

1. J. Huebner called the meeting to order at 6:58. J. Huebner, S. Lennon and R. Borgnis present.
2. The Board confirmed with S. Lennon the correct email address to use when sending correspondence.
3. J. Huebner motioned to accept the minutes of January 24, 2011 as corrected. S. Lennon seconded. Motioned passed unanimously.
4. V. Breen meet with the Board to verify that the paperwork for his attendance in the upcoming Veterans Training Course has been submitted. R. Spencer provided V. Breen with the necessary paperwork and requested that a check for \$107.00 to cover the cost of the course scheduled for March 1st and 2nd. V. Breen will call to inform the organizer that the payment is forthcoming.
5. J. Huebner entered into record that the defibrillator in V. Breen office will be mounted in the hall way. V. Breen informed the Board that some maintenance is required as the battery and conductive pads are old and should be replaced and suggested circulating the manual to Town Hall employees to familiarize themselves with the equipment. V. Breen also stated that the cost of the machine is in excess of \$3,000.00. R. Borgnis stated that it should be added to the Town Hall inventory list if it is not already recorded. J. Hostetter will create a circulation list of Town Hall employees and order the replacement parts.
6. J. Huebner informed the Board of John Les's request for a couple of hours to perform maintenance on all of the computers at the Town Hall. J. Huebner motioned to approve the couple of hours requested for maintenance to the Town Hall computers. R. Borgnis seconded. Motioned passed unanimously.
7. J. Huebner motioned to accept the resignation of K. Sharp. R. Borgnis seconded. Motion passed unanimously.
8. J. Huebner informed the Board of his conversation with Michelle Lampro, who agreed to fill in at the Transfer Station until a replacement for K. Sharp is found. R. Borgnis suggested and agreed to advertise the position in the Country Journal and with the Department of Workforce Development. The Board discussed the Transfer Station Attendant job description and agree to revise the snow removal section. The Board also discussed the position with V. Breen, K. Walls and C. Willis.
9. J. Hostetter informed the Board that J. Nelson is actively looking for a full time job and asked if she should still pursue her as a temporary coverage. J. Hostetter will setup a meeting with J. Nelson. J. Hostetter also informed the Board that the annual reporting and correspondence to the Commonwealth for permit and licenses is complete and that she is researching the Septic Installers application process. The fiscal year 2010 Annual Report submission requests should be sent out this week.
10. D. Fish informed the Board that the Winter Roads account balance is approximately \$16,000. He also discussed with the Board and R. Spencer receiving reimbursement from the emergency management fund but was not sure whether the Commonwealth's cost has met the threshold for reimbursement. They also discussed, along with C. Willis the up coming storm and the plowing schedule possibly hiring temporary help.
11. J. Huebner read correspondence from MIIA informing the Board of dividends earned in the amount of \$330.00. The Town has the option of requesting a check or use the dividends to credit the insurance premium. The Board decided to leave the will the decision to the Town Treasures, S. Brazee.
12. J. Huebner entered into record two checks, one from the Tax Collector in the amount of \$1,010.00 for the permit and license portion of Bucksteep Manors payment to the Town and a \$500.00 check from the Head Start Program for February rent.
13. J. Huebner informed the Board that he had informed Osterman Propane that they will no longer be responsible for providing the Town with propane as October 26th. He had also informed the Board that he hired HL Propane. J. Huebner also entered into the record that Osterman Propane failed to deliver propane to the Town Garage on the 25th making that the third time the Town has run out of propane as a result of missed delivery dates.
14. J. Huebner read correspondence from the USDA informing the Board that they have completed Civil Rights Compliance Review and the Town has been found to be in compliance.
15. R. Borgnis informed the Board that previous requests to submit applications to setup an account with COVANTA has not been completed. She also recapped her conversation with Tom Hickey at COVANTA, who confirmed that they had not received an application and had emailed one to R. Borgnis who forward it to S. Brazee for completion. There are two types of agreements that can be setup. The basic service in which acceptance of waste is based on available room at the time of delivery or the more desirable commitment agreement which requires that all the Town's household waste is hauled to

COVANTA and it will be excepted regardless of available room. The agreement also requires a term contract of up to five years. After discussion with R. Spencer and C. Willis, R. Borgnis motioned to have S. Brazee submit an application and contact COVANTA requesting a three year commitment agreement for both Pittsfield and B3 for a term of three years. S. Lennon seconded. Motioned passed unanimously.

16. J. Heubner recapped the allegations made by Shaun Lennon last spring to have the Building Inspector investigate C. Willis's property on Upper Valley Road for possible removal of gravel resulting from the April 9th letter from M. Wiley of the Planning regarding residents complaints. He informed C. Willis that follow up correspondence has been drafted to the Conservation Commission and Building Inspector requesting investigation of issue with copies to M. Wiley, the members of the Conservation Commission and C. Willis. C. Willis stated that the issue was previously discussed at length and resolved with the State DEP. Any excavation that was done was to move earth from point a to b accessing his adjacent building lot and back filling for his garage which is not a conservation issues as it is 200 feet from wetlands. He also asked the Board why he wasn't informed the Board was discussing the topic tonight. K. Walls stated that during the gravel pit inspections the Conservation Commission did not visit the Willis property. C. Willis also brought to the Board attention that a Selectmen is currently cutting timber within 200 ft of a stream. J. Huebner told C. Willis to contact the Conservation Commission with his complaint and to return to the Board if the Commission does not respond. After discussion with Board C. Willis confirmed that if the Building Inspector reports that there has not been any alleged activity then the issue will be closed. J. Heubner entered into the record his request that J. Hostetter mail the letters. R. Borgnis asked J. Huebner if this topic was discussed with S. Lennon as it was not previously discussed by this Board. J. Huebner replied that it was not discussed. He is just following up on previous allegations made by S. Lennon last May and that he did contact M. Wiley who provided documentation.
17. D. Fish reported to the Board on correspondence he received from Phil Clark of Horizon Consulting Service, LLC regarding preparation of a Highway Capital Inventory Report – Culvert and Bridge Facilities offering a professional opinion on the nature and extent of remedial work, estimated cost, potential permits and approvals required as well as potential sources of public funding. D. Fish was concerned if Chapter money will pay for both studies since he is already working with ForeSight on a generic notice of intent. J. Huebner conversation with Phil Clark and ForeSight revealed that the generic notice of intent will not contain the detail need to create a Culvert and Bridge plan and both is necessary. J. Huebner entered into record that HCS service will cost \$3500.00. R. Borgnis suggested that Cathy Stevens be contacted to verify that Chapter money will pay. D. Fish will contact C. Stevens.
18. The Board requested that D. Fish contact Berkshire Overhead Door on the Highway Department garage door replacement.
19. J. Huebner read a complaint letter written to R. Borgnis by Mark Powell regarding the January 19th road conditions near his residence at 216 Cross Place Road in which his vehicle was stranded for several hours outlining his attempts to get help . The Board discussed with D. Fish on the condition of the road, maintenance done and response to him in the past. R. Borgnis confirmed that dispatch was able to get in touch with V. Breen after he discussed with the Board the series of events that occurred and addressing the section of the letter concerning the "No Response" complaint. S. Lennon recapped M. Powell conversation with the dispatcher and the call he received a 3:00 am at Williams College. J. Heubner motioned to approve the Highway Departments hiring of temporary help to allow for shift plowing. Seconded by S. Lennon. Motioned passed unanimously.
20. J. Huebner acknowledged receipt of the Addendum to the Boiler RFP along with the heat loss study and question and answer documents from M. Provencher of BRP. J. Hostetter will email the information to everyone who attended the pre-bid conference.
21. J. Huebner motioned to adjourn the selectmen meeting 8:09 to begin the Board of Health Meeting. R. Borgnis seconded. Motioned passed unanimously.

Approved: _____
Approved: _____
Approved: _____

Date: _____