

Approved 03-08-2011

**BOARD OF SELECTMEN'S MEETING**

Tuesday, January 11, 2011

Town Hall Meeting Room

**Present:** Michael Phelan, Chairman  
David McDougall  
Jess Dods  
Douglas Blanchard

**Absent:** Ann Roy

Also Present: Diana Schindler, Town Administrator

**PLEDGE OF ALLEGIANCE**

Call to Order

**SCHEDULED APPOINTMENTS**

**7:00 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21#3 Police Union-postponed**

**7:10 P.M. OPEN TIME FOR THE PUBLIC**

**SCHEDULED APPOINTMENTS**

**DEPARTMENT HEAD MEETING**

**OLD TOWN HALL/POLICE DEPARTMENT**

There was a discussion between the select board and the police chief as to whether or not the police department should move upstairs, or whether they should shut down the floors. The chief explained the HVAC controls both the police department and half of the upstairs. The chief also stated they are crowded in the basement; he would like to back fill into the offices. Chairman Phelan asked him to wait until they get a plan and until they determine the ongoing concerns of what they are going to do with that building. Chief further stated they had a study done and he has not heard back from anyone, it took the town twelve years before they renovated the new town hall. There was also discussion regarding the utilities, Ms. Schindler stated it cost \$1,500.00 a month. Chief stated the utilities for the building have not been a part of his budget and he does not have the funds to pay for the utilities. Chief stated his concerns that the building is going to be a 'forgotten building'. Chairman Phelan stated if the Chief wants to use the upstairs for storage that would be fine. Chief also asked what the outcome of the study was. Ms. Schindler said they are waiting for the BRC (Building Reuse Committee) to make comments. Chief stated he was informed the BRC were dissolving.

Chief also asked the board not to have other boards and committees utilize the building.

There was further discussion regarding a safety complex, and the need to do a "needs assessment". Chairman Phelan

It was also noted secured records are also currently being stored at the old town hall.

**HIGHWAY DEPARTMENT**

Mr. Cauley informed the select board he went to Fort Devan's to look at a grader, it is a 1984, it has 1600 hundred miles on it and it will cost around 30,000. His capital plan states he is looking

for a new one for \$275,000 in two years. He does have chapter 70 money and he is hoping he will to rid the old one for five thousand, and he will have to go out to bid and spec it out.

**7:15 P.M. PERSONNEL POLICY AND PROCEDURE BOARD HEARING – STORM CLOSURE AND WORK FROM HOME POLICY**

PRESENT: David Silvernail, Police Chief and Ed Cauley, Highway Superintendent (also members on the PPPB, Chairman Phelan is also a liaison)

**Tape 1 side a:** volume was turned down low, could not make out the beginning of the conversations; recorder was set up prior to meeting

*The Personnel Policy Procedure Board recommends the following policies:*

*Storm Closure Policy*

*Snow, Other Weather-Related Event, or Emergency Which Begins BEFORE and DURING Working Hours*

*If a snow or other weather-related event occurs before or during morning commute hours, or during working hours, employees should take a reasonable amount of time necessary to arrive at work safely. In the event that a decision is made by the Select Board not to open the municipal building or to schedule a late opening, employees will be notified by their supervisor as soon as possible prior to the start of the work day. Employees will not be compensated for the period that the municipal building in which they work is closed, unless they were previously scheduled to be on vacation, sick or other leave for that period. Employees may use vacation or personal time in lieu of reporting to work.*

*When an event begins during the day and is forecast to impact driving conditions, or otherwise impact operation of the facility, the Select Board may call for a limited work force. This shall mean that at least one employee in each department should remain in the office until the close of business, or until the building is closed by the Select Board.*

*As a practical matter, employees who live the farthest driving distance away, who are most at risk of injury during a snow or other weather-related event.*

*If the office is closed at the discretion of the Select Board employees will not be compensated for the period of the municipal building in which they work is closed, employees shall use their vacation or personal time.*

*Working From Home Policy*

*Employees are not permitted to work from home for any period of time under no conditions.*

*Employees are not permitted to telework for any period of time under no conditions. Telework is defined as working at home or at other off-site locations that are linked electronically (via computer, fax, etc) to a central office or principal place of employment.*

*Our goal is to have town offices open to the public whenever possible. The employee is expected to report to the central work location.*

*Town's files and records must remain in the municipal building at all times.*

**(conversation getting louder on tape)**

Ms. Schindler stated there is no policy in place right now. Mr. Cauley stated just because there is not a policy in place does not mean you get to do what you want. He further stated they have tried several different ways of address this policy, and each department would do their own thing, some employees would show up while others would not. He reminded the board they rescinded the previous snow policy. This policy will affect town hall employees, library employees and fire department employees while other employees are under union contracts.

Barbara Laflam, Board of Assessors, stated if you have a new employee who has not earned enough time to use when the town hall closes, that employee loses a day, it is not right to take away a benefit from employees, it has no comments to reference to closure of town hall. Chairman Phelan stated they are not making them do anything. Mrs. Laflam stated if they closed town hall then they do not have a choice, when they negotiate something you could change it.

Eileen Couture, Town Clerk, stated they are here to express opinions, thoughts and support. Mrs. Laflam thought this was an appropriate time to make comments.

Chairman Phelan stated they do not just represent employees they represent the town.

There was an alternate: if the town closed on Monday (due to storm) they would open on Friday.

Karen Kappenman, Library Director, stated she put out responses from other communities of what they have in place for a policy.

Selectman Dods stated there is a uniform disagreement with this draft, he asked what would they suggest.

Mrs. Couture said how many times a year does the town hall close because of a storm. She suggested if they are essential employees and they came in why the board doesn't give them a floating holiday.

Mrs. Laflam stated the town employees are dedicated, it isn't right when they are told to stay home; they are not going to be paid.

Mr. Cauley stated there is "no teeth" in this policy; it is up to dept heads to scrutinize the payroll. He has had several complaints that some people have been paid by the last storm. Right now there is not policy. All departments have to work on same page.

Policy in place for anyone who does not show up, and that is a federal policy.

Mrs. Kappenman asked what if there was a state of emergency by the governor. Mr. Cauley stated the governor does not run the town.

**MOTION:** To have the Personnel Policy and Procedure Board take under advisement.  
(BLANCHARD, DODS) Voted and approved 4-0

Mr. Cauley stated the board has thirty days to approve or send back to them. Chairman Phelan asked to put on agenda at next meeting.

Mr. Cauley stated they try to open that parking at eight o'clock in morning and if there is going to be a closure there has to be communication back to highway dept if town is going to be closed.

Chairman Phelan stated there is a storm coming tonight, he suggested closing the Town Hall on Wednesday and because of the moving situation employees are to report on Friday to make up the day.

Kristie (Shea) Slattery asked Ms. Schindler about the computers being hooked up. Ms. Schindler stated IBS will be at town hall on Wednesday and Thursday and everything should be hooked up then.

Chairman Phelan stated town hall employees worked very hard with this move.

**MOTION: To shut down Town Hall on Wednesday, due to storm and employees are to report to work on Friday. (BLANCHARD, MCDOUGALL)**

Voted and approved 4-0

Bos will then review the storm closure policy. If the employees do not work on Wednesday and do not work on Friday they should be shorted a day pay.

Working from home policy has been tabled as well.

**7:45 P.M. ATTORNEY AMANDA ZEDONIS RE: Chapter 61A Gunn**

Mrs. Zednois Kemp stated they subdivided the lots and the ConCom voted not to use their rights for property on Pleasant street.

MOTION: Not to use our right of first refusal for lots # and lot # and to sign. (DODS, BLANCHARD)

Voted and approved 4-0

Mrs. Zedonis Kemp asked for the original documents, she was to return a copy to us.

**8:00 P.M. LOCAL SCHOOL COMMITTEE RE: Building Assistance Funding & Roof**

Kim Schott, Local School Chair explained to the board the first step is to submit what they would like to do and they will tell them, she further stated there is no obligation on anyone's part.

MOTION: to sign the building assistance funding and roof. (DODS, MCDOUGALL)

Voted and approved 4-0

**8:15 P.M. GREG FRANCHESKI RE: From Easthampton Cable discussion PEG, Public Access Channel**

He works for Easthampton Cable he has helped Southampton getting up with PEG (Public, Education and Government). They had discussion with charter how much money they want to put in peg. Greg agreed to talk about the opportunity for PEG. Then they can determine where they want to go.

**(Tape was ended here, tape was never flipped or turned back on)**

**I. APPROVAL OF MINUTES**

No minutes at this time

**II. SIGNATURES**

- Payroll Warrant-Nothing at this time
- Bill Warrant-MOTION: To approve bill warrant # W11-29 \$182,798.17. (BLANCHARD, DODS)  
Voted and approved 4-0
- PCF's & PRF's nothing at this time

- Dispatchers Union-
- MMA Vote-Per Ms. Schindler the board approved for Diana to vote at MMA.

**III. TOWN ADMINISTRATOR'S REPORT**

See attached-

**IV. OTHER BUSINESS/ANNOUNCEMENTS**

Upcoming Events/Meetings

- ❖ January 25<sup>th</sup>, 2011, February 8th & 22nd Select Board Meeting Town Hall Meeting Room (New Town Hall)
- ❖ Please submit Annual Report electronically to Select Board's Administrative Assistant by February 1, 2010

**V. ACTION LIST**

- St Patrick's Parade Participation-  
Per Ms. Schindler the board voted not to participate in the St. Patrick's Parade
- Vote Single Precinct Release Form-  
Per Ms. Schindler the board voted and approved to vote single precinct release

**VI. DISCUSSION ITEMS**

- Charter Communications-
- New Town Hall updates: Custodial, Fire Alarm, Moving Date, Grand Opening, BoS walk thru etc.

**EXECUTIVE SESSION M.G.L. C30A, Sec 21 –Nothing at this time**

**ADJOURN**

TIMES ARE SUBJECT TO CHANGE, THIS MEETING WILL BE ELECTRONICALLY RECORDED

Having no further business, the meeting was adjourned at 8:30 P.M.

Respectfully submitted  
Regina Shea-Sullivan  
Administrative Assistant