

Meeting of the Washington Board of Selectmen at Washington Town Hall

December 5, 2016

1. J. Huebner called the meeting to order at 7:00 pm. Attending for the 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 November 28, 2016. M. Case seconded and the minutes were approved unanimously.
3. **Police:** Chief Breen reported on progress toward updating the Town Hall security system. He told the Board that the total cost of installing new exterior locks will be \$250 . Thirty key cards will be purchased at 4.25 each. Interior punch/ combination locks were at an installed cost of \$ 230 each. The total cost for the security upgrade should come to about \$1,000. J. Huebner made a motion to go forward with the interior and exterior locks as described and quoted, including 2 punch/comboination locks. One of these will serve the Clerk and Assessors' office. The second will secure the Treasurer's office. T. Drugmand seconded the motion and it carried unanimously.

Chief Breen said that the equipment will be supplied by J&J Lock and Dynamark. The technician from Dynamark will make up the card keys on site at Town Hall. J. Huebner asked Chief Breen to schedule installation of the new system for January 9th, the first Monday after the holidays. It was agreed that the cost of the security upgrade should come from the Building Maintenance account. Finance Chair, K. Lew mentioned that this transaction will leave about \$700 in that account. J. Huebner asked him to update E. Bond on this information. J. Huebner and T. Drugmand asked that Chief Breen write up policy and procedures for holders of the new keys. All key holders will have to sign for their card keys. At the time of signing they

should be given the written policy and procedures. Chief Breen is also to get any files re-keyed that will hold confidential information. He was asked to get a quote on this work. The Administrative Assistants will contact key holders to explain arrangements for picking up their new keys.

4. **Board of Health:** J. Huebner asked V. Cormier whether she had completed the state form required for operation of the teen summer camp run by Eyal Shapira at Pugzee's farm on Washington Mountain Road. She informed J. Huebner that after reviewing the form she is unsure how to proceed. She realized that we have to get the operation on the state list of approved camps. The camp needs permits for any events involving food. J. Huebner agreed to contact E. Shapira for the information requested by the state. He also mentioned receiving a letter from Eversource regarding their application of herbicide in area towns. We must go on their web site to get the specifics, including their yearly operational plan. V. Cormier will do this. She reported receiving the old BoH files from Ernie Lampron. She moved some of the Building Inspector's files to his desk in the Conference Room.
5. **Procurement Officer:** As Highway Superintendent Tom Johnson was out tonight the Board did not discuss recent emails from the state updating use of Chapter 90 funds. However, J. Huebner pointed out that the changes underscore the importance of the Town having a trained Procurement Officer in order to move forward with our road and bridge projects. He approached Becket on sharing a Procurement Officer, but still has had no response. K. Lew suggested trying Berkshire Regional Planning Commission for suggestions on where or how we might find such a person. M. Case suggested checking with Melissa at CBRSD for her ideas and possible contacts.
6. **Cross Place Road:** Phil Clark told the Board that the contractor has informed him that the site/hydraulic plans we received from Holden (the initial contractor) are no good. There turns out to be no bedrock at the location indicated by those plans. We will need a change order to build

footings where needed. That will increase the final cost. K. Lew asked if we can get Chapter 90 funds approved for this by DOT. The culvert will be delivered to the site this Friday on 12/9.

7. **Wired West:** S. Nelson reported that he and K. Lew met with Todd Corcoran of MBI and the pole surveyor from OSD at Town Hall on November 29th. They drove to the area of Lovers Lane where the surveyor demonstrated just how a pole survey is conducted. The data is gathered electronically with a specially configured computer. Each pole and wires are photographed and pinpointed by the computer on a map which records the location with extreme accuracy. The pole is graded A, B, or C based on its condition. This information provides the basis for a good estimate of make-ready costs. The final decision on whether a pole needs to be replaced or whether wires can be added or need to be moved is made by Eversource, though there may be some room for discussion. S. Nelson ran into the surveyor later this week on Lower Valley Road. The surveyor told him that he had already completed 170 pole surveys in Washington. That is about 1/3 of the total and represents good progress.

As reported last week, Wired West has been working to have a conversation with Carolyn Kirk, MBI's day to day manager. We needed to get her to understand how critical the regional solution is to all the smaller unserved rural Berkshire towns. The Delegate from Rowe achieved this breakthrough and in a substantial conversation was able to update Ms. Kirk on the economic realities which face our towns and necessitate a regional network. The plan is for the Select Boards to carry the flag and reinforce this message with MBI. Wired West will be sending a letter to the Selectmen shortly detailing this strategy and the roles Town Boards will play.

8. **Conservation Commission:** S. Nelson told the Selectmen that he had observed that the beaver dam in the large wetland at the bottom of Cross Place Road had been breached. The little water left in the wetland was

draining rapidly away into Depot Brook. As a resident of Cross Place Road he was very familiar with the previous appearance of the dam and wetland and was alarmed at the change. What was left is basically a mud-flat. He suspected that the dam may have been deliberately breached based on the way branches had been removed to give access to the section of dam which was breached. He reported this information to Michelle Lampro of the Conservation Commission who came to the site and took pictures of the dam which she planned to view in greater detail on her computer. J. Huebner urged him to follow up with the Conservation Commission. M. Case told him that he could contact the environmental police.

9. **Administrative Assistants:** J. Hostetter told the Selectmen that she was making good progress getting reports in from Town Departments and organizations for the Annual Report. She will remind those who still owe her this information that the deadline is approaching. J. Huebner asked for a list of those still to submit their reports. J. Nelson told the Board that Crocker Communications, our phone service provider, will come next week to get the Board of Health phone set up and assess the wiring situation in the Treasurer's new office. J. Hostetter reported that she has completed a list of all excess items needing disposal at Town Hall. She has also fixed the online problem with our Town web site.

10. **Tax Collector Replacement:** Discussion followed about the best way to find a replacement for our Tax Collector, Sandra Cameron, who resigned last week. J. Huebner said that he had contacted Ed Gibson in Becket for any candidate leads, but had not had a response from him yet. J. Hostetter was asked by the Board to get a job description from Sandy. J. Hostetter informed the Board that Sandy had spoken to Linda Levernoch about the available position. Sandy encouraged the Board to reach out to Linda. She had told the Board that we need to consider about 20 hours of backup needed for the Tax Collector position.

11. **Brief Items:** There is no news on the Veterans' Memorial effort.; There will be an informational meeting in Town Hall next Monday, 12/12 at 7:00pm with solar electric company Syncarpha.

12. J. Huebner made a motion to adjourn the meeting at 8:10 pm. M. Case seconded the motion and the decision to adjourn was unanimous.

Accepted: _____ Date: _____

Accepted: _____

Accepted: _____

Respectfully submitted,
Jan Nelson