



# TOWN OF GRANBY

Kellogg Hall, Room 1  
250 State Street  
Granby, MA 01033  
Telephone: (413) 467-7177 Fax: (413) 467-2080

Town Administrator: Christopher Martin

Granby Select Board: Wayne H. Tack, Sr.,  
Mark L. Bail,  
Mary A. McDowell

Board Meeting: October 12, 2010 @ 7:00 P.M.

## **AGENDA:**

### **CALL TO ORDER:**

### **PLEDGE OF ALLEGIANCE:**

### **CITIZEN PARTICIPATION:**

### **OLD BUSINESS AND INFORMATION:**

*Senior Tax Work –Off Program-Update*

**APPROVAL OF MINUTES:** June 7, September 20, and October 4, 2010

### **REPORT OF TOWN ADMINISTRATOR:**

**APPOINTMENTS:** 7:10 Affirm Appointment-MHRAC & GCAC  
7:15 Tom Scanlon-Audit Report  
7:30 Cont'd Pole Hearing # 9145261-Kendall Street  
7:45 Wallace Boy – RE: school building information  
8:00 Personnel Board – Personnel Handbook

### **NEW BUSINESS AND INFORMATION:**

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance Warrants
- 3 Approve and Sign Warrant for State Election on November 2nd
- 4 Approve and Sign Common Victuraller's License
- 5 Approve Superintendent Contact

### **ADJOURNMENT:**

250 STATE STREET, ROUTE 202  
Granby, Massachusetts 01033  
Telephone: (413) 467-7177  
Fax: (413) 467-2080

GRANBY BOARD OF SELECTMEN  
KELLOGG HALL, ROOM 1  
MEETING MINUTES OF  
October 12, 2010

Members Present:

Mary McDowell, Wayne Tack Sr., Mark Bail

Wayne Tack, Sr., chair called the meeting to order at 7:00 P.M.

Wayne Tack, Sr., led the meeting with the "Pledge of Allegiance".

**CITIZEN PARTICIPATION**

Mr. Tack made a statement that the Board could not/would not discuss the Trompke Ave Gravel Permit Application as it is not on the agenda and they have not met with their Atty concerning the receipt of notice pursuant to M. G. L. Chapter 40 A Section 9 that the Granby Board of Selectmen as special permit granting authority failed to take final action within ninety (90) days after closing the public hearing on June 29, 2010 that was filed with the Town Clerk's office on October 7, 2010. The Board hopes to be meeting with their Atty at the beginning of next week to go over the matter. Anyone interested in knowing the exact date and time please call town hall at 467-7177. The meeting will be in held executive session. The meeting date has not been set at this time but will be publicly posted once set. Any public release of any documents will be done per advice of Attorney Martel.

**OLD BUSINESS AND INFORMATION**

*Senior Tax Work –Off Program-Update-continued to next Selectboard agenda on November 1<sup>st</sup>*

**NEW BUSINESS**

On a motion by Mark Bail and seconded by Mary McDowell, it was unanimously voted to accept the departmental reports as written.

On a motion by Mark Bail and seconded by Mary McDowell, it was unanimously voted to approve and sign the maintenance warrants.

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve the following Common Victualler's' License, to expire on 12/31/2010:  
10-48 Pioneer Valley Chapter NAFCA 8- 104 West State Street

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to sign the State Election Warrant for November 2<sup>nd</sup>. Mr. Tack read the following question that will be on the ballot pertaining to the residents of Granby only: *“Shall the Town of Granby be allowed to exempt from the Provisions of proposition two and one-half, so called, the amounts required to pay for the bond issued in order to construct a new school facility at 385 East State Street, Granby, MA?”*

Superintendent Contract having no contract in front of them the Select Board will move this item to their next regular meeting on November 1.

### **APPOINTMENTS**

After Mark Bail reading an email from Cynthia Watson who is a current member of the Holyoke Range Advisory Committee asking that Kim Otis be appointed to the Committee, Kim Otis spoke to the Board about why she wanted to be on the committee. On a motion by Mr. Bail and seconded by Mary McDowell, it was unanimously voted to affirm the appointment of Kim Otis of Batchelor Street to the Holyoke Range Advisory Committee expiring June 30, 2011.

Larry Pietas, member of the Cable TV Advisory asked that Mr. Robert Kazalski be appointed to the Committee, as they are down a member and Mr. Kazalski volunteers a lot already for the Channel 15. Mr. Kazalski spoke to the Board on why he wanted to be on the committee. On a motion by Mr. Bail and seconded by Mary McDowell, it was unanimously voted to affirm the appointment of Robert Kazalski of Ferry Hill Road to the Cable TV Advisory Committee expiring June 30, 2011.

#### **Tom Scanlon-Audit Report**

Tom Scanlon reviewed the management letter from the fiscal year 2009 audit. The comments and recommendations in the letter are meant to be helpful in strengthening internal controls and operating efficiencies. The recommendations are:

1. GASB45 Accounting and Financial Reporting by Employers for Post Employment Benefits other than Pension Plans – the Town needs to determine the unfounded liability for post employment benefits for all Town employees. This must be done by an actuary and then amount posted on the balance sheet as a liability.
2. Cash Balances in Stabilization Funds – are being co-mingled with other funds. He met with the Treasurer and Town Administrator. Transfers are not being made as voted by Town meeting thereby creating inaccurate reporting of interest and available balance. This issue is being addressed.
3. School Department – ARRA funds –incorrectly reported all funds being spent on health insurance. This was not so. School has filed an amended report.
4. Accounting/Financial Policies and Procedures Manual-gives procedures on how items are done, i.e. how is payroll paid, how are bills paid etc. Most Towns do not have a manual.
5. Risk Assessment and Monitoring-looks at controls in place and determines if being followed. If necessary revise controls, procedures and policies to reduce risk for theft and fraud.
6. Review of Investments-there is no policy in place, the Town needs to develop a policy and verify investments are being made in accordance with the policy.
7. Trust Fund Balances-this is the same as for Stabilization Fund balances. Treasurer is addressing.

8. Trust Fund Bequests-there is no documents showing how bequests are to be spent. The Treasurer has indicated that he hasn't been able to get the documents. The Town may need to hire counsel to research and if necessary go to probate court to revise the use.
9. Older Tax Levies-there are receivables on the books from 1991 to 2003. These amounts need to be researched and either abated, placed in tax title or collect them. The auditor met with the Town Administrator, Treasurer, Collector and Board of Assessors to resolve this item.
10. Ambulance-this has been resolved. The run numbers can be matched to the billing invoices and the outstanding receivables are being reported on the balance sheet.
11. Encumbrances-this has been resolved. Supporting documentation for all encumbrances was available.
12. Deputy Tax Collector-this has been resolved. The deputy collector is now being paid through the warrant process.
13. Foreclosed Property-this has been resolved. Records are now updated when a parcel is foreclosed on avoiding the issuance of bills to previous owners requiring abatement.

The auditor and the Board then went over the audit report.

#### Kendall Street Pole Hearing

Chairman Tack reopened the pole hearing at 7:55 p.m. Mary McDowell asked if the proposed pole placement was where the white stakes were. Don Nutting, National Grid, stated it was. The Board discussed the easement language that talks about poles and any improvements or wires needing to be underground. As the poles will be placed on property, the easement does not apply. Don Nutting showed a plan for the planned placement of the new poles. Mary McDowell asked about Mr. Sneiders's question of why the poles were not being put down the driveway. Mr. Nutting said that it would be too costly. Their plan was a 600-foot run at a cost of \$35,000. Mr. Sneider's suggestion would be a 1,200-foot run at a cost of \$70,000 - \$75,000. The landowner pays the cost of the installation. Michelle Brown asked how much of the road does the Town actually own. Mr. Tack replied 13 to 14 feet from the edge of the road. Ms. Brown then presented a letter from Bonnie and William Sneider to the Board. Ms. Brown is looking for the conditions of the easement to be met. They were not supposed to looking at a pole. She stated the wire was supposed to come across the street underground and then down the street. Mr. Lavoie presented a rendition of the pole placement and the installation of underground service along the right of way. National Grid stated that as they own the property and the wire and are responsible for maintenance of it, their regulation is for aboveground installation of ease of repair and maintenance. Chairman Tack closed the hearing. On a motion by Mark Bail and seconded by Mary McDowell, it was unanimously voted to grant the installation of the utility poles as drawn by National Grid.

The permit is granted as it is on Town property. It is unfortunate that the pole needs to be there to develop the property. It is in compliance with the easement as written.

Wallace Boy

Mr. Boy came in to discuss some issues he had concerns with regarding the upcoming school vote. He had concerns over the amount to be borrowed, the amount of interest the Town will be responsible for, the septic system, maintenance of the current building and the guarantee the State will reimburse in light of what happen with the High School roof project. Mr. Tack explained his understanding of the project in relation to Mr. Boy's questions. Mr. Boy was encouraged to attend the upcoming public information session on October 14<sup>th</sup>.

#### Personnel Board

The Personnel Board came in to discuss and get input on their draft employee handbook that was distributed at an earlier meeting. The Board commended them on their draft handbook. The two boards discussed the various items in the draft and if these were in fact the procedures currently being followed. Following the discussion, it was suggested by the Personnel Board that the Board and the Town Administrator make written comments on one copy and send back to them for incorporation into the handbook.

### **REPORTS OF INDIVIDUAL MEMBERS OF THE BOARD**

Mark Bail asked that the Dufresne Ad-Hoc Committee be asked to postpone any meetings and discussions regarding the dog park until they can meet with the Board. He stated that there are some exiting issues that need to be addressed; work being assigned to non-committee members, the facebook page and some recent communications. The Board will ask them to attend the November 1<sup>st</sup> meeting.

Mary McDowell had the following questions:

1. Green Communities technical assistance grant – what is the status and who will they be working with.
2. More information on the Hampshire Council of Governments electricity letter.
3. Was the letter regarding realty signs forwarded to Don Demers – Cathy Leonard responded it was.
4. What is the status of the old police station?
5. Community Development Strategy – why wasn't the New Ludlow sewer project included – Mark and Wane stated that the sewer was not part of the options. We had applied jointly with Hadley and was limited to housing items and project size.
6. Was the Aldrich Hall deed located – Cathy will look up.
7. Bids for cleaning were received on October 1<sup>st</sup>; appropriated \$31,000 low bid was \$19,200 what happens to the remaining money.
8. With the cleaning contract will it require a change in David Turcotte's job description?
9. Set up meeting for Town Administrator contract – November 15<sup>th</sup>.

Regarding the audit report, Mary had the following motions:

On a motion by Mary McDowell and seconded by Mark Bail, the Board unanimously voted to have the Town Administrator, Town Accountant and Finance Committee develop by the Spring 2011 an Accounting/Financial Policies and Procedures Manual.

On a motion by Mary McDowell and seconded by Mark Bail, the Board unanimously voted to have the Town Administrator develop a strategy to address risk management and monitoring by the next audit.

On a motion by Mary McDowell and seconded by Mark Bail, the Board unanimously voted to send a letter to the Treasurer to have him develop an investment policy and review on an annual basis by the next audit.

#### **APPROVAL OF MINUTES**

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve June 7, 2010 regular session minutes as read.

On a motion by Mark Bail and seconded by Wayne Tack Sr. the Board voted to approve September 20<sup>th</sup> and October 4<sup>th</sup>, 2010 regular session minutes as read. Mary McDowell abstained from voting, as she was not at either meeting.

#### **ADJOURNMENT**

On a motion by Bail and seconded by Mary McDowell, it was unanimously voted to adjourn the meeting @ 9:50 p.m.

Respectfully submitted,  
Cathy Leonard  
Town Administrator's Secretary