

Voted and approved 03-08-2011

BOARD OF SELECTMEN MEETING
New Town Hall
Thursday, January 6, 2011
7:00 PM

Present: Michael Phelan, Chair
David McDougall
Douglas Blanchard
Jess Dods
Ann Roy

Also present: Diana Schindler, Town Administrator
Ed Cauley, Highway Superintendent

New Town Hall/Senior Center Walk-Thru

The Board met with the Building Reuse Committee and conducted a walk-thru of the renovated Town Hall (formally the Larrabee School). A comprehensive list of outstanding items and issues was created and is attached. The next step is that Project Manager Dennis Sullivan will present the list to the project contractor, Five Star Building Corp., to determine if any of the items were part of the original contract and are their responsibility to rectify. Once that is determined the Town will proceed with contracting for the finish work for the kitchen, which will be funded out of the Larrabee Reuse project. The Board will also review any other outstanding items and determine if funding is available to finish or correct issues as needed.

After the walk-thru, the Board of Selectmen met in the Assessors Office at the new town hall for the remainder of their meeting.

Key Distribution & Request Form

The Board reviewed the list of current individuals that hold front door keys to the current town hall. Ms. Schindler relayed to the Board that Kristie Slattery, Treasurer/Collector, had also made a request that her staff be issued keys to the front door and they are often the first employees to arrive in the morning. Discussion ensued about the amount of keys that are currently held by staff and whether the amount of keys to the front door of the new building should be reduced. Mr. McDougall felt the number of keys should be reduced since security is paramount and the more front door keys issued would increase the likelihood that the building would not be secure. He referenced security issues in the past where offices within the current town hall had been broken into. Ms. Roy stated that all the office doors in the building are locked and only staff working in those offices will have keys, therefore if a staff person has a key to the front door they will still not be able to get into any locked areas besides their offices. Ms. Schindler asked the Board to consider distributing keys to all staff that had offices in the building. Mr. Dods and Ms. Roy agreed.

MOTION: To vote to approve the current key distribution list (attached) with the addition of one additional key to be issued to the Treasurer's Office to be shared by two staff people. (DODS, ROY)

Voted and approved 5-0

The Board reviewed the key request form prepared by Ms. Schindler. They agreed it made sense to use such form and added two items; that the keys could not be duplicated and if lost, the Board must be notified immediately. Ms. Schindler will revise and present at the next meeting for final approval. All staff will be expected to sign the key request form initially and will given keys to the new building on January 12th.

Furniture Items for New Town Hall

The Board reviewed the list of furniture requested by the Town Hall departments for the move. The Board was concerned about purchasing too many of the items before staff has a chance to see what will fit in the offices and what is absolutely necessary. Mr. Cauley relayed to the Board that he was aware of used fire-safe filing cabinets at locations in West Springfield and provided a flyer to the Board and Administrator for review. Ms. Schindler told the Board of her concerns of unproductive time spent trying to piecemeal the furniture items and that the savings value is not that advantageous. She would like to have all of the items ordered and delivered at once. More discussion ensued. The Board suggested that most of the furniture purchases be put on hold until after the move, but agreed to purchase necessary file cabinets.

MOTION: To allow the immediate purchase of fourteen (14) file cabinets as presented on furniture list. (MCDOUGALL, ROY)

Voted and approved 5-0

Janitorial Services / New Town Hall

Ms. Schindler asked the Board about the janitorial services and how the Board would like to handle the work at the New Town Hall. Chairman Phelan stated he would like to consider hiring an outside firm to complete all the janitorial work at the Town Hall leaving just trash collection, sweeping, daily toilet cleaning and other minor items to be completed by Joe Muse on a daily basis. Other board members agreed and would like to see scope of work.

Ms. Schindler is to put together scope of work that reflects full outsourcing of janitorial services for the Town Hall/Senior Center for review at the meeting next week on 1/11/11.

MOTION: To sign Payroll Warrant for pay date 1/6/11. (MCDOUGALL, BLANCHARD)

Voted and approved 5-0.

Board signed warrant accordingly.

New Town Hall/Senior Center Building Use

Ms. Schindler told the Board there have been requests to use the new town hall and suggested the Board adopt a policy to allow non-town affiliated groups to use the facilities. The Board agreed. Ms. Schindler will provide the Board with models from other communities regarding such a

policy and then add to a future agenda to discuss. In the meantime, the members discussed not allowing outside groups to use the building for at least 60-90 days until the town hall is settled and the rehabilitation project, including the Senior Center kitchen, is completed. Also, Chairman Phelan asked Ms. Schindler to contact the Council on Aging director and inform her that further requests to use the Senior Center will also follow the same process and must ultimately be approved by the Board of Selectmen. Ms. Schindler further informed the Board that an event had already been planned by the Council on Aging for January 25th. This event is an open house to include a band and has already been advertised in several locations including the Sentinel, which is sent to 800+ households in Southampton. Given that information, the Board agreed to allow this event to take place although the Senior Center is not complete.

MOTION: To develop a building use policy for the Town Hall and Senior Center and to not allow outside groups to use the facility for at least 60-90 days until the policy is developed and the town hall and senior center is complete and settled. (BLANCHARD, DODS)

Voted and approved 5-0

MOTION: To dissolve the meeting of 1/6/11. (DODS, ROY)

Voted and approved 5-0.

Meeting dissolved at 9:00 pm.

Respectfully submitted,

Diana M. Schindler
Town Administrator