



Town of Washington

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Town Offices/Selectman

Washington Board of Selectmen's Meeting - August 20, 2012

1. J. Huebner called the meeting to order at 7:00pm and led the assembly in the Pledge of Allegiance. Attending for the Board were J. Huebner, M. Case and S. Lennon.
2. J. Huebner made a motion to accept the minutes from 8/13/12. M. Case seconded the motion and the vote to accept was unanimous.
3. J. Huebner recognized Fred Dupere and asked him to lead the Board through a review of the Personnel Handbook which he has written for the Town. Comments and changes made at this meeting will be incorporated in the fifth and final revision of the Handbook. The review was based on the written copy of revision # 4. F. Dupere asked if the original personnel bylaws had been adopted by Town Meeting. J. Huebner said that a search of the minutes did not produce any evidence that the bylaws had been so adopted. The Board concluded that they had not been adopted. Consequently the Board can vote to accept the new Personnel Handbook when it has been completed.

J. Huebner asked the Board if they had any particular questions/issues to raise with F. Dupere. The issue of reasonable suspicion was brought up in the context of drug testing. F. Dupere said that the Handbook details what would be considered suspicious. Section 5.9 in handbook. Page 25. Grounds for reasonable suspicion shall be documented. Refusal to submit to testing shall be grounds for dismissal.

C. Briggs will be official keeper of the Handbook. It was agreed that F. Dupere will remove the list of job descriptions from the final version of the Handbook. These shall be maintained as separate files by C. Briggs. Job descriptions should be ADA compliant. Typically they are 2-3 pages in length. They must define the essential functions of the position and list minimum qualifications for each position. F. Dupere asked that the Town send list of CDL employees to Occupational Medicine Services for random testing.

F. Dupere observed that FMLA Federal Law provisions apply to us. We must give employees up to 12 weeks leave for certain listed circumstances after one year and 1250 hours.

4. At 7:30 pm the discussion of the Personnel Handbook was suspended and the Board recorded that no Mapleview bids had been received by the Town. August 20 at 7:30 pm was the deadline for bid submissions.

5. Discussion of the Personnel Handbook with F. Dupere resumed on the subject of our probationary period of 90 days. No sick leave is paid until 90 days from start date elapse. After the first 90 days employees have 3 paid sick days for the rest of year. Vacation will be 2 weeks per calendar year. Employees will earn 2 weeks' vacation on their anniversary date after one year. Employees can accrue maximum of 8 weeks vacation. The policy will be "use it or lose it "after that. F. Dupere will modify the Handbook with regard to occupational sick leave questions and non-occupational sick leave. The Board can ask questions and consult with him for one year.
6. Ed Bond reported that at the 8/17/12 Town Hall walk through for the Doors and Windows project we learned that lead paint will be an issue. We had not considered this. One of the contractors pointed out that all of the trim around the windows and the building itself is lead paint and peeling. Lead paint abatement laws will have to be observed. Any contractor we award the bid to will have to be lead paint certified. We have included an amendment to that effect in the RFP. We can't have the jail crew paint the trim unless they are supervised by a person certified for lead paint remediation. E. Bond said that local resident Dave Drugmond is qualified to supervise. We would have to provide the right protective masks and equipment. The contractor who attended the walk through and who is lead paint certified quoted \$10,000 to de-lead and paint. E. Bond to speak with D. Drugmond about possibly supervising the crew.
7. J. Huebner called on D. Parnell for an update. D. Parnell reported that he had received the Vadar contract. J. Huebner made a motion that the Board sign it. This was seconded by S. Lennon. There being no discussion, the vote to sign was unanimous. This is a contract for 2 years. D. Parnell is to give contract copy to C. Briggs. C. Briggs will hold all contracts. D. Parnell will mail the signed contract back to Vadar with check.
8. J. Huebner asked D. Parnell and K. Avasle about choosing a new an integrated software suite for town professional officers. Compatibility of departmental systems might be an advantage. D. Parnell observed that that type of software could be very expensive. Both agreed that selecting new software is a big project. J. Huebner asked them to work on identifying software options as time permitted.
9. J. Huebner asked K. Avasle about the change to the property tax timing and process. She is still awaiting data from the tax re-capitalization. It is not done yet. It is likely that tax issue date will not be 9/10 as she had planned. Classification will probably have to wait until 9/17. She can't set the tax rate until the classification is completed.
10. M. Case confirmed with CBRSD that there are no Voc Ed students currently registered for Washington.
11. J. Huebner asked D. Fish to document his reference checks of Adam Southard in writing and to give those notes to C. Briggs for Adam's file. D. Fish said that he had asked Tom to fill out an accident report. This is to be filed with C. Briggs as she has responsibility for the Town's insurance. Residents

Mr. Beube and Mr. Zucker of 286 Johnson Hill Rd. sent the Town a second letter about additional dead trees in Orenda reserve. The Town responded explaining the highway department's tree monitoring practices and the role of C. Willis, Tree Warden. The residents were encouraged to discuss becoming deputy Tree Wardens if they were interested in volunteering for the Town.

12. J. Huebner recognized Mr. Glen Grogan who might be interested in working as town auditor. He has 37 years' financial experience. This is currently a volunteer position. He would work with D. Parnell and C. Briggs. J. Huebner suggested he speak with D. Parnell about the position. J. Huebner will check the statute to determine if board can directly appoint him.

13. J. Huebner reported receiving a contract from White Wolf for the Transfer Station hauling at the same rate the Town currently pays them. J. Huebner made a motion to accept the contract. M. Case seconded the motion and it passed unanimously.

14. J. Huebner made a motion that the Town join the small town administrators' organization for \$30.00. S. Lennon seconded and the vote was unanimous to join. J. Hostetter to fill out the membership form and mail to the organization.

15. J. Huebner addressed the following items:

- Maplevue next steps – He is looking into grants to fund demolition.
- Eden Glen - He will contact MEMA and Phil Clark to move project ahead asap
- Dalton correspondence about Blotz Road – He will get more information about weight limit allowed and will speak with Counsel about this. He will draft response to Dalton.
- Becket letter in support of our Mass. Infrastructure grant. He told J. Nelson that she must include the Becket and Dalton support letters with our grant application. J. Hostetter to give J. Nelson these copies.
- Planning Board – K. Walls reported that the committee will provide the Board its list of Town businesses after the next 2 meetings.
- List of salary increases – J. Huebner made a motion to approve the list as submitted by J. Hostetter. S. Lennon seconded the motion. The vote to accept the list was unanimous. He asked that the list be attached to the minutes. He asked J. Hostetter to include those employees inadvertently left off the list on the 9/10 Special Town Meeting Warrant and also to give the list to C. Briggs for any payroll changes needed. Those left off the original list included the Transfer Station staff, the Custodian and Accounting Officer.
- MIIA Town Hall inventory value – He asked C. Briggs to arrange a visit from MIIA to the Town to confirm that assessed value.
- Administrative Assistants' report – J. Hostetter reported progress on: the septic system history report, sending files to Ed Cohen our new health agent, claims form mailed to CSX, and equipment inventory of Town Hall electronics. J. Nelson reported progress on the Mass. Infrastructure grant application,

MIIA grant awarded to cover cost of Personnel Handbook, eight requests to date for Town Hall Door and Windows Installation project with a second walk through scheduled for 8/29 and public notices placed in the Eagle and Country Journal to run on 8/23.

16. J. Huebner made a motion to adjourn at 9:00 pm. S. Lennon seconded and the adjournment vote was unanimous.

Accepted: _____ Date: _____

Acceptor: _____

Accepted: _____

Minutes written by J. Nelson

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