

Town of Becket
Board of Selectmen's Meeting
June 6, 2018
7:00 p.m.
Town Hall
557 Main Street, Becket

Attendees:

Board of Selectmen: William ("Bill") Elovirta, *Chair*; Nicole Ledoux, *Vice-Chair*
Michael Lavery, *Clerk*

Staff: Robert Markel, *Interim Town Administrator*
Beverly Gilbert, *Recording Secretary*

Others: Mary Aicardi (Collins Center for Public Management), Sean Mulholland, Donna Mulholland, Dan Parnell, Bob Gross, Al Blake, Chris Lynch (Matrix Design Group), Rita Furlong, Jean Morano, Julia Maynard, Stacy Parsons, and Alison Dixon (Conservation Commission Chairperson), Cindy Delpapa, Robert M. Grace, Julia W. Kay-Grace, Paul Merrill & Bernard Lynch (Community Paradigm Associates, LLC)

1. Call to order

Bill called the meeting to order at 7:01 p.m. He specified that the BOS was recording the meeting.

2. Pledge of Allegiance

Bill led the pledge of Allegiance.

3. Discussion and possible vote on the Reorganization of the Board of Selectmen

Bill indicated that normally the outgoing Selectman becomes the chairperson. Nicole acknowledged that due to the absence of a full-time town administrator, Bill has been spending additional time on town matters. She indicated that due to her busy schedule, she is not prepared to take-on the additional responsibility. Michael moved to nominate Bill as the chairperson. Nicole seconded. Motion carried with Bill recusing himself. Nicole moved to nominate Michael Lavery as the vice chairperson. Bill seconded. Motion carried with Michael recusing himself. Bill moved to nominate Nicole as the clerk. Michael seconded. Motion carried with Nicole recusing herself.

4. Approval of Minutes

Michael moved to accept the minutes for the May 9 and May 10, 2018 working meetings, and the May 16, 2018 regular session with Nicole's addition of the word medical (see below) to the May 16th minutes. Nicole seconded. Motion carried unanimously.

3rd paragraph of agenda item 6: "...municipalities are required to either vote to sign a letter of support or non-opposition for **medical** marijuana businesses."

5. Executive Search Firm Presentations – There will be two firms presenting their services relating to the Recruitment of the Town Administrator position. It is estimated that each presentation will last ½ hour.

1st Presentation: Mary Aicardi, Senior Associate, from The Edward J. Collins Jr. Center for Public Management

Mary Aicardi provided a proposal, and her firm's profile for the Town of Wilbraham. She described the Collins Center, her background (before working for Collins Institute, she worked in Human Resources and for Massachusetts Highway Department) and the proposed process they would recommend to facilitate the hiring of a town manager. She provided a list of their clients (municipalities). Some of their work is through the Innovation grant, and the Community Compact grant. The steps in the process:

- Based on a meeting to seek input from the BOS, the Collins Center will create a profile approved by the BOS that includes what Becket is looking for in the next town administrator
- The Collins Center would recruit through advertising (MMA, Associations (Finance, School Committee, Business Managers, etc.), networking, and one on one outreach.
- Screening Committee is formed. The BOS advised that the members of the Town Administrator Search Committee (6 members) agreed to continue serving on that committee. Mary stated that ideally the committee should be 5 or 7 members. However, she indicated that an even number would not be problematic because if the group does not reach agreement on a specific candidate, it could include that candidate in interview(s). The Collins Center facilitates and is not a member of the Screening Committee. They do not recommend appointing a department head who will end up reporting to the Town Administrator.
- The Collins Center does not decide who will be interviewed. If they know something about the candidate barring confidential information learned during executive session.
- The Collins Center will assist the Screening Committee with formulating interview questions (no illegal questions).
- Collins Center conducts criminal, education and background checks on candidates selected by the Screening Committee to invite for BOS interviews.
- They do not negotiate contracts. They can recommend a salary range for the BOS to approve. They give the screening committee a book of resumes, and they create a table of everyone who applies.
- Because they recruited the Becket's last town administrator away to Southampton, they are providing Becket with a \$4,000 discount. The cost will be \$10,000 to \$12,000. She indicated that the cost of advertising with ICMA (approx. \$500) is not included. She thinks it would not be necessary to advertise with ICMA which is a national publication. Bob Markel indicated ICMA tends to be for larger communities with higher salaries. Mary indicated that the fee is negotiable.
- If the Collins Center received a contract next week, Mary anticipates that the Screening Committee would begin meeting with applicants mid-August.

2nd Presentation: Bernard Lynch, Community Paradigm Associates, LLC

Bernard Lynch provided an information packet describing his firms recruiting services, and track records. He described his background (he worked as a Town Manager - four municipalities, and retired in 2014), his firm, and described his firm. He would work with the BOS, the screening committee. He would learn about Becket's challenges and goals. He indicated that generally the process takes between 12 and 16 weeks. He said the process is similar to that employed by other consulting groups:

- With BOS's input, they create an electronic profile to use as a marketing tool
- They collect resumes
- They categorize the resumes (qualified, not-qualified, interesting: possibly not all qualifications but have a background that would lend them to qualify)

- Work with screening committee to determine which applicants will be invited to an interview, and they provide questions to the screening committee (screening committee may provide input)
- He likes the screening committee to interview 7 or 8 applicants and narrow it down to three candidates to present to the BOS.
- They research the candidates.
- They conduct background checks (CORI), references checks on finalists.

Nicole inquired about the cost. Bernard indicated that the town may save on costs by doing some of the process remotely (such as developing the profile). He would attend interviews and meetings in person. He estimates that the cost may be \$8,500. He would like to provide the town with an affordable service. He offered to provide cost details of the scope of services. He offers a menu. He indicated that his process is from the start to the finish. His firm would be on hand to work with the BOS for the interviews (develop interview questions, and assessment methods, and play a role to provide guidance and help develop a contract). With respect to advertising with the ICMA, he thinks it may be worthwhile to extend the search to outside the Commonwealth. Bernard agrees that ideally the screening committee should be 5 or 7 members. Bernard indicated that the fee is contingent on a successful hire. He indicated that he would welcome photograph submissions for the profile.

6. BOS's discussion of Heather Anello's concern re: the Becket Conservation Commission issuing restrictions on 3235 Main Street property

Heather Anello had sent a complaint to the Board of Selectmen regarding her dealings with the Conservation Commission relating to her property located on 3235 Main Street.

Alison Dixon, Chairperson of the Conservation Commission, reported in detail on the Conservation Commission enforcement order relating to 3235 Main Street (Becket General Store location) parking lot (Map 207, Lot 66) issued to Heather Anello at the Conservation Commission's January 2018 meeting:

Alison indicated that when Heather Anello purchased 3235 Main Street, the Conservation Agent indicated that most of that property is within 200 feet from riverfront. At that time, the Conservation Commission worked with Ms. Anello to roughly demarcate where that 200 feet buffer was without surveying (to save her the cost of a professional survey, and the expense of a permitting process). She was told that a permit would be needed for expansion of the parking lot. The Conservation Commission was concerned when she brought in gravel and it appeared through an aerial view that she had expanded the parking lot beyond what had been shown without the permit. She indicated that the Conservation Commission plans to consult with Mark Stinton of DEP since the Conservation Commission and Heather Anello appear to be at an impasse.

Heather's communication indicated that there was no concrete pad underneath the propane tanks. During discussion, Alison indicated that the Conservation Commission had not walked on the property to inspect it and had assumed there was a concrete pad based on an aerial view shown during wintertime.

Alison agreed that before consulting with DEP, the Conservation Commission may consider inviting the new Interim Conservation Agent Stacy Parsons to review this matter and address it with Ms. Anello.

7. BOS to vote to approve Interim Town Administrator's recommendation to hire Stacy Parsons to serve as an Interim Conservation Agent

Conservation Commission Chairperson Alison Dixon and Interim Town Administrator Bob Markel spoke in support of hiring Stacy Parsons based on her excellent qualifications, and background in the environmental field including 20 years serving on the Lanesboro Conservation Commission. The BOS indicated that it is anticipated that the future town administrator will have an opportunity to

recommend his or her choice for hiring a Conservation Agent. Michael moved to approve the Interim Town Administrator's recommendation to hire Stacy Parsons to serve as an Interim Conservation Agent (until a permanent Conservation Agent takes office). Nicole seconded. Motion carried unanimously. Alison indicated that the Conservation Commission will pay Stacy the same rate as the last Conservation Agent (\$18.99 this fiscal year and \$18.99 plus COLA for FY2019).

8. BOS to consider authorizing Becket Ambulance Department Director's recommended ambulance service fee changes to be effective July 1, 2018

After reviewing information (survey, rate information) provided by the Becket Ambulance Director, Michael moved to accept the Becket Ambulance Director's recommended service fees to take effect on July 1, 2018. Nicole seconded. Motion carried unanimously.

9. Route 20 Spring Update

Bob Markel advised that he had contacted the Dept. of Environmental Protection to advise that the town approved the Annual Town Meeting Article relating to authorizing the Selectmen to acquire an engineering study and cost estimates for the installation of an ultra violet system. He indicated that although DEP has not lifted its consent order, it is amenable to providing a little more time to allow the town to explore a solution to bring the spring's water into compliance as long as the town is putting forth the effort.

Bob Markel has solicited three firms to provide cost estimates. Housatonic Basin has provided an estimate for approximately \$12,000. Fuss and O'Neill has conveyed that they will submit a proposal.

10. Broadband Update

MLP Manager Bob Gross advised that the Broadband Ad Hoc Group is working with Westfield Gas & Electric to begin the pole application process. Bob reported that Bill Ennen did not think he will receive responses from utilities until at least Labor Day. Bob Gross requested that when the Selectmen meet with Matrix on June 27th that the agenda include discussion of possible Broadband related Special Town Meeting Warrant Articles.

MLP Manager Bob Gross discussed non-refundable deposits with Town Counsel who recommends that the Selectmen create a draft policy on non-refundable deposits for discussion at a public hearing before voting on the final version. He spoke to Jacob's Pillow to discuss and field questions pertaining to Jacob's Pillow's drops and design. The Broadband Ad Hoc Group has been in contact with the camps & Jacob's Pillow to discuss design answered questions about drops.

Bob explained to Julia Kay Grace that right now the Selectmen have in mind that the town will offer one drop to a premise and if someone has a two family home and wants two drops, it is possible that the property owner will be required to pay for the second drop. Bob advised that the policy is being fine-tuned and developed.

11. BOS to review and possibly vote on Old Inn On The Green LLC's Common Victualler's license application to operate at Jacob's Pillow

Michael moved to approve the Old Inn On the Green LLC's Common Victualler's license application to operate at 358 George Carter Road effective 06/1/2018 through 12/31/2018. Nicole seconded. Motion carried unanimously.

12. BOS to review and possibly vote on Jacobs Pillow Dance Festival's applications for Annual Entertainment Licenses (Six-Day and Sunday)

Nicole moved to approve Jacob's Pillow Dance Festival Inc.'s applications for Annual Entertainment licenses (Six-Day and Sunday) effective 06/1/2018 through 12/31/2018 at 358

George Carter Road. Motion carried unanimously.

13. **Town Administrator's Appointment Recommendations: BOS to consider Voting Approval.** Bob Markel indicated that he has held several appointments until the June 20th meeting. Per Michael's request, the BOS will discuss the Animal Control Officer appointment on June 20th.

Michael Lavery moved for the BOS to approve the Town Administrator's appointment recommendations as follows:

- Raymond Ferrin, Ambulance Director
- William Girard, Inspector of Buildings/Trench Inspector
- Gary Danko, Assistant Building Inspector
- Kristopher McDonough, Emergency Management Director
- Christopher Bouchard, Highway Superintendent/Pest Control/Tree Warden
- Mark Levernoch, Plumbing/Gas Inspector
- Brian Middleton, Assistant Plumbing/Gas Inspector
- Doug Mann, Veterans' Agent
- William Mulholland, Veterans' Grave Officer
- Dana Spring, Wiring Inspector
- Jim LaPier, Assistant Wiring Inspector
- Kristopher G. McDonough, Police Chief
- Matthew Virginia, Sgt. - Police Dept.
- Michael Hunt, Full-time Police Officer
- Kurtis Eckman, Full-time Police Officer
- Nicole Miller, Part-time Reserve Police Officer
- Chad Heath, Part-time Reserve Police Officer
- Cameron Forest, Part-time Reserve Police Officer
- Craig Jones, Probationary Part-Time Reserve Police Officer
- Charlene Lamb, Part-time Reserve Police Officer
- Stephen Parkington, Part-time Reserve Police Officer

With the exception of the William Girard's appointment (which is from July 1, 2018 through June 30, 2021), the terms of the above appointments are from July 1, 2018 through June 30, 2019.

Nicole seconded. Motion carried unanimously.

14. **Jeanne Pryor e-mail dated 05-22-18 re: offer to donate 2002 Lowery Carnival organ w/ bench to the town**

In response to Jeanne Pryor's offer to donate her organ to the town, it was agreed that if the organ in the lower level of the Town Hall works, the BOS will not accept Jeanne's organ. Bev will test the Town Hall's organ and will report the outcome to Bob Gross who indicated that he would like to inquire with the Becket Arts Center if the Town Hall does not end up with Jeanne's organ.

15. **Shannon Post/Wandering Star's application for One-Day Wine & Beer permit in conjunction with Beer Garden to benefit the Becket Fire Dept. on July 14, 2018**

Michael moved to approve Shannon Post of Wandering Star's application for a One-Day Wine & Beer permit in conjunction with the Beer Garden scheduled on July 14th to benefit the Becket Fire Department. Nicole seconded. Motion carried unanimously. Chief McDonough had reviewed the application and indicated that no police detail is warranted.

16. Sherwood Forest Lake District Communication: 1) Special District Meeting Warrant, Annual District Meeting Warrant 3) SFLD Projected Operating Budget for FY2018 and 4) Proxy

Each year the Sherwood Forest Lake District (SFLD) sends notification about its annual meetings to the town which owns property in SFLD. Bill moved to continue the Selectmen's prior years' practice that the BOS will not act on the Sherwood Forest Lake District Proxies. Michael seconded. Motion carried unanimously

17. Not an agenda item – Number 16 listed on the agenda not intentionally

18. Inter-departmental Transfers of Funds

This agenda item will be discussed on June 20th.

19. Departmental Reports: Ambulance Department (May 2018)

The BOS reviewed the Ambulance Department's May 2018 report.

20. Board of Selectmen's Comments and Announcements

The BOS agreed with Michael's suggestion that he explore MailChimp as an avenue to increase the town's public communication and collect data.

Michael commented on Becket Road's/Yokum Pond Road's bumpy condition, and inquired about the schedule for road repairs. Discussion ensued about the town's road reclamation schedule which the Highway Department manages. Bill indicated that despite that all of Yokum Pond Road had been reclaimed, the base when it was originally created by the Civilian Conservation Corps left many voids that contribute to frost heaves which ravage the condition of the driving surfaces.

The BOS were amenable to Michael revisiting and continuing working on the town's draft Street Acceptance policy.

Bob Markel advised that the Highway Superintendent has, through a grant program, contracted for a pavement management plan where a neutral consultant will evaluate all the roads in the community and decide which ones are most in need, which ones can't be salvaged with an overlay and would need full reconstruction, which ones can be life extended with sealant and which ones are in good condition. They provide a listing based on the categories and the needs for maintenance, and they give you a list of how to maintain and extend the life of the roads. Since the plan is prepared by an outside party, no one can complain that the priority assessed to the road maintenance is based on favoritism. Bob Markel indicated that particularly for private roads, it would be a good idea for the town to consider charging a modest betterment. He mentioned that some communities have a 50-50 program where owners of property abutting private roads contribute 50 percent of the costs and the town contributes the other 50 percent. Bill indicated that Mass Highway Association along with MMA will be advocating for the state to appropriate the Chapter 90 program funding to at least 300 million per year in order to maintain the roads statewide. The MMA conducted a survey that shows at least 600 million is needed yearly. The town relies on Chapter 90 for paving. The town does not appropriate any money to repave roads only to maintain gravel roads. Dan Parnell indicated that the Finance Committee may propose revising the town's free cash policy to allocate a portion of free cash for road maintenance.

21. Town Administrator's Report

1. Surplus Property auction – Bob signed a contract with Auctions International. They will advise on the auction date for the list of items he provided.

2. 21 Maple Street – He signed a contract with Barile who will remove the asbestos at the end of June (end of school year to avoid controversy). The Building Inspector is soliciting bids for demolition. Bill stated that because of the brook, the Conservation Commission must be informed.
3. Third Assessor: Bob discussed this position with the two incumbent Assessors. They suggest appointment of a third assessor in lieu of the contracted firm. Bill clarified that the town should have three members on the Board of Assessors and as far as the Assessors in the Town Hall Offices, the former Town Administrator contracted the assessing services firm with the idea that the town would also hire a replacement when Assessor Liz Will retired. Currently Liz Will has been working part-time for the town. Bill stated that if we do away with the contracting firm, the town's Assessor must be certified.
4. Request from Julia Kay Grace re: cluster mailbox pad: Congressman Neal's office advised that they are not aware of any grant moneys for this endeavor but they will check into this matter.
5. Although he has reached out via e-mail and telephone (voice mailbox is full), Bob has not yet heard from Ipswich Pharmaceuticals Associates, Inc. to discuss the Community Host Agreement.
6. He has left a message for the Town of Washington Select Board Chairperson Huebner to further discuss Fire & Ambulance Financial issues. He added that Senate budget, if approved, restores all state-own lands PILOTS and the Town of Washington would receive \$32,000 additional funding that they had not anticipated. Bill remarked that the Berkshire Eagle left out information he provided including that the town of Becket had requested additional funding from the TOW last year, and that this year the TOW had put aside \$40,000 from free cash to reduce its tax rate, and \$40,000 from free cash to its stabilization fund. Bill stated that he thinks there should be a contract with a percentage annual increases each year. Dan Parnell suggested having a package deal (joint Ambulance/Fire Protection).
7. Municipal Aggregation & HVAC: Sub-Committee to steer Municipal Aggregation or Energy Committee – We are moving forward with community aggregation and as of today the town has a bid for a consultant for community aggregation. We posted an RFP on the CommBuys Website. Regarded the HVAC system for the Town Hall, the town may apply for a new grant program separate from the Green Communities Program that focuses on air-sourced heat pumps (an approved technology that may work for the town). It would be electricity based (not propane or oil) and the idea would be to connect this project with a solar array. Al Blake indicated that we would need a backup method (generator) to supply the energy for this system (possible battery-based). Because (according to Dave Shorey) there is condensation in the oil tank (and fuel ages) at the town hall, the town may not use the existing system as a backup. Bob has called a third-party to visit the town hall and provide recommendations.
8. Otis Selectmen meeting will occur on June 12 to discuss the Johnson Road Repeater and shared animal facility.

22. Public Input

Mary and Shawn Mulholland stated that they do not think it is appropriate for the Becket General Store's outreach meeting (to sell recreational marijuana) to occur on a Sunday at the Becket General Store. They voiced their disapproval of the increase in Becket General Store's activities (liquor, proposed marijuana) and signage. Bob Markel will ask the Zoning Enforcement Officer to review the BGS's signs. The BOS advised that Becket General Store's public outreach meeting is not a town committee or board meeting and the applicant is responsible for arrangements relating to its public outreach meeting.

Per Parks & Recreation Chairperson Rita Furlong's request, Michael moved to allow her to organize a community garden on the Town Hall property with the stipulation that it will not interfere with the proposed solar array. Nicole seconded. Motion carried unanimously. Rita agreed to discuss this with the Buildings & Grounds Technician Dave Shorey, and a member of the Becket Energy Committee.

23. Any other business to come before the Board

Michael moved to approve the pay rate of recently hired part-time Transfer Station employee Robert Will at \$15.63 per hour. Nicole seconded. Motion carried unanimously.

Michael made a motion to extend the agreement between CET and the Town of Becket for the Collection of Hazardous Waste through the Multi-Town Collaborative until June 30, 2019. Nicole seconded. Motion carried unanimously.

The members of the BOS will review the Executive Search firm's materials (and fee structures) for discussion at the June 20th meeting. The Selectmen may e-mail their questions to Bob Markel.

24. BOS to review and sign payable warrants

The BOS reviewed and signed the payable warrants.

25. Review Correspondence:

- **Jeffrey Wilkinson letter dated 05-13-18 re: Route 20 Spring**
- **Planning Board Notice of Community Outreach Meeting on June 10, 2018 to occur at the Becket General Store, 3235 Main Street for a proposed Adult Use Retail Marijuana Establishment License to be located at 3235 Main Street**
- **Planning Board Notice of Public Hearing on August 8, 2018 to review Heather Anello's Special Permit Application to operate an Adult Use Retail Marijuana Establishment license as Spencer House LLC at 3235 Main Street**
- **Center Pond Restoration & Protection District notice of Annual Meeting scheduled on June 24, 2018**
- **Alcoholic Beverages Control Commission letter dated 05-11-18: Notice of hearing scheduled on August 15, 2018 relating to KMS INC DBA Becket Country Store. This public hearing is continued from April 18, 2018. Purpose of public hearing is to determine if violation of provisions of MGL Chapter 10 Section 961 or 961 CMR 2.16(1) occurred.**
- **Massachusetts A.T. Committee (Berkshire Chapter) letter dated 05-21-2018 – invitation for review and comment on draft revised Appalachian Trail Local Management Plan**

The BOS reviewed the above correspondence.

26. BOS to adjourn the meeting

Michael moved to adjourn. Nicole seconded. Motion carried unanimously. At 10:15 p.m., Bill adjourned the meeting.

Respectfully submitted,
Beverly Gilbert, *Administrative Assistant*



William Elovirta, *Chairperson*

Documents discussed at the meeting:

- Community Paradigm Associates, LLC handout
- Collins Center Handout
- Wilbraham, MA Town Administrator Profile (Collins Center)
- E-mail dated 05/21/2018 from Heather Anello re: Conservation Commission
- Town Administrator's listing of Appointment Recommendations
- Becket Ambulance Department 2018 Rate Change Form for Comstar
- Becket Ambulance Department proposed rate increases
- Becket Ambulance Department Berkshire County Rate Comparisons
- Housatonic Basin Sampling & Testing Proposal for Work dated May 21, 2018
- Old Inn On The Green, LLC Application for Common Victualler's license
- Jacob's Pillow Dance Festival Inc., applications for Six Day and Sunday Entertainment
- Jeanne Pryor's e-mail dated 05/22/2018 re: offer to donate her Organ (musical type)
- Shannon Post/Wandering Star One Day Liquor License Application
- Sherwood Forest Lake District Communication: 1) Special District Meeting Warrant, Annual District Meeting Warrant 3) SFLD Projected Operating Budget for FY2018 and 4) Proxy
- Ambulance Dept. May 2018 Report
- Town Administrator's Report
- Highway Dept. Hire letter dated 05/15/2018 addressed to Robert Will
- Extension of Agreement between CET and the Town of Becket for the Collection of Hazardous Waste through the Multi-Town Collaborative (contract through June 30, 2019)
- Correspondence – as noted above