

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

November 28, 2016

1. **Call to Order:** J. Huebner called the meeting to order at 7:00 pm. Attending for the Board was J. Huebner, M. Case and T. Drugmand.
2. **Minutes:** After leading the meeting in the Pledge of Allegiance J. Huebner made a motion to approve the minutes of November 21, 2016 as written. M. Case seconded and the motion carried unanimously.
3. **Tracks:** J. Huebner motioned to approve the monthly Selectboard letter. M. Case seconded the motion. After discussion J. Huebner asked J. Hostetter to amend the letter to read that Washington Mountain Road has been re-paved. Remaining detail work will be complete by June. Without further discussion the motion carried unanimously. The Board then waited until the changes were made and the letter was email to L. Guthrie for publication in the December Tracks. M. Case mentioned that some of the road around the Appalachian Trail had been chewed up from a snowmobile that was driven down the center of the road.
4. **Board of Health:** J. Huebner reported that there is a discrepancy between installation and the plans for the new septic system installed at lot 5 at 88 Lovers Lane. The Board of Health has asked for a new plan from the Engineer.

J. Huebner reported that the Berkshire Public Health Alliance has formulated a new set of well regulations with the single biggest change being the section that requires that the well be tested prior to the sale of any property. The Town needs to decide if the new regulations should be adopted. J. Huebner asked if the Board had comments or objections to adopting the new regulations before the Board of Health meets. There was a brief discussion on the standards of compliance for other towns and the similarity to what has been done in the past to the Title V regulation.

The new regulations are more stringent than most towns require but not all towns. The BPHA is recommending that town use these regulations going forward. Without any strong objections the proposed regulations will be discussed during the next Board of Health meeting.

J. Huebner asked T. Johnson to post the Opioid Crisis in Massachusetts flyer at the Highway Garage. J. Hostetter reported that the flyer has been posted at the Town Hall.

The Board reviewed a permit application from Jodi Hostetter to hold a tree lighting ceremony in the Town Park on December 17<sup>th</sup> at 5:00 PM. The Board discussed the need for a food permit. V. Cormier prepared a temporary food permit for signature.

J. Huebner informed J. Hostetter that the Board of Health Annual Report submission will be ready next week.

**5. Administrative Assistants:** There were no new Annual Report submissions this week.

J. Hostetter reported that the Sexton files have been moved to a new file cabinet. She met with Sexton D. Grillion at the Town Hall. He will follow up on getting the ground radar survey of West Branch Cemetery done by Lee Film Maker Leo Mahoney and will assist with digitalizing the Town's burial records if needed.

J. Hostetter reported that the key to the Veteran's Agent file cabinet pad lock will not open the lock. J. Huebner asked T. Johnson to cut the lock.

J. Hostetter reported that M. Lampro has selected the new file cabinet for the Conservation Commission records and is currently moving over the files.

J. Hostetter reported that she met with the Town Clerk regarding the new public record request law going into effect January 1<sup>st</sup>. There will be additional discussion on developing a process and educating custodians of the Town's information.

**6. Tax Collector:** J. Huebner read a letter of resignation from S. Cameron effective the end of the year. It is an elected position but if someone from the Town cannot fill it then the Board can make an appointment. M. Case suggested that Treasurer G. Grogan hold both the Treasurer and Tax Collector positions adding that the job would be manageable if he were provided an able body assistant.

M. Case suggested placing an advertisement in The Tracks. J. Huebner asked J. Hostetter to email L. Guthrie requesting that she place the following text in a bolded border box: The Tax Collector Sandra Cameron has resigned. The Town is actively seeking a replacement. If you're interested and qualified please contact J. Hostetter. J. Hostetter composed and sent the email.

The Board asked G. Grogan if he was interested in doing both the Treasurer and Tax Collector position as discussed earlier in the meeting. G. Grogan was not interested in holding both positions but offered to talk to Paul Lisi, President of the Collector Association on behalf of the Town. The Board appreciated and accepted the offer. There additional discussion without decision on the amount of people need.

The Board thanked Sandra Cameron for her service stating that she did a great job and offered to write a letter of reference if she need. There was discussion on filling the position. S. Cameron thought that Linda Levernoch would be a good fit and that candidates should be willing to put in 20 hours a week.

7. **Highway Department:** T. Johnson reported that the Johnson Hill culvert job should begin on Monday or Tuesday next week that the road will be closed for two day. Closure notification signs will be put up this week to notify residents in advance.

T. Johnson is waiting for a call back on the delivery of the Cross Place Road pre-fab open bottom bridge before closing Johnson Hill Road to make sure there will not be any clearance issues with the delivery.

J. Huebner asked for an update on the Eden Glen Culvert bid with T. Johnson reporting that P. Clark is still reviewing the submissions. J. Huebner will contact P. Clark.

T. Johnson reported that there were no problems to report with recent snow storm and plowing. Washington Mountain Road was not a problem but a non-town vehicle did scratch the new guard rails.

There was discussion on preventing the snow drift on Washington Mountain Road. Preventing it is not as simple as putting up a snow fence. There needs to be a planning to fix the problem. There was discussion on multiple snow fences, trees and shrubs, not disturbing the view of the horizon.

8. **Building Inspector:** J. Huebner reported on a conversation with Mr. Carmody the Building Inspector for Sheffield, Alford and New Marlboro regarding on-line permitting system. Alford, which is the closest in size to Washington, pays \$1,100.00 dollars a year for the system with a one-time setup fee of \$1,700.00. Since the Building inspector account is less than a thousand it doesn't make sense to go forward. J. Huebner added that the Board of health is going forward with on-line permitting which is free for now.
9. **Historical Commission:** J. Huebner reported that the Historical Commission met earlier in the day to approve the mission statement submitted to the Board. The statement should be submitted to the website for posting. The four member commission plan on advertising for additional members.
10. **Finance Committee:** K. Lew reported that a third into the fiscal year the budget was over 20% overall. Transfer Station Facility Maintenance account is expected to go over as money has been spent on non-budgeted improvements including a new bin, LED lighting wires, fixtures and bulbs. The account will need to be addressed by year end. The Board asked that the Finance Committee prepare a report on the half year budget position.
11. **Action Items:** J. Huebner read an email he sent on advice of Town Counsel to American Transparency in response to their record request estimating a cost of five hours at \$20.00 per hour for the requested information to be prepared. They responded with a reduced request for the information reported in a single document followed by withdrawal of the record request based on town population and that the reduced request could not be met. The request and email communication will be filed. J. Hostetter will ask the Clerk if she would also like a copy.

The Board reviewed the Town Hall Surplus Equipment spreadsheet submitted by J. Hostetter. No action will be taken until J. Sawtelle values some items on the list and S. Deloye reviews the Council on Aging assets for potential contributions to the list or need for equipment currently on the list.

There will be a solar presentation at the Town Hall from Syncarpha Solar Power on Monday December 12<sup>th</sup> at 7:00PM on reduced cost solar power. J. Huebner asked J. Hostetter to advertise the event starting on the 5<sup>th</sup> using the sandwich boards at the both the Town Hall and the Transfer Station.

J. Huebner asked J. Hostetter if D. Grillion mentioned adding another sexton. T. Drugmand clarified that D. Drugmand is not resigning his Sexton position. The Sexton's will be submitting a Presentation to Board on new acquisitions, head stones, mapping, files, and procedure documentation. The Sexton's will also discuss the possibly forming a committee to work on projects. The Board asked K. Lew to be prepared with cemetery account figures for discussion when the presentation becomes an agenda item.

Financial Sustainability Report- K. Lew reported that he met with T. Johnson to update the larger capital assets of the highway garage with the next step of looking into total value and a depreciation reserve as part of the long range plan and be more focused on stabilization account. There are two vehicles replacements on the horizon. The Finance Committee needs to revisit this to discuss when the purchase might happen, borrowing or saving up over time. J. Huebner provided T. Drugmand with a copy of the December report.

T. Johnson reported that there is nothing new to report on the Pre- fab bridges.

T. Drugmand reminded J. Huebner to announce that State Bridge Engineer, Bardow will be at the BRPC's TAC meeting on Tuesday, December 6<sup>th</sup> to discuss the municipal bridges and moving in the direction of standardized bridge design. After discussion it was determined that attending the meeting would be beneficial. J. Huebner may attend.

There was nothing new to report on the cemetery property.

Chief Breen reported that there is nothing new to report on the Town Hall keys and locks.

K. Lew report that he and S. Nelson are meeting tomorrow with the Town's MBI Representative to observe the pole survey process.

12. **Other:** J. Huebner read a notice to Municipal Health Officials offering to process the Town's waste stream in strict compliance to Federal Waste Ban Regulations requirements.

13. M. Case motion to adjourn at 7:58. J. Huebner seconded and the motion carried unanimously.

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

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

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

Respectfully submitted,  
Jodi Hostetter