

Voted and approved 10-05-2010

**BOARD OF SELECTMEN’S MEETING**  
Tuesday, September 21, 2010  
7:00 PM at Town Hall Meeting Room

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

**Absent:** Douglas Blanchard

**Also Present:** Diana Schindler, Town Administrator

**PLEDGE OF ALLEGIANCE**

Call to Order

**SCHEDULED APPOINTMENTS**

**7:00 P.M. HOUSING AUTHORITY w/Habitat for Humanity**

**Present:** Vijay Dalal, Housing Authority Chair and Carl Geupel, Director, Pioneer Valley Habitat for Humanity

Mr. Dalal stated the last time they came to the Board for the purpose of the housing needs assessment that was completed by PVPC (Pioneer Valley Planning Commission) and then the planning board they approved it. This time the plan is with DHCD (Department of Housing Community Development) with state approval once they get state approval they will get 40B request. As they see in the plan (see attached), according to the 2000 census they are to have 201 units of housing in the town and they have today 44 units. They are 167 units behind. The plan requires every single year they add at least .5% a total of the affordable housing. The Housing Needs Plan clearly shows there is a need for affordable housing especially for elderly in Southampton.

Mr. Geupel gave a detailed explanation of Habitat for Humanity, who they are, what they do and how it works.

**7:30 P.M. CAMP JAHN RE: Change of Manager**

**Present:** Michael Krassler, Camp Jahn Association

Mr. Krassler stated the previous manager moved to Florida and he is on the Board of Directors of Camp Jahn, the Board of Directors voted to have him be the manager. He has been the co-manager for a number of years. Mr. Krassler described Camp Jahn to the Board, and what they do. Selectman Phelan asked if Chief Silvernail is aware of the proposed change and have there been problems in the past.

Chief Silvernail stated he hasn’t had problems with Camp Jahn in the past.

**MOTION:** To sign the Change of Manager Forms for Camp Jahn for ABCC (PHELAN, ROY)

Voted and approved 4-0

**I. APPROVAL OF MINUTES**

Nothing at this time

**II. SIGNATURES**

Payroll Warrant and Bill Warrant

**MOTION:** To sign Bill Warrant #W11-13 \$93,200.10 (PHELAN, ROY)

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Voted and approved 4-0

**II. TOWN ADMINISTRATOR'S REPORT**

Ms. Schindler handed out a "Keying Matrix" for new Town Hall and Senior Center. She stated the Select Board must decide how each door will be keyed. (see attached matrix). Mr. Cauley stated the new system is to cut down on the number of keys being made to the new town hall. There will be a lock box with a Master Key.

Ms. Schindler stated she will meet with the staff and go over it with them as well. Mr. Cauley recommended having a "lost key policy".

Chief Silvernail recommended having one designated person who is there first to open the Town Hall, such as Town Clerk and to have other departments or committee member sign out the key at dispatch and they will have complete control of who is in the building and when. They are not going to have that luxury of having the Police Department in the same building as they have now. Ms. Schindler stated there are only six/seven front door keys out right now.

**III. OTHER BUSINESS/ANNOUNCEMENTS**

Upcoming Events/Meetings

- Select Board Meeting September 28<sup>th</sup>-Executive Session 7pm, October 5<sup>th</sup> and October 19<sup>th</sup>
- October 12th

**IV. ACTION LIST**

To approve Master Plan Committee Appointments

**MOTION:** To appoint Chuck Kaniecki as the liaison from Energy Committee and John Martin as the liaison from the Finance Committee to the Master Plan. (PHELAN, MCDUGALL) Voted and approved 4-0

**V. DISCUSSION ITEMS**

To continue from Sept 16<sup>th</sup> Meeting IT Service/Server

Chairman Dods stated they are looking at the possibility of going out looking for IT Service provider. We have fifteen work stations at town hall and a server and public safety have separate systems. They also have separate contracts with a Service provider. As part of the RFP they are putting out a scope of work and wondered if they (Fire, Police and Highway) would like to be a part of the change. The question is whether or not they have major quality issue in the existing contract they have and whether or not they would like to participate.

Chief Hyde stated he is satisfied with the service he has and he does not have contract with anyone. He has three stations and he has a server. His line item comes out of the ambulance expenses or fire expenses. He stated he does a lot himself and when he can not he will call this person who will give the info over the phone to fix the problem himself. He saves money that way.

Mr. Cauley stated he has two stations and they work together they are both used for water and enterprise and he has no problem with going on with the Town RFP. He is not opposed to this. His IT person monitors the stations remotely.

Chief Silvernail stated society has become computer dependent and they have to generate the complaints from the computer. They need the 24 hour computer accessibility. Their IT

person has a unique expertise. He does a very good service as far as keeping the system up and running, this year he accessibility has been not as good. He is satisfied overall with the job that his IT person has been providing with the police dept. If the board is looking for other vendors in the future, he informed them to make sure they are looking at someone who is proficient with public safety software and is available 24 hours a day to keep it up and running.

Mr. Cauley asked the board if they would look at the possibility of hiring a person to be the IT person who would work a few hours a week.

Chairman Dods stated we have three servers and 20 work stations.

Chairman Dods asked the Board members to take a look at the town of Longmeadow's policies.

**VI. OPEN TIME FOR PUBLIC**

Mr. Cauley stated he wasn't at the last meeting and asked the Board to consider giving employees raises. He hopes they do something because moral is an issue.

Selectman McDougall stated there was a request for an audit from Hampshire Regional school and he received that and there was a management letter. Selectman McDougall explained what he read from the management letter.

**EXECUTIVE SESSION M.G.L. CHAPTER 39, §23B # (list reason #, topic)  
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