

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: February 6, 2012 @ 6:30 P.M.

AGENDA:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CITIZEN PARTICIPATION:

OLD BUSINESS AND INFORMATION:

APPROVE MINUTES:

TOWN ADMINISTRATOR:

APPOINTMENTS:

6:30 Chief Anderson-Sign Contract

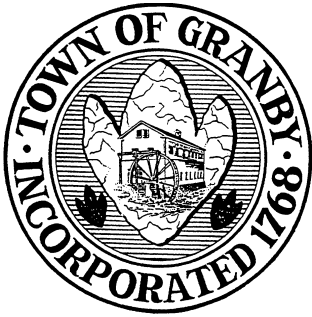
7:00 Charter Day Committee

NEW BUSINESS AND INFORMATION:

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance
- 3 Approve 2012 Common Victuraller's Licenses
- 4 Affirm appointments to the East Meadow School Roof Committee
- 5 Open Space Plan
- 6 Sewer Abatement
- 7 Review Select Board Policy # 06-01 & #06-02
- 8 Dufresne Park Rental Fees-2012

EXECUTIVE SESSION:

ADJOURNMENT:



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Meeting Minutes of February 6, 2012

Members Present:

Mark Bail, Louis Barry, and Mary McDowell.

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

CITIZEN PARTICIPATION

Pam Maheu of 326 Batchelor Street told the Board that she was glad to see that the meetings were back to being played on the town cable channel. She saw one of the meetings where the Board was discussing the unfinished business list and how it would be given to the Board members with updates if any and would not be on the agenda so that residents would not come to the meetings assuming that there would be discussion on an issue. She as a citizen would like it on the agenda so that she can keep abreast of where the town is on certain issues.

APPROVE MINUTES

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to approved as written the Selectboard meeting regular session minutes of October 17th , December 5th 2011 and January 17th, 2012.

REPORT OF TOWN ADMINISTRATOR

PVPC has asked for help with creating a statewide map of broadband availability. Chris was given a map and asked to look at the map and share with them where broadband service is and is not available in Granby. Chris will be reviewing the maps and getting the information back to the PVPC, if he is not sure on the information he will contact Stephen Fitzgibbons of Comcast.

He also told the Board that he had attended a recycling seminar last week and it was very informative.

Unfinished Business:

- *Fire Chief Contract* – Was signed earlier in meeting
- *Police Chief Contract* – Will be meeting with Chief Wishart in executive session tonight.
- *Office Space Committee Charge* – Was done at the Board's meeting on January 17th.
- *Move Aldrich Hall Staff to Council On Aging* – The proposal has been signed and the paperwork has been submitted. He has received a set of specs (has a concern on one of the items) and is waiting to hear from assigned project manager.
- *Gravel Permit Lawsuit* – Received today from a copy of the decision. He has not heard from our attorney. The Board will probably go into executive session next meeting to discuss the decision and what the town will do next.
- *Partyka Forge Pond Property* – Mr. Barry has setup a meeting which includes himself, Mr. Shaheen (ConCom), Chris, Mr. Egan and some representatives from Kestral Trust at 1:00 pm on Feb 7th.
- *Landfill Proposals* – Chris has been in touch with Tom Murray from Waste Management and he will do a presentation to the Board on February 21st for town wide pick-up and for running a transfer station only. Chris also supplied the Board with a list of other haulers. He stated the ones with the star beside the name were the ones he would be contacting to see if they wanted to give a presentation to the Board. The Board should let Chris know if they want to ask any of the other companies to do a presentation.
- *IT Services* – second request issued, responses from HCOG and from Steven Nally. Bill Glover may or may not send something as he going away. Chris is also going to go out to the ComPass site to see if the State has something for IT Services locally.
- *Master Plan* – Mr. Martin will send a letter to Mr. Emre Evren asking him to give the Board an electronic copy of the Master Plan as it stands now. It was asked that a specific date be given to him for this request to be done.
- *Craig Lafortune s Surgery* – Mr. Martin spoke with Mr. Lafortune, he visits his doctor every quarter for up to one year after surgery, doctor has no problem with what he is doing, cleared to lift 20lbs. The Board also saw that Chris has sent letters to each of the monitors reminding them of their duties. There was no feedback from that.
- *Personnel Board*-Chris was approached by Mr. A Bail asking that a change be made as there is a shortage of residents willing to serve on the Board. He suggested that the Select Board take over the responsibilities of Personnel Board. Chris had a concern that if the Select Board is the Personnel Board what happens when there is a grievance and a decision has been made. Who does that person have to see to be able to appeal the decision? If the Board does take this on, he feels that the Town Administrator should be the first step and that the Select Board be the appeal process. He brought it forward to think about. It would take a bylaw change. Mr. Martin would like to invite Mr. Bail to the Board's next meeting.
- *Landfill Hardship* – Arlene Miller sent him something today. He did not really like the format and thought that he would look at the Ambulance Abatement-

Hardship policy and see if he can apply it to this. Arlene did mention that some towns let the resident have so many bags free of charge.

- *Vet Recognition Procedure* – not addressed at this time by TA.
- *Leave absence policy*-He has met with Chief Wishart and they went over some more and will get the finished wording to the Board in the future.

The new bag program starts at the landfill tomorrow February 7th and Chris has asked that David Turcotte be at the landfill on Tuesday and Thursday to help the landfill monitors make sure only trash in tied official Town of Granby blue bags are thrown in the roll-off container. He also has scheduled a Police detail in the mornings of Tuesday and Thursday and all day on Saturday. The Officer is there to keep peace and make sure that no one is illegally dumping. It is up to the Police Officer on how to proceed in any situation.

Chris told the Board that he attended a FEMA meeting on January 20th concerning the reimbursement for the October 29th storm. The department heads involved are putting their paperwork in order. The reimbursement is 75% of the actual cost. We could get back about \$75,000. Mr. Barry asked that if we end up with a mild winter could we use the surplus from snow removal towards the 25% we pay. Mr. Martin said he thought we could transfer the funds at Special Town Meeting.

APPOINTMENTS

Fire Chief Contract: On a motion by Mary McDowell and seconded by Louis Barry, it was unanimously voted to ratify the Fire Chief contract for Russell Anderson for the time period of July 1, 2011-June 30, 2013.

Charter Day Committee: Chairman Richard Gaj Sr. gave the Board an update on where the committee was for this year's Charter Days Event on June 8, 9 and 10. They feel they are very well organized this year and are ahead of schedule. All the bands have been booked and their website has been updated with all the new rules and applications. Food vendor is set and they have sent a letter of request to the Fire Chief for a bomb-fire on the Friday night of the event. Their next meeting is scheduled for Wednesday February 15th. They will be having a safety meeting with Department Heads on Tuesday March 13th. Lou Barry told the Charter Day Committee that he had some college students that would be interested in giving 15-hours of their time for the event for whatever needs the Committee might have. Chief Wishart will work as the coordinator for the students with the Charter Day Committee. Micheline Turgeon, Marie and Matthew McCourt were also in attendance for the Charter Day Committee.

NEW BUSINESS AND INFORMATION

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously accepted the departmental warrants as read.

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 approve the following Common Victuraller's licenses for 2012, all to expire December 31, 2012:

12-22	Subway of Granby	74 West State Street
12-23	EarleeMug, LLC	337 East State Street

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to affirm the following to the East Meadow School Roof Committee: with the approved charge for the Committee:

<i>Frank Marion</i>		<i>Pleasant St</i>	<i>expiring: 6/30/2012</i>
<i>Wayne Tack Sr.</i>		<i>Miller St</i>	<i>expiring: 6/30/2012</i>
<i>Kevin Boisselle</i>	<i>Pro-tem Chair</i>	<i>Ferry Hill Rd</i>	<i>expiring: 6/30/2012</i>

Mary McDowell read the charge for the Committee:

1. *Identify the scope of the project.*
2. *Develop & issue an RFP for designer services.*
3. *Interview, rank and select designer.*
4. *Develop bid specifications & issue an RFP for construction services.*
5. *Interview, rank and select contractor.*
6. *Schedule construction commencement with site principal.*
7. *Monitor construction through weekly construction meetings.*
8. *Review and approve any change orders and payment applications.*
9. *Provide monthly reports to the Selectboard.*

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to approve the sewer abatement of Pioneer Valley Chap # 8 NAFCA Inc., for sewer bill # 2214-539 commitment No 11-02 in the amount of \$345.00 for the second half of fiscal 2011 as evidence received by the Board of a letter from their certified water operator.

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to approve the sewer abatement of Pioneer Valley Chap # 8 NAFCA Inc., for sewer bill # 2214-260 commitment No 12-01 in the amount of \$482.00 for the first half of fiscal 2012 as evidence received by the Board of a letter from their certified water operator.

Chris Martin explained to the Board that the Town of Granby's Open Space Plan has expired (2010) and needs to be updated and be filed with the State. He would like the Board to consider appointing a committee to review the plan and update it. Lou Barry said he will be on the Committee from the Select Board and Mr. Martin will ask the Recreation Commission and Conservation Commission for names of members who would like to serve on the Committee. He will also take any residents who would also like to serve; they can contact him at the Select Board office.

Review Select Board Policy # 06-01:

OVERTIME/COMP TIME DEPARTMENT HEADS

Overtime/Comp time is accrued for Department Heads only if approved in advance by Town

Administrator

It was asked if this policy was relevant with the way the new contracts are written. Mr. Martin told the Board it is at this time as not all Department Heads have contracts and this would only apply to those employees. The Board was also concerned who the employee goes to if the Town Administrator was not available. The Board agreed it would be the chair of the Select Board.

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to amend Select Board Policy # 06-01 as follows:

OVERTIME/COMP TIME DEPARTMENT HEADS

Overtime/Comp time is accrued for Department Heads only if approved in advance by Town Administrator. **In the absence of the TA, the Chair of the Select Board shall be the designated person to approve the overtime accrual.**

Review Select Board Policy # 06-02:

Town of Granby-Computer Equipment and Services-Acceptable Use Policy (Copy in back of Minutes)

Board discussed adding or subtracting:

2- Prohibited Activities

- Connection of individually (non-Town) owned equipment to the Town's network-**with out prior authorization.**

5-Use of Electronic Mail (Email)-5.3 Public Record

- All electronic mail sent, and all electronic mail received by principal addressees (not received as a "cc") (**accordance with current open meeting laws**) at a Town-issued address, or any address when in an official capacity, should be considered a public record subject to inspection and disclosure and scheduled retention and disposition.

5-Use of Electronic Mail (Email)-5.6 Confidentiality

- Email (particularly Internet email) should be viewed as an unsecured mode of **transportation communication.**

5-Use of Electronic Mail (Email)-5.5 Filing and Retention

The Departments do not make hard copies after 2 years that Chris knows about but we have back-up on email done every night on another server off-site and the emails have to be kept for 7-years by law.

#6-Use of Internet Browsing Software-6.3-Prohibited Activities

- The display of any kind of sexually explicit image or document on any **company Town** system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

#6-Use of Internet Browsing Software-6.4-Security

- The **company Town** has software and systems in place that monitor and record all Internet usage. Our security systems are capable of recording (for each and every user) each World Wide Web site visit, each chat, newsgroup or Email message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet

usage. Our **managers TA and IT** will review Internet activity and analyze usage patterns, and they may choose to publicize this data to assure that company Internet resources are devoted to maintaining the highest levels of productivity.

Every employee receives this policy, signs it and it is kept on file. The policy will be sent out after it has been amended. The Board will wait until an IT person is onboard in case they want to add to the policy before they approve the amendments.

On a motion by Mary McDowell and seconded by Louis Barry the Board unanimously voted to leave the 2012 Dufresne Park Rental fees the same as 2011 as recommended by the Dufresne Ad-Hoc Committee (copy of fees in back of minutes).

OLD BUSINESS AND INFORMATION

Mr. Gaj also spoke to the Board about a letter the Dufresne Ad-Hoc Committee received from DEP saying that the well is too close to the septic system. He told the Board that it will be cheaper to move the well than to put a new septic system in. He is in the process of getting prices. He has been in touch with the Board of Health. Paul Piquette who is also on the Committee is looking into applying for grants to put the electric wire underground. The parking area on the Kendall side also needs some cleaning up from the October storm. Chris Martin updated the Board on the status of the cleanup: All the bushes, branches and trees have been chipped up and Barnish Trucking is now in the process of hauling out the material in 100 cubic yard live floor trailers. Chris has also been contacted by local residents who would be willing to take some. When we get closer to the time frame where it all has to be removed he will get in touch with the Laflamme's to have them haul the rest out.

Mr. Gaj also let the Board know that National Grid contacted him as the Town of Granby's Tree Warden that they would be doing more tree trimming from the storm that was in October. The trimming will be from the sub-station up Kellogg, Amherst, Pleasant, East Streets and some of South Street. These tree trimmings would be taking place on private property and all the homeowners have been contacted. It is all dead trees and if there are any large wood pieces they will go to the Highway Department's woodpile.

Mary McDowell:

Set a meeting date for the addendum to the contract with Waste Management to put the issue to bed once and for all. Mr. Martin has been trying to get a hold of Atty. Giorgio to meet with the Select Board and then setup the meeting with Waste Management.

A letter from Waste Management about scavenging and that we have discussed in the past and sent a letter to the individual. Mr. Martin spoke with Chief Wishart and is Waste Management willing to write out a no trespassing order. Tom Murray is looking into this with his legal department.

Keystone Project asked to have it sent to other Boards to see if they were interested: Planning Board and Conservation already received the same packet. Mr. Barry thought

that Mr. Paul Piquette might be interested. Cathy Leonard will send it to each Chair of Dufresne Ad-Hoc, Conservation Commission, Planning Board and ZBA.

Letter from the Hampshire Council of Governments concerning restoring their building in Northampton: The Board asked that Chris ask him to come to a meeting and speak to the Board.

Emails from Andrew Kruehliwicz: Between Lou and Chris he was able to get the information he needed. He has been talking back and forth with the Energy Committee.

Lou Barry:

Public Water Supply for Kellogg Hall and the individual who uses the well: Mr. Martin explained by making it inactive we don't have to test it as often. The well is still pumping. We have five-years to reactive the well as a public water supply.

EXECUTIVE SESSION

Mark Bail stated that the Board would be going into Executive Session to discuss contract negotiations and would only be going back into regular session to adjourn the meeting.

On Roll Call vote, the Board voted to go into Executive Session – Barry-AYE, McDowell-AYE, Bail-AYE @ 8:15PM

ADJOURNMENT

On a motion by Mary McDowell and seconded by Louis Barry it was unanimously voted to adjourn the regular session meeting @ 9:06 PM

Respectfully submitted,
Cathy Leonard