administrative Assistant, at [Selectboardadmin@townofblandford.com](mailto:Selectboardadmin@townofblandford.com) or 413-848-4279 x206.

**1. Open Session at 6:00 pm                      Meeting is recorded                      Meeting held virtually/You Tube**

**In Attendance:** C. Letendre, Chairman; E. McVey, Clerk; T. Ackley, Member; J. Garcia, Town Administrator

**2. EXAMINATION OF THE MEETING MINUTES:**

*a. Examination of the Meeting Minutes of September 21, 2020*

**MOTION:** C. Letendre made a motion to approve the meeting minutes of September 21, 2020 as written.  
T. Ackley Seconded  
All in Favor

*b. Examination of the Meeting Minutes of September 28, 2020*

**MOTION:** C. Letendre made a motion to approve the meeting minutes of September 28, 2020 as written.  
T. Ackley Seconded  
All in Favor

**3. \*AUDIENCE PARTICIPATION/PUBLIC COMMENT:**

None

**MOTION:** C. Letendre made a motion to move to 5b. COVID-10 Update  
T. Ackley Seconded  
All in Favor

**4. ACTION ITEMS:**

***a. Receive resignation letter from Rick Barnard, resigning from Planning Board***

McVey noted that he is sorry to see Barnard go. Letendre acknowledged that Barnard has done so much for this Town as a volunteer and it is so appreciated. Ackley noted his presence will be missed.

**MOTION:** E. McVey made a motion to accept Rick Barnard's resignation from the Planning Board.  
C. Letendre Seconded  
All in Favor

***b. Review and take action on Fire apparatus Proposal by Greenwood Emergency Vehicles, LLC. for purchase of Tanker for the Fire Department***

The Board discussed the purchase of this vehicle approved at Special Town Meeting which is expected to be delivered in February 2021.

**MOTION:** Take action on the Fire apparatus proposal by Greenwood Emergency Vehicle, LLC for purchase of a tanker truck for the Fire department in the amount of \$263,000.00.  
T. Ackley Seconded  
All in Favor

***c. 90-Day Review of Fire Chief David Mottor***

Ackley started the review stating that he believes Chief Mottor is 'turning the Fire Department around' and 'everybody feels like they belong which is a real step in the right direction'. Ackley stated that Mottor's performance in all categories is outstanding and the volunteers and town employees like the new Chief and are working well with him. Ackley reported that their training sessions are more relaxed and organized. The Board reviewed the 90-day goals that were set for the Chief which he has either completed or the project is well on its way. The Board set new objectives for the Chief going forward.

**MOTION:** C. Letendre made a motion to provide authorization to Chief David Mottor to sign the Commonwealth of Massachusetts contract authorized signatory listing.  
E. McVey Seconded  
All in Favor

**MOTION:** C. Letendre made a motion to approve the contract for the FFY 2020 EMPG Application.  
T. Ackley Seconded  
All in Favor

*d. 90-Day Review of Animal Control Officer, Terry Donovan*  
Donovan was unable to join the Board this evening.

**MOTION:** C. Letendre made a motion to table the 90-Day Review of the Animal Control Officer until the October 26, 2020 Select Board meeting.  
T. Ackley Seconded  
All in Favor

*e. Discuss Select Board meeting schedule and meeting time*  
This item was previously discussed at the 9/21/20 Board meeting.

**5. UNFINISHED BUSINESS FROM PRIOR MEETINGS:**

*a. Review last set of draft policies for Personnel Handbook – Leave Policies, Discharge and Discipline and Grievance Procedure Policies*

The Board discussed the final draft policy in the Personnel Handbook. Garcia will make adjustments as discussed and will distribute the whole document for final discussion and approvals.

*b. COVID-19 Update*

J. Girard joined the Select Board to give an update on COVID-19. Girard reported that as of today, there are still only 3 confirmed cases in Blandford. Her department is currently working on guidelines for Halloween and the use of the gym and town offices and looking at the requests that are coming to her office regarding Halloween activities. The Board talked about the Recreation Committee's ideas for Halloween. Girard will work with the committee to see about going forward safely.

**MOTION:** C. Letendre made a motion to move to 4c. 90-Day Review of Fire Chief, David Mottor  
T. Ackley Seconded  
All in Favor

**6. NEW BUSINESS**

*a. Review Animal Control Quarterly Report*

The Board reviewed the Animal Control Officer's 1<sup>st</sup> Quarter Report to the Board which included 11 calls answered and completed, 11 calls followed up on, 1 call for human animal attack, 1 dog impound and 1 dog returned to its owner. This report covers July and August 2020.

*b. Appoint Assistant Electrical Inspector as a Back-Up*

The Board received the letter from John Van Heynigen who is currently the Electrical Inspector in Chester and is interested in being the Assistant Electrical Inspector for Blandford. The Board agreed to this appointment. Garcia reported that Mr. Van Heynigen will come in to meet the Board at the October 26, 2020 Select Board meeting.

*c. All-Department Expense Report*

The Board reviewed the individual departmental spending and found no problems.

*d. discuss Disclosure Statement for a volunteer Fire-fighter*

Chief Mottor presented a Disclosure Statement to the Board placing the Select Board on notice of his son seeking appointment as a volunteer fire fighter in the Blandford Fire Department. The Board accepted the disclosure statement.

***e. Discuss repair and/or replacement of roof at Library***

Garcia spoke to the Board about the need for repair or replacement of the roof, eaves troughs and bulk head at the Porter Memorial Library. The budgeting for this project was discussed. It was pointed out that the Library is planning an addition to its building in the near future and questioned if it makes sense to replace the entire roof or repair in the meantime holding for the construction of an addition. It was agreed that the roof will be repaired at this time keeping in mind that the bulk head will need repair in the near future. Kronholm will move forward procuring quotes for this work.

***f. Garcia – Update Lee Ann Thompson Reimbursement Research Progress by the Treasurer***

Garcia reported that there are 73 identified parcels. Of those, they are holding off on 39 that need more research. By October 13, 2020 the Treasurer will send out letters in order to make arrangements for credit on their next tax bill. Garcia mentioned that our contracted Assessors, RRG, have done a great job researching these cases for the Treasurer/Collector.

**7. OTHER BUSINESS, IF ANY**

**8. TABLED ITEMS:**

- a. Review Draft Policies for Personnel Handbook – General Administration***
- b. Review draft policies for Personnel Handbook – Preamble; General provision; Recruiting; Hiring***
- c. Review draft policies for personnel Handbook – Standards of Conduct***
- d. Discuss creating a committee to research and provide recommendations for stipends for elected and appointed Town Boards, Commissions and Committees that exist per Town Bylaws.***

**9.\*\*MEETING ADJOURNED:**

Meeting adjourned at 7:26 pm

**10.\*EXECUTIVE SESSION:**

\*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 section if Selectboard finds it warranted.

Submitted by: Joann Martin  
Administrative Assistant to the Select Board  
and Town Administrator

---

Cara Letendre, Chairman

---

Eric McVey, Clerk

---

Thomas Ackley, Member