

Voted and approved 11-16-2010

BOARD OF SELECTMEN'S MEETING
Tuesday, October 19, 2010
7:00 PM at Town Hall Meeting Room

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

Also Present: Diana Schindler, Town Administrator

PLEDGE OF ALLEGIANCE

Call to Order

SCHEDULED APPOINTMENTS

7:00 P.M. CHAPTER 61B GOUDREAU-CROOKED LEDGE ROAD w/Attorney Amanda Zedonis Kemp

Attorney Zedonis Kemp stated she understands they have 120 days notice to make the decision of the right of first refusal. Attorney Zedonis Kemp briefly gave them a background, and she further stated she attended the Con Com meeting last night and they stated to her they have no interest in the land

MOTION: To approve the Chapter 61B to refuse their right to buy Crooked Ledge Road (BLANCHARD, MCDOUGALL) Voted and approved 5-0

I. APPROVAL OF MINUTES

09-07-10

MOTION: To approve minutes of September 7, 2010 as written. (BLANCAHRD, ROY) Voted and approved 5-0

10-05-10

MOTION: To table until summary is added in to replace "Ms. Schindler to give summary to Administrative Assistant." (PHELAN, MCDOUGALL)

Voted and approved 4-0

Selectwoman Roy abstained

10-12-10

MOTION: To approve minutes of October 12, 2010 as amended to remove sentence "An agenda was not submitted nor posted. "Per Ms. Schindler, the Select Board were attending the Finance Committee meeting to discuss Fiscal Policies and they were not having their own meeting" to say "The Select Board attended the Finance Committee meeting to discuss Fiscal Policies." (BLANCHARD, PHELAN)

Voted and approved 4-0

Selectman McDougall abstained

Selectman Phelan asked if there was an agenda posted. Ms. Schindler stated yes, an agenda was posted, with an agenda item, which stated "Select Board meeting with Finance Committee to discuss fiscal policies but not a detailed agenda.

II. SIGNATURES

- Payroll Warrant and Bill Warrant -

MOTION: To sign payroll warrant #P11-16A \$63.16 (BLANCHARD, MCDOUGALL) Voted and approved 5-0

Selectman McDougall stated he wanted to make a note there is a payment of \$10,000 for the Town Hall Feasibility Study. Selectman Phelan asked if this was the final payment, Ms Schindler stated no this is the first payment.

MOTION: To sign bill warrant #W11-17 \$323,294.20. (BLANCHARD, MCDOUGALL) Voted and approved 5-0

- PCF's (signed from 10-12-10)

No vote was taken from the meeting of October 12, 2010; the Select Board signed the following PCF's:

- Jonathan Szymonik-Highway Department to replace Matthew Wolanczyk
- Stephen Pais-Highway Department to replace Henry Sansouci
- Scott Schuster-Police Dispatcher to replace Shauna Lavigne
- Alan Torrey-Police Dispatcher resignation
- William Gryszkiewicz-Police Department, resignation
- Leon Rice-Police Department, resignation

No vote was taken.

(This will be added to next agenda for official vote on record)

- State Election Warrant for November 2, 2010

Chairman Dods read the warrant aloud.

MOTION: To sign the State Election Warrant for November 2, 2010. (BLANCHARD, PHELAN) Voted and approved 5-0

- Utility Easement-Underground Facility Verizon

Chairman Dods stated this is for College Highway. Ed Cauley, Highway Super received of copy. The Board asked Mr. Cauley if he seen the utility easement underground facility Verizon. Mr. Cauley stated it is a standard easement and he did not understand why the one we had expired. He further stated all they have to do is take from the podium and tie into the transition box that is fifteen feet away.

MOTION: To sign the utility easement. (PHELAN, BLANCHARD)

Voted and approved 5-0

The documents were signed in front of Town Clerk.

- October 12, 2010 Letter to Tina Brooks, DHCD re: Approval of Southampton Needs Assessment and Action Plan (signed from 10-12-10)
- October 12, 2010 Letter to Tina Brooks and Thomas Gleason, re: request for extension on contract with DHCD and MassHousing (signed from 10-12-10)
This was on the agenda because the Select Board did not officially have a meeting on October 12, 2010, the Chair signed the letter.

Ms. Schindler stated she asked Jess to sign the two letters, b/c one was an approval of needs assessment, action plan which they had voted on to approve

that, a letter was drafted and sent to the state to get the state approval. She further stated the second letter was asking for an extension on the 40r contract. There was a deadline issue of that the contract expired on 10-14 they submitted the letter and they received the extension and the letter is in there as well.

II. TOWN ADMINISTRATOR'S REPORT

See attached-no attachment

Ms. Schindler stated she updated the pending items list. She asked if they would put on their agenda in the next couple of weeks.

Nov 2nd is their regular meeting, she was hoping they would have second meeting with Finance Committee to follow up on their last meeting with them. They agreed and it will be at library at Norris.

Selectman Phelan asked if the Board can meet on an election day. Ms. Schindler stated she asked Eileen, town clerk and she said yes.

Mr. Schindler stated she was hoping they could review the audit results, with David Keilson and Finance Committee to go over policies. She would like them to finalize the policies and go over the budget.

Chairman Dods stated he can send it out the members and they can add or deduct the most important to them.

Ms. Schindler stated in addition to looking at the broad goals of objectives she compiled a list of discussions they have had she would like to include those.

The Nov 16 meeting is the dept head meeting, they would like to have setting goals and objectives on the agenda.

Chairman Dods read the list of vacancies aloud.

III. OTHER BUSINESS/ANNOUNCEMENTS

Upcoming Events/Meetings

- November 2nd Select Board Meeting with Finance Committee to be held at Norris School to continue discussion regarding fiscal policies
- November 16th, and 30th Select Board regular meeting Town Hall Meeting Room
- November 2, 2010 State Election

IV. ACTION LIST

a. PCF (Personnel Change Form) Policy

Chairman Dods read aloud the memo from the Personnel Policy Board (attached)

Chairman Dods stated there have been issues with employees taking jobs without PCF's.

Ed Cauley stated the pcfs are all signed. Chairman Dods stated some folks may have a job here, without a PCF.

Pertaining to an employee working as a consultant Mr. Cauley stated at this point they are not to accept 268A. He further said they cannot get paid as a contractor and work in the same dept. Chairman Dods asked Mr. Cauley/PPPB to have that in writing. Mr. Cauley stated he agrees they will direct it in a memo; the PPPB talked about it and they made a ruling. Selectman Phelan asked to have this in the Accountant's office. Mr. Cauley stated based on MGL they asked to have policies made clear, they also want memo to go to everyone. Someone could not have pcf within the 268A and could result in error or confusion even if they are contracted; Mr. Cauley stated they cannot do both jobs.

Mr. Cauley stated we need to make it clear there needs to be job posting. He further stated they can make recommendations until the job is filled. The job will be posted and temp position will be put in to position to establish other people as well.

Mr. Cauley stated the PCF form has always required three signatures; this is not a new regulation. It will to Policy Procedure Board then to then to Finance Committee they make sure there is funding and then to the Select Board. Chairman Dods asked Mr. Stahl to put a date on the memo.

Mr. Cauley stated the PPPB will do proper procedures so everyone will understand, Chairman Dods asked to have this topic on November 16th meeting.

V. DISCUSSION ITEMS

a. Moving to New Town Hall

The Nov 2nd election will be held here at Town Hall. Mr. Cauley updated the board of the status of the walkway and poring concrete, he further stated they will work on first part of parking lot.

Mr. Cauley crew will pave the base of the parking lot, he further stated they are not going to finish the job this winter they will most likely finish in the Spring. There was a question about the water in basement. Selectman McDougall stated he looked at it today and it is ok. Mr. Cauley said it is on the BRC agenda to address.

Selectman Phelan asked when the building will be ready to be delivered to us. Ms. Schindler said November 15th. Selectman Blanchard stated on or near Thanksgiving, pending the weather.

Ms. Schindler stated the overview of what she is working on getting everyone in there by Thanksgiving. Ms. Schindler stated she has only received one proposal and she will ask for three. This quote will have three trucks with nine men. The quote does not include the attic. Her goal is to utilize the record retention. Ms. Schindler further explained they have a fifty line box they have to move over. They have to give the Secretary of State and Charter a date certain. Chairman Dods asked for those with date certain. Ms. Schindler stated the infrastructure should be done and in terms of making the switch it is more an administrative thing. Selectman Phelan stated in order to make this smooth the building reuse committee needs to come up with a date certain so they can timeline things. He further stated the Board needs from the committee the worse case scenario. Ms. Schindler stated she plans on attending the BRC meeting on Thursday.

Ms. Schindler stated she is working on the furniture and other equipment, which is cleaning equipment. She further stated fire extinguishers are left for the town to supply and that is not included in the project. There is a wish list. The furniture and equipment on the capital plan was voted on at ATM. She made list of needs of town hall. She stated they mostly need filing space for storage, for maps and vital records.

Selectman Phelan asked where is the money coming from for the moving cost. Selectman Blanchard stated he know this is a ball park figure; they should have a price not a ball park figure. Ms. Schindler said this is the first quote they can gage it from the other quotes. Selectman Phelan stated they should go to finance. Mr. Cauley said he looked at what they have there and he said you post this job for prevailing wage and they have liability. Ms. Schindler stated they are professional movers. Ms. Schindler also said she is working on the security system, currently the town is hard wired to dispatch and she is not sure what is

happening now. She had December 1st in mind as to when they can move and said it is possible they may need to shut down the town a day or two.

b. Technology Proposal (list of providers)

Ms. Schindler sent out a request for proposals with a list of people. (she has detailed list). This is a Scope of work for IT professionals, Ms. Schindler stated in addition to this list of names that have either asked about it service or names given. We will put on website and on channel 5.

In terms of Scope of Work, the real difference, she put town departments are working on separate servers. She did include the police department; they talked about not bringing the police dept. She stated she and Jess talked about training someone in the town to be the troubleshooter so they don't have to call the IT person every time, she stated asked the Administrative Assistant to troubleshoot. Ms. Schindler further added that person would have direct contact with the person or company. Selectman Blanchard stated it would be advantageous for the town to hire someone with technician in the field so they can have x amount of hours in the town. If they go on vacation they should have a back up.

The Scope of work should include the move over to the new town hall. Ms. Schindler stated she looked at it more like a professional service, she further added she isn't clear they need prevailing wage on service contract. This contract is less than \$5,000. She will check on prevailing wage on service contracts, she is not sure service contracts are under 30B where it states you have to pay prevailing wage.

c. Committee Handbook (for review)

Ms. Schindler stated the committee handbook is almost completed for them to review.

VI. OPEN TIME FOR PUBLIC

Selectman Blanchard asked to have on the agenda for the next meeting and executive session regarding the Goral Property on Strong Road.

Selectman Blanchard read aloud his letter to the police department and the fire department regarding his father in law. He stated the meeting was not televised at their last meeting. He thanked everyone that helped his family.

VII. EXECUTIVE SESSION M.G.L. # list Topic and reason-nothing scheduled at this time

MOTION: To adjourn meeting (PHELAN, BLANCHARD)

Voted and approved 5-0

Having no further business, the meeting was adjourned at 8:01 P.M.

Respectfully submitted
Regina Shea-Sullivan
Administrative Assistant