

## Meeting of the Washington Board of Selectmen at Washington Town Hall

October 31, 2016

1. J. Huebner called the meeting to order at 7:00pm. Attending for the Select Board were J. Huebner, M. Case and T. Drugmand.
2. After leading the meeting in the Pledge of Allegiance, J. Huebner made a motion to accept the minutes of October 24, 2016. M. Case seconded and the minutes were accepted unanimously.
3. **2016 Presidential Election Warrant:** Select Board Chair, J. Huebner made a motion to approve the Warrant as written. M. Case seconded and the vote to approve the Warrant was unanimous. The Warrant was duly signed. In Chief Breen's absence Constable Shaun Lennon posted the Warrant per Town practice outside Town Hall, at Old Town Hall and at the Salt Shed near the Transfer Station.
4. **Town Hall Security Upgrade:** Ed Bond told the Board that he had consulted with L.P. Adams about options for new locks for the interior of Town Hall and got a cost estimate. We are looking for a system that would have one master key. A new system could cost in the \$900 –\$1,000 range. These estimates include E. Bond's time. He is working on this project with Chief Breen. In light of Chief Breen's absence, it was decided that a detailed discussion would wait until his return.
5. **Assessors' Software:** The Assessors joined the meeting to discuss changes in the software they use to assign value to property in Town. The state is phasing out the software we currently use. An organization called CSC CAMA , with the help of local assessors, conducted a competitive procurement process for a replacement software package. Earlier this month a company called Tyler Technologies was declared the Apparent Successful Bidder. Their product is called iasWorld. For the software development project to go forward about 40 towns must enter into

contract with Tyler. Along with many towns statewide, the Town of Washington was asked to sign a Memorandum of Understanding (MOU) indicating non-binding support for the project.

Assessor Consultant Karen Avalle explained that Tyler's product does not yet have a Collectors' module. It is essential that the Collectors' software interface smoothly with the Assessors'. Both the state and Tyler realize this. On the recommendation of the Assessors and with the agreement of the Select Board, the Board Chair, J. Huebner and Finance Committee Chair, Kent Lew, signed the MOU reiterating that this is not locking us into anything.

K. Avalle added that there is no news on Bucksteep.

- 6. Board of Health:** Board of Health member Vera Cormier will ask Washington Health Agent Charlie Kanieki to inspect Woody's on Route 8 in Town on November 14<sup>th</sup>. However, she must first advise the property owner, Mr. Witter, that the inspection will take place. There has been a complaint about the dilapidated condition of the old roadhouse. V. Cormier also reported receiving from Chief Breen the street numbers of new homes along Lovers Lane. This will enable the Board of Health to accurately track and appropriately issue permits for the new construction taking place there.
- 7. Highway Department:** Tom Johnson will research pre-fabricated bridges on-line. We may be able to use such a bridge to re-open the span on Lower Valley Road. Baltazar has started ripping up a portion of WMR which DOT found to be substandard. Black top will be put down this week. The project is still slated to be completed this month. P. Clark told the Board that they have selected the contractor for Eden glen. He is pulling the contracts together and will have paperwork for the Board next Monday, 11/7. He reported that Eversource has re-scheduled the Cross Place wiring project

for November 2 from 10am to 1 pm. Bridge work is expected after this installation is completed.

P. Clark said that he is pushing the Army Corps of Engineers for our permit on Frost Road.

- 8. CBRSD:** Next Monday at 7:00pm Superintendent Laurie Casna will attend the Select Board meeting to give us an update on the status of our schools and to discuss future plans. M. Case advised all Board members to attend the 7 Town Advisory Meeting to be held in the Waconnah library on 11/17. The question of replacing Waconnah High School will be discussed. J. Huebner, K. Lew and R. Spencer will attend.
- 9. Town Hall Office Changes:** Now that we have an active Board of Health which needs some office space, changes have been planned for Town Hall office use. As currently planned, Building Inspector Paul Greene will vacate his office and conduct future meetings with residents in the Conference Room. He will come to Town Hall next Monday to begin packing up. He will use a locked file cabinet in the Conference Room for his confidential documents. He will maintain his current office hours which start at 4:30 each Monday. Treasurer Glenn Grogan will move into Paul Green's office. This change will give the Treasurer more office space and locate him closer to Accountant D. Parnell's office. The two often work closely together. The Board of Health will work out of what is now Glenn Grogan's office and will move all of their files there. Tom Johnson will move file cabinets around as needed. Any office furnishings, including old file cabinets, will be deaccessioned according to MGL statute.
- 10. Treasurer's Back-up:** Glenn Grogan would like to wait until next year to plan for any additional help he might need. The Finance Committee has been looking into possible part-time help for the Treasurer and the Tax Collector. G. Grogan mentioned that he is aware of one job that still needs to be done in the wake of Sue McGrath's departure. That task would be to

organize and finalize the left over tax title files. K. Lew said that he wants to check into the status of these delinquent properties. Discussion followed about the need for emergency back –up for the Treasurer as he is the only one authorized to write checks for the Town. The Board could make Sandy Cameron a signatory to cover payroll and write checks.

**11. Employee Overtime Policy:** After discussion it was concluded that the Town’s policy will be time and a half for any hours worked over 8 hours per day in a 40 hour week. Pay is only for hours worked. T. Johnson is paid at the overtime rate for attending Monday’s Select Board Meetings as his attendance is required by the Town and is in addition to his 8 hour day. K. Lew offered to assist the Treasurer in revising the Employee Handbook to clearly summarize this policy.

**12. Online Builders’ Permits:** Building inspector Paul Green has indicated to the Board that he would like to do permitting on-line going forward. J. Huebner will ask him to attend a Board meeting to explain the on-line process. It would help the Assessors to have the building permit information on-line. However, our volume is low and the cost for the service may be high.

**13. Cultural Council contract:** J. Huebner awaits a reply from Denise Johns.

**14. Public Hearing on Lovers Lane:** Next Monday at 7:30 we will hold a hearing requested by Eversource on their plans to install poles and bring electrical power to the new homes being built on Lovers Lane. Abutters have been notified and notices have been placed in the Eagle over the past 2 weeks.

**15. Deductible Donations:** J. Huebner confirmed that donations to our scholarship funds are fully tax deductible as they are for a charitable purpose.

**16. Brief Items:** There is no news on the cemetery land or the veterans' memorial ; RJ Peltier has not yet written his complaint about the illegal dumping; J. Huebner reported seeing loaded large trucks on Blotz Road again and will act on this with Victor when he is back on his feet; J. Hostetter will attend the Fall MMMA seminar in Amherst on 11/17.

**17.** Huebner made a motion to adjourn the meeting at 8:10pm. M. Case seconded and the motion passed unanimously.

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

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Respectfully submitted,  
Jan Nelson