

Board of Selectmen  
August 7, 2013  
Minutes

Members present: Jeanne Pryor, William Elovirta, Angela Hilton

Others Present: Ed Gibson, Colleen O'Connor, Beth VanNess, Katherine Hoak, Chris Bouchard

7:00 PM Jeanne called the meeting to order.

Jeanne asked if anyone was recording the meeting. Angela Hilton is recording the meeting.

Bill motioned to approve the Board of Selectmen minutes of June 12, 2013, Angela seconded. All in favor. Bill motioned to approve the Board of Selectmen minutes of June 19, 2013, Angela seconded. All in favor. Bill advised that there is one thing that needs to be corrected in the minutes of July 3, 2013. The date of the legislative breakfast should be September 27<sup>th</sup> not the 17<sup>th</sup>. Bill motioned to approve the Board of Selectmen minutes of July 3, 2013 with that correction, Angela seconded. All in favor. Bill motioned to approve the Board of Selectmen minutes of July 15, 2013, Angela seconded. All in favor.

Highway Superintendent, Chris Bouchard, addressed the Board regarding a few items at the highway department and transfer station. He advised that there are issues at the transfer station with people going into the containers to retrieve things. He is afraid someone will get injured trying to pull things from the containers. He wants to post signs that say no one can enter the containers and also put up new signs for each container so people know where to put everything. In response to a comment from the public, Chris advised that if something is in good shape it would be left outside the container for a couple of weeks and if no one takes it then it would be put in the container. Bill asked if the stores were approached about selling bag stickers. Ed advised that he has not done this yet because he wants to discuss with Chris the possibility of having another higher priced sticker to go on larger items. The next items Chris brought to the Selectmen were Chapter 90 documents that needed to be signed. The Selectmen signed a Chapter 90 Reimbursement in the amount of \$29,003 for truck #6. The town voted to appropriate \$150,000 for this truck and the remaining funds will come from Chapter 90. The Selectmen signed a Chapter 90 Project Request in the amount of \$56,800 for a roller and trailer for the highway department. Bill motioned to go out to bid for the roller and the trailer, Angela seconded. All in favor. Chris advised that the governor has increased the Chapter 90 from \$150 million to \$200 million. Jeanne drafted a letter to the governor asking that he release the entire \$300 million in local Chapter 90 funds. Bill motioned to send the letter as written by Jeanne, Angela seconded. All in favor.

The Selectmen would like to put the appointments of election workers on hold because they would like to start putting the appointee's addresses on the appointment slips. Nina will check with the town clerk to get the addresses.

Ed advised that the Charge to the Energy Committee that the Selectmen voted to approve has one amendment. It should read "Massachusetts Green Communities" not "Massachusetts Green Community". Bill motioned to amend the Board of Selectmen's charge to the Energy Committee by replacing the word "Community" with the word "Communities", Angela seconded. All in favor.

Bill motioned to accept the composition and structure of the Energy Committee as presented, Angela seconded. All in favor.

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The Selectmen received two more letters of interest for the Energy Committee. There is only one opening on this committee. Bill advised that he knows both Barbara Roberts and Cathy DeFoe and feels they would both make good committee members but he feels Cathy has more experience with green energy. Angela agrees with this. Angela motioned to appoint Cathy DeFoe to the Energy Committee term to start August 7, 2013 and end on June 30, 2014, Bill seconded. All in favor. The Selectmen would like a letter sent to Barbara Roberts thanking her for her interest.

Ed advised that he received two responses for the Request for Proposal for Audit Services. He and the Treasurer, Tax Collector and Accountant looked over both RFP packages. He advised that both were highly advantageous and would work well. They opened the sealed RFP's and found that Melanson Heath and Company proposal amount was \$15,000 and Powers and Sullivan's proposal was \$20,100. He recommends that they go with Melanson Heath. Bill motioned to award under a Request for Proposal the contract for the Fiscal Year 2012 financial audit to Melanson Heath and Co. PC as the successful proposer, for the amount of \$15,000.00, Angela seconded. All in favor.

The Selectmen reviewed the monthly reports of the Animal Control Officer and the Ambulance Department. The Selectmen do not have any problems with the reports. Jeanne advised that Jim Kupernik sent her a copy of the Billing and Collections Outline from Comstar and she feels the Board should come up with a policy on how to handle the Ambulance Department Requests for Write-Offs. She would like Nina to forward this information to Bill and Angela so they can review it and discuss it at a later time.

The Selectmen reviewed the variance applications to the Zoning Board of Appeals for a front line variance for the construction of a shed at 1178 Bancroft Road and for a front line variance for a shed at 261 Tyne Road. Jeanne motioned that the Board of Selectmen has no recommendations for these two variances, Bill seconded. All in favor.

Board of Selectmen's Comments and Announcements: Angela advised that she went to the Berkshire Fishing Club last week and found it to be absolutely beautiful.

Town Administrator's Report: Ed reminded the Selectmen that the MMA Legislative Breakfast will be on September 27<sup>th</sup> in the Community Room at Town Hall. If any of the Board wanted to attend this meeting they would need to register. Jeanne will be attending this meeting.

Ed advised that the Goodwill Industries 50 gallon container will be placed at the ambulance garage. He feels this is a good size and should fit fine over there. They will see how this works out.

Ed advised that the chair of the ZBA has approached him about finding alternates to the ZBA. They are in dire need of an alternate for their September 3<sup>rd</sup> meeting. One member will be on vacation that week and there are two issues coming before the Board where one member would have to recuse themselves for each of the items. The chair is hoping that the Board could appoint someone before this meeting on September 3<sup>rd</sup>. Nina will put a blurb on the town's website and in the Country Journal.

Ed advised that the Building and Grounds Technician has been very busy at town hall addressing issues such as water and mud in the top container for the fuel oil fill along with becoming acclimated to the different locations and functions of the facilities and mechanical systems at town hall. He has temporarily

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repaired the locking mechanisms of the entrance doors and has repaired the town hall signs and the siding on the building which was chipped and broken. He has also cleaned and organized the "Custodian" room at town hall and painted the floor. He has replaced the light sensor for the light on the flag pole at Ballou Park and has assisted the Highway Department a few times with assigning house numbers.

Ed advised that the Fiscal Representative from DHCD will be here on August 15<sup>th</sup> to audit our records as well as BRPC's records concerning the CDBG grant. The Program Representative from DHCD will be here on August 19<sup>th</sup> and 20<sup>th</sup>.

Ed advised that the Mullen House Education Center has approached him and asked if the BOS might consider amending their lease of the building so they may let out office space for profit companies as well as non-profit organizations. They are finding it increasingly difficult to find non-profit entities to rent office space to and are facing a potential decision to close the building during the winter to save on heating costs. He wants the Selectmen to think about this request. Bill asked if the Mullen Center has any for profit organizations looking to rent out space. Ed advised that they have one organization that deals with not for profit organizations and he feels there would be no issues in renting space to them.

Ed advised that the "Coffee and Conversation" meeting with Senator Downing was well attended and covered an array of topics from Local Aid, Chapter 90, Affordable Senior Housing, to Health Care and Quarantine from the Asian Long Horn Beetle.

Ed advised that he was contacted by Anna Vanderspek of Environmental Massachusetts/Environmental America to see if any members of the Board of Selectmen would be willing to sign their letter opposing the process of Fracking in Massachusetts. He included some general information on their cause and Fracking in general in their packets.

Ed made the Selectmen aware that there is an individual who was utilizing Town Health Insurance Benefits as a spouse of a deceased retiree and has not paid their portion of the Health Benefits for a year now. He has authorized the Treasurer to remove that individual from the Health Insurance rolls.

Ed advised that he attended a demonstration for on-line permitting for the Health Department Module with Gale LaBelle at BRPC. This is the same software that the town is currently using in the Building Department except it is specifically designed for Health Departments. He also advised that he met with representatives of Constellation Energy to review our electricity usage and to start going over our options for the current contract ending in October. He will also be contacting several other companies to see what they have to offer rate wise. He feels it would be in the town's best interest to enter into a multi-year contract rather than a single year contract. He also advised that the auditors are scheduled to be here the week of August 26<sup>th</sup> through the 30<sup>th</sup> to perform our FY 2012 audit. He also advised that he has written a draft letter regarding Neil Toomey's issue with selling firewood but he has not heard from Mr. Toomey so this letter is on hold.

Public Input: Katherine Hoak asked why the Selectmen review variance applications from the Zoning Board of Appeals. Jeanne advised that all boards and committees get copies for informational purposes.

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Colleen O'Connor spoke about the property across the river that the town claims to own. She advised that this property has been on the deed to her property since 1866. She advised that the church owned this property since 1866 and the deed that the town has from Florence Bidwell is not a clear deed and Mrs. Bidwell did not own the property that she gave to the town in lieu of paying her taxes. She feels the town should do more research when dealing with property issues.

Any other business: Bill stated that he has an issue with the code enforcer. The code enforcer received a complaint about someone who had an off-premise sign but did not have a permit for it. Bill does not have a problem with that, he has a problem with the fact that there are more people who have off-premise signs but do not have permits and why doesn't the code enforcer go after them. Bill advised that the code enforcer explained that he cannot do anything unless he gets a written complaint about violations. Ed advised that the way that the bylaws are written state that the code enforcer needs to have a complaint in writing before he can do anything even if he sees that the person does not have a permit. In order to change the bylaw it would need to go to a town meeting for a vote. He advised that if the Selectmen want him to look into this he will work with town counsel on it. Jeanne feels that we cannot do anything until the bylaw is changed except maybe remind people that they need permits and put something on the website. Bill motioned to have Ed look into modernizing the Code Enforcement so that complaints do not have to be in writing, Angela seconded. All in favor. Ed advised that he could have Nina write up something on town letterhead and send a copy of the bylaws to people who do not have a permit.

Nina asked the Selectmen if they wanted to have their monthly meetings posted in the Community Birthday Calendar. The Selectmen would like to continue posting their meetings in the Community Birthday Calendar and Jeanne and Angela would like to order a calendar.

Reviewed correspondence.

8:25 PM Bill motioned to adjourn, Angela seconded. All in favor.

Reviewed payroll/expense warrants.

Respectfully submitted,  
Nina Weiler, Secretary

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Jeanne W. Pryor, Chairman

Documents discussed at meeting:

- Chapter 90 Project Reimbursement for Truck #6
- Chapter 90 Project Request for the roller and trailer for the Highway Department
- Chapter 90 Letter to the Governor requesting that this be funded at the full \$300 million

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- Board of Selectmen Charge to the Energy Committee
- Letters of Interest for the Energy Committee
- Energy Committee Composition
- Request for Proposals for Audit Services
- Monthly reports of the Animal Control Officer and Ambulance Department
- Variance Applications for a front line variance for a shed at 1178 Bancroft Road and a front line variance for a shed at 261 Tyne Road