

Board of Selectmen
February 12, 2014
Minutes

Members present: Jeanne Pryor, Angela Hilton, William Elovirta

Others Present: Ed Gibson, Nina Weiler, Bruce Garlow, Rita Furlong

7:00 PM Jeanne called the meeting to order. She advised that the meeting is being held in accordance with the Open Meeting Law and Guidelines for Board of Selectmen Meetings.

Jeanne asked if anyone was recording the meeting. No one other than the Board of Selectmen is recording the meeting.

Bill motioned to approve the Board of Selectmen minutes of January 15, 2014, Angela seconded. Motion passed unanimously.

The Board reviewed the "Draft" Community Preservation Committee Bylaw. Jeanne read the draft bylaw out loud. Rita advised that there are currently only two members on this committee so the Board needs to find two at-large members and one member from the Planning Board, one member from the Historical Commission and one member from the Conservation Commission. Rita Furlong advised that there needs to be some changes to the Community Preservation bookkeeping. There should be a separate account for the CPA funds that are collected so that the committee can decide what can be spent on different projects and they can clearly see what is in the account. The Board made amendments to the bylaw as they went through each section. Bill motioned to accept the draft as amended of the Community Preservation Committee Bylaw, Angela seconded. Motion passed unanimously.

The Board reviewed the "Draft" Parks and Recreation Committee Bylaw. Angela read the draft bylaw out loud. The Board made amendments to the bylaw as they went through each section. Briefly discussed Special Municipal Employees. Bruce recommends that the Board of Selectmen review the Special Municipal Employees every year. Bill motioned to accept the draft Parks and Recreation Committee Bylaw as amended, Angela seconded. Motion passed unanimously.

The Board reviewed the "Draft" Bylaw Review Committee Bylaw. The Board made amendments to the bylaw as they went through each section. Bill motioned to accept the draft Bylaw Review Committee Bylaw as amended, Angela seconded. Motion passed unanimously.

The Board discussed having a standing Affordable Housing Committee. Ed explained why they needed an Affordable Housing Committee. The Town had an ad hoc committee but needs a standing committee in place in order to continue applying for grants. Ed recommends that three people be appointed.

Rita Furlong highly recommends Sandra Jarvis be appointed to the Historical Commission. She explained all of the things Sandra would like to accomplish if she is appointed to this commission. Bill motioned to appoint Sandra Jarvis to the Historical Commission term to expire June 30, 2015, Angela seconded. Motion passed unanimously.

The Board reviewed the monthly reports of the Highway Department, Animal Control Officer and the Ambulance Department. Briefly discussed the Animal Control Officer. Jeanne asked what the ACO is

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looking for when he patrols. Jeanne advised that the ACO could get a list of unlicensed dogs from the town clerk and check to see why these dogs are not licensed.

Briefly discussed the fire department's monthly report. Jeanne would like Ed to send the fire chief another letter asking him to do the monthly reports.

Board of Selectmen's Comments and Announcements: Angela asked what the town clerk's hours were. Nina advised that the town clerk is here on Mondays, Tuesdays and Wednesdays from 8:30 a.m. to 4:30 p.m. Angela received a complaint from a resident about dog licenses. This resident's parents, who are in their 70's or 80's, came in three times to get a dog license on a Monday when the town clerk held office hours but he was not in when they stopped in to get the license. The same thing happened last year when they tried to get their dog's license and they finally left the money for the license. Then they received a letter from the town clerk saying if they did this again and did not leave a self-addressed stamped envelope, the clerk would charge them \$2.00 to send them the license.

Jeanne would like to try to find people to appoint to the Community Preservation Committee. The Board would like something put in the Country Journal and on the website for the at large members.

Jeanne advised that the Annual Town Caucus will be held on April 8th.

Bill advised that he received three complaints from residents about the highway department plowing their own driveways. He stated that when he was highway superintendent, the highway department could plow their driveways during the night so they could get some sleep for a couple of hours then get back out to plow. One of the complaints was from someone who saw a highway department employee plow a driveway of a house he owns but rents out. Bill spoke with Chris Bouchard about this. Ed advised that the Board may want to write a policy regarding this.

Town Administrator's Report: Ed advised that the transmission on the Building and Grounds 2007 Chevy Silverado needs to be replaced. Since there was no budget allocation for repairs for this vehicle, he will be requesting a Reserve Fund Transfer Request in the amount of \$3,800.00 to replace the transmission from the Finance Committee. He advised that this vehicle still has three to five years of expected useful life to the Town.

Ed advised that Chris Bouchard, our Tree Warden, would like permission to do an Arbor Day project with the Becket Washington School students. They would like to purchase tree seedlings for each student at the school. The cost depending on what type of tree seedling is purchased would be between \$200.00 and \$300.00. He would like to use funds from the forestry account to fund this project. Bill advised Ed that the Forestry Account is for the Fire Department so the funds should come out of the Tree Account. Ed would like to know if the Board of Selectmen would grant them permission to do this Arbor Day project. The Board is fine with this project.

Ed advised that at a previous meeting Bill had asked what last year's amount was for Free Cash. Ed advised that last year the Town was certified for \$167,193.00 for Free Cash in the General Fund. Ed gave the Selectmen a report of Becket's Free Cash Certification for the past ten years for their reference.

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Ed advised that it is now time for the Treasurer to issue notes for the borrowing which was authorized at the May 2013 ATM for the tractor and the dump truck. Christine Bleau has obtained four financing options from Unibank who is the Town's Financial Advisor. He is recommending option #3 as he concurs with the Financial Advisor that Option 1 and 2 are going to have higher financing costs when renewing the notes in future years as the interest rate is going to rise faster than anticipated. Bill motioned to accept Option #3 on the Treasurer's Note Issuance as explained by the Town Administrator, Angela seconded. Motion passed unanimously.

Ed advised that he and Chris Bouchard met with Anna Fung-Morley, the Performance Management Analyst concerning our Performance Management opportunity. This was to ascertain the level of use of technology and records which are kept in the Town concerning the delivery of services by the Highway Department. She will be working with Ed and Chris over the next four to six months.

Ed advised that he will be taking two Reserve Transfer Requests to the Finance Committee. The first one is a request from the ZBA in the amount of \$750.00 to cover expenses over the next several months in anticipation of receiving future applications. The second is a request in the amount of \$2,000.00 from the Board of Health. This is to cover the expenses of a contracted health agency to perform certain types of inspections for the BOH. Jeanne asked if the Board could recommend that the Board of Health just use the Berkshire Health Alliance. Ed advised that the Board could recommend this but the BOH is an elected Board so they could choose to do this or not. Ed also suggested that the Board pay Heather Hunt one rate for all of the work she does instead of paying her three different rates for her work on the ZBA, Planning Board and Board of Health. Jeanne advised that when they created the job description for the Clerk of Committees it fell under the jurisdiction of the Town Administrator so she feels the Town Administrator would be the one to come up with the pay rate for this position. This would make the bookkeeping so much easier. Ed will check on this.

Ed advised that he attended the MMA Annual Meeting and Trade Show on January 24th and 25th. He voted in favor of the Articles at the Annual Meeting on behalf of the Board of Selectmen and in favor of nominations for officers at the MIIA Annual Business Meeting. He advised that the workshops were valuable and he learned a lot from visiting the vendors at the Trade Show. He thought it was a good conference and he was able to network and connect with previous contacts at State Agencies and he also made new contacts as well.

Ed advised that there will be an All Town meeting for a preliminary CBRSD budget on February 25th at Nessacus School at 7 PM. Dan Parnell was told there were heavy budget requests and the school district was looking at a challenging and expensive school budget. Ed and Jeanne will be attending this meeting.

Ed advised that the Becket 250th Anniversary Committee has been hard at work planning for the Town's Anniversary celebration in 2015. They have been planning for publication of a book of Town history, a fireworks display and numerous other events. The committee has submitted a request for a warrant article for \$25,000.00 in funding for fiscal year 2015. Ed recommends that the Board invite the 250th Anniversary Committee to one of their future meetings so the Committee can bring the Board up to date with what they are planning.

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Ed advised that the MMA has set the Spring Legislative Breakfast meeting schedule. The closest meeting is at the Tyringham Town Hall on February 28th at 8:00 AM. He would like the Board to let Nina know if they would like to attend this meeting. Ed advised that he spoke with Tighe and Bond when he was at the MMA Annual Meeting about public water supplies and was told that there are grants available for communities under 2,000 to have a study done. This company will come in to meet with Ed about what steps would need to be followed if the town wants to pursue creating a public water supply.

Ed advised that Chris Bouchard has had a follow-up meeting with Anna Fung-Morley, Performance Management Analyst, for Public Management. They discussed the Fleet Inventory and also maintenance of vehicles. Chris provided Anna with a Fleet List and also what maintenance records that was available by individual vehicle.

Ed advised that the Finance Committee approved the Reserve Transfer Requests for \$750.00 from the ZBA, \$2,000.00 from the BOH and \$3,800.00 from Municipal Building Repair for the replacement of the transmission in the Building and Grounds 2007 Silverado pickup truck. This replacement has been completed and the truck is back in service.

Ed advised that he attended the quarterly EMD meeting in Agawam along with their Table top Exercise on Tuesday, February 11th and he found the meeting to be insightful and helpful. An update on the Western Region Homeland Security Council was given as well as a review of the process from application to project closeout for Emergency Management Performance Grant through MEMA, along with several other grants they offer. He gave the Board an overview of the upcoming Western Mass. Community Organizations Active in Disasters (COAD) Summit.

Ed advised that a question arose at the last Board of Selectmen's Meeting about the process to appoint someone to a vacancy in the office of an elected official. He gave the Board a highlighted section of the Town By-Laws which covers this situation for their reference. The person appointed would have to be a registered voter of the Town of Becket.

Ed advised that he attached the NWS Weather Alert bulletin for the Berkshire area for their information to his report. The storm is supposed to start around 7:00 a.m. on Thursday morning and continue through Friday morning until around 10:00 a.m. Accumulations of 10 to 14 plus inches of snow are predicted for our area, with accumulations of several inches per hour at times.

Ed advised that he would be attending a meeting of the Central Berkshire Region Emergency Managers for MEMA in Pittsfield on February 19th. He will also be attending the Energy Committee meeting as well as the Finance Committee meeting on the evening of February 20th, the Central Berkshire Regional School District All Town Meeting concerning the school budget on Feb. 25th as well as the small town Administrator's Meeting in Hadley on Feb. 27th and the MMA Legislative Breakfast on Feb. 28th.

Ed advised that he received a call from Elton Ogden from Berkshire Housing advising that the town would be receiving approximately \$26,000 because one of the houses that had housing rehab construction done on it sold so that money comes back to the town. This would have to go into an account similar to the septic betterment account and can be used for emergency septic system repairs, boiler repairs, etc. or the town could put it towards another housing rehab program in the future.

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Public Input: None.

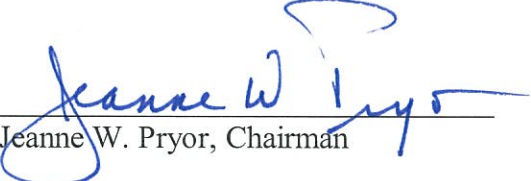
Any other business: None.

Reviewed correspondence.

9:10 PM Bill motioned to adjourn, Angela seconded. Motion passed unanimously.

Reviewed payroll/expense warrants.

Respectfully submitted,
Nina Weiler, Secretary



Jeanne W. Pryor, Chairman

Documents discussed at meeting:

- “Draft” Bylaw Review Committee Bylaw
- “Draft” Community Preservation Committee Bylaw
- “Draft” Parks and Recreation Committee Bylaw
- Appointment Application from Sandra Jarvis for the Historical Commission
- Monthly reports of the Highway Department, Animal Control Officer and the Ambulance Department