



# 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](http://www.granby-ma.gov)

Town Administrator: Christopher Martin

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

Board Meeting: August 15, 2011 @ 7:00 P.M.

## **AGENDA:**

**CALL TO ORDER:**

**PLEDGE OF ALLEGIANCE:**

**CITIZEN PARTICIPATION:**

**OLD BUSINESS AND INFORMATION:**

Police Dept-Leave of Absence Issue  
Affirm Sign Officer

**APPROVE MINUTES: August 1, 2011**

**TOWN ADMINISTRATOR:**

**APPOINTMENTS:**

7:05 Affirm Personnel Board Appointments  
7:15 Gordon Hutchinson-WMDC  
7:30 Tom Scanlon Jr.-Audit Report -FY10

**NEW BUSINESS AND INFORMATION:**

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance Warrants
- 3 Approve One-Day Liquor License-September 1, 2011

**EXECUTIVE SESSION:**

**ADJOURNMENT:**



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### **Meeting Minutes of August 15, 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**

*Police Dept-Leave of Absence Issue:* As part of the Board's review process, the police department's guidelines regarding these types of requests were reviewed. Chris Martin told the Board that he looked at everything and felt that because of past practice that the request should be granted. Mary McDowell asked Mr. Martin if it was also the opinion of town council, Mr. Martin said he had not given it to town council. After some discussion and reviewing all of the documents, a motion was made by Louis Barry and seconded by Mark Bail to grant the leave of absence request for 6-months for one of Granby's Part-time police officer, who is training to be a full-time officer in another town. Mary McDowell -nay, Louis Barry- yes, and Mark Bail- nay.

*Affirm Sign Officer:* On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously affirmed the appointment of Donald Demers as the Town of Granby's Sign Officer per our Town Zoning By-laws (as Zoning Officer) till June 30, 2012.

## MINUTES

On a motion by Mary McDowell and seconded by Louis Barry, it was unanimously voted to accept the August 1, 2011 minutes as written.

## APPOINTMENTS

On a motion by Louis Barry and seconded by Mary McDowell the Board unanimously affirmed the following appointments to the Personnel Board as brought forward from the Town Moderator Lynn Mercier:

Albert Bail	40 North Street	Expiring: June 30, 2014
Ivan (Jay) Fabricius Jr.	10 MacDonald Ave	Expiring: June 30, 2014

Gordon Hutchinson of Westover Metropolitan Development Corp District (WMDC) (the civilian side of the Westover Air Base) spoke to the Board concerning the land that they have purchased because of the Westover Noise Program. The program is funded by the FFA and is state and locally shared. There are 58 eligible properties in this land acquisition program which is all voluntary. Mr. Hutchinson explained that he had come in front of the Conservation Commission last week and will be taking down eighteen (18) buildings in the East Street-Acrebrook area in Granby and Ludlow. Public bids were opened last Friday for the demolish project. They have an apparent low-bidder and will award the bid after they have reviewed and made sure the bidders were all in compliance. The salvage value belongs to the contractor and the project should take about 90-days. They hope to get the go-ahead to start the project on September 1<sup>st</sup> and finishing the project the end of November. The first step is to do any asbestos abatement and to remove any hazardous materials. They will work with the Contractors to give the neighbors a tentative schedule of when they will be working next door. They will be de-commissioning the wells, removing all foundations and septic tanks, so that there will be a clean record on the properties, nothing left on site. All the cellar holes will be back filled, using clean materials, top soil and then reseeded. Fencing will be put up at the front of the properties, (4-ft high black vinyl chain link fencing) with gates across any long driveways. Pavements will be removed so that all properties will go back to their natural habitat. On Acrebrook and Sherwood the fence will be placed where the front of the house stood and the lawn will be maintained from the road to the fence to present a neighborhood setting (with lawn in front of the fence mowed and behind left to its natural habitat). Recycling of the materials will be done and they will not be going to the landfill but to specific processing plants, metal gets recycled, heat and oil gets recycled and concrete gets crushed, etc., it is all very regulated. A slip gets generated when it leaves the site and another is generated when it arrives at its designation. At this point the land belongs to the FFA and they will not be looking at selling any of the properties until they know that everyone who can and wants to participate in the program does, so that part of the program will be further down the road as they are on a yearly grant cycle and will take time to purchase all of the properties.

Mr. Tom Scanlon Jr., of Scanlon and Associates-Certified Public Accountants spoke to the Board concerning their Management letter for fiscal year 2011 audit ending June 30, 2010 of the Town of Granby. He felt that the audit went well this year. He gave the Board 3 reports.

- 1- *Single Audit* –one (1) finding very minor- need teacher’s signature on sign-off on reports for grants issued to school and is being taken care of.
- 2- *Basic Financial Statements*- A qualifying opinion because the town needs to record a liability for OPEB (which only hurts the town’s bonding, but the town doesn’t have a big problem because of our reserves )and except for not recording that liability the financial statements are in conformity with the accounting principles generally accepted by the United States of America.
- 3- *Management Report*-

*Current Year Findings:*

1. *New Accounting and Financial Reporting Requirement for Fund Balance-GASB No.54* –They recommend that the Town become familiar with the new financial reporting requirement and establish a policy denoting the order in which unrestricted resources are to be used when amounts are available for expenditure.
2. *Timely Submission of Departmental Receipts to the Treasurer*- Some departments did not remit their receipts to the Town Treasurer in a timely manner. They suggest that a memo be sent to all departments (by the Select Board) that all receipts should be turned in on a weekly basis or at least once a month.
3. *Reconciliation of the Overlays by the Assessors*—the accountant has been preparing the O-1 schedule for inclusion in the tax recapitulation sheet but it hasn’t been indicated that the Assessors separately account for the overlay activity for each year of the tax levy. They recommend that the Assessors maintain a subsidiary ledger on the overlay account for each year of tax levy and should be reconciled to the general ledger with the accountant periodically.

*Prior Year Issues:*

4. *GASB Statement No. 45, Accounting and Financial Reporting by Employers for Post Employment Benefits other than Pension Plans*- as a result of the Town not presenting the liability the auditor’s report is considered a qualified opinion and could affect the Town’s bond rating. It is recommended that the Town have an actuarial completed for the fiscal year ending June 30, 2011.
5. *Accounting/Financial Policies and Procedures Manual*- same condition exists for the fiscal year 2010 audit. They recommend that a Town finance team is developed and make the manual. Mr. Martin is in the process of putting the team together.
6. *Risk Assessment and Monitoring*—same condition exists for fiscal year 2010 audit. They recommend that periodically monitor the controls for risk assessment. Mr. Scanlon will be sending an example form, with risk assessment questions to Mr. Martin so that he may send it to department

heads every six months and they will need to return the written form back into Mr. Martin.

7. *Trust Fund Bequests*- review indicated that no documentation to determine what the trust was for or to determine the non-expendable portion of the fund- Mr. Martin will be looking for any documentation to give to the Auditors; he may have to go into the vault at Kellogg Hall.

Mr. Scanlon thought it was a quality audit. Please contact him if the Board has any questions. Mary McDowell wanted it known that the prior year findings have been on the books for 3-years and feels that we pay for the audit and she believes we voted on last year to have them rectified before this year's audit. She wanted it noted that they were not done. Mr. Bail noted that Mr. Martin was putting together the Financial Team to address the Accounting/Financial Policies and Procedures Manual and was also addressing the Risk Assessment and Monitoring with an assessment form (from Scanlon's office) twice a year.

### **NEW BUSINESS**

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.

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 the Friends of Granby Free Public Library Inc., for their Farm to Table Dinner fundraiser on September 1<sup>st</sup> only, with the stipulation that all the requirements by the ABCC and Town of Granby are met and contingent on the CORI-check being returned with no issues and a receipt for the purchased beer and wine. The also voted unanimously to waive the \$100 fee as it is a non-profit fundraiser for the town Library project. Mr. Barry wanted it on the record that he is a member of the Library Building Committee and Mary McDowell wanted it on the record that she is not a member of any committee but is helping the Capital Committee.

### **REPORT OF TOWN ADMINISTRATOR**

Mr. Martin was on vacation the last week but did have a few items to update the Board on:

Another incident was reported at the Landfill on August 6<sup>th</sup> and the license plate # that was reported belongs to a South Hadley address, we do not have that license plate # in our permit system/database, as a result of not issuing a permit he has turned the incident over to the Police Department for investigation per our landfill violation incident policy.

Mr. Martin tried to get in touch with Atty. John Giorgio by phone and email. He will follow up tomorrow with more phone calls.

The Board discussed that the commercial waste disposal should be prohibited at the landfill immediately.

Mary asked that a letter be sent out that stated that; to the out of town commercial accounts and that the same letter be sent to Waste Management stating that they were stopped as of Tuesday August 16<sup>th</sup>, 2011. She also discussed the town resident's and commercial trash that was being picked up by another carrier, which they charge for and then charge the town also. Some residents and commercial accounts have town stickers and some don't. There are so many issues; she feels that they should take one issue at a time starting with the commercial trash.

Mr. Barry said it is all part of the big picture of what are we going to do with the recommendation of the Landfill Advisory Committee. It should all be discussed as a whole. The issue with Waste Management should be dealt with immediately, a separate issue. Mr. Martin will email Tom Murray and Andrew Braum of Waste Management.

Mary McDowell said that issue is being dealt with tomorrow we made that decision to stop out of town commercial trash immediately.

Mr. Barry how we treat our town's commercial businesses and residents is a separate issue.

Mary McDowell we should still start by making sure all town commercial trash have paid stickers.

Mr. Barry no one should be dumping in the landfill without a sticker.

Mr. Martin said that a letter should be sent to any/all that has pick-up (commercial businesses and residents) in town stating that they could not dump their trash without a valid landfill sticker. Mr. Martin will have the names checked to see who has a valid paid permit and who does not. The list will also be sent to Waste Management. The list will also include the out of town residents who are on the pick-up route that Waste Management had on the list. Mary McDowell still has some concerns that the commercial accounts only pay \$50.00 for 4-yd dumpsters.

The Board asked Mr. Martin's opinion on the Landfill Advisory Ad-Hoc Committee's proposal:

He feels that to just increase the landfill sticker to \$144.00 is not the way to go. #1: he feels that with stickers being renewed in January will be very difficult for residents to afford right after the holidays and heavy heating season. It is a matter of finances. You will probably see more trash on the side of the roads. He believes that pay as you throw would work better. He said he took the figures and it would be about \$1.00 a bag. That would be more affordable to the residents. So if you recycled than you would have less trash, compared to someone who did not. This would hopefully encourage residents to recycle more. It would be based on usage. It is a more equitable way to recoup the cost of the waste going into the landfill.

Mr. Barry did not realize that the town was not being charged for the white goods at this time. Mr. Martin told him we were just being charged for the waste, what is going in the dumpsters. (Mr. Martin) Could we waive those fees, yes, but the question becomes are we recouping the cost that we are expending or are we trying to recoup the cost with a little buffer, creating a surplus knowing that in the future we will have capital costs that we will have to be paying for. At some point we will be responsible for replacing the

containers, we are going to be responsible for the transporting of the containers to some facility. It is an easier way to start now for those future costs than to start at a higher cost later.

Mr. Libera told the Board that he agreed in principle with a lot of what Mr. Martin had said except that he thinks that the Board should match up the fees with the purpose of the fees. If you are paying for the cost of the disposal of the trash then that is where the cost should be assessed. If you have a bag fee, you will still need I.D. for the cars. There should still be a cost for the permit. Having a permit that is due in January for everyone is a burden on the town, could cause problems. Fiscal year (July-June) makes sense just as much as a calendar year.

The Board appreciates the Committees' proposal; they did what they were asked, a quick solution. A very good committee, we still want them to work on the long term proposal.

Mr. Barry feels that this is a very good time to see if the pay as throw program works. Mr. Bail said that having the landfill monitors there has given the Board a lot of good data. We have learned what is going into the landfill, and how many residents go to the landfill. If we go the pay as you throw, it would be great to have them there to give us feedback and data so that we can see if it is working or not.

Chris will get more information on the pay as you throw program and report to the Board at the next meeting. If any of the other members of the Board have another proposal they should bring to the next meeting. Mr. Barry and Mr. Bail believe that we should retain the \$35 sticker no matter what. Mary McDowell is in favor of increasing the landfill sticker price in January no matter whether you have pay as you throw or not. Mr. Bail does not have a problem with looking at that for January. Mr. Martin said that would give them a chance to review and discuss it a little more. Mr. Barry said that the Board could ask the Ad-Hoc Committee to come in with a recommendation for a new fee in addition to the pay as you throw program and a list of items hazardous to the environment to the point that we would rather not charge (light bulbs) so that they would recycle. They will need the white good data to make sure that they look at the whole picture.

Mary McDowell also told the Board that Tom Murray would be prepared to come in front of the Board and the Landfill Advisory Ad-Hoc Committee to present in September a proposal on both transfer station and curbside pick-up. George Cooke also told Mary that he would get a couple of proposals in from other vendors.

### **INFORMATION**

Mr. Barry told the Board that he was asked by the Lions Club to use the COA building for their annual skate/ski sale. The sale would be a Friday into a Saturday in October/November. Mr. Martin is concerned with the opening and closing of the building as well as clean-up. Mary and Mark thought there was a policy that said it was not to be used for non-municipal identities. Chris would look into the policy. We could set-up it up

like Dufresne Park and a paid person to open and close and have that as part of using the room. The primary use for the building was for senior luncheon and senior events.

Mary McDowell asked if there is any update on the elevator for the COA building. None at this time

*Green Communities Grant:* Chris has a meeting scheduled for Wednesday with Marcos, PVPC and Jerry Drummers, Seimans for a list of stuff to go over.

The Board would like a memo sent to the Assessors' office with regards to the letter the Board received from the Galusha's that they were not going to sell the piece of land that the Board agreed to take of 61A at their last meeting.

The Board asked that Cathy Leonard show Mr. Demers some of the other department head reports so that he might condense his.

*HCOG ITT:* Chris talked to Kathy LaBeau and they were looking for sometime in September to start the program.

*Smart Growth-PVPC:* It has to do with your Zoning By-Laws and that would be the Planning Board, Chris will take a closer look at it.

*Fire Chiefs Contract:* He was on vacation then Chris was on vacation, hope to get back on tract with it this week.

*Email from Bill Shaheen to Mary McDowell:* Conservation Commission approved a 3,000 ft water pipe down Morgan Street. To bad we can not think about bringing water north to five corners another several feet? Chris we want water to go up hill? Or do we want to try to go down 202 instead. Mr. Bail, do we have any money? Chris said no we don't and it will cost millions. Mark explained that what is being done is being paid for by Waste Management.

### **ADJOURNMENT**

On a motion by Mary McDowell and seconded by Louis Barry it was unanimously voted to adjourn the regular session meeting @ 8: 55PM

Respectfully submitted,  
Cathy Leonard  
Town Administrator's Secretary