

## Washington Board of Selectmen's Meeting - August 6, 2012

1. J. Huebner called the meeting to order at 7:00 pm. Attending for the Board were J. Huebner, S. Lennon and M. Case.
2. After the assembly recited the Pledge of Allegiance, J. Huebner made a motion to accept the minutes from 7/30. M. Case seconded the motion and the vote to accept the minutes was unanimous.
3. J. Huebner reported a donation of \$170.00 from Mr. and Mrs. Labarbara to the Chapel Committee.
4. J. Huebner also reported receipt of \$50.00 from Scott MacKenzie of New Marlboro for a permit to install septic systems.
5. J. Huebner signed a request from Michael Lampro to construct a well on Lover's Lane. J. Huebner signed the request for the Town. J. Hostetter to send approved request back to Michael Lampro.
6. S. McGrath and B. Phillips provided the Board with an update on the work of the Tax Collector's office. B. Phillips confirmed that there is \$155,000 in tax revenue still outstanding. Most of the residents' automobile excise taxes have been collected. J. Huebner asked about the collection of property taxes from owners on North Lake. S. McGrath stated that some of the small lot holders still owe tax payments. Some of the older deeds are missing and it is hard to track the owners. J. Huebner asked S. McGrath to talk to Mary Jarvie in the Assessors' Office about researching deeds. Of the 84 identifiable lots on North Lake, The Nature Conservancy owns a few key plots. The Town and private individuals hold the rest. S. McGrath told the Board that they would like to talk to attorney Pollard about the BCC- owned property on Summit Hill. The Tax Collectors' office needs to upgrade their computer system to streamline collections. J. Huebner suggested that they speak with the assessors about this, as the assessors have expressed a similar need.
7. J. Huebner asked D. Fish for his update on Highway Department activities. D. Fish responded as follows: He has checked Adam Southard's references. All are positive. He will document these reference checks and give to C. Briggs; a CORI check on A. Southard has been done by Chief Breen; D. Fish and crew are planning to chip-seal various town roads including Middlefield Road ; D. Fish persuaded Northeast Utilities to take down the dead tree on Johnson Hill Road; D. Fish has not heard any news from Westfield Wild and Scenic about contributing to either Cross Place Road culvert repairs or to the Eden Glen project. J. Huebner said that he will follow up with R. Bryan on the WW&S status. J. Huebner asked J. Nelson to write letter from the Town to the residents of Johnson Hill Road who complained about the dead tree informing them that the tree has been removed.
8. Resident Margaret Darcy of Lower Valley Road addressed the Board to acquaint them with the flooding and icing problem at her home. Her home is located at the base of a steep hill on Lower Valley Road just north of the entrance to Heartwood School at the start of Johnson Hill Road. Water flowing off the hill in cold weather pools along the border of her property and unto the

road creating an icy hazard. D. Fish urged that any remediation use the existing catch basin to capture the drainage off the hill. J. Huebner recommended that she talk to someone who could engineer a simple solution. He asked that a picture she showed the Board of her icy driveway and road be entered into the record. D. Fish was well acquainted with the situation described by M. Darcy and offered to review her remediation plan to be sure it works with the catch basin.

9. J. Huebner reported that he has received from the BRPC the detailed annual plan for transportation improvements in the county.
10. Regarding the former Mapleview Nursing Home at 1462 Lovers Lane, J. Huebner asked that D. Fish contact WMECO to request they check to be sure that the electrical power is off. We are not getting billed, but there is reason to suspect that the power might still be on.
11. In the context of the upcoming Special Town Meeting, D. Spencer asked the Board about our regional purchasing agreement. D. Fish receives the bills. We are \$150 short on paying this year. He needs to find this money somewhere before the Special Town Meeting. Special Town Meeting date was set for September 10. That is the same night as the deadline for bids on the Town Hall Door and Window Replacement project. J. Huebner said that for this project the Town will have to borrow funds. Borrowing will have to be authorized by the STM. Some money may be available from free cash.
12. J. Huebner asked Chief Breen for his update on the Voc Ed school transportation discussion with Becket. Chief Breen said that he had told Becket that they will have to lease a vehicle because Washington has no students registered for the fall. Chief Breen told Becket that he would continue to drive if they wished. He asked the Board if we could we offer to lease Becket our school van in exchange for them assuming the cost of repairs, gas, insurance and salaries. We would lease it to them for a nominal fee of \$1000.00. J. Huebner made a motion to authorize Chief Breen to negotiate this lease arrangement with Becket. M. Case seconded and the motion passed unanimously.
13. J. Huebner raised the issue of Chief Breen's retirement. Chief Breen said that he plans to retire in 2014. J. Huebner stressed the Board's previous decision that Chief Breen step into an administrative role immediately. The Board has concern for his safety and for the liability to the Town. J. Huebner said that we do not plan to hire another active police chief. It should continue to be just an administrative job. That is the sense of the board currently. He can still drive around in the police cruiser, but he should avoid traffic stops or any potentially dangerous situation. J. Huebner asked S. Lennon to discuss this issue with Attorney J. Pollard.
14. Allison Mikaniewicz approached the Board to ask that they sign approval for the Town to get up and running with the state birth certificate network. The Board signed their approval for the Town to do this.
15. D. Parnell asked the Board about the Vadar software contract. If we sign it we are obligated for 3 more years. We only want 2 years. D. Parnell to call Vadar about this. J. Huebner suggested that D. Parnell talk to the assessors and tax collectors about perhaps going for a suite of software to manage all of the Town's data.

16. C. Briggs asked the Board to read the Town's insurance coverage schedule provided by MIIA. After briefly reviewing the coverage and questioning several of the details, the Board asked C. Briggs to arrange for MIIA to visit Town Hall and re-appraise the covered contents. He also asked her to check with D.Fish to confirm that all our vehicles and any special equipment are on the insurance policy. J. Huebner asked J. Hostetter to contact R. Borgnis to ask if there are any valuable contents in the Chapel. C. Briggs gave J. Huebner the MMPA agreement to sign.
17. J. Huebner asked J. Hostetter to provide a final written version of her performance review. She did so. He asked her for an update of the administrative assistants' activities. She said that she has finished getting the phones listed correctly. The numbers have been sorted out. We will change our service with Verizon so that the departments can check phones remotely. Most appointees have responded to her request for confirmation. She is making good progress with the Annual Reports. The Historical Commission has offered several images for the report s. J. Huebner told her that the BPHA will provide Maven system information, not the administrative assistants. He asked her to complete the Private Septic Systems report to the state. He also asked her to speak with our health agent Ed Fahey about how we should file BOH documents going forward. Ed will send us electronic forms to use. This will include applications for permits. The Town will make decisions on who gets permits, but Ed will issue the permits. Regarding computer maintenance contracts, J. Hostetter said that – we received a list from Dell but it is not what we need. She has to go get more information. J. Huebner asked her to complete the Mass. Office of Grants and Research Survey. "No " was our response to the survey.
18. J. Huebner asked J. Nelson for an update on the Doors and Windows RFP. J. Nelson said that she had sent a final draft to E. Bond for his review. She asked J. Huebner about the Infrastructure grant application. He advised that she complete the application using the answers he had provided. He reminded her to register for the Public Contracting Overview program. He asked her to follow up on the Mass. Cultural Facilities grant program.
19. J. Huebner brought up the following questions/ issues for the Board's information/decisions:
  - The MMA sixth grade essay contest - Town will support.
  - Pakistani students of government exchange - the Town will participate
  - Transfer station haulage contract with White Wolf still not received – J. Huebner to call Craig Willis
  - Center Pond support – J. Huebner to speak with R. Furlong, Becket Recreation Dept. Director
  - Oct .12 Legislative Breakfast in Williamstown – S. Lennon may attend
  - Sen. Downing's appropriation for Town's \$750,000 for Washington Mt. Rd. paving did pass in the Senate.
  - The state has announced new underground storage tank regulations – consensus was that the Town has none of these left to pull.
  - No letter has yet been received from Dalton re Blotz Road.
  - Received Damage Claim form from CSX for Upper Valley Road. J. Huebner will fill out form for \$65,000.00.
  - S.Lennon reported that the Sheriff's department is ready to go on trim painting at Town Hall.
  - Westfield Wild & Scenic minutes received from 6/12 with no mention of financial help to Town on Eden Glen or Cross Place Rd.

20. J. Huebner made a motion to adjourn the Selectmens' Meeting at 9:05. S. Lennon seconded and the vote to adjourn was unanimous.

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Approved: \_\_\_\_\_

Minutes written by J. Nelson