

## SELECT BOARD MINUTES July 14, 2010

Present: Dave DeHerdt, Doug Field, Norm Russell

Meeting called to order at 7:05 pm

**Minutes:** none DeHerdt reported that we're behind in getting the minutes typed up. (6/23, 6/30 STM, 6/30 open meeting, 7/6) We busy with other things in town office right now and may need to get some volunteers to help.

**Appointments:** none

### **Liaison Reports:**

Fire Department The department held its annual picnic that was well attended. For the second year in a row it was rained out and had to be held at the fire station. The fire chief reported one issue involving the use of a red light and traveling at an excessive speed. The fire chief and police chief are handling this.

Police Department- The department computers are on their way out. The chief is unable to access the state data bases. He has had assistance from Virginia Wiswell, currently the town's IT person. It appears more help is needed. This comes down to a cost/benefit situation: should we continue to trouble shoot or is it time to purchase new. The department has 2 laptops: 1 for registering gun permits and 1 for use in the cruiser. It also has a desktop unit that operates as a server. The chief will prepare a cost proposal and determine how it will fit in the FY'11 budget. Given the hodge-podge of hook-ups we're never sure things are being backed-up at any given time. Since many things have to be filed electronically with the state, this problem needs to be addressed pretty quickly. A question was raised about having all of the town's departments on one network. DeHert thinks the best arrangement is to have separate networks for each department with all departments being backed up to a central location.

The other issue for the chief is retrieving equipment from Nunez. She has turned in her gun, but at some point she was given a master key and 6 keys which have not been returned. Last summer all keys were changed and replaced with keys that can not be easily reproduced. The missing keys would let someone into the building, but not into the offices. All authorized persons have their own codes to the offices. When someone leaves the code is removed or changed.

Highway Department The town has been allotted \$240,000 in Chapter 90 funds. The plan is use \$219,000 of it to resurface several roads: The entire length of Cummington Rd; Norton Hill (from Creamery Rd to Main St); Spruce Corner (Meadow Lane to pole #128); Watson Rd (Old Stage to pole #58) part of Beldingville Rd; and 700 ft of Buckland Rd. The procedure for using this money is that approval for these projects is sought from MassDOT. Once approval is received, the work is done. Upon completion the appropriate paperwork is submitted for reimbursement. Experience has taught Tom to always leave some funds in reserve as a buffer should something change – such as prices. In addition there is still some money which, due to unfavorable weather conditions, did not get used last year. Poissant plans to use some of that for

this new rubber type road finish Baptist Corner Road all the way from Beldingville Rd to Pfersick Rd.

Emergency Management Field has nothing new. He's going to revise the web page.

Town Office Russell reported that a lot has been going on in the office. Job descriptions are being reviewed, especially the key position of Town Clerk. DeHerdt reported that Janice Purinton, Buckland Town Clerk, has sworn in several town appointees. He noted that functions usually performed by the town Clerk are way behind schedule. A number of reports, such as Vital Statistics, are overdue to state offices. With upcoming state primaries we have to must have the services of a Town Clerk. We always have to get a disc for handicap use, as per ADA regulations. A letter explaining our current situation – operating with a temporary clerk – will be submitted to the Secretary of State.

Phones - Phones in town office need to be reprogrammed. The question seems to be, who knows how. Field said Paul (whose last name he couldn't pronounce) is coming up to reprogram the system. He's the one who set up the system.

Police Chief Search Committee Field reported that three “early” applications had been received ; they have been returned to the applicants with a request that they be resubmitted using the newly designed application form. Those applications came from Greenfield, Leverett, and Jerico, VT. The deadline for submission of applications has been extended to August 20<sup>th</sup>. Interviews will probably begin August 26<sup>th</sup>. Three former police chiefs will review the applications. Walter Zalenski, and John Cotton are two of the chiefs.

Web site DeHerdt attended the last website meeting. Now that the web site is up and running, departments need to get information about their respective departments on-line. People should be able to get the forms they need on-line. This way people can get much of the information they need right from home. Departments are expected to keep information up to date. Two training dates will be scheduled to take place in August for that purpose. Letters will be sent to be sure the information is known.

This led to a discussion about having an IT person. Until recently the town obtained those services through the FRCOG. Paul Swem was that person. He's not doing that any more. We now have an agreement with Virginia Wiswell. Recently Virginia got a full-time job making her less available. The board will take another look at this.

FRCOG DeHerdt said the board needs to review the services provided and consider the cost to see if it's the best arrangement for the town.

## **OLD BUSINESS**

Emails - The deadline for departments to turn over emails has been extended to October 1, 2010. It is understood that certain emails should be preserved; however a definition of what that means is not clear. To be in compliance with the revised Open Meeting Law a way needs to be found to store emails. The suggestion is that they be stored by Gmail, or some other secure site, as they

take up a lot of space on the town's server. Hilltown Hosting, thought to be managed by William Spademan, currently manages the town's account. We need to find out what the cost is to store emails off site at a place such as Gmail. In response to a comment about the desire for more high speed internet service, Field said lines are all in many parts of town for broadband service.

Town Hall Committee Discussion of appointing someone to oversee the activities in town hall raised the topic of a Town Hall Steward. A charge for that position needs to be created. Field reported that the fire chief had some concerns about one of the last events held upstairs. Russell would like to meet with the Town Hall Committee before an appointment is made. He said the committee had some ideas about this. Two names of potential stewards are Doug Cranson and Wayne Gardner. Whoever is appointed would be the lead, but could have some assistants to cover as needed. This will appear again on the last August meeting. Agenda.

Grant for moving Police Station There has been talk about the possibility of moving the police department to the highway garage. There was a question about possible restrictions prohibiting use of part of the building for police. Russell thought the superintendent's office would have to be taken. But Field said there was room on the back side. This will appear on the agenda after summer.

Town Clerk - The Board would like to have Janice Purinton review the Town Clerk job description when it's complete. The old job description as written didn't describe much of a position. The comment was made that it seemed to be an assistant to the Town Administrator. They see it as an independent position with many important responsibilities. They hope to have the job description completed by July 28<sup>th</sup>. At that time decisions about posting can be made. Ted Murray and Anne Yuryan have agreed to assist Russell with the screening process. Initial interviews will be done privately; final interviews will be done in public. It is hoped that the final interviews can be done on August 18<sup>th</sup>.

Street Light Committee A motion was made, seconded, and voted that the charge to the Street Light Committee be to study methods and configurations of lighting the town's streets that would be most efficient in providing for public safety, reducing private nuisance, while taking into account cost and feasibility. Nancy Hoff, Rick Chandler, Cindy Karney and Ricki Carroll were named as potential members. There is a map that shows the location of all existing street lights.

## **NEW BUSINESS**

Assessors A motion was made, seconded, and voted to accept the resignation of Mary Quigley from the Board of Assessors.

Mary was advised that a copy of her letter needs to be filed with the Town Clerk. Copies of the Special election Law (Ch. 41.10) were reviewed. A discussion of whether to hold a special election or to appoint a temporary Assessor until next annual town meeting. The suggestion was made that an election could be held during the state primary election in November. A decision on which route to take will be made at the July 28<sup>th</sup> board meeting, after discussion with the Board of Assessors. The point was also made that the Board of Assessors must have at least two certified Assessors; at the moment there is only one. Sandra Lilly has not completed the

certification process yet. At least two certified Assessors are required to set the tax rate. DeHerdt will consult Rick Chandler, chair of the Board of Assessors.

Open Meeting Law DeHerdt reported that the town must be very meticulous in postings of meetings. All items anticipated to be on the agenda, with as much detail as possible, need to appear on the posting. The agenda must be posted 48 hours in advance of the meeting. If a posting is challenged there must be a response or remedy within 14 days. The chairman of each committee is responsible for making certain that postings are done and that a copy is given to the Town Clerk. There is a lot of information at the AG's web site. Every board must be responsible for its own postings.

Posting places must meet ADA requirements and be available 24 hrs per day. Posting sites must be illuminated. The current posting site on town hall does not qualify. Several possible sites were mentioned by persons in attendance. One was the Post Office.

Police Department At the end of each fiscal year 15 days are allowed to adjust account balances. There is an overage in the police chief salary account of \$1,053.51. The Finance Committee has agreed to an adjustment, moving a sum from one line item within the department to another. The police Department has a surplus which will revert to free cash for next year. Unemployment for Nunez is included in the FY'11 budget.

Liquor Liability Licenses In the Acts of 2010, under licensing, as of 8/28/10 Establishments serving liquor must provide proof of insurance of at least \$250,000. Hospitality Insurance requests a list of all establishments with pouring licenses. DeHerdt will check in to this.

Letter A letter in response to the Town Administrator's resignation needs to be drafted. Town Counsel will be consulted and a letter will be prepared for next meeting.

Town hall keys Six keys were given to Sgt. Nunez to give to officers. When they resigned she should have collected them.

Town Common Todd Gerry sent a note stating that he has mowed the Town Common because he couldn't stand looking at it. Todd says he doesn't want anything for it and will continue to keep the Common mowed.

Offer of assistance A letter has been received from a retired town administrator, offering assistance. A resume was attached.

Wind Turbine siting bylaw Senator Ben Downing responded to the town's letter. DeHert wants to read the final bill. He would like the town to draft a zoning by-law that gives the town some control over siting of wind turbines. A siting committee should have representation from Planning, Zoning, and Conservation Committees.

Letter from Sheriff The Sheriff's department has a program of providing help for certain kinds of work projects to towns. A letter has been received offering these services this year. The town has used these services in the past. [One such project was the painting of the lower hall.]

61A request A request has been made that the board relinquish its right of first refusal for a small piece of property currently in Chapter 61A. The law provides that whenever property has been placed under the provisions of this chapter, for tax purposes, the town has the right to purchase that property if it comes up to be removed from the program. In this case, it's a small strip of land on a property on Williamsburg Road (former Culver property). After discussion the board elected not to exercise that option. A motion was made, seconded, and voted not to exercise the town's right of first refusal. Members of the board signed the appropriate form. The signatures were then notarized., as required.

FRCOG After review, a motion was made, seconded, and voted to sign an agreement for services to be provided by the FRCOG. At a later date the board will review these agreements for services.

Pole Hearing A request by Verizon for a public hearing on the placement of a utility pole on Bullitt Road, which appears to have been received at town hall several months ago, was finally received by the board. Note was made that it was opened on 7/14/10. A pole hearing will be scheduled.

Grant Writer Laura Arruda waited all evening for a chance to ask the board for permission to obtain certain financial information so that she can apply for a grant for the Town History project. A motion was made, seconded, and voted to permit her to obtain the information she needed for the application.

A motion was made, seconded, and voted to adjourn at 9:45 pm.

Respectfully submitted,

Priscilla Phelps