

### Washington Board of Selectmen's Meeting - July 23, 2012

1. J. Huebner called the Selectmen's meeting to order at 7:00 PM. Attending for the Board were J. Huebner, M. Case and S. Lennon
2. All attending stood and recited the Pledge of Allegiance.
3. J. Huebner made a motion to accept both sets of minutes from 7/16/12. M. Case seconded the motion. The vote to accept the Selectmen's minutes was unanimous. Additionally, J. Huebner made a motion to accept the minutes of the Executive Session of 7/16/12. This was a voice vote. Voting in the affirmative were: J. Huebner, M. Case and S. Lennon. Minutes from the Executive Session were duly accepted.
4. M. Case read a letter from State Senator Ben Downing. He has been successful in getting a request for \$750,000 for repairs to Washington Mt. Road on the docket for consideration at the State House. Sen. Downing will keep us updated on the progress of the bill through committee and toward a final vote.
5. V. Breen reported on the issue of acquiring a new vehicle to use as the Town's school bus. He learned that by 2015 all such buses have to be yellow. V. Breen recommended that we buy white now and get it painted if we must. The vehicle will be a Ford, not a Chevy. We will have to use our existing bus at the start of school because of the time required before we can take possession of a new vehicle. He will go to the dealer to see the actual model. D. Spencer said it is unlikely we can get substantial capital cost reimbursement from the State to buy a new school van. The current reimbursement rate is 6%.
6. V. Breen reported a problem with the Town Hall generator. It does not shut off automatically as it should. E. Bond to look into the problem. D. Fish reported that the old town hall needs its roof painted. E. Bond said he was aware of this. He reported that the old school house is in good shape and that the Chapel is in fine shape for its age and general condition.
7. J. Huebner asked V. Breen about his retirement plan choice. V. Breen to get back to him.
8. J. Huebner called on D. Fish for his update on the Highway Department. D. Fish said that our Chapter 90 money has not been funded yet. He is going to start chip sealing in Town. J. Huebner read a note from Highway Department employee Tom Soules thanking the Town for his increase in wages. D. Fish will put the sleeve in the Upper Valley culvert next week. He is also planning culvert work on the Mountain Road. He will talk about this with the Conservation Commission and P. Clark. J. Huebner asked D. Fish for his estimate on the cost of repairs to Upper Valley Road as a result of the flooding there. D. Fish said the road needs a 3 inch overlay and shim with 6 inches needed in some places. J. Huebner will report this to CSX. He asked D. Fish to write up an estimate of how damage was done and what it will cost to repair. He also

asked D. Fish if we have a new hire yet. D. Fish said that we have Just one candidate at present, Adam Southard. J. Huebner called for an interview at 6:30 next Monday.

9. J. Huebner asked K. Avelle for an update on Assessors' issues. K. Avelle told the Board that C. Rodhouse expects to be reimbursed for hotel and meals while out of county for training. J. Huebner said that the Town will only reimburse for tuition and mileage to the course site. K. Avelle told the Board that the Assessor's department will also incur costs for computer programming and a new computer. She may have a \$700.00 shortfall in her budget. J. Huebner told her that any budget shortfall for needed expenses could be covered by a transfer at Special Town Meeting.
10. J.Huebner reported that the Personnel Handbook is ready for the Board to review in draft format and planned to discuss this next week. Until we approve this version the old one is in effect. Attorney Dupere will help us set up a random drug testing process for the Highway Department employees and the school bus drivers.
11. J.H uebner asked J. Nelson for her update. She reported that the Historical Commission will meet on Wednesday, July 26 to select pictures for the Annual Reports. She completed the MIIA grant application to pay for our new personnel handbook and faxed it to the insurance company on Monday, July 23. She called to confirm receipt of the fax. J. Huebner asked her to consider taking a course in public contract procurement being held in September.
12. J.H uebner reported that he had ordered the free energy- saving light bulbs from the State over the internet. He asked that J. Hostetter save this email from the Selectmen's account.
13. J. Huebner reported that he had met with D. Fish and J. Nelson to review the application for the Mass. Infrastructure grant to resurface Washington Mountain Road on July 20. He was able to rough out responses to the grant questions at that time. J. Nelson to finish the work with input from D. Fish where needed.
14. J. Huebner asked C. Briggs for her update. She responded with details of the cost of our MIIA insurance for 2012 and projected for 2013. This covers everything but employee health. After discussion, J. Huebner made a motion to renew the Town's policy with MIIA. M. Case seconded the motion. The vote to renew with MIIA was unanimous. J. Huebner asked C. Briggs about progress in her work on the Mass. UI, MMPA etc. and gave her additional information on these. He also said he would email her a copy of the draft Personnel Handbook.
15. J. Huebner read a notice that Governor Patrick will have office hours every fourth Tuesday from 10:00 to 3:00 in Pittsfield at 333 West Street.

16. J. Huebner reported that he had filled out an informational request from Mass. Public Safety and Security on the Town's received State grants. As our total was well below \$500,000 there will be no further action required from the Town on this. J. Hostetter to send in form to state.
17. Jeff Sawtell asked who our dog officer is. He wants to be sure someone is enforcing licensing, rabies shots etc. He was concerned about dogs running free and creating problems. J. Huebner told him that V. Breen is our dog officer and urged the resident to file a complaint.
18. J. Huebner reported receipt of a bill from the US Post Office for the Tracks mailing permit in the amount of \$190.00. The Board passed this on to D. Parnell for processing.
19. J. Huebner read a request from the Federated Church of Becket for \$47.00 to continue our listings in their calendar. J. Huebner made a motion that we continue to do this. S. Lennon seconded and it was so voted.
20. J.Huebner asked J. Hostetter to report on her various projects. Her report was as follows: She had prepared the snow removal contract for Hinsdale; She processed a well permit requested by a resident this evening to be signed by BOH; She prepared at the Board's request a letter to S. Brazee; She presented the Board with a list from the Tax collector of those who owe taxes; (J. Huebner noted with some surprise that \$150,000 is still outstanding); Hazard mitigation plan has been sent; Dell Computer will give us a spreadsheet of all our machines' contracts and will give us quotes on renewing contracts; Phone work continues at Town Hall as indicated in the attached phone plan; Missing minutes submitted to Board; Waiting for more financial information to complete the Annual Reports; Working on scanning the old minutes; Admin. Handbook is almost completed.
21. J.Huebner conducted J. Hostetter's performance review. In terms of her accomplishments she cited the following: Maven training; Set up new computer system; Cross trained with Clerk on dog licenses; Reorganized the filing system; Has helped train Cathy Briggs. J.H credited her for working hard on extra projects. J. Huebner commented that she needs to pay attention to deadline and schedules. He suggested that we include less detail in the minutes. He asked that she be proactive in reporting problems to Board going forward. J. Hueber asked her to finish a few questions on the evaluation form and to sign and return it to the Board next week.
22. J. Huebner made a motion to adjourn at 9:03 PM. S. Lennon seconded and the vote to adjourn was unanimous.

Accepted: \_\_\_\_\_ Date: \_\_\_\_\_

Accepted: \_\_\_\_\_

Accepted: \_\_\_\_\_

Minutes written by J. Nelson