



**TOWN OF BLANDFORD**  
Select Board

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

**MEETING MINUTES**  
**BLANDFORD SELECT BOARD**  
**June 22, 2023**  
**6:00 pm**

Meeting held in the Select Board Chamber, Town Hall

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

Meeting Open at 6:00 pm  
Meeting is recorded

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

None

**2. AUDIENCE PARTICIPATION / PUBLIC COMMENT**

None

**3. DEPARTMENT REPORTS**

**a. *Highway Superintendent Report***

-Road-Side Mowing: Currently, Highway personnel are working on road -side mowing on Russell Stage Road. Also working on tree trimming on Shepard Road and Virgil Lloyd Roads.

-Emergency Action Workshop: Waldron reported attending this workshop sponsored by Springfield Water & Sewer stating it was well done and he made some contacts at Springfield Water.

-Over-Rail Mower: Waldron is looking into pricing.

**b. Town Clerk**

**i. *Appointments by email***

Mary Kronholm, Assistant Town Clerk reported that the State has just approved new employee appointments to be done via email, mail or in person in the future.

**c. Town Administrator**

**i. Finance/Budget**

**1. *Draft management letter and financials for audit of FY22***

The FY22 Audit has been completed by Roselli, Clark & Associates in the amount of \$20,000. Dunne is following up with them to update their draft findings based on discussions with the Town's Finance Team.

**ii. Grants**

1. ***REDO: Smart Digital Town Crier (sign)***  
Dunne presented a visual of the mock-up the Soofa sign. It was agreed upon that the sign should be close to Route 23 so passing motorists are able to view from their vehicles. Dunne is also looking into possibly having it installed in front of the Library.
2. ***Community Compact: Capital Improvement Plan***  
Dunne updated the Board on the Capital Improvement Plan he is working on stating it will be ready next week.
3. ***Baystate Health Community Benefits/NEMBA: Shepard Farm Conway School student Project***  
The student project is complete and the Conway School students have provided a set of concepts. Dunne will work with Conservation and Historical on implementation.
4. ***Regionalization & Efficiency: Shared Water Operator project***  
Brad Curry, Water Department Commissioner, met with the Select Board to report on his meeting with the Town of Chester. There were minor changes made to the agreement. The Boards agreed to meet once per month.

iii. Other Departments

1. ***Animal Control Officer: resignation of Terry Donovan***  
Teresa Donovan resigned from this position as of June 30, 2023. Dunne will post the position.

iv. Ongoing Projects

1. ***Fire/Highway Facility Project: Building Committee Meeting on Monday, June 26***  
Dunne will send out an agenda for this meeting.
2. ***Springfield Water & Sewer Commission: Intergovernmental Agreement and other updates***  
Springfield Water & Sewer Commission is willing to provide material to shore up Julius Hall Road as well stone for a trailhead at the Long Pond Conservation Area so people can park and hike, etc. Dunne is will have Special Town Counsel review any proposed updates to the IGA.

#### 4. **ACTION ITEMS**

- a. ***Review and act on proposed Cost of Living Adjustment (COLA) increase for Hampden County retirees***

Kevin Green reviewed the proposed COLA that the Hampden County Retirement Board is asking local towns to approve. Based on the information they provided he recommended that it was a sound change.

MOTION: C. Letendre made a motion to approve the Cost of Living increase for Hampden county retirees

J. Allen Seconded

All in Favor

***b. Review and act on performance review for Highway Superintendent***

Tabled

***c. Review and act on performance review for Town Administrator***

Tabled

***d. Review and act on proposed summer meeting schedule for Select Board***

**MOTION:** C. Letendre made a motion to move to summer meeting schedule starting July 10, 2023. The Select Board will meet every other week and resume normal meeting schedule on September 11, 2023.

**J. Allen Seconded**

**All in Favor**

***e. Review Warrant for Special Town Meeting with Finance Committee to be held on Thursday, June 29 at 7 PM***

The Select Board reviewed the articles for the upcoming Special Town Meeting. There are two articles: SCADA project cost increase of roughly \$280,000 and Hampden County Assessment increase of roughly \$4,000.

***f. Review and act on proposed Year-End Transfers***

**MOTION:** C. Letendre made a motion to transfer \$12,000 from Highway Salaries #015422.000 to Salt & Sand #015422.005

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$24,500 from Group Insurance (Health) #015914.000 to Salt & Sand #015422.005

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$13,000 from Veteran's Benefits #015543.001 to Salt & Sand #015422.005

**J. Allen Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$5,000 from Assessors Contract #015142.000 to Salt & Sand #015422.005

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$4,500 from Tax Title Legal Fees #015145.005 to Snow & Ice #015422.001

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$5,000 from Assistant Treasurer Collector #105145.003 to Highway Fuel Winter #015422.014

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$4,800 from Recreation Committee #015630.000 to Highway Fuel Winter #015422.014

**J. Allen Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$8,000 from Reserve Account #015132.000 to Vocational Education #015301.000

**J. Allen Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$2,572 from Gateway Regional School #015300.000 to Vocational Education #015300.000

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$1,500 from Animal Control Expense #015292.003 to Fire Department Expense #015220.001

**T. Cousineau Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$2,200 from Town Hall Fuel #015192.003 to Town Hall Misc #015192.002

**J. Allen Seconded**

**Finance Recommends**

**All in Favor**

**MOTION:** C. Letendre made a motion to transfer \$2,300 from Town Hall Labor #015192.005 to Town Hall Misc #015192.002

**J. Allen Seconded**

**Finance Recommends**

**All in Favor**

- g.* Review and act on appointment of Gordon Avery to **Water Superintendent** from July 1, 2023 to June 30, 2024
- h.* Review and act on appointment of Don Carpenter to **Historical Commission** from July 1, 2023 to June 30, 2026

**5. UNFINISHED BUSINESS**

- a.* Community Compact IT grant: quote received from VADAR in the amount of \$60,000 for installation of **cloud-based municipal finance software**
- b.* ARPA: quote received for **Town Hall backup power** transfer switch architectural design work in the amount of \$22,900
- c.* Building/Electrical Inspectors: **fee updates**

**6. NEW BUSINESS**

- d.* Review All Department **Expense Report**

**7. EXECUTIVE SESSION**

Meeting adjourned at 6:46 pm

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

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Cara Letendre, Chair

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Theodore Cousineau, Member

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Jeffery Allen, Member