

BOARD OF SELECTMEN'S MEETING  
Tuesday, February 8, 2011  
Town Hall Meeting Room  
210 College Highway

**Present:** Michael Phelan, Chairman  
Douglas Blanchard  
Jess Dods  
Ann Roy

**Absent:** David McDougall

Also Absent: Diana Schindler, Town Administrator

**PLEDGE OF ALLEGIANCE**

Call to Order

**7:00 P.M. OPEN TIME FOR THE PUBLIC**  
**Nothing at this time**

**SCHEDULED APPOINTMENTS**

**7:10 P.M. JOINT MEETING LOCAL SCHOOL COMMITTEE RE: Interview Jill Phelan**

**7:15 P.M. DEPARTMENT HEAD MEETING**  
**Library Trustees**

The Library Trustees inquired about the PRF for the new Library Director. The Library Trustees asked the Select board if they would consider adding Ms. Schindler stated the Select board voted to keep the library open for longer hours but not for the Director position to receive additional hours. Ms. Schindler recommended to making that position an exempt position that is something that the town would be entitled to do if supervising two or more employees. Selectman Dods supports that.

(cannot hear tape clearly)

The Trustees talked about grants; every year they are told there is not enough money.

They would like to get the process going.

Some of the finance committees

**MOTION:** To support the Library Trustees presentation, when and if money is available in May. (DODS, ROY) Voted and approved 4-0

**MOTION:** To sign the PRF form for the Library Director. (DODS, ROY)

The Library Trustees and the Select Board voted and approved to appoint Phillip Summers to Library Trustees term to expire until next election.

**MOTION:** To appoint Phillip Summers to Library Trustees. (DODS, BLANCHARD)  
Voted and approved 4-0

**7:20 P.M. HACKWORTH re: Electronic Access**

Brian Hackworth met with Select board to talk about access control on the doors. He stated there will be a reader on the in and outside of the doors. When people enter they will swipe card thru. It will then record to a server who has entered the building and when they left the building. He stated you can have different access for different people. If an employee is not employed they can delete that card. He further stated if down the road you want to add to system you can. Selectman Blanchard asked the Board not to discuss the cost of this proposal.

Ms. Schindler stated for this kind of service under five thousand they would use best business practice under 30b, and five to twenty five they would seek out three quotes.

Selectman Dods asked what the main reason of considers this in lieu of time clock, what he talked about were two purposes, control access and to control who enters in and out of the door. Mechanically if the door was opened and two people entered into the building, one would show they were entered into the building.

Mr. Hackworth stated this proposal is not designed to be used as a time clock, although it can be done.

Ms. Schindler asked what about the folks who leave to go to the bank or to the post office they are going to swipe every time they leave.

Mr. Hackworth stated if they want to use it that way they can. They would instruct their employees to swipe in and out for the day. A report will be printed out. It will serve a purpose to take note of who is in the building.

Chairman asked how many employees are in the building. Ms. Schindler stated seven. Ms. Schindler stated they cannot start counting hours for exempt employees because they lose the exemption.

Selectwoman Roy

Selectman Blanchard stated when he enters into the building he is constantly being told by supervisors, if so and so leaves early why can't my worker leave early. He recommended getting a time clock in the building.

Ms. Schindler stated if you have all non-exempt employees punching in a time clock it is discrimination.

Chairman asked the board what they would want a time clock or security to know who is in the building. Selectwoman Roy stated we install a time clock this will affect moral. Selectman Blanchard stated it will take away from this they could do the same at the Highway and the remainder of the departments.

Ms. Schindler stated they struggled with vendors coming in and out of the building. Ms. Schindler stated she does not think a time clock would make sense.

Ms. Schindler stated they put in an elaborate key system in the building. Chairman stated with the access control it will tell you who is in the building and who is not.

### **Board of Health**

Maureen Groden asked to have Southampton sign onto their grant for letter of support for Regionalization for 40,000 it is a planning phase for regionalization.

**MOTION:** to sign the planning phase for regionalization of support. (DOD, ROY)

Voted and approved 4-0

**7:40 P.M.**

### **FIRE CHIEF HYDE re: Invoice**

The board asked Chief Hyde about the invoice for four laptops that equaled \$16,000.00. Chief Hyde stated they were for the ambulance. He stated it is in the state bid and that is the best price and one for each ambulance. He went and researched different programs, so they can do the whole thing in one software.

**MOTION:** To approve the bill warrant. (BLANCHARD, ROY)

Voted and approved 4-0

**Review Bid Ambulance & Award**

Chief stated the bids came in.

**MOTION:** To award bid. (BLANCHARD, DODS)

Voted and approved 4-0

Conservation Commission

Charlie McDonald updated the board regarding the Conservation Commission Wetlands Protection Bylaw. He stated it consists of sixteen pages. He can give a copy to Ms. Schindler. He is looking to put this on the Annual Town Meeting Warrant. He asked the Select Board to review prior. He spoke with Ed Cauley, Highway Super.

Chairman asked for an electronic copy. Ms. Schindler asked for differences between the wetlands protection.

**8:00 P.M. EXECUTIVE SESSION M.G.L. C30A, Sec 21 #3 Police Union-POSTPONED**

**I. APPROVAL OF MINUTES**

Nothing at this time

**II. SIGNATURES**

- Payroll Warrant - None
- Bill Warrant – W11-33 \$280,029.30  
**MOTION:** To sign bill warrant #W11-33 in the amount of \$280,029.30. (DODS, BLANCHARD) Voted and approved 4-0
- PCF's & PRF's and other Forms – COA  
Chairman stated this should be done in executive session.
- Key Sign off's –  
**MOTION:** To approve key sign offs. (ROY, BLANCHARD)  
Voted and approved 4-0
- Sign of for Screen Shot of Web page  
**MOTION:** To approve Chip Scanlon to us screen shot of town's webpage. (DODS, BLANCHARD) Voted and approved 4-0
- Sign the DHCD –  
**MOTION:** To sign DHCD (ROY, DODS)  
Voted and approved 4-0

**III. TOWN ADMINISTRATOR'S REPORT**

See attached-No Report at this time

**IV. OTHER BUSINESS/ANNOUNCEMENTS**

Upcoming Events/Meetings

- ❖ February 22<sup>nd</sup>, March 8<sup>th</sup> & 22<sup>nd</sup> Select Board Meeting Room on Main Floor at New Town Hall, 210 College Highway

Chairman asked the Board if they would like to meet every week for shorter meetings until Town Meeting.

**V. ACTION LIST**

**MOTION:** To grant Doug permission to meet with the Easthampton May to discuss lights. (DODS, ROY) Voted and approved 5-0

## VI. DISCUSSION ITEMS

- Charter Communications-Schedule Charter Hearing  
The Board scheduled the Charter Hearing for the license default to solicit the residents to come in for March 15, 2011. The board asked to have Town Counsel present.
- Timber Cutting Plan(s) Review-423 College Highway

- New Town Hall updates:

Custodial-

Ms. Schindler gave the board a packet of scope of work for janitorial cleaning for them to review. At this time they are not sure what time is needed. Chairman suggested to send this out to bid.

MOTION: to send the scope of work out to bid. (DODS, BLANCHARD)

Voted and approved 4-0

Ms. Schindler stated she needs to review she does not believe it is prevailing wage. She has a list of twenty different companies. She will contact them and will provide that information to them.

Fire Alarm

He looked at our fire alarm system and withdrew the quote, he did not feel confident that he could monitor the system. We decided to stay with the company that is currently monitoring the system. The contract is for three years.

Grand Opening

Nothing at this time

Council on Aging

The director is out. The issues are Five Star reviewed the vestibule they are going to redo the area, take the paint redo grid and redo the ceiling. She is still chasing them as to who is going to redo the floor. Ms. Schindler stated there are issues with that the plumbing and gas. In the original contract we did not have the finish work. The plumber stated you cannot have one contractor do the rough and another do the finish work. In talking to Ed and Joe Slattery, she received feedback personally it is out of the ordinary to have a different company does the finish work. She will talk to the committee about. Ed said he was going to talk to committee but he is busy. She is trying to figure this out. Ms. Schindler stated she wrote to Dennis and Dan who asked her to send a picture they stated Cogswell will pay for it. Ms. Schindler stated Five Star is responsible. Chairman asked to meet with Five Star, BRC to determine when this is going to get done. Chairman asked if we still have the retainer. Ms. Schindler stated they have not put a request for the retainer. John Fleming came in on Friday who evaluated the insulation; he will send the report to her.

They voted to send a letter to Town Accountant and town Treasurer no more money be spent out of account. Two members of the BRC strongly recommended paying half of the retainer. Selectman Blanchard was against that. Ms. Schindler stated they should follow the path of town counsel, who requested they put a dollar amount on the times that it will take to fix.

Furniture

Security, etc.

**The board voted to go into EXECUTIVE SESSION M.G.L. C30A, Sec 21 #1  
COUNCIL ON AGING DIRECTOR DISABILITY-**

**The board decided not to go into executive session**

The Board reviewed the recent letter from the doctor. Ms. Schindler asked if the Chairman would like to read the disability leave form the Personnel Bylaws. Ms. Schindler stated that policy is not connected to the FMLA. Chairman asked if this was approved by the COA. Ms. Schindler stated Ms. Philips was aware of it and verbally told Regi that.

Chairman asked for an update in thirty days. The Director completed the form and the doctor filled out the letter. Ms. Schindler stated this is protected under ADA.

**MOTION:** to approve the disability for Council on Aging Director. (BLANCHARD, DODS) Voted and approved 4-0

Selectwoman Roy said they need to get someone in there temp. Ms. Schindler stated Kristie and she are trying to figure out the work off program that has not been completed correctly.

Ms. Schindler stated she will get in touch with the director to get a feel for how long she will be out. Then she will talk to Jen Peloquin to see if she would like to work one day a week.

When she originally asked for an extension she asked for a week and they the second request for unlimited time.

**8:50 p.m. MOTION:** To adjourn meeting. (BLANCHARD, ROY)

Voted and approved 4-0

Respectfully submitted,  
Regina Shea-Sullivan