

Meeting of the Washington Board of Selectmen at Washington Town Hall

December 12, 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 December 5, 2016. M. Case seconded and the minutes were approved unanimously.
3. J. Huebner announced that Syncarpha has canceled Solar Electricity presentation scheduled for this evening due to the weather. It will be rescheduled for next Monday.
4. **Highway Department** – T. Johnson reported on Johnson Hill Road informed the Board that the culvert pipe has been installed, one guardrail needs to be installed and the road will remain gravel over the winter as the asphalt plant is closed.

T. Johnson also reported that the Cross Place Road Bridge is in place and that he is expecting the guardrail to be delivered tomorrow. Once the guardrails are installed they can begin work on removing the bypass.

M. Case asked if there is a plan to install reflectors in the center line divider of Washington Mountain Road. T. Johnson replied that it was in the plan to grind down the road so when installed the reflectors will be even with the road.

Eden Glen bid has not been awarded as not all of the approvals are in.

The Board asked T. Johnson to see the Finance committee before leaving and thanked him for the good job the Highway Crew did maintaining the roads.

5. **Procurement Officer** - J. Huebner reported he has been unsuccessful in recruiting a volunteer from within Town to fill the Procurement Officer. He consulted with BRPC who thought that this position as well as the Tax Collector and Treasurer could work as a shared service position.

6. **Conservation Commissions:** J. Huebner reported that M. Lampro visited the site of the beaver dam breach. She took pictures and contacted Mark Stinson of the DEP, who said that nothing could be done. T. Johnson added that it took a lot of work to breach the dam. S. Nelson added that it look like it was intentional as branches were cut away to gain access. After further discussion J. Huebner reiterated that the Conservation Commission is aware of the breach and has documented their actions.

7. **Wired West** – S. Nelson reported that Osmos got pulled off the surveying job in Washington to finish another town. They only completed 11 poles last week. They surveyed approximately 170 out of 562. If they double up their efforts the job can be complete in a couple of weeks. S. Nelson also reported that the Executive Committee for Wired West is working on resolution that conveys that the various Selectboard want a regional solution and they want their voices heard by the decision makers in Eastern Massachusetts. If everything goes according to schedule the committee will approve the resolution during their meeting on Saturday. It should be ready for the Board to vote on Monday, December 19, 2016. J. Huebner asked S. Nelson to email the document to the Board as soon as possible because after next Monday the Board will not meet for another three weeks.

8. **Board of Health** – J. Huebner read aloud a Form of Causality Loss to a Building for damage to property at 88 Stone House Road. J. Huebner asked V. Cormier to file the form in the BOH files by address.

V. Cormier informed the Board that Peter Franz submitted another drawing with the “as built” along with a copy of the original drawing. J. Huebner asked V. Cormier to send the drawing to the Health Agent for review.

J. Huebner entered into the record that the Board of Health annual report has been completed and submitted.

V. Cormier informed the Board that she will be contacting the Electric Company to request documents on copy of what they are spraying in the Town and the places they have or will spray.

J. Huebner reported that he sent an email to Mr. Shapira and the camp website to reiterate that if they want to run a camp next year they need to get inspected and provide food service information.

9. **Administrative Assistant** – J. Hostetter reported that she received the Board of Health and Transfer Station submission for the Annual Report, the Planning Board will provide there submission in January. She sent out additional requests over the last couple of weeks but has not yet received many submissions. She will compile a list of non-responders for the Board after the three week break. J. Huebner set a deadline for the report’s availability to residents at the Annual Town Meeting.

She has begun digitalizing the cemetery records. The shredding project is nearing complete with a few banking records remaining. The AA’s office would like to begin going through the Board of Selectmen files and remove what is allowed by retention requirements.

The file consolidation project from the office moves and disposition of old cabinets is complete. J. Sawtelle quoted prices on the round table and old cabinets. He will sign the value form once they are complete.

After review of the Disposition of Assets procedure the Board discussed advertising the items in the Tracks. J. Hostetter will update the spreadsheet.

10. Police Department - Chief Breen – presented the board with a list of twenty six individuals to get keys for the Town Hall. The Town purchased thirty keys. J. Hostetter to write letter to recipients with deadline once C. Breen provides that information. He will confirm the 9th of January with the vendor this week. The Board reviewed and discussed the individuals included on the list agreeing that Michelle Beemer needs a key for Tracks and Co-op and the Highway Garage needs a second key. The Board of Selectmen reviewed the contract that key recipients will receive and be required to sign along with the current Key Distribution Procedure. Chief Breen will meet with J. Hostetter to make the suggested amendments and the sign off sheet as appendix 1.

C. Breen reported that he received a refund check from Verizon in the amount of \$680.00 dollars correcting the mistake that they made earlier in the year regarding the Police Department cell phone.

11. Building Maintenance Coordinator – Ed Bond updated the Board on his health. The mail basket was installed in the Treasurer’s new office. The file cabinet has been removed from the Board of Health office and he will remove the shelves next week.

12. Veterans Memorial – M. Case reported that S. Case met briefly spoke to Mr. Shapira at the Cultural Council meeting Saturday. There was additional discussion on the memorial in the obtaining Cemetery property section.

13. Cemetery – M. Case suggested that the Board meet with the new Mayor of Pittsfield to discuss property. There was discussion on the other property with M. Case stating that an act of the legislature is needed to take property from the state. There was additional on moving the memorials at the Old Town Hall to expand the cemetery and the Sexton’s concerns that it is in the historical district and the base of the memorials are very deep requiring heavy

equipment to move. The Board agreed that the Town still needs an additional cemetery site. T. Drugmand added that a neighbor to the common area did offer land for the Sexton and there is the Old Gardner property. There was discussion on various properties and creating a new memorial space. Chief Breen suggested tabling the moving of the memorials discussion until a decision is made of the new memorial. The Selectmen were in agreement that tabled the discussion would stall the project, that someone needs to come forward to spearhead a committee to represent the Town's Veteran and come up with a plan of what they want it to look like. J. Huebner felt it was wrong for the Board with perhaps the exception of M. Case to decide the memorial design. The Board asked C. Breen to contact P. Blake on re-energizing the project and funding opportunities.

14. Tax Collector Replacement – J. Huebner reported that Linda Levernoch is not interested in becoming Tax Collector, that the Town received a letter from Edna Holloway offering to be an interim Tax Collector. J. Huebner will contact her. J. Huebner reported that he put an advertisement in the MCTA. J. Huebner asked J. Hostetter to research what the Town did to advertise for the Treasurer Position. J. Hostetter left the room to research. J. Hostetter reported that it was in the MCTA, she didn't read anything in the minutes regarding using the Berkshire Eagle. T. Drugmand reiterated J. Hostetter's suggested advertising with Berkshire Works. J. Huebner will send J. Hostetter a write-up for Berkshire Works.

15. Other

J. Huebner entered into the record receipt of a \$314.80 check from Apkin for recycling.

J. Huebner entered into the record that the Board received a nice Christmas card from Always Growing.

J. Huebner announced that the Council on Aging will hold their monthly dinner at 5:30 this Friday, that it a special holiday dinner with baked ham.

J. Huebner also announced that the Tree Lighting ceremony at the park is this Saturday starting at 5:00.

16.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,
Jodi Hostetter