

Washington Board of Selectmen – December 3, 2012

1. J. Huebner called the meeting to order at 6:56 pm. attending for the Board were J. Huebner, S. Lennon and M. Case.
2. After leading the assembly in the Pledge of Allegiance, J. Huebner made a motion to approve the minutes of 11/26/12. M. Case seconded and the motion passed unanimously.
3. J. Huebner asked E. Bond for an update on the installation of the new windows and doors at Town Hall. E. Bond told the Board that the quality of the work is excellent. The contractors, Campora Construction, are very skilled, hard working and careful. The work they are doing is such high quality that it will last for decades. They clean up Town Hall every day after they finish working on the installation. E. Bond submitted paperwork to the Board from Campora Construction for a 60% progress payment in the amount of \$ 29,940. He also submitted a bill from Campora for \$7,120.69 for extras per the contract for rotted sills and other work necessary to insure an energy efficient installation. E. Bond approved this work and it has been completed.

Campora also submitted an estimate for \$11,280 for re-building a section of the west wall of the auditorium which they found, while replacing that sill, to be rotted out internally. E. Bond inspected the wall and agreed with this assessment. They offered to do the work for time and materials as a possibly less costly approach. E. Bond agreed that this might be the best approach. He would use M. Levernoch to do the required gas work and J. LaPier to do the electric. E. Bond asked the Board if they want to go forward with the wall repair. J. Huebner said that as the cost of the wall repair is over \$10,000 the Town will have to solicit 2 other quotes on the work. The quotes can be verbal. J. Huebner said that the extras will be paid out of building maintenance or repairs. Payment for the wall repair may require STM approval. The next STM won't happen until January, 2013.

4. J. Huebner reported that he had been contacted by the solar farm company E 2 SOL. They told him that they are preparing a proposal for the Town.
5. Signage for the Blotz Road weight restriction is being planned by Washington, Dalton and Hinsdale.
6. Phil Clark has reported that he submitted the grant application for Eden Glen.
7. J. Huebner said that he still has no response from CSX to our claim for damage to Upper Valley Road. Likewise Westfield Wild and Scenic has not answered his queries about their contributing to the repair of the Cross Place culvert.
8. J. Huebner expressed the Town's gratitude for the high quality furniture which Shaun Lennon secured for the Town from his employer, Williams College. In addition to S. Lennon, J. Hostetter and D. Fish and the highway crew also worked hard to get the surplus furniture down to Town Hall. S. Lennon said that the Sheriff's Department has agreed to refinish the old wooden seating from the former Selectmen's office for the Town, as well as making any additional tables we may need. D. Spenser mentioned that he has a supply of excellent hardwood boards which he cut on his own property. S. Lennon said that the Sheriff's staff, trained in fine carpentry, could

turn that wood into custom tables. D. Spencer will take a look at his hardwood stock and get back to the Board.

9. J. Huebner said that the CIC grant application for the Cloud-based Open Source Integrated Municipal Management System was submitted on schedule to the state last week. Washington will be the lead site for developing and testing this financial software which will eventually be made available to all towns in the state.
10. J. Huebner asked D. Spencer when the next Special Town Meeting would be held. D. Spencer replied that would be after the free cash figure is settled with the State by our Accounting Officer. He believed that the third week in January might be a good date for the STM. At that meeting we have to take up a number of financial issues including appropriations for: Town Hall west wall repairs, Verizon bill for poles, and chapel floor repairs. If D. Parnell cannot identify the spare cash recently found in the Town's bank account, we may have to escrow that surplus cash for a year so that we can get our current free cash certified as soon as possible.
11. J. Huebner read into the record a letter submitted to the Board by Carol and Frank Kennedy. In this letter they submitted their resignation from the Council on Aging. They also submitted a permit application for Frank's computer classes every Tuesday morning from 10:00 – 12:00 at Town Hall and a second permit application with Keith Sharp for coffee, tea and conversation at Town Hall from 8:00 am to 11:00 am every Saturday. J. Huebner made a motion to approve the two permit applications. M. Case seconded and the motion passed unanimously. J. Huebner signed both permits. He asked M. Case to speak with the Kennedys about their resignation and to try to mediate any conflict which might have caused them to make this decision. M. Case agreed to do so on the Board's behalf and took the Kennedys' letter from J. Huebner.
12. Mary Jarvie asked the Board about the status of Mattau Road in Town. This is a short road owned partly by Peru, Hinsdale and Washington. M. Jarvie asked which town is responsible for maintaining the road. She uses the road and it was not maintained after the recent storm. It is still closed in sections. D. Fish said he has done some work on the road. Dale Weeks, the Highway Superintendent in Peru, has also done more work, but the situation remains confused. M. Jarvie will check with the Peru Town Clerk to see if the road is legally closed or discontinued. J. Huebner asked D. Fish to talk to Dale Weeks. Tell him that we have residents living on this road who need regular access. We don't want to take over all the maintenance. Hinsdale does some plowing, but not all. The road is only 800 feet long and passes through 3 towns.
13. D. Fish reported that his department is in the second day of chain saw training. The class is going well and the instructor is excellent. He plans to get the Upper Valley culvert pipe installed in the next week.
14. J. Huebner asked C. Briggs if she had started the Personnel Handbook distribution. He asked her to give a copy of the employee policy sections to all employees. Each employee must sign a receipt stating that he/she received a copy and C. Briggs must place that receipt in their personnel file. The Administrative Assistants will print out the relevant sections and get 25-30 copies made.
15. J. Huebner reminded C. Briggs that at the last Special Town Meeting the Town voted to borrow the funds to pay for the doors and windows installation and that she must act on that right away

if she has not already. C. Briggs told the Board that the Berkshire Retirement Board will come to Town Hall on Friday, 12/7 at 10:30 to meet with the highway department and any other interested employees to answer questions about the county's retirement plans.

16. J. Huebner announced a Code Enforcement Training session on 1/22 and 1/23 in lead inspection.
17. J. Huebner said that he had received an invitation to the 12/18 meeting at 10:00 am of the D.W. Cash Commission of the Department of Public Utilities. This would be an update on DPU activities. He may be out of town and neither M. Case nor S. Lennon was able to attend.
18. J. Huebner reported that R. Borgnis had submitted the completed Standard Contract form used by the Executive Office of Elder Affairs to provide the annual grant of \$ 3500 for the COA. He signed the contract, which is to be returned to R. Borgnis and submitted to the state by her.
19. J. Huebner will speak with Town Counsel about how to handle the taxes outstanding on the Maplevue property in light of a possible sale of that property. We must take care of any tax issues before the sale can close.
20. Chief Breen reported that he is working with the Town's new Veterans' Agent, Peter Blake, to transition the duties over to him. P. Blake must go to a five day seminar in March. The Town will cover his expenses. He will need a laptop for his use. The Town will need to appropriate money for the course and computer. Chief Breen asked if P. Blake can get a filing cabinet for his use. J. Huebner said that we have plenty of filing cabinets and that Chief Breen should talk with J. Hostetter about this. Chief Breen will give P. Blake the records when they meet during the week of Christmas to complete the transition before the beginning of the new year.
21. M. Jarvie requested a copy of the letter from The Nature Conservancy agreeing to take down the chain they had installed blocking access to North Lake.
22. J. Huebner made a motion to adjourn at 8:05pm. M. Case seconded and the vote of the Board was unanimous to do so.

Approved: _____ Date: _____

Approved: _____

Approved: _____

Minutes written by J. Nelson