

Voted and approved 08-10-10

BOARD OF SELECTMEN'S MEETING
Tuesday, June 29, 2010
7:00 PM at Town Hall Meeting Room

Present: Jess Dods, Chairman
Michael Phelan
David McDougall
Ann Roy

Absent: Douglas Blanchard, Vice Chairman

Also Present: Diana Schindler, Town Administrator

PLEDGE OF ALLEGIANCE

Call to Order

SCHEDULED APPOINTMENTS

7:00 P.M. DEPARTMENT HEAD RE: Communication

Present: Ed Cauley, Highway Superintendent, David Silvernail, Police Chief, Steve Hyde, Fire Chief, Ruth Bernier, Town Clerk Assistant, Kim Schott, Chair of the School Committee

Chairman Dods explained this is the ongoing communications they have talked about, the idea was to have at least once a month the departments come in to talk about what is going on.

Ed Cauley, Highway Superintendent stated he is preparing for furloughs and layoffs in his department regarding the budget. He is short roughly \$9,500.00 in wages. He has two people one in retirement and one to another company. He needs to replace those positions.

He asked about the town meeting bylaw that was passed and asked the board to take time what they should be doing when people are taking out permits when they have outstanding balances. They should put together a procedure and have it reviewed and distribute it to the issuing authorities.

The PPPB reviewed the committee handbook and they made a few changes and they have a sexual harassment policy that has not been updated since 1997 and a drug enforcement policy since 1996 and they should have trainings. He asked the board for permission to pursue this and to contact town counsel to determine what the costs are to be involved. He stated they are long overdue.

David Silvernail, Police Chief updated the board of the police department expenses, and they have equipment out of service in need of repair, and Chief informed the Board of the house breaks in town. This past year he has gone to extraordinary efforts in cutting back shifts and overtime and he is okay with wages.

Chief Silvernail stated he would like to get an answer of what happened to the cruiser on the Capital Plan. Why it was taken off and by whom. He asked the board if a joint meeting could be set up with the Capital Improvement Committee, Town Administrator, the Select Board and himself. Chairman Dods stated he would like to include the Finance Committee.

Steve Hyde, Fire Chief updated the board of the Fire Department budget of expense. He also updated them regarding their new truck.

Ruth Bernier, Town Clerk Assistant updated the Board regarding the Almoners. They had a meeting last night.

7:20 P.M. JOINT MEETING WITH FINANCE COMMITTEE RE: End of Year Transfers

Present: Bob Blanchette, Chair, John Martin, Nancy LaBombard, Jim Fleming, Megan Haryasz, and David Kielson, Town Accountant

Mr. Kielson passed out printouts of schedule of proposed budget transfers, revenue and expense reports. (See below and See scanned copies Attachment A)

Town of Southampton
Schedule of Proposed Budget Transfers-Fiscal 2010

Overdrawn Accounts			Source of Funds		
General Fund					
Code	Account Name	Amount	Code	Account Name	Amount
122-704	Web Page Maintenance	\$ 179.55	320-690	Vocational Tuition	\$ 50,000.00
129-701	Photocopier Lease/Supplies	\$ 250.33	914-170	Health Insurance	<u>\$ 14,877.81</u>
129-702	Postage	\$ 1,483.18			
210-700	Police Department Expenses	\$ 744.97		Total Funded	<u>\$ 64,877.81</u>
210-705	D.A.R.E. Program	\$ 73.14			
220-700	Fire Department Expenses	\$ 170.97			
300-701	School Choice Tuition	\$ 18,693.00			
422-700	General Highway Expenses	\$ 1,050.85			
423-115	Winter Roads Wages	\$ 6,824.83		Not Funded	
723-700	Winter Roads Expenses	\$ 45,198.92	300-701	School Choice	<u>\$ 18,693.00</u>
491-700	Cemetery Comm Expenses	\$ 9.08			
541-700	Council on Aging Expenses	\$ 45.11			
650-115	Park Commission Wages	\$ 83.58			
650-700	Park Commission Expenses	\$ 215.26			
751-917	Int Highway Lawnmower	\$ 0.84			
751-918	Int Communications Radio	\$ 577.68			
752-925	Int Short-Term Debt	\$ 1,047.52			
912-170	Workers Compensation	<u>\$ 6,922.00</u>			
Total Overdrawn		<u><u>\$ 83,570.81</u></u>	Total Overdrawn		<u><u>\$ 83,570.81</u></u>

Mr. Kielson explained schedule of proposed budget transfer and the other is the expense budget. He tried to determine where we stand as of tomorrow and stated this includes this week warrant. If they were to look at the single page where it list 18 items that are overdrawn as of June 30 (83,570.81) they make one adjustment and included in the 83,570.81 is school choice tuition that is 18,693 it is a deficit, but not a deficit that we have to cover out of free cash. It is a charge that comes off our state aid; they allow us to have this negative number. (state)

Mr. Keilson further explained in detail of the accounts on the revenue and expense reports.

Ms. Schindler explained the tire dump clean up they carried for three years, josh said they are done with testing and there is no longer going to be testing to be done and the file was closed. So the

town had money left and it was research where it should go. Ed stated they should have discussed that with him that is for ongoing maintenance of any washout that was the judges order surplus money was to go towards repairs. Mike stated leave it there

Ms. Schindler stated the dog control 8,000 and planning board 10,000 she took out the excess.

Mr. Kielson explained the schedule of budget transfers.
He asked the board to review and approve the transfers proposed.

The Finance Committee stated they did a transfer for the police department already, Mr. Kielson stated it is okay to leave it in.

The Finance Committee voted and approved the transfers

MOTION: To approve the transfers as presented by the Finance Committee. (MCDOUGALL, ROY)
Voted and approved 4-0

7:40 P.M.

DPC CONTRACT FOR TOWN HALL FEASIBILITY Gary Swanson

Present: Gary Swanson, Chair of the Building Reuse Study

Mr. Swanson stated the Select Board requested thru the Town Administrator, Diana Schindler who attended one of their meetings and asked them to become plug in to the town hall. They asked the architect for recommendations, there are three phrases, and to do all that the select board wanted them to do, they selected phase one which is the determination of the health of the building, the code requirement the very basic which result in a rough cost to bring up to code and to make it completely lawful. The cost of phrase one is 25,500.00 the committee back in March voted to approve the phase one work with Design Partnership of Cambridge, subject to the board of selectman approval of the contract. He ran it thru town counsel and there were changes made at the end of April they had the final product. He dropped it off in the select board office to get it signed by David Kielson, for the availability of funds and by the board to authorize the architect to begin this work. It is as an amendment of the existing contract rather than a separate contract. They are not trying to get around any laws or regulations this is part of what they are doing to become familiar with what they have at town hall. They voted to proceed and recommend to the select board. It has to do with the structure of the code the ADA, the wires all of those things. They want to begin this (the feasibility for Town Hall) at the end of the summer.

Their contract with us for the Larrabee building is to be completed by August 15th. He is to be out of there, the town has a great deal of site work to do; he doesn't want anyone else in there until the contractor is out.

Selectman Phelan stated while we are on the subject to this building and that building shouldn't we discuss how we are going to move from here to there. He asked what date we are looking at. Gary stated around Labor Day, he stated the move may take place Oct or Nov. Selectman Phelan stated we should talk amongst ourselves. He further stated we should be thinking about the process now and having a date in mind, we should formulate plan to make that happen. Do they get a price of a mover, what do they have to move over and are they going to look at departments to move. What is the process? Chairman Dods suggested discussing that at the next department head meeting.

Eileen Couture stated she is concerned about voting at the New Town Hall. They did not consider where they are going to put the voting booths. Selectman Phelan stated the elections will be held

here in September. Mrs. Couture stated she thought about having the elections to be held in the Senior Center.

On July 13, 2010 the Board asked to have the department head meeting to discuss these things.

Mr. Swanson suggested to the Board they need to think about parking.

MOTION: To approve and sign the DPC Contract for the Town Hall Feasibility. (PHELAN, ROY)
Voted and approved 4-0

7:50 P.M.

STANDARDIZATION OF TOWN SEAL

Present: Eileen Couture, Town Clerk, Ruth Bernier, Assistant Town Clerk, and Margaret Walden, BRC member

Mrs. Bernier stated they were surprised when they saw the Annual Town Report it had a computer generated seal on the cover. They were upset because that was the first time they saw that seal. Mrs. Bernier stated that is not our town seal. Mrs. Bernier did research on the Town Seal and explained to the Board how the seal came about, what the seal stands for (religion, education and government) and stated if anyone changes the seal in any way or affixes it, there is a fine. Mrs. Bernier stated there seemed to be a lack of communication between some and that is how they ended up here. Mrs. Bernier showed the Board the seal that is to be on the floor at the new town hall. The select Board and the Town Clerk both decide on the seal.

MOTION: To go with the black and white seal in the new town hall on the floor. (MCDUGALL, ROY)
Motion has been withdrawn

Further discussion, Mr. Swanson stated the BRC has provided the architect with a rendition of the town seal that Margaret prepared approved thru the Town clerk given to the architect all of this has been done and in process for some time now, they are not going to turn around and back up and recreate this again. He further stated the only choices now they have to decide are the color of the tiles.

MOTION: To go with the colored seal to be placed in the new town hall on the floor and to have the black and white seal on the documents. (ROY, MCDUGALL)
Voted and approved 4-0

8:00 P.M.

JOINT MEETING WITH HOUSING AUTHORITY RE: Interview Jenneke Reynolds (joint vote)

Present: Vijay Dalal, Chair, Hank Barton, Lauren Bell, MaryAnn Kurosko, Patrick Brennan
The Select Board and the Housing Authority interviewed Jenneke Reynolds for the Housing Authority.

MOTION: To appoint Jenneke Reynolds to the Housing Authority term to expire at next election. (MCDUGALL, PHELAN)
Voted and approved 4-0
The Housing Authority voted and approved to appoint Jenneke Reynolds to the Housing Authority.

HOUSING AUTHORITY RE: Review of Housing Needs Assessment

Present: Jane Bernhard, of PVPC

Ms. Bernhard gave a background of the project; she stated the town of Southampton funded this Housing Needs Assessment and Action Plan through Community Preservation Act Administrative funds to identify the specific unmet housing needs to Town residents and to develop action steps to

meet these needs in ways that will also support overall community goals. The planning process began in late 2008 and ended in March 2010. An objective of this housing action plan is to make effective uses of Southampton Community Preservation Act affordable housing funds, which has not been greatly utilized since the town adopted the Act in 2001.

Ms. Bernhard stated the plan is done she wanted their feed back on it and she gave them highlights. The Housing Action Plan Goals:

- Identify strategies to meet the housing needs of all ages and income levels
- Identify ways Southampton can expand housing choices
- Help Town of Southampton target limited funding to housing projects that meet the specific needs of Southampton residents
- Identify strategies and action steps that do this in a way that also promote other community goals, such as open space preservation and historic preservation
- Identify additional funding sources for carrying out these action steps (such as Chapter 40R funding and/or Priority Development funds from the state Department of Housing & Community Development)
- Lay out a plan for meeting the town's 10% affordable housing (required under Chapter 40B)

The Southampton Housing Needs Assessment & Action Plan (86 pages) is in the Select Board office.

MOTION: to accept Southampton Housing Needs Assessment and Action Plan. (ROY, PHELAN) Voted and approved 4-0

The board signed the document and asked for a copy.

I. TOWN ADMINISTRATOR'S REPORT

See attached-Nothing at this time

II. BOARD OF SELECTMEN UPDATES

Upcoming Events/Meetings

- Select Board July 13th & 27th , August 10th & 24th

III. OLD BUSINESS

O'Connor Chapter 61A removal

MOTION: To sign O'Connor Chapter 61A removal lot 5 and lot 7 (PHELAN, MCDOUGAL) Voted and approved 4-0

Review Timber Cutting Wolcott Rd and Crooked Ledge Road

Present: Ed Cauley, Highway Superintendent

Mr. Cauley stated we had a problem with this in the past somewhere along the way, there are a lot of trucks that are damaging the roads, he stated we should be going back and reviewing the permits on all properties involved. He stated these trucks are going out at five and six in the morning and leaving at nine at night. He stated we need to start enforcing this. We need to know when they come onto our property. We need to start controlling this. Selectman Phelan stated in the past we had the owner or the logger come in and tell them what we expect when it pertains to our property to approve the permit. Ms. Schindler stated the board of selectman do not approve timber cutting permit. They are approved by DCR. Mr. Cauley stated when they come on our property on our roads and their actions on our property they are causing hundreds of dollars we are eating. Ms. Schindler asked how we get them to the table to talk about that issue, because the DCR

forester has only ten days. To have a sign off by all the dept, we just get a copy of it. We were doing this before. We were supposed to be working with Sean Libby.

Mr. Cauley stated we should set up a meeting with the forester and talk with him what we expect.

Ms. Schindler suggested setting up a meeting with Sean Libby, Ed Cauley and herself to discuss the options.

MOTION: curb permits before they use trucks on town roads. (MCDOUGALL, ROY)

Voted and approved 4-0

Mr. Cauley stated he thinks someone from the Con Com and the Building Inspector should be present at this meeting. Ms. Schindler stated ok.

Committee Handbook-postponed

IV. NEW BUSINESS

Nothing at this time

V. OTHER CORRESPONDENCE AND SIGNATURES

Memo from Joe Muse

Chairman Dods read aloud the Memo from Mr. Muse regarding the loss of his mother-in-law. Mr. Cauley stated the PPPB will allow employee carry over up to forty hours.

MOTION: To approve Joe Muse request. (MCDOUGALL, PHELAN)

Voted and approved 4-0

Selectman Phelan asked to have a copy of the memo send to the PPPB.

Memo from Pat Robert, Plumbing & Gas Inspector

Ms. Schindler stated she believes we will be able to work this out. There was some confusion about what fees were going to be paid out of the Larrabee project, Mr. Roberts had not been paid she found out that he had not sent the billing yet.

Flag and Flag Pole

Ms. Schindler stated Richard Oleksak generously offered to donate money to purchase a new for the flag and flag pole for the new town hall. The invoice was in front of them.

Ms. Schindler asked if we can pay the invoice out of the Selectmen expenses and Mr. Oleksak will make a donation to the town that will go into the misc. rev expense.

Ms. Schindler stated he will make a donation to the town that will go into the misc. rev and

MOTION: To approve to pay for the invoice out of the Selectman expenses. (PHELAN, MCDOUGALL)

Voted and approved 5-0

VI. MINUTES OF MEETINGS, APPROVAL & SIGNATURES

Bill Warrant #W-10 \$741,376.94 and bill warrant #W-11-01 \$225,788.00 (FY2011)

MOTION: To sign the bills warrant #W-10 \$741,376.94 and bill warrant #W11-01 \$225,788.00 (FY2011) (MCDOUGALL, PHELAN)

Voted and approved 4-0

Minutes

May 4, 2010

MOTION: To approve minutes of June 11, 2010 as written. (MCDOUGALL, ROY)

Voted and approved 3-0

Selectman Phelan abstained

MOTION: To approve minutes of June 1, 2010 as written. (PHELAN, ROY)

Voted and approved 4-0

MOTION: To approve minutes of May 4, 2010 as written. (ROY, MCDOUGAL)
Voted and approved 4-0

MOTION: To approve minutes of April 27, 2010 as written. (MCDOUGALL, PHELAN)
Voted and approved 4-0

MOTION: To approve minutes of April 20, 2010 as written. (MCDOUGALL, ROY)
Voted and approved 4-0

MOTION: To approve minutes of March 23, 2010 as written. (PHELAN, ROY)
Voted and approved 4-0

MOTION: To approve minutes of March 16, 2010 as written. (PHELAN, ROY)
Voted and approved 4-0

PCF's

MOTION: To approve PCF for Kyle Mittmore for the Fire Dept.(MCDOUGALL, ROY)
Voted and approved 4-0

MOTION: To approve PCF for part time volunteer Director Position. (MCDOUGALL, ROY)
Voted and approved 4-0

MOTION: To approve PCF for Betsy Cranston as COA Director. (MCDOUGALL, ROY)
Voted and approved 4-0

Chairman Dods stated he would like to have a letter sent out thanking the school for the 20,000.00 return. Also to state there will be no further funds for wage increase.

MOTION: To send the letter as is with the school. (MCDOUGALL, PHELAN)
Voted and approved 4-0

VII. OPEN TIME FOR PUBLIC

Nothing at this time

9:00 P.M.

EXECUTIVE SESSION M.G.L. CHAPTER 39, §23B # 3 Contracts

MOTION: To go into executive session

EXECUTIVE SESSION M.G.L. CHAPTER 39, §23B #3 Union contract-postponed

ROLL CALL VOTE: DODS – AYE; PHELAN – AYE; MCDOUGALL – AYE; ROY - AYE

Having no further business, the meeting was adjourned at 0:00 P.M.

Respectfully submitted

Regina Shea-Sullivan