



Town of Bernardston
Board of Selectmen

MEETING MINUTES: for November 27, 2013

Select Board Members Present:

Louis J. Bordeaux, Chairman

Robert R. Raymond

Virginia M. Budness

Others Present:

None.

Chairman Lou Bordeaux called the meeting to order at 9.33am.

Lou announced this meeting is being broadcast live on BNCTV.

Warrants (week ending November 22, 2013)

Lou called for a motion to approve the Payroll Warrant in the amount of \$33,297.72. Motion by Virginia, seconded by Bob to approve. Motion carried.

Lou called for a motion to approve the Vendor Warrant in the amount of \$584,790.88. Motion by Virginia to approve. Second by Bob. Motion carried. Lou mentioned the high vendor warrant was due chiefly to a PVRS assessment payment of \$471,622 and debt on the BES roof/Highway Dept Truck note at approximately \$89,000.

Minutes

Regular Meeting of November 13, 2013. Motion by Bob to approve as written, second by Virginia. Motion carried.

Calendar & Announcements

Lou read aloud the following:

- Finance Committee, 7pm Monday December 2nd at Town Hall.
- Local Cultural Council, 6.30pm Monday December 2nd at Town Hall.
- Cushman Library Trustees, Tuesday December 3rd at Cushman Library.
- Board of Selectmen – Joint meeting with Board of Assessors FY14 tax classification, 10am Wednesday, December 4th at Town Hall.
- PVRS Building & Grounds Sub-committee, Wednesday December 4th at Everett Masters Conference Room at PVRS.
- Bernardston Fire & Water District, 6pm Thursday December 12th at the Water House
- Planning Board, 6.30pm Monday December 16th at Town Hall.

Permits

None reported.

BOS Meeting
November 27, 2013
(cont.)

Citizen's Concerns

None.

Appointments

9.35am – James Palmeri, Chief of Police

The Chief called stating he was unavailable for the meeting this morning due to being called away unexpectedly.

New Business

Board of Assessors Classification Meeting – The Board of Assessors has requested a meeting with the Board of Selectmen for the purpose a single or split tax rate. The meeting has been posted for Wednesday, December 4th at 10:00am.

Council on Aging - Notice of Hiring – Dianne Cornwell, COA Director has informed the Board in writing of hiring Donna Newton, Hartwell St to the position of Program Assistant. This is not a new position. Donna will be working an expected 25 hours per month at a rate of \$10.85 per hour effective December 1st. Donna replaces Janet Weeden. The position is grant funded and will be in effect until grant funds are exhausted. Dianne is seeking the Board to confirm the appointment. Motion by Bob to appoint Donna Newton as Program Assistant to the COA at a rate of \$10.85 per hour, second by Virginia. Motion carried.

Community Innovation Challenge Grant (CIC) - The FRCOG is asking the Board to support a Regional Fire Response application for \$79,557 to a state sponsored CIC grant program. Lou read aloud an excerpt from the application, and in summary the effort seeks to improve Franklin County Fire Department collaboration. Fire Chief Peter Shedd is in support of the grant application. Motion by Bob to support the application, second by Virginia. Motion carried.

Service Agreement with Franklin County Home Care – The Franklin County Home Care is a sub-grantee of the FY13 CDBG grant award administered by the Franklin County Housing & Redevelopment Authority. Franklin County Home Care conducts the Meals on Wheels program and as such requires a separate contract with the Town. The MOW program expense is \$15,152 and will service the four towns of Bernardston, Sunderland, Conway and Shutesbury. Motion by Bob to sign the Service Agreement, second by Virginia. Motion carried.

Donation to BOS – Longtime Bernardston resident Frank “Bud” Foster sent a \$1,000 donation to the Selectmen in appreciation for their service to the Town. Bob said that Bud has been very generous to the Town over the years and to other institutions such as the United Church of Bernardston, GCC and Camp Kewanee. A letter of thanks will be drafted for the next meeting for the Selectmen’s signature.

BOS Meeting Week of December 23rd – The second Selectmen’s regular meeting in December falls on Christmas Day, December 25th. Motion to hold the Board’s regular meeting on Tuesday December 24th at 9.30am by Virginia, second by Bob. Motion carried.

Annual Licenses Renewals (non-liquor) – The following 2014 annual licenses were considered for approval:

- a) Automatic Amusement License – Antonio’s II Pizza. Motion by Bob to approve, second by Virginia. Motion carried.
- b) Class II Auto License – Beckwith’s. Motion by Bob to approve, second by Virginia. Motion carried.
- c) Class II Auto License – Deneaults’ Auto. Motion by Bob to approve, second by Virginia. Motion carried.
- d) Class II Auto License – Bernardston Auto Wrecking. Motion by Bob to approve, second by Virginia. Motion carried.
- e) Class III Auto License - Bernardston Auto Wrecking. Motion by Bob to approve, second by Virginia. Motion carried.
- f) Entertainment License – Kringle Candle Motion by Bob to approve, second by Virginia. Motion carried.
- g) Entertainment License – The Farm Table Motion by Bob to approve, second by Virginia. Motion carried.

Old Business

Disposal of Town Property – Resident Louella Atherton sent a letter to the Board stating the public disposal bid process on approximately 50 single wooden folding chairs should be halted. The contents of Ms. Atherton’s letter are enclosed herein as part of the record. Lou stated he was satisfied with the disposal procedure as outlined, especially since the Bernardston Historical Society came to the Board to ask for help in removing the chairs for destruction at the annual PVRS bonfire. A response letter will be drafted to Ms. Atherton.

Town Coordinator Report

Hugh Campbell, Town Coordinator reported on the following matters:

- a) Bids/RFP due the week of December 2nd - Two bid were due the week of December 2nd; Public surplus (Chairs) bids are due Tuesday, December 3rd at 2pm and bids for the BES Front Door Security at 3pm Wednesday December 4th.
- b) Personnel Evaluations – feedback from all Department Heads will be compiled into a summary report for the December 11th regular meeting.
- c) 2014 Liquor License Renewals – All liquor license renewal application are due in the Selectmen’s office by no later than November 30th. A couple are still outstanding as of this meeting.
- d) FY15 Budget Files – as budgets are received, they will be passed onto Board members.
- e) 2014 administrative projects

Larger projects were discussed in terms of codifying how the Selectmen conduct local government operations. These projects will take time and are meant to be conducted over the course of the next calendar year.

- 1) Catalogue of all MGL’s adopted by the Town
- 2) Accurate disposition of all Town streets and roads
- 3) Board of Selectmen polices & procedures
- 4) Special Act petition regarding prevailing wage law

BOS Meeting
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(cont.)

Virginia publically stated she on behalf of the Board wanted to wish all a Happy Thanksgiving holiday.

Attest: Hugh Campbell, Town Coordinator

Adjourn With no further business to be discussed, Bob made a motion to declare the meeting adjourned at 10.21am. Virginia seconded. Motion carried.

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