



TOWN OF GRANBY

COA Building
10 West State Street
Granby, MA 01033
Telephone: (413) 467-7177 Fax: (413) 467-2080
Website: www.granby-ma.gov

Town Administrator: Christopher Martin

Granby Select Board: Mark L. Bail, Chair
Mary A. McDowell
Louis Barry

Board Meeting: July 18, 2011 @ 7:00 P.M.

AGENDA:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CITIZEN PARTICIPATION:

OLD BUSINESS AND INFORMATION:

Landfill:

- Town Department Use
- Draft procedure for landfill violations

APPROVE MINUTES: July 11, 2011

REPORT OF TOWN ADMINISTRATOR:

APPOINTMENTS:

- 7:10 Treasurer – New Note
- 7:15 Charter Day Wrap-Up
- 7:30 Police Dept-Leave of Absence Issue
- 7:35 Westover Metropolitan Corporation District-Bill Shaheen
- 7:45 IHM-One day Liquor License

NEW BUSINESS AND INFORMATION:

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance Warrants
- 3 Nutrition Site Coordinator-COA
- 4 Approve Common Victuraller's License
- 5 Town Office Space Ad-Hoc Committee –Appointments-Charge

EXECUTIVE SESSION:

ADJOURNMENT:



TOWN OF GRANBY

COA Building
10 West State Street
Granby, MA 01033

Telephone: (413) 467-7177 Fax: (413) 467-2080
Website: www.granby-ma.gov

Meeting Minutes of July 18, 2011

Members Present:

Mark Bail, Louis Barry, Mary McDowell, and Town Administrator, Christopher Martin

Mr. Bail, Chair called the meeting to order at 7:00 P.M. and led the meeting with the "Pledge of Allegiance".

CITIZEN PARTICIPATION

None

OLD BUSINESS AND INFORMATION

Town Department Use: Town departments should be advised to stop at Town Hall and get a white goods slip for any items other than regular trash before going to the landfill. This is so we can keep an accurate account of items going in the landfill from the Town of Granby.

Draft procedure for landfill violations: Chris Martin read the first draft of procedure to the Board:

1. *All violations must be submitted to the Office of the Selectboard in writing.*
2. *All violations are to be reviewed by the Town Administrator for disposition. Under that is two categories:*
 - a. *Criminal – if the violation has any potential criminal implications, the matter will be immediately turned over to the Police Department for investigation and possible prosecution. If after the police investigation, it is determined there are no criminal issues, the violation will be remanded to the Town Administrator, along with all supporting documentation for disposition.*
 - b. *Non-Criminal – if the violation is non-criminal, the Town Administrator shall conduct an investigation. Upon completion of the investigation, the Town Administrator shall render a decision and assess penalties in writing, in accordance with Town By-laws.*
3. *All Town Administrator decisions shall be mailed via regular and certified mail. The Town Administrator's decision may be appealed to the Selectboard, in writing, within ten (10) days of receipt.*
4. *The Selectboard shall schedule a hearing within fourteen (14) days of receipt of an appeal.*
5. *The Selectboard shall render a decision, in writing, within ten (10) days of the hearing.*
6. *All decisions of the Selectboard shall be final.*

As part of this process we will be developing an official incident form with certain information that is going to be required for any potential violation. Mr. Martin needs a time frame for the Town Administrator to conduct an investigation and render a decision. A 30-day time frame was okay with the Board. It was suggested that in the absence of the Town Administrator, that all violations would be turned over to the Chief of Police for disposition. Add provided for this purpose on the first line of the form. The form would be broad enough to handle anything that comes in front of the Board. Chris will put the procedure and form in written format and send it to the Board for review along with a copy to the Chief of Police and hopefully official approve at the Selectboard's next meeting.

MINUTES

On a motion by Mary McDowell and seconded by Louis Barry, it was unanimously voted to accept the July 11, 2011 minutes as written.

REPORT OF TOWN ADMINISTRATOR

Mr. Martin held a staff meeting with the department heads last week and told them about the Board's wish to have weekly reports from those departments. The only department without a report is the Fire Department as the Chief was on vacation.

Mr. Martin also sat down with Cathy Leonard to discuss a procedure to get the minutes of the meetings out in a timelier manner. She will be actually leaving the office on Wednesday mornings and going upstairs so that she is not interrupted.

Mr. Martin had continued training for the new bookkeeper. He did the process of bill payable warrants last week by himself and Mr. Martin is having him do the payroll warrant by himself tomorrow.

Mr. Martin received a set of maps from the Massachusetts Department of Transportation, which is a 2010 Statewide Bicycle Accommodation Inventory for the Town of Granby. The town has nothing on the map that accommodates for bicycles, so they are giving us an opportunity to go and revise it by marking on the map if we have paved shared uses or paved unshared uses. Any signed bicycle lanes on our roads and if we have a designated bicycle route. He will be going over the map with Dave Desrosiers to see if they can designate areas for bicycles. They will then update the map and return to Mass DOT and hopefully Granby will be on the official map for 2011.

Mr. Martin told the Board about a grant opportunity through DCR for Hazard Mitigation. The type of work that is eligible is stormwater drainage and culverts improvements. Mr. Martin knows that the town has culvert issues on Pleasant St and on Amherst St. He would like to approach DCR, MEMA to see if we can get some of that work done through one of these grants. The Town has an approved Mitigation Plan from FEMA, which is one of the pre-requisite of this grant. Mr. Martin will follow-up with phone calls to those departments and see if they will come to Granby to see if it meets the needs of the grant.

The grant is due November 4th. There will be a training session for the grant on August 30th. He will be working with Dave Desrosiers on grant.

Mr. Martin informed the Board that the Town of Granby has been officially designated as a Green Community and has received a grant in the amount of \$144,125, 4-signs that say Green Community to be placed within the town and a big-belly solar powered waste compactor which he would like to place at Dufresne Park instead of a dumpster. They do not want us to do a press release at this time, as the Governor's office is planning on doing a press release first. Mr. Martin would like to sit down with the School to discuss and prioritize from the list that the Seiman's Group put together as some potential projects for the grants and wants to get the Granby Energy Committee going. Mr. Martin said he needs to work fast as the grants are due in August. Mary McDowell thanked Mr. Martin for all the work he did for the Green Communities grant application. Mr. Barry wondered if it could go towards solar power for the new library project. Mr. Martin reminded him that Peg Jediniak was going to see if she could potentially get a cash contribution/donation for the library project toward solar power from the Co-op Power's Hampshire County Local Organizing Council. Mr. Martin will talk to the Energy Committee and will get the information out about the grants to the committee and will have them come in front of the Board before the grants are submitted.

APPOINTMENTS

On a motion by Mary McDowell and seconded by Louis Barry, it was unanimously voted to approve notes #429-1-5 for the purpose of borrowing for the approved article at the town's STM held on April 28th, 2008 to fund the financing of a town-wide comprehensive wastewater management plan being done by AECOM with Easthampton Savings Bank in the amount of Four Hundred Thousand Dollars with an annual interest rate of 2.00 % payable at annum payable annually. Loan issue date is August 1, 2011 and payable August 1, 2012-August 1, 2016 as follows:

#429-1	in the amount of	\$80,000	due date of	August 1, 2012
#429-2	in the amount of	\$80,000	due date of	August 1, 2013
#429-3	in the amount of	\$80,000	due date of	August 1, 2014
#429-4	in the amount of	\$80,000	due date of	August 1, 2015
#429-5	in the amount of	\$80,000	due date of	August 1, 2016

The Selectboard met with members of the Charter Day Committee and various Department Heads to talk about this past year's Charter Days. Everyone agreed that the event over-all went very well with small incidents that could be made better by more communication. It was agreed that the Charter Day Committee would send their meeting minutes to all Department Heads (will get email addresses from Selectboard office) so that all interested parties can be updated as decisions are made; that the Charter Day Committee and Department Heads be placed on the Selectboard's agenda in January 2012 to go over the events planned to make sure everyone is on the same page and that applications for permits that are needed from various departments are turned into to those departments at least 60-days prior to the event so that they can be processed properly.

Hopefully these steps will help make the event run smoothly as possible for all parties involved. Also discussed was a website issue that legally the Board can not do anything about, but the Board will try to intercede on behalf of the Committee to expedite an agreeable outcome for everyone involved.

The Board discussed with Chief Wishart and Mr. Martin a request from the Police Dept- for a leave of absence from one of the department's long-time part-time police officers. After much discussion the decision was tabled till Chief Wishart looked for paperwork on past practice and Mr. Martin looked for any other information that he had that was relevant so that the Board could make a clear and just decision.

John Libera spoke to the Board as his role on the Westover Metropolitan Development Corp District (WMDC) concerning the land that they have purchased because of houses being in the flight path of Westover Air Force Base. Bill Shaheen was also there. Mr. Shaheen explained that the WMDC came in front of the Conservation Commission last week and will be taking down ten-twelve (10-12) buildings in the East Street-Acrebrook area in Granby and one (1) house in Ludlow. They will be putting fences around the properties. They then will be marketing the properties at fair market value when that work is done. They can not sell the properties for residential housing because of the decibel level for noise contours. He asked Mr. Libera if the land could not be used for RS as they are zoned now, they can only be used for industrial or commercial sites, but there is no public water or sewer available, therefore the fair market value for those properties will be very minimal. So he is wondering if the Conservation Commission could use their Hatch Fund money to purchase some of the land for the Town of Granby and try to re-use the land for by leasing the land for farming. Mr. Barry was interested in looking to see if it could be used for recreation. Mr. Libera explained that the Board of Directors has not authorized any sales yet, there is a long procedure that has to be done before they even entertain that thought process. It can not be used for recreation as it is in a zone called APZ (Crash Zone). If and when they do authorize the land for sale there will be a large amount of restrictions on what can be done with the land. Mr. Libera will send to Chris the restrictions on the land use by the WMDC.

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to sign and approve the 1-day special liquor license submitted by Donald Zebrowski on behalf of the Immaculate Heart of Mary Parish for a Chicken Barbecue Dance & Summer Festival on August 14th only, with the stipulation that all the requirements are met by the ABCC and contingent on the CORI-check being returned with no issues and a receipt on where they are purchasing the beer and wine. Mr. Barry would also like the Selectboard office to let everyone who submits an application that it needs to be in 60-days prior to the event.

NEW BUSINESS AND INFORMATION

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

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

Mary McDowell read a letter from Ann Guenette, Senior Services Director asking for the Board's approval of the job description of a newly proposed position of Nutrition Site Coordinator. She met with Mr. Martin; Town Administrator to discuss this proposed description prior to forwarding it to the Board and is now requesting that the Selectboard forward it to the Personnel Board in accordance with the Town's Personnel Bylaws for proper classification.

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to approve the following Common Victurraller's License to expire on December 31, 2011:

11-39 Granby Pharmacy Inc., d/b/a Center Pharmacy 242 State Street

On a motion by Mary McDowell and seconded by Louis Barry, it was unanimously voted to affirm the appointments of the following residents to the Town Office Space Ad-Hoc Committee:

- Louis Barry- Pro-Tem Chair
- Donald Clarke
- Gayle Demary
- Emre Evren
- James Trompke

With the following charge:

- Charge 1: Study existing town buildings that might serve as a place to house town offices and generate a report on their suitability. This study should include Kellogg Hall, the Town Hall Annex, Aldrich Hall, the Granby Library, upstairs at the Council on Aging. This report should consider, but not be limited to, existing documentation and information concerning these buildings.
- Charge 2: Investigate land that the town owns or could purchase that could be appropriate for construction of town offices.
- Charge 3: Investigate existing buildings *not* owned by the town that could be appropriate for renting or purchasing, constructing town offices. Also investigate existing sites *not* owned by the town that would be appropriate for constructing town offices.
- Charge 4: Recommend a course of action for addressing the needs of our town offices.
- Charge 5: Educate the public on the issues involved in siting town offices.
- Charge 6: Report progress to the Selectboard every 4-6 weeks

EXECUTIVE SESSION

None

SELECTBOARD COMMENTS

Mark told the Board that he received a phone call from a Department Head who questioned the need to give weekly reports to the Board as they do not think it can be feasibly done and he knows of another Department Head who is not sure what they should include in the report. The Town Administrator said he was taking a wait and see attitude. The Board thought that they were very informative for them, it is more for communication. They all agreed to see how the reports were going in the next few meetings.

Mr. Barry said there was a request for additional personnel for a department. Mr. Martin thought it was something that needs to be addressed at budget time. He and Mr. Desrosiers did have some discussions concerning the addition of a foreman position and feels that it needs more research. Mr. Turcotte has been added to the highway department along with the maintenance budget, as it is done in most towns. Mr. Martin is also looking into combining the municipal custodian with the school custodians/ maintenance program, some towns do it that way now, it could mean we have a built-in alternate in Ken Scully. He is doing some research on this and will talk to the Superintendent first and then maybe put a small committee to look at it also.

Mr. Barry told the Board that the Library was notified that they will be receiving a construction grant in the amount of 2.6 million dollars toward the construction of a new library. This represents 58% of the cost, that with what the Library has raised it is approximately 75% that the town has to build the new Library. The next step will be to hold a STM before January to get the balance of the funds to build the new Library. The Board thanked the Library Trustees and the Library Building Committee for their hard work on the grant application, and fundraising.

ADJOURNMENT

On a motion by Mary McDowell and seconded by Louis Barry it was unanimously voted to adjourn the regular session meeting @ 9:00 PM

Respectfully submitted,
Cathy Leonard
Town Administrator's Secretary