

Town of Washington Board of Selectmen's Meeting – February 6, 2012

1. J. Huebner called the meeting to order at 7:00 pm. J. Huebner and M. Case present.
2. The Pledge of Allegiance was recited.
3. J. Huebner motioned to approve the minutes of January 30, 2012 with the year corrected. M. Case seconded the motion and the motion passed by unanimous vote.
4. R. Spencer asked the Board if there was a decision on the Custodian's salary for FY2013 budget. It was decided that there would be no change in that line item.
5. J. Huebner entered into the record that the Town will be receiving a premium holiday this month. Premium payments will resume next month.
6. J. Huebner forwarded the Brien Center bill to the Accounting Officer. M. Case thought that was addressed last week. J. Huebner clarified that last week's correspondence was next year budget figure and this week's correspondence is this year's bill.
7. Ed Bond informed the Board that he had ordered the metal for the railings adding that he would like to purchase two signs; one to indicate that handicap access is in the back and an arrow to point the way. There was discussion on who should order the signs. E. Bond will ask D. Fish if the Highway Garage has an account. E. Bond asked the Board if there should be an article on the Annual Town Meeting for windows and doors. J. Huebner stated that that conversation should happen during the budget process and after free cash is certified. There was discussion on roof improvements. E. Bond informed the Board that he had submitted an expense reimbursement form for the metal purchase but it was not processed as the Accounting Officer requested a copy of the credit card receipt. He re-submitted reimbursement with the receipt this week but the process adds another week to getting paid adding that is becoming a hassle to use personal funds for Town business. J. Huebner requested that E. Bond work with D. Parnell on setting up credit accounts.
8. R. Spencer discussed with the Board the Building Inspector salary budget with a level funding decision.
9. Jeff Rawson asked the Board if there has been any movement on restricting truck traffic on Kirchner Road as he had encountered a full size tractor trailer on that road the other day. Jeff Rawson added that it is a narrow road without a shoulder which makes for a dangerous situation. J. Huebner stated that there are a lot of impediments to the restricting that road explaining that it is a multi-municipality road and the Town would lose much need Chapter money. There was discussion on enforcing the speed limit, posting two speed limits, studies that would need to be done, providing an alternative route, involving both Dalton and Hinsdale in the decision. J. Huebner will do some research, add the topic to the agenda for next Capital Asset Meeting and let Jeff Rawson know when the meeting is scheduled.
10. The Board signed permits for Council on Aging's potluck dinner scheduled for February 17th, Village Co-Op's potluck dinner scheduled for February 12th and the Council on Aging's movie night scheduled for February 19th.
11. The Board discussed a Town Clerk assistant position with J. Huebner stating that the statute reads that Clerk can appoint an assistant but that A. Mikaniewicz was not in favor of an assistant because it would be add more responsibility to the Clerks position and take a lot of time to train an assistant. S. Connor suggested cross training the Administrative Assistant. The Board discussed the crossing training with A. Mikaniewicz, who was in favor of that type of coverage. A. Mikaniewicz stated the best way to cross train would be to compile a list of the most common requests that are not difficult giving the following examples; certified copies of marriage, birth and death certificates, issuing dog licenses, registering residents to vote. A. Mikaniewicz then informed the Board that the AA would need to be a certified Clerk Assistant and would

also need to be bonded. J. Huebner will check with Town Counsel and A. Mikaniewicz will contact Gridlock Federal Credit Union regarding bonding.

12. D. Fish informed the Board that a Highway employee has used up all his vacation and sick time but needs to take more time off, requesting a day here and two days there adding that it has taken over an hour to react to on call situations and that he does not know what to make of the poor time management. After discussion the Board asked D. Fish to establish a set of standards to when employees are expected to work, reaction times to on call situations, availability and that an employee could be written up if those standards are not met. The Board then instructed D. Fish to write down those standards, distribute it to the employees, post it on the bulletin board and add it to the Highway Departments personnel policy. K. Walls added that when he was employed in an on call type position he was asked to get a quick bit to eat before reporting in as he could be working through the night. The Board thought K. Walls suggestion was good. D. Fish added that he would have to explain to residents as he receives complaints if there is not an immediate presence. M. Case stated to D. Fish that he does not need to explain the details that all he should do is state that he is on it and will be there when there as soon as he can. J. Huebner reiterated that he should determine if there is a real issue and communicates as not to let issues fester.
13. J. Huebner informed R. Spencer that additional funding will be needed in the Administrative Assistant account because the two AA's are going to be spending time with A. Mikaniewicz cross training and they are going to be bonded so they can act as an Assistant Clerk in her absence. After discussion it was decided that an estimate should be written up for the money needed and there should be a clear indication of what the money is for in the Annual Town Meeting article language.
14. Chief Breen stated for the record that the Police Chief of the Town of Washington is informing the Selectmen and entering into the record that the Town does not have a juvenile lockup. Chief Breen then stated that the only juvenile lockup in the area is located on Second Street in Pittsfield.
15. J. Huebner entered into the record receipt of \$85.00 from the Plumbing Inspector for permits issued adding that M. Levernock has informed the Board that he has not been paid for previous inspection. J. Huebner commented that he has not seen the Treasurer on a Monday night for quite some time and asked if anyone had any insight into the reason. Without hearing any insight, J. Huebner assumed that it was the inconvenience of sharing office space and hoped that once that situation is rectified that we will again see S. Brazee back at the Town Hall. J. Hostetter to email S. Brazee and D. Parnell regarding the inspection payments.
16. E. Bond reported that he will be working on the office next week and that he and D. Fish will be picking up material from the BRPC. J. Huebner added that the Berkshire Regional Planning Commission offered the Town surplus material and thanked E. Bond for volunteering to review that list, determining what was needed and picking it up. J. Huebner then stated that he had email both S. Brazee and D. Parnell to ask if either were interested in the desk without drawers but neither replied. After discussion on the additional surplus material J. Huebner confirmed that D. Fish was going to assist with the pickup and instructed E. Bond to use a town truck.
17. The Board discussed with J. Hostetter and J. Nelson the creation of an Administrative Assistant Gmail account with J. Hostetter electing not to use her personal account and to continue using the Board's Gmail account for now.
18. J. Huebner opened up discussion on the use of the auditorium by Town residents for non-public events by reading Town Counsel email. The email informed the Board that the easiest approach with no liability is to keep everything directed as a public purpose. If a fee is charged it changes some aspects of the liability. Other Towns require that private parties sign a release and pay a fee and that fee should be a facilities use fee and clearly state that the parties agree that the fee represents a cost to the town for allowing use of the facility and parties are not in privity of contract as a result. J. Huebner explained that the Town does not want to be in the position of renting the room. J. Huebner stated that it is currently open for use by any civic

organization as it is a municipal building, that the COA is obtaining permits because of the food and beverages. There was scheduling discussion with J. Huebner asking J. Hostetter to advertise in the Tracks that scheduling should be done through her. J. Nelson gave an example of public use using the Dalton CRA. It was established that the Dalton CRA is not a municipal building. V. Bird informed the Board that the Town of Hinsdale charges a ten dollar cleaning fee for private bookings of their community center. S. Connors reiterated that it's important to remember that the charge is a fee and not a rent. R. Borgnis reiterated Town Counsel's statement that it would be easier to limit to public use. J. Hostetter stated that speaking as a resident the Town does not have a community center and the Board has expressed that they would like to get more residents to the Town Hall and get younger residents involved so limiting the use would not help obtain that goal. E. Bond added that the COA cleans their messes and he would like to know what the custodian thinks about potentially having the cleaning responsibility become hers. After further discussion the Board determined that a policy would be needed. J. Huebner will consult Town Counsel and discussion will continue next week.

19. J. Nelson on behalf of the BRPC gave an update on the EECBG Grant update informing the Board that BCRP has received an extension to April 30, 2012. J. Nelson added that the Town is restricted in what the DOR will let it do based on the Town's application. J. Nelson then informed the Board that she reviewed the documentation again and the Town indicated that it was interested in increasing insulation in the walls, attics, basements, and roofs. There was discussion on attic space, basement, an additional layer of insulation for the roof with a new membrane and the stucco project with E. Bond stating that he will ask the company who worked on the Fire Station to provide an estimate. J. Huebner asked J. Nelson look into insulating the roof and membrane. Further discussion was tabled until next week when there is a full Board.
20. J. Huebner informed the Board that he has finished creating the RFP for the hydraulic study then asked R. Spencer if he had an opportunity to read it. R. Spencer did not read through the details. The discussion and decision was tabled until next week when there is a full Board.
21. J. Huebner stated for the record that the Classification hearing will not take place tonight as D. Parnell was told by J. Boudreau that posting in the agenda was not enough that the hearing notification had to be posted in the newspaper. There was discussion on the type of posting required, posting costs and the hearing date. The hearing will take place on either February 13th or 27th depending on the posting lead time for the Country Journal. J. Hostetter will post the notification.
22. The Board expressed thanks to the Assessors for all the work done to identifying the owners of the North Lake parcels along with the tax information. The Board will discuss the information during the next Capital Asset Meeting.
23. J. Huebner motioned to adjourn the Selectboard meeting at 8:00 PM. M. Case seconded the motion. The motion passed by unanimous vote.

Approved: _____

Date: _____

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Submitted by J. Hostetter

Town of Washington Board of Selectmen's Meeting – February 13, 2012

1. J. Huebner called the meeting to order at 7:00 pm. J. Huebner, S. Lennon and M. Case present.
2. The Pledge of Allegiance was recited.
3. J. Huebner motioned to approve the minutes of February 6, 2012 as written. M. Case seconded the motion and the motion passed by unanimous vote.
4. J. Huebner informed the Board of J. Hostetter suggestion to investigate using the remainder of the EECBG grant on the Old Town Hall. J. Hostetter added that there are other grants being offered to increase tourism, which could help create a historical museum. After discussion it was determined that the strict guidelines of the EECBG grant would not permit using it on another building and that discussion would need to happen regarding changing the historical nature of the Old Town Hall.
5. Carol Kennedy asked the Board for an alarm pass card and key to the Town Hall. J. Hostetter provided the key and recorded the number in the key distribution log.
6. The Board discussed the Bucksteep' compliance with J. Huebner stating that Health Agent, V. Bird is satisfied with what she had heard back from the DEP and recommended the Board extend the licenses. M. Case motioned to extend Bucksteep Manor's licenses until the end of the year. J. Huebner seconded the motion. The motion passed with a unanimous vote. J. Huebner asked J. Hostetter to draft a letter for the Board's signature.
7. D. Fish updated the Board on T. Soules injury report stating that he had relayed the Board request that T. Soules have the injury checked out by a doctor and that T. Soules stated that he was already scheduled for a physical. D. Fish expressed concern that after T. Soules had his physical he did not submit anything in writing stating that he was fit to work but did state that he is fit to return. The Board confirmed that D. Fish that he did not received anything in writing from a physician that stated T. Soules could not return to work. After discussion the Board entered into the record that Highway Superintendent D. Fish stated that T. Soules represented directly to D. Fish that he is fit to return to duty. The Board asked J. Hostetter to check with S. Brazee regarding any insurance company requirements.
8. D. Fish confirmed with the Board that M. Newton has to submit a physician's not to return to work as he has been out of work for five days. D. Fish informed the Board that he has hired Henry Ketchum on a day to day basis and that the Winter Roads account is over budget by about \$22,000.00, which is \$8,000.00 less than the same time last year. D. Fish reported on this conversation with Conservation Commission Chairman, Phil Clark regarding inserting a liner in the Upper Valley Road culvert stating that Phil Clark wants to do some online research. D. Fish stated that he did not think P. Clark was not yet in favor of the liner believing it to be a temporary solution adding that many Towns have used a liner as a permanent solution. The Board suggested that while P. Clark is doing research that D. Fish research and document other towns that are using a liner solution.
9. J. Huebner acknowledged BRPC's notification of the TIP program for the next three years adding that the Town has three items on the list. Washington Mountain Road is listed as the Town's number one priority but is rated low on the TIP list. West Branch Road to Becket and Depot Bridge on Lower Valley Road are even lower on the list. There was discussion on Lower Valley Road with D. Fish stating that he did not realize it was still on the list. There was discussion on Washington Mtn. Road with J. Huebner stating that politically it's a real uphill battle. M. Case stated that there is a new State Representative and that he would be willing to talk to a few folks to see if the project could be elevated. J. Huebner read a portion of the documentation then stated that he will check if the Town has to re-submit its priorities. There was discussion on whether other locations should be added, engineering studies, and surveying with D. Fish stating that the recent surveying has been spot surveying for residents.

10. D. Fish reported that the Town machines are running good and that he is still interested in purchasing Federal Surplus equipment. He will continue to check the website.
11. K. Walls informed the Board that he and M. Lampro conducted an inspection of Pug zeas Farm with nothing to report and that there has not been any beaver activity.
12. J. Huebner reported on the Seven Town Meeting stating that the Town assessment is going up very little but the capital assessment went up more than anybody else with a net increase of \$10,000. The School Department seems to be doing what they can to make the Becket Washington School look more attractive to other municipalities and children within range adding that we're hoping for the best as enrollment is down, the population is down and there are more schools than are needed in the County. M. Case stated that Becket Washington School and Berkshire Trails were the only schools in the district whose principal had submitted plans for Innovated Schools.
13. J. Huebner updated the Board on the Capital Asset Meeting's Green Communities action item of possibly having Mr. Barry return for discuss the topic. J. Huebner stated that Mr. Barry is willing to explain the details for the residents in one or multiple meetings. J. Huebner then asked the Board if Mr. Barry should be invited to speak and if so how often and when. M. Case stated that in following up on the Green Communities discussion he received feedback from the John Burke Society and Agenda 21. There are a lot of things involved with the Green Communities that may not be that desirable to the Town adding that the Town of Washington by nature is very green but when you join the Green Communities you sign on to something that takes almost all local control out of the equation. M. Case explained that the Town would not be able to stop a wind farm or solar farm because in his opinion the Town does not have the political clout to stop a large company from Boston. After further discussion the Board decided to obtain more information tentatively scheduling a presentation and question and answer session for March 21, 2011. J. Hostetter reserved the auditorium and will submit the meeting notification and resident invitation to the Tracks after J. Huebner confirms the date and time with Mr. Barry.
14. E. Bond reported that the handicap ramp railings were installed, the catwalk is finished, J. LaPier will be back tomorrow to run internet access to the new office, the Administrative Assistant's door has been ordered. M. Case asked if the Accounting Officers light has been fixed. E. Bond reported that he had changed the light bulb adding that the amount of dust and dirt on the fixture caused a sinus attack. E. Bond then suggested hiring a cleaning company for a one time spring cleaning of the lights and lamps after the EECBG grant is settled. E. Bond reported that he has purchased three more lamps which are currently stored in the utility closet. There was discussion on a custodian's responsibility. E. Bond reported that he stacked the remaining inventory from the new office in the hall way. That he talked to Town Clerk who is going to take her stuff, the remaining papers need to be sorted and separated into disposable paperwork to be shredded by CET. The Board thanked E. Bond for picking up the partitions and furniture adding that they appreciate everything he does for the Town.
15. EECBG Grant – J. Nelson reported on the EECBG Grant providing an accounting sheet corrected for what was actually paid to Climate Heating and Cooling. There is an unspent balance of \$61,000 but there are not a lot of options and a strict interpretation as the DOER is not bending a lot. There was an insulation option discussion with the Board asking J. Nelson to investigate adding a layer of foam and a new membrane to the roof. J. Nelson stated that she will need the details for current roof to write up a proposal. J. Hostetter will pull file information for J. Nelson and E. Bond to use as a starting point. There was additional discussion on stucco insulation project, competitive bidding process, and BCRP procurement process.
16. E. Bond suggested having the walkways swept periodically as the method used to salt gets salt everywhere then it is tracked into the Town Hall. There was discussion on an alternative sanding method with the Board asking D. Fish to talk to the highway crew. E. Bond suggested adding an appropriation of funds at the Annual Town Meeting to clean up wood work. E. Bond informed the Board that he has been shutting the double vestibule doors to cut down on draft adding that he hopes people exiting the Town Hall would do the same. E. Bond recommended keeping the auditorium doors closed. E. Bond stated that the thermostat is set

at 70 degrees and recommended it be lowered. The Board asked E. Bond to decrease the temperature to 68 degrees.

18. J. Huebner asked the Board if they had any comments on the Hydraulic Study RFP he emailed to them last week. After discussion the J. Huebner asked J. Hostetter to change the open bid date of March 26, 2012 to black, post the RFP in the Central Register and The Berkshire Eagle. J. Nelson offered to show J. Hostetter how to post on the Central Register.
19. S. Brazee informed the Board that she has decided to retire and will be leaving at the end of the month as she would like to spend more time with her grandchildren and travel more. S. Brazee stated that there are issues with some process and the accounting software suggesting helping the new person by tightening down on the hiring procedure of getting the Boards approval first, having the Board set the wage, make sure applications are on file and CORI check done. There was discussion on a HR Representative role and recent hires. J. Huebner asked S. Brazee to stay until a replacement is found or act as a consultant to the new hire. S. Brazee stated that the Town should be able to find a replacement before the end of the month adding that it should be someone with Municipal Treasurer Experience recommending advertising on the Massachusetts Treasures and Collector Association website. S. Brazee offered to contact at Berkshire County Retirement, who will inform all the towns. There was discussion on the training required with S. Brazee again recommending hiring a Massachusetts Treasurer and stated that there Treasurer School is in Amherst during the summer. J. Huebner stated that he really appreciates the job done and that she would be sorely missed. The Board asked S. Brazee to get D. Fish setup with the course and help J. Hostetter get an add out.
20. J. Huebner acknowledged receipt of the Massachusetts Municipal Association Government Legislative Breakfast Meeting schedule.
21. J. Huebner acknowledged receipt of Berkshire Regional Planning Commission assessment in the amount of \$360.00 for the Town's portion of BRPC cost for fiscal year beginning July 1, 2012 and ending June 30, 2013.
22. J. Huebner acknowledged receipt of the Town of Lee Planning Board Notice of Public Hearing scheduled for February 27, 2012 at 6:15 P.M. to discuss amendments to the Planned Commercial Village Center District.
23. J. Huebner acknowledged receipt of the Metropolitan Area Planning Council report. J. Huebner will fill out.
24. J. Huebner acknowledged receipt of the Westfield River Wild & Scenic Advisory Committee meeting notice for Thursday, February 16, 2012 and January 19, 2012 meeting minutes.
25. The Board discussed the amount of fee to charge for the use of the auditorium determining that \$20.00 will be charged. J. Huebner stated that the following language was added to the electronic copy; I further affirm that I will be responsible for any damage or excess cleaning. M. Case motioned to adopt the policy for the use of the Town of Washington auditorium. S. Lennon seconded the motion. The motion passed by unanimous vote.
26. J. Huebner informed the Board that the Town of Washington already participates in the Massachusetts Energy Initiative. D. Parnell uses their software to track the Town energy usage.
27. J. Huebner informed the Board that at least one person from the Town needs to attend MEMA's Systems Administrator and Resource Management System Basic. J. Huebner confirmed that none of Selectmen had taken either course and will check with the Emergency Manager, P. Mikaniewicz.
28. The Board discussed filling the Treasurer position asking J. Hostetter to advertise as soon as possible.
29. There was discussion on a potential problem with the Highway Department's recent hire.

- 30. The Board discussed MAVEN training, the user's responsibility and reporting process with J. Hostetter and J. Nelson. J. Hostetter will be attending the February 29, 2012 session. J. Nelson will check the training schedule a possibly attend a daytime session.
- 32. The Town Clerk asked the Board to sign the March 6, 2012 Presidential Primary Warrant. The Board signed the Warrant. The Town Clerk gave the signed warrant to Chief Breen to post.
- 31. J. Huebner motioned to adjourn the Selectmen's meeting at 8:35 PM. M. Case seconded the motion. The motion passed by unanimous vote.

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Date: _____

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Submitted by J. Hostetter