



**TOWN OF BLANDFORD**  
Select Board

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

**MEETING MINUTES**  
**BLANDFORD SELECT BOARD**  
**February 13, 2023**  
**6:00 pm**

Meeting held in the Select Board Chamber, Town Hall

**In attendance:** C. Letendre, Chair; J. Allen, Member, Absent; T. Cousineau; Member; C. Dunne, Town Administrator

Meeting Open at 6:00 pm

Meeting is recorded

**MOTION:** C. Letendre made a motion to move to Action Item 4a: Interviews for Assistant Treasurer/Collector position.

**T. Cousineau Seconded**

**All in Favor**

**1. EXAMINATION OF RECORDS OF PREVIOUS MEETINGS**

*a. Examination of the Meeting Minutes of December 19, 2022*

**MOTION:** T. Cousineau made a motion to approve the meeting minutes of December 19, 2022 as written

**C. Letendre Seconded**

**All in Favor**

*b. Examination of the Meeting Minutes of January 9, 2023*

Tabled

**MOTION:** C. Letendre made a motion to move to 3a. Council on Aging

**T. Cousineau Seconded**

**All in Favor**

**2. \*AUDIENCE PARTICIPATION / PUBLIC COMMENT**

George Reichert joined the Board to discuss a few subjects that he believes need attention in Town. Reichert noted that the 35 MPH speed limit is being ignored. He informed the Cemetery Commissioner that some of his staff should be **trained in CPR** as sometimes at funerals, people can become overwhelmed with emotion and faint. He recommended creating a community volunteer group to reach out to the residents and get an idea of what needs to be taken care of in Town. His idea is that this group could pitch in a get projects done in Blandford stating that volunteerism seems to be fading and he would like to see a committee (maybe Recreation) take on this responsibility. Reichert bemoaned the state of the Town's flags particularly the inconsistency with half vs. full-staff; Dunne explained that notifications for raising or lowering the flag are received from the state and are relayed to Doug Emo

who undertakes care of the flags on a volunteer basis. Reichert noted that the benches in Bicentennial Park need repair and that overall there need to be a maintenance plan for the Park. He believes this may be one of those things the new committee he suggested could take care of. Dunne relayed that the Town has a gardener addressing seasonal maintenance of Town properties. George asked that some maintenance be done now instead of waiting until April. Letendre responded that extra clean up projects have not been budgeted and this is one of our budget line items that frequently runs down quickly.

Reichert noted that the quality of You-Tube presentations is poor. The Board is aware of the problems and continues to make adjustments, encouraging speakers to sit closer to the microphones. Reichert asked what the Town's truck is being used for and who uses it. Dunne reported that this vehicle is available to all Departments in the Town for business purposes only and for various reasons, including transporting waste to the Transfer Station. Reichert cited the Town bylaws stating that all budget requests should be submitted to the Finance Committee and Town Accountant by February 15 and asked whether these requests are available to the public. Dunne reported that there are still a couple of Departments that have not met with Finance. Once they do, Dunne will compile them into one spreadsheet and make it available to the public on the Town website as has been done in the past.

Lastly, Reichert stated that the Town Annual Report for 2021 is not online. Dunne Agreed to look into it though Assistant Town Clerk, Mary Kronholm, who was in attendance remotely, stated that she believes it is posted to the website.

### **3. DEPARTMENT REPORTS**

#### ***a. Council on Aging – Margit Mikuski***

- i. CPR Classes - Mikuski joined the Board to discuss coordinating CPR Classes for employees, volunteers, and Boards of the Town of Blandford. This class would be \$75 and Mikuski reported the National Heart Association will be offering this CPR Certification course. COA has five people that will be enrolled and the Fire Department has five people they wish to enroll. Letendre likes that this will be offered throughout the departments. Dunne suggested the Massachusetts Interlocal Insurance Association (MIIA) has a wellness grant and that this activity may be eligible for funding. He will reach out accordingly.***

#### ***b. Town Administrator***

##### ***i. Finance/Budget***

- 1. Most **department budget hearings complete**; Board of Health/Enterprise Funds to be scheduled for later February:*** Dunne reported that the majority of the budget requests have been submitted and reviewed by Finance. There are a few Departments that are scheduled this week. Dunne will compile these budgets and distribute them per his response to Reichert.
- 2. **Kinsherf FY24 contract renewal request*****  
Eric Kinsherf, Town Accountant proposed an FY24 contract of \$36,000 annually, a \$6,000 increase. Dunne suggests looking at other options, noting that Kinsherf has been great but is this a service we want to continue outsourcing this position or should we look into the possibility of hiring an in-house Accountant and using Kinsherf for a reduced scope of work. Dunne will do some additional market research and come back to the Board.

##### ***ii. Grants***

1. *Emergency Management Performance Grant (EMPG): Report on the Evaluation of the Existing **Standby Generator's Electrical Capacity** for Adding Electrical Loads the Town Hall complete; estimate in the amount of \$160,000.*

Peter Wozniak was hired to analyze electrical load capacity at Town Hall. His cost estimate for bring the building up to the point where a transfer switch could be installed to provide backup power was \$160,000. Letendre reported we had originally set aside about \$42,000 for the generator only. Dunne will reach out to the Massachusetts Emergency Management Agency (MEMA) to see what grants we can apply for and will discuss further with the Electrical Inspector.

c. *Highway*

- i. *Rene Senecal, Consultant to the **North Blandford Road Project***

Senecal joined the Board to talk about the completion of N. Blandford Road improvements project and to commend Dave Waldron, Highway Superintendent, on his meticulous attention to detail in completing this large, complex project.

4. **ACTION ITEMS**

- a. ***Interview candidates recommended as finalists by the Preliminary Screening Subcommittee for the position of Assistant Treasurer-Collector and make offer of employment.***
  - i. *Lynn H. Kane*
  - ii. *June H. Massee*

Lynn Kane and June Massee were both interviewed by the Screening Committee on January 26 the third candidate for the position who was to be interviewed on January 30 withdrew. As the Screening Committee had to recommend at least two candidates, Kane and Massee were put forward by the Committee. Ms. Kane and Ms. Massee joined the Board to be interviewed for the position of Assistant Treasurer/Collector. The Board asked a series of pre-determined questions and graded the candidates accordingly.

The Board reviewed the individual scores following the interviews. Cousineau and Letendre both agreed to offer Lynn Kane the position and Dunne will extend the offer of 24 hours per week at \$24/hour.

**MOTION: C. Letendre made a motion to move forward negotiating the position of Assistant Treasurer/Collector with Lynn Kane for 24 hours per week at \$24.00 per hour.  
T. Cousineau Seconded  
All in Favor**

**MOTION: C. Letendre made a motion to move to 3a. Council on Aging  
T. Cousineau Seconded  
All in Favor**

- b. *Review and act on **Warrant #15** for Payment*

**MOTION: T. Cousineau made a motion to approve **Warrant #15** for payment.  
C. Letendre Seconded  
All in Favor**

- c. *Approve **Warrant #16** for Payment*

**MOTION: T. Cousineau made a motion to approve **Warrant #16** for Payment**

**C. Letendre Seconded  
All in Favor**

- d. Review **Appreciation Letter** for Highway Department – Superintendent Kristen Smidy*  
Letendre read the appreciation letter aloud that was sent to the Town of Blandford Select Board from the Superintendent of the Gateway Regional School District to show her appreciation for Waldron’s cooperation with this challenging work helping the school district navigate weather related closings.
- e. Review and act on **Kevin Green’s Appointment Paperwork** for Finance for the term December 12, 2022 through June 30, 2025.*

**MOTION: C. Letendre made a motion to appoint Kevin Green to the Finance Committee for the term December 12, 2022, through June 30, 2025.**  
**T. Cousineau Seconded**  
**All in Favor**

- f. Review and act on appointment of Interim Fire Chief Adam Dolby to the position of Forest Warden for the period February 13, 2023, to June 30, 2023.*

**MOTION: C. Letendre made a motion to appoint Adam Dolby as Interim Fire Chief for the term February 13, 2023, through June 30, 2023.**  
**T. Cousineau Seconded**  
**All in Favor**

- g. Review and act on appointment of Interim Fire Chief Adam Dolby to the position of Emergency Management Director for the period February 13, 2023, to June 30, 2023.*

**MOTION: C. Letendre made a motion to appoint Adam Dolby to the position of Emergency Management Director for the period February 13, 2023, to June 30, 2023.**  
**T. Cousineau Seconded**  
**All in Favor**

- h. Review and act on appointment of Chief Jennifer Dubiel as Emergency Management for the period August 17, 2022, to June 30, 2023.*

**MOTION: C. Letendre made a motion to appoint Chief Jennifer Dubiel to Emergency Management for the period August 17, 2022, to June 30, 2023.**  
**T. Cousineau Seconded**  
**All in Favor**

**5. UNFINISHED BUSINESS**

**6. NEW BUSINESS**

*a. All Departmental **Expenditure Report***

Dunne mentioned he will be working with the Fire Chief as the Department’s expense line items is mostly spent. Letendre asked Dunne to look into the Tree Warden account which is mostly expended. Dunne speculated that likely much of the tree removal work was done in the warmer

months and that the remainder of his budget will be expended once warmer weather returns. The Board noted that the Highway overtime line is almost entirely expended. Dunne believes this is an Accounting or payroll issue and may require a simple reclassification of funds to the proper line item. He will address it with Accounting on their next call.

**7. EXECUTIVE SESSION**

None

Meeting adjourned at 7:30 pm

Submitted by Joann Martin  
Administrative Assistant to the Select Board  
and Christopher Dunne, Town Administrator

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Cara Letendre, Chair

Absent  
Jeffery Allen, Member

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Theodore Cousineau, Member