



Town of Bernardston
Board of Selectmen

MEETING MINUTES: August 21, 2013

Select Board Members Present:

Louis J. Bordeaux, Chairman
Virginia M. Budness
Robert R. Raymond

Others Present:

Paul Luther
Jane Dutcher, Finance Committee
David Powers, BOH Chair

Chairman Lou Bordeaux called the meeting to order at 6.01pm.

Lou announced this meeting is being broadcast live on BNCTV.

Warrants (week ending August 16, 2013)

Lou called for a motion to approve the Payroll Warrant in the amount of \$35,638.02. Motion by Virginia to approve. Second by Bob. Motion carried.

Lou called for a motion to approve the Vendor Warrant in the amount of \$54,987.53. Motion by Virginia to approve. Second by Bob. Motion carried. A payment of over \$2,000 for computer related equipment caught the Board's attention. Bob asked if the Board should be given notice as a courtesy by Department Heads in advance of making large purchases. This would ensure against any surprises or questions of invoices or financial demands.

Minutes

Regular Meeting of August 7, 2013. Motion to approve by Virginia, second by Bob. Motion carried.

Calendar & Announcements

Lou read the following:

- PVRSD Building & Grounds Committee, 6.30pm Thursday August 22nd at PVRSD Everett Master's Conference Room.
- Finance Committee, 6.30pm Thursday August 22nd at Town Hall
- Town Bylaws Committee, 10.30am Tuesday August 28th at Town Hall
- Recreation Commission, 6.00pm Sunday August 25th at Town Hall
- Council on Aging, 12.30pm Thursday August 29th at Town Hall
- Household Hazardous Waste Day, Saturday September 21st at GCC and the Orange Transfer Station. Appointments with the Solid Waste District required. Go to www.franklincountysolidwastedistrict.org to sign up.

Permits

None reported.

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Citizen's Concerns

None

Appointments

6.05pm – Paul Luther

Paul announced he was speaking as a resident, not in his official capacity as Town Clerk at tonight's meeting. He read a letter aloud to the Board asking for consideration to fund the PVRSD additional assessment through a transfer from the Stabilization account rather than through an appropriation. Lou thanked Paul for his thoughtful and cogent articulation of the larger issues facing cities and towns with respect to the funding burden for education via real estate taxation and state aid.

6.15pm – David Powers, BOH Chairman

David met with the Board to announce the appointment of a new Health Agent. The BOH had hired the firm of Hillside Environmental. There were issues of tardiness in filing reports and conducting inspections with the previous Health Agent. The new firm has 4 current municipal clients and Dave said calls to the same indicated they were very happy with their service. Motion by Virginia to endorse the appointment of Hillside Environmental as the Town's Health Agent, second by Bob. Motion carried.

Bob also asked David about the extra hours put in by the BOH Clerk in recent weeks. David said that the Clerk has been reorganizing the filing system which required additional time beyond normal business hours. Bob said he was concerned about an eventual qualification for benefits based on the total number of hours worked over a period of time.

New Business

Town Treasurer – the Treasurer was unavailable to speak with the Board this evening. However, Lou noticed the amount of quarterly bank fees charged in relation to certain trust accounts appeared very high (in excess of 10% of the balance.) Lou suggested a bank representative appear before the Board to speak to the fee issue. An appointment will be arranged between the Town Coordinator and Treasurer.

FRCOG Accounting Contracts – The FRCOG has revised the FY14 Accounting and Software contracts for the Board's consideration. The main sticking point with the Board was the 12-months termination notice provision which the Board felt was far too long. The FRCOG has revised the termination notice period to 6-months. The Town operated in FY13 without a contract in place with no interruption in service.

BES Septic System – Virginia noted from maintenance records, that the BES septic system had not been pumped since 2010 and was probably due for service. The Town Coordinator will contact PVRSD Maintenance Director Steve Field to determine a frequency for pumping. In addition, Virginia said all departments should check to see if their furnaces need servicing before the heating season.

Resignation – Christine Wysk - Christine Wysk tendered her resignation from the Planning Board effective October 1st citing increased responsibility at work has decreased her available time commitment. Virginia said she will be greatly missed as the Chairman and the member with the most experience. Motion by Bob to

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accept Chris' resignation with much regret, second by Virginia. Motion carried. A letter of appreciation was signed by the Board.

COA Driver – Dianne Cornwell, COA Director submitted a letter of recommendation to appoint Betty Stafursky as the COA Van Driver replacing Ben Hale who retired effective August 30th. Motion by Virginia to appoint Betty Stafursky as the COA Van Driver effective September 3rd at a rate of \$12.44 per hour, second by Bob. Motion carried.

Memorandum of Understanding – The Franklin County Solid Waste Management District (FCSWMD) submitted an MOU for the Household Hazardous Waste collection day Saturday September 21st. Collection sites are GCC and the Town of Orange transfer station. Motion to sign the MOU by Bob, second by Virginia. Motion carried.

One-Day Liquor License – The Board considered 2 single day liquor licenses for the Kiwanis Scarecrow in the Park event October 26 & 27, 2013. Motion by Virginia to approve the licenses, second by Bob. Motion carried.

Newsletter – Lou read the following subjects as part of the Board's next newsletter submission for October: BES Flooring project; Cushman Park outflow dredging; town general bylaws and Parmenter Road.

Transfer Station Attendant – Virginia stated she, the Town Coordinator and Highway Superintendent will interview 3 candidates for the position on Thursday August 22nd. The Highway Superintendent did not participate in the selecting of candidates due to a conflict of interest.

Charity Farm Trust – The Board received an application from a resident seeking assistance from the Charity Trust for home heating oil. The applicant is currently without heating oil and will be unable to apply for heating assistance until mid-October through Community Action. A supporting invoice for 275 gallons of oil accompanied the application. Motion by Bob to approve \$1,000 for home heating oil from the Charity Farm Trust, second by Virginia. Motion carried.

Evaluation Forms – The Board felt that the current evaluation forms are too generic in nature to adequately review certain employees. The Fire Department is very different from the Highway Department and or the Council on Aging. Lou asked if the Department Heads could offer up more job specific evaluation criteria. A memorandum to Department Heads from the Selectmen will be drafted by the Town Coordinator asking for input on the subject by October.

Old Business

Special Town Meeting – A list of draft articles was presented for the Board's consideration. There are 3 money articles, 2 general bylaw amendments and 10 zoning bylaw changes proposed. The Finance Committee is meeting Thursday August 22nd to discuss the articles. Lou suggested the Board review each article and reconvene next week to debate them further. A meeting was scheduled for Wednesday August 28 at 10am in

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Town Hall to discuss the articles in greater detail. A final warrant is scheduled to be signed at the next regular meeting on September 4th. The Special Town Meeting date will be Monday, September 23 at the BES gymnasium.

Powers Institute – The Board revisited the installation of fire alarms in the attic space of the PI building which had been tabled from the past 2 meetings. Bob felt the cost at \$2, 873.00 outweighed the value of preventative measures against a potential fire hazard. Virginia and Lou felt the installation of fire alarms warranted consideration given the location of the museum and the irreplaceable nature of the contents. Bob said he was in favor of consolidating the monitoring service fee. Motion by Virginia to combine the monitoring service fee between Powers Institute and Historical Commission, second by Bob. Motion carried. Motion by Virginia to approve the installation of a fire alarm system in the attic space at a cost of \$2,873.00 to be funded by the PI budget, second by Lou after no second from Bob was offered. Motion carried 2-1 with Bob voting in opposition.

Charity Lot – The Town Coordinator reported that pursuant to the Board’s direction at their regular meeting on August 7th, three phone calls were made to surveyors regarding the cost to survey the Charity Lot; Roberge Associates of Greenfield, Stantec of Northampton and Land Solutions of Sunderland. Only Stantec of Northampton responded with a quote of between \$7,000-\$9,000. Motion by Virginia to proceed with the quote from Ed Muszynski at \$6,000 to survey the Charity Lot perimeter, second by Bob. Motion carried.

Town Coordinator Report

Land Leases – Hugh Campbell had inquired to Town Counsel regarding extension of the two (2) land leases in effect near Pratt Field from 3 to 5 years in length. Attorney Donna MacNicol stated the Town needs to adopt MGL Chapter 40 Section 3 allowing the Town lease property for up to 30-years. The Town bids the leases as a matter public transparency but is not required to under MGL Chapter 30B Section 16 since the value of the leases does not exceed \$25,000. Bob suggested the Board deal with this issue at the Annual Town Meeting next May with Lou and Virginia in agreement. Both lease holders will be notified of the Board’s decision.

Adjourn With no further business to be discussed, Virginia made a motion to declare the meeting adjourned at 7.43pm. Bob seconded. Motion carried.

_____, Chairman _____, Member _____, Member
Louis J. Bordeaux Robert R. Raymond Virginia M. Budness