



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: Louis Barry, Chair
Mark L. Bail, Clerk
Mary A. McDowell, Member

Board Meeting: October 1, 2012 @ 6:30 P.M.

AGENDA:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CITIZEN PARTICIPATION:

OLD BUSINESS AND INFORMATION:

APPROVE MINUTES:

TOWN ADMINISTRATOR:

APPOINTMENTS:

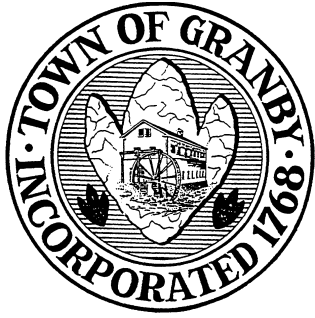
- 6:45-Tom Scanlon-FY11-Audit
- 7:00-Transfer of Stock-Granby Liquor Store
- 7:10-Transfer of Stock-Granby Liquor Store
- 7:20-Transfer of Stock-Granby Liquor Store
- 7:30-Change of Manager-Granby Liquor Store
- 7:35-Charter Day Committee-2012-Event Review

NEW BUSINESS AND INFORMATION:

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance
- 3 Approve Encumbrances FY-2012
- 4 Review Policy #09-07-Authorization for and Use of Town Vehicles
- 5 "Goals" for Select Board
- 6 Establishment of a "Calendar" for Select Board
- 7 FY-14 Budget Procedure
- 8 "Department Head Liaison System"-Assign Departments to Board Members
- 9 Re-Organization of Parks-possible future appointments to Boards/Committees
- 10 Monthly Office Hours
- 11 Citizen Participation Procedure
- 12 Potential Alternatives to the closure of Landfill
- 13 Select Board meeting Packets
- 14 Chapter 187 of the Acts of 2012- Operated Amusement Device License
- 15 Sewer Abatement
- 16 Dufresne Park Cable Service
- 17 Flea Market/Tag Sale Waiver Request

EXECUTIVE SESSION:

ADJOURNMENT:



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October 1, 2012 Meeting Minutes

Members Present:

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

Mr. Barry, Chair called the meeting to order at 6:30 P.M. and led the meeting with the "Pledge of Allegiance".

CITIZEN PARTICIPATION

Mary Jo Mugnier came in front of the Board as she felt that she was remised in not thanking Chris Martin for all his help in the last 3-years when she came in front of the Board the last time, which she hopes does not minimize her intent. She wanted to thank him for his perseverance, his diligence, his guidance, his communication and his support. She really enjoys working with him, she hope it continues.

APPOINTMENTS

Tom Scanlon-FY11-Audit: 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, 2011 of the Town of Granby. He had a follow-up meeting with Mr. Martin last week. He felt that the audit went well this year. From a financial point the Town is in great shape. The Town has three (3) sound stabilization funds. They spent a little more time on the school accounts this time around, which reflects in the Management letter (attached to back of minutes). Mr. Paquette, Financial Manager from the School was in attendance and answered questions from the Board concerning the lunch program.

Transfer of Stock-Granby Liquor Store: Chair Louis Barry opened the public hearing at 7:00 pm. Louis Barry read the legal ad for the hearing that was placed in the Town Reminder on September 14, 2012. Jill A Johnson came in front of the Board with an application to apply for a Transfer of Stock for the Granby Liquor Store Inc. d/b/a Granby Liquor Store from Dawn Zepke (passed away) to Eric Zepke, Jessica Zepke & Jill A Johnson this actually took place in 2002, (asked to apply by ABCC, Mr. Martin has received back a Cori check on Eric Zepke, Jill Johnson & Jessica Zepke and there are no issues. No opponents came forward, Mr. Barry closed public portion of hearing. On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously approved and signed Form 43 for the ABCC to allow the Transfer of Stock from Dawn Zepke to Eric Zepke, Jessica Zepke & Jill A Johnson for the Granby Liquor Store located at 60 West State Street. Hearing Closed.

Transfer of Stock-Granby Liquor Store: Chair Louis Barry opened the public hearing at 7:10 pm. Louis Barry read the legal ad for the hearing that was placed in the Town Reminder on September 14, 2012. Jill A Johnson came in front of the Board with an application to apply for a Transfer of Stock for the Granby Liquor Store Inc. d/b/a Granby Liquor Store from Eric Zepke, Jessica Zepke & Jill A Johnson to Jessica Zepke & Jill A Johnson. Ms. Johnson & Ms. Zepke have been sole owners since 2008, (asked to apply by ABCC with issues dating back from 2002). No opponents came forward, Mr. Barry closed public portion of hearing. On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously approved and signed Form 43 for the ABCC to allow the Transfer of Stock from Eric Zepke, Jessica Zepke & Jill A Johnson to Jessica Zepke & Jill A Johnson for the Granby Liquor Store located at 60 West State Street. Hearing Closed.

Transfer of Stock-Granby Liquor Store: Chair Louis Barry opened the public hearing at 7:20 pm. Louis Barry read the legal ad for the hearing that was placed in the Town Reminder on September 14, 2012. . Jill A Johnson came in front of the Board with an application to apply for a Transfer of Stock for the Granby Liquor Store Inc. d/b/a Granby Liquor Store from Jessica Zepke & Jill A Johnson to Jill A Johnson. Ms. Johnson has been sole owner since 2008, (asked to apply by ABCC with issues dating back from 2002). No opponents came forward, Mr. Barry closed public portion of hearing. On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously approved and signed Form 43 for the ABCC to allow the Transfer of Stock from Jessica Zepke & Jill A Johnson to Jill A Johnson for the Granby Liquor Store located at 60 West State Street. Hearing Closed.

Change of Manager-Granby Liquor Store: Chair Louis Barry opened the public hearing at 7:30 pm. Louis Barry read the legal ad for the hearing that was placed in the Town Reminder on September 14, 2012. Jill A Johnson came in front of the Board with an application to reapply for a Change of Manager for the Granby Liquor Store Inc. d/b/a Granby Liquor Store. Ms. Johnson has been the manager since 2008, (asked to reapply by ABCC due to Transfer of Stock issues dating back from 2002), Mr. Martin has received back a Cori check on Ms. Johnson and there are no issues. No opponents came forward, Mr. Barry closed public portion of hearing. On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously approved and signed Form 43 for the ABCC to allow Jill A Johnson to become the alcohol manager for the Granby Liquor Store located at 60 West State Street. Hearing Closed.

Charter Day Committee-2012-Event Review: Linda Fish came in front of Board to ask if their appointment could be changed to another date as she was the only member of the Committee who could make it tonight do to emergencies or other commitments. The Board will have them in again in January. Ms Fish felt that from her point of view as Treasurer that the event went very well this year, especially the parking. She said she is still having problems getting reports from the Accountant. Based on her reports the revenue this year was \$48,000 and the expenses where almost \$34,000. She believes the actual profit for this year is \$5,000+, but can not tie the actual numbers with the town report at this time. Sponsors were down, but the money from parking was up, having nice weather and the added parking area (202 field) was a plus. They would like to have everything placed the same way next year. It may mean they can't do the Bonfire, but the truck-pull seems to bring in more people. She asked if she could get the Town's ID number in a letter so they can get some supplies and not pay the tax (does not get reimbursed if paid), the Town has accounts set-up that they use to buy items. The Charter Day Committee also discussed changing the hours of 12-6 to 11-5. The Fire Chief and the Police Chief thought it went well this

year and liked getting the minutes of the meeting each month; it helps keep them informed on what is going on and the radios that were used during the event were great for communication. A sign will be put up a week before the event to let dog owners know that the dog park will be closed during the Charter Day Events. The Highway Superintendent asked that their bill for a generator be paid in advance as they always pay it late and it reflects on him. Ms. Fish said the bill is supposed to go directly to the Charter Day Committee. He also asked about the track for the truck pull the clay/gravel section is getting slick. They should make a designated area for the pull that is not in the driveway. Mr. Barry asked that the committee make sure that people who speak for the Charter Day Committee are actually members who have been appointed by the Select Board. He also would like to know if there is any security procedures set-up with the respect to the amount of money that they collect all weekend with the Police Department-(risk management).

NEW BUSINESS AND INFORMATION

Accept Departmental Reports: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously accepted the departmental warrants as read.

Approve and Sign Maintenance: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve and sign the maintenance warrants.

Approve Encumbrances FY-2012: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve and sign the following encumbrances for FY-2012 for the Town Accountant as read by Mark Bail:

	<i>Solid Waste Fund</i>	<i>\$955.77</i>
<i>\$955.77</i>	<i>Expenses</i>	
	<i>General Fund</i>	<i>\$901,158.00</i>
<i>\$740,012.90</i>	<i>Salary and Wages</i>	
<i>\$2150.29</i>	<i>Expenses</i>	
<i>\$158,994.81</i>	<i>Total Capital</i>	
	<i>Capital Project Fund</i>	<i>\$2,205,305.99</i>
<i>\$2,205,305.99</i>	<i>Capital Expense</i>	
	<i>Ambulance Enterprise Fund</i>	<i>\$20,930.32</i>
<i>\$18,564.57</i>	<i>Salary & Wages</i>	
<i>\$2365.75</i>	<i>Capital</i>	

“Goals” for Select Board: tabled to next meeting of the Board on October 15th.

Monthly Office Hour: November 17, 2012, 9-11 am at the 10-B, West State Street, COA Building.

Sewer Abatement: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve voted to approve the sewer abatement of Eugene F Marion for sewer bill # 2170-494 commitment No 12-2 in the amount of \$301.25 for the second half of fiscal 2012 as evidence received by the Board in a letter from his certified water operator.

Flea Market/Tag Sale Waiver Request: On a motion by Mark Bail and seconded by Mary McDowell the Board voted to approve a Flea Market/Tag Sale Permit and waive the fee for the Fall Craft & Tag Sale October 13th from 9am-3pm being put on by the Friends of the Granby Library on the Granby Common (rain-date October 20th). Mark Bail –Aye, Mary McDowell-Aye, and Lou Barry –abstained (on the Library Building Committee). Mary McDowell voted out of necessity as she is also on a committee to raise funds for the Library.

Establishment of a “Calendar” for Select Board: Chris is working on a calendar that all members can access and add when they are busy. He started working with gmail but it isn't working out, he is now trying with the calendar on Virtual Town Hall our website and email host.

FY-14 Budget Procedure: The Board would like to have a kick-off meeting with the Finance Committee and the School Committee per our Town by-laws in November. Chris will set-up a meeting between the Board and the other two Committees for the second meeting in November.

Review Policy #09-07-Authorization for and Use of Town Vehicles: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve Policy # 09-07-Authorization for and Use of Town Vehicles as read and presented on October 1, 2012(attached to back of minutes).

“Department Head Liaison System”-Assign Departments to Board Members: The Board discussed this at their last office hours. They felt it would be nice to go back to the system that was in place before the town had the Town Administrator (TA) position where each department head had a Select Board member that they could go to talk to. They do not want this to undermine the TA's authority per Town by-laws. If it does become an issue they will revisit it and rethink it. The Board asked that Chris write up the role of the Board members as Department Head Liaison before they assign the Board members to each department. Chris will have the “The role of the Board Member as a Department Head Liaison” ready for the Board's next meeting.

Re-Organization of Parks-possible future appointments to Boards/Committees: Put-off till after the Master Plan is complete. The members of the Master Plan Committee will be meeting within the next couple of weeks.

Citizen Participation Procedure: There will be no specific time for citizen participation anymore, residents still have to fill out paperwork to speak, but the chair will decide when to fit the resident into the agenda.

Potential Alternatives to the closure of Landfill: The Board asked Chris Martin to summarize the vendors who have come in front of the Board so that they can then discuss the pros and cons of each vendor. Chris suggested that Arlene Miller from DEP come discuss with the Board the Pros and Cons of the potential alternatives of the closure of the landfill.

Select Board meeting Packets: Chris Martin has set-up a drop-box –via the internet-which the Board member can access and receive the meeting packets. The paperwork is scanned and then downloaded as “pdf” files. All Board members were able to retrieve the packets, but Mary had trouble with printing. Chris will work on that. As paperwork comes it will be added to “new folder” then moved to the “meeting date” folder.

Chapter 187 of the Acts of 2012- Operated Amusement Device License: We have two establishments who this would effect and letters have been sent out to both parties to make them aware of the new laws. No response from either party at this time.

Dufresne Park Cable Service: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve the installation of cable service to the Dufresne Large Pavilion so that the area will be monitored by the Police Department.

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to authorize Chris Martin to sign the contract for the cable service on the behalf of the Select Board.

APPROVE MINUTES

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve as written the Selectboard regular session minutes of September 4th & 17th as presented.

On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve the Selectboard office hour minutes of September 22nd as presented.

INFORMATION

Mary McDowell:

Crosswalks: Crosswalk across from Center Pharmacy-Chief Wishart said the State will be painting the crosswalk and putting up new signs. He was not given an exact date.

She was approached by a former Granby student who has been in touch with people about sidewalks in Granby. Mary told her to get in contact with Mr. Martin to get on the Board's agenda.

Recycling Discrepancy: Mary asked if Chris could please get some more definite information on how the recycling numbers were formulated by Waste Management. Chris will send a letter to Tom Murray asking for more information on how Waste Management formulated the recycling tonnage numbers to the MRF for the Town of Granby. He will also talk with Arlene Miller to see if she has anymore information to add to what she already gave him.

REPORT OF TOWN ADMINISTRATOR

Street Lights: The street lights have been installed at the corner of Carver and Chicopee Streets.

Atty. Ryan: Mr. Martin and Mr. Barry met with Atty. Ryan about the Board's concerns and both feel that Atty. Ryan understood the Board's concerns.

*Draft IMA-SHFD2-*Mr. Martin spoke with Atty. Giorgio and he said that it was not executive session discussion. Chris would like to have the discussion be a one topic meeting. The Fire Chief would also be asked to attend the meeting for input.

October 11th: Mr. Martin asked if the office can be closed at 1:30 pm on October 11th as he would like to attend a PVPC meeting as he was appointed as a representative for the Town of

Granby. One team member will be on vacation and one leaves at 1 to go to another job. Mr. Barry said he would come and man the office until 3:00 pm.

Election Warrant: Town Clerk, Kathy Kelly-Regan dropped off the November 6th Election Warrant and would like the Board to approve and sign it. It is the Presidential election and 4-ballot questions: On a motion by Mark Bail and seconded by Mary McDowell the Board unanimously voted to approve and sign as written the November 6th Election Warrant.

EXECUTIVE SESSION

None

ADJOURNMENT

On a motion by Mark Bail and seconded by Mary McDowell it was unanimously voted to adjourn the regular session meeting @ 8:50 PM.

Respectfully submitted,
Cathy Leonard