



Town of Bernardston  
**Board of Selectmen**

MEETING MINUTES: September 7, 2011

Select Board Members Present:  
Robert R. Raymond, Chairman  
Stanley D. Garland  
Virginia M. Budness

Others Present:  
Jane Dutcher – Finance Committee  
Rita McConville, -Health Agent

The Chairman opened the meeting at 6.04pm.

**Warrants**

The payroll warrant is approved for \$29,718.00. Motion by Bob, second by Virginia. Motion carried.

The vendor warrant is approved for \$13,008.36. Motion by Bob, second by Virginia. Motion carried.

**Minutes**

- Regular Meeting, August 24, 2011. Motion by Bob. Second by Virginia. Motion carried.

**Calendar & Announcements**

Bob read aloud the following:

- Board of Health, 6.30pm Wednesday Sept 7 at Town Hall
- Bernardston Fire & Water District, 6pm Thursday Sept 8 at Water House
- Wellhead Protection Committee, 6pm Thursday Sept 8 at Town Hall
- Planning Board, 6.30pm Thursday Sept 15 at Town Hall
- Recreation Committee, 6.30pm Thursday Oct 20 at Town Hall

**Permits**

Trench Permit – Lynde Well Drilling Company at 83 Couch Brook Rd. Motion by Bob, second by Virginia. Motion carried.

**Appointments**

Rita McConville, the newly appointed Health Agent met briefly with the Board as she was meeting with the Board of Health. Rita is a resident of Warwick, MA. Bob read a memo from Hugh Campbell regarding liability insurance for Rita with respect to her role as the Town's Health Agent. The Town's liability insurance extends to Rita within the scope of her duties representing Bernardston, but does not include Workers Compensation since she will receive a 1099. She is advised to seek her own WC insurance by the Town's insurance provider, MIIA. If WC is not available to her, MIIA recommends her signing a waiver and or hold harmless agreement with the Town. Glenn Ayers from the FRCOG is under contract thru 10/25/11 for Health Agent services if necessary.

## **New Business**

### **Land Lease Bid/RFP**

The Town leases two properties on South St at or near Pratt Field. The properties are leased by private parties for the purpose of pasturing animals and raising hay. The leases are 3-years in length and expire December 1, 2011. Bob read detailed timeline for specs, advertising, bid/RFP submissions and bid/RFP deadlines. The process should take approximately 6-weeks from beginning to end. The School Rd property is not part of this RFP process and will be considered a separate bid/RFP process at a later time. Specs will be developed by Hugh Campbell and presented to the Board for review at the next regular meeting on September 21.

### **Zoning Board of Appeals Resignation**

The Board has received a letter of resignation from Jessica St Armand, ZBA Clerk effective 10/1/1. The Board will send Jessica a thank you letter for her service to the Town.

## **Old Business**

PVRSD Lease Agreement – Amendatory language was discussed regarding the Town’s lease of Bernardston Elementary School (BES) with Pioneer Valley Regional School District (PVRSD). The Board desires two basic amendments as follows to be added to the lease:

- a. Section 2. The term shall be five (5) years.
- b. Section 4. The Board of Selectmen is the authority representing the Town for any use of BES outside designated school hours. PVRSD’s desired use of BES outside school hours will be with the permission of the BOS providing seven (7) days notice in advance.

The Board considered sending the language to Town Counsel to review but deferred at this time. Town Counsel will review PVRSD’s response if necessary. Motion by Virginia to send the amendments to PVRSD, second by Bob. Motion carried.

Stratton Manor – The Franklin County Housing Authority requested the Board to award design services to Austin Design of Colrain, MA at a bid of \$9,556 for work at the Stratton Manor complex funded by CDBG funds from the FY2008 year. Motion by Virginia, second by Stan. Motion carried.

Cushman Park – Bob asked the Board to allow Robert Deane Excavating to dredge a stream through Cushman Park as it has built up with silt and gravel from the heavy rain of late. Robert Deane has volunteered his time and equipment in the past to loosen debris in the stream leading to Scott Swamp. A letter will be sent to Robert Deane accordingly. Bob has received an OK from the Town’s Conservation Commission Chair, Bob McCollum to proceed. Motion by Bob, second by Virginia. Motion carried.

## **Administrative Assistant Report**

Hugh Campbell reported the following:

- a. School Rd / South St Improvement – MassWorks Grant – The grant application for the same has been submitted to the Executive Office of Housing & Economic Development on September 1, 2011. The project is summarized in a hand out provided by Hugh Campbell. Total project cost is \$984,993. The School Project is proposed to be a total of \$489,993 funded as follows: MassWorks: \$399,393; Town: \$60,000; Bernardston Fire & Water District: \$30,000. The South St development Project is a total of \$495,000 and to be funded as follows: MassWorks \$275,000; Kringle Candle Company: \$220,000. Awards are expected to be announced November 1, 2011.
- b. Town Hall Siding Project – The project appears to be approximately 30% complete. Work continues daily and seems to be on schedule. Wet weather has delayed work this week. Weekly payroll sheets have yet to be provided to ensure compliance with state prevailing wage requirements.
- c. FEMA – Two representatives from FEMA stopped by on Tuesday, Sept 6 to seek information from the Town Departments for possible claims from the recent Tropical Storm Irene event that passed through New England the weekend of August 27<sup>th</sup>. No major losses of property to report. A notice is posted on BNCTV and at the Town Hall should residents need help from FEMA. Bob took the time to thank the Town Highway Department, Fire Department and the United Church of Bernardston for their storm preparation to help residents in need.
- d. Website – The website now has the address of [www.town.bernardston.ma.us](http://www.town.bernardston.ma.us) and can be populated with information. Special thanks to Lou Bordeaux for working on upgrading the Town's website which is now functional. Lou will work with department heads in the coming weeks for training to produce their own departmental pages with the Town website.

## **Other Business**

Ike Snow - Bob asked the Board sign a thank you letter to Ike Snow for his weed-whacking and cutting of brush at Cushman Park. Ike does the work as a volunteer and seeks no attention in return.

Adjourn With no further business to be discussed, Stan made a motion to declare the meeting adjourned at 6.48pm. Bob seconded. Motion carried.

Attest: Hugh Campbell, Administrative Assistant

\_\_\_\_\_, Chairman \_\_\_\_\_, Member  
\_\_\_\_\_, Member  
Robert R. Raymond Stanley D. Garland Virginia M. Budness