

Town of Washington Select Board Meeting  
3/25/2024 7:00 – 9:00 PM Washington Town Hall

1. K. Lew called the meeting to order at 7:02 PM. Attending for the Select Board were K. Lew, D. Ellis, and Mike Case. After leading the attendees in the Pledge of Allegiance, the Board agreed to table over the approval of the 3/11/24 minutes until the next meeting.

**2. Attendants:** Steve Deloye, Dave Drugmand, Meg Megas, Linda Levernoch, S. Curran, and Sherri Thomas. Dick Spencer attended remotely.

**3. Approval of warrants:** The Select Board approved the warrants. The bill for the Town Hall roof was entered incorrectly so only part of the bill was paid. K. Lew will follow up with S. Curran to make the corrections and pay off the bill.

**4. Approval of Select Board monthly letter:** K. Lew made a motion to approve the April Select Board monthly letter. M. Case seconded. Motion passed unanimously. K. Lew will send the letter to L. Guthrie in T. Nothe's absence.

**5. Public Comment period:** No public comment

**6. Discussion of Select Board responsibilities transition:** K. Lew explained the parts of his current role as chair that would need to be taken over by other members of the Select Board or the administrative assistant. There was discussion on review of the minutes, the monthly letter, uploading the agenda to the website, and managing Zoom. There was discussion on whether or not to continue paying for the Zoom subscription. Someone else will need to be responsible for the laptop and seeing that the software is kept up to date. A decision needs to be made in regards to continuing the Ring doorbell subscription and upkeep. Issuing the assessment letters to Middlefield for the Town Administrator will need to be handed off. SAM.gov registration needs to be maintained in order to be eligible for federal and some state grants and will be turned over to the Town Administrator. K. Lew will complete the final report and closeout of E&R grant for Shared Town Administrator with BRPC before the end of his term. MVP grant will be handed off to the Town Administrator. K. Lew will no longer serve as the Berkshire Regional Transit Authority representative for Washington. K. Lew is the alternate delegate for the MPO and will no longer be eligible when his term on the Select Board is over. Annual TNC payment will need to be reported. K. Lew is currently responsible for Opioid settlement money, the BOH and/or Town Administrator will take over going forward. Department of Elementary and Secondary Education requires an annual end of year report on Washington's education spending. This becomes the basis for any Voc. Ed. transportation reimbursement. K. Lew will hand this off to S. Curran. K. Lew is the primary website administrator and will be happy to stay on as backend support, but the Board will need to reassign responsibility for determining News & Announcements and Urgent Alerts postings.

K. Lew will send his complete transitional list to the rest of the Board members.

**7. FY25 Budget review & negotiations with Finance Committee:** The Finance Committee proposed cutting the \$500 Select Board stipend. The Select Board agreed that there is enough responsibility involved to justify a stipend. K. Lew explained that he spends about 12 hours per week on Town business. The Finance Committee agreed to strike this cut. There was discussion on cutting the budget

for the Reserve Account based on budgeting history. There was discussion on cutting the selectmen's expenses based on spending history. There was \$500 added to website and digital communications. Cuts were proposed on tax map maintenance. K. Lew explained these costs are contractual, so Finance Committee should confirm with Assessors for the actual number needed. There was discussion on the \$1000 Treasurers Certification Stipend and whether or not to appropriate it. The Select Board agreed to cut the interest and insurance on short term notes by \$1,500. There was discussion on eliminating the \$6,000 appropriation for auditing expense. This was viewed as a last resort only if needed, since we'll just have to make up for it in future. It was agreed to cut tax collectors expenses by \$200. It was agreed to cut the records preservations account, The finance committee expenses, and zoning enforcement officer account. There was discussion on winter road overtime. The Finance committee will work with T. Johnson and his projections to finalize the number. The Board agrees to cut the summer help and ash trees. It was agreed to cut police department expenses by \$250 based on spending history the finance committee will follow up with Chief Miller. Animal control officer expense was cut by \$100. There was discussion on cutting Building Inspector expenses. The Finance committee will work with the Building Inspector to finalize. The Select Board will follow up with S. Curran in regards to Permit Eyes. There was a cut of \$100 to the Son's and Daughter's reunion budget. K. Lew put a discussion about 2024 Becket Beach fees on a future agenda. The Board agreed to follow up S. Curran at the next meeting in regards to any employee pay raises. Vocational education will be added to next weeks agenda.

**9. Discuss possible request to recertify Free Cash:** There was discussion on getting the money this year instead of next year. K. Lew explained it could potentially be used to put in the ash trees and putting money toward the highway truck. K. Lew made a motion to request that the accountant submit a letter for an update to our free cash recertification for this fiscal year. D. Ellis seconded. Motion passed unanimously.

**10. Town Administrator report:** S. Curran reported purchase and sale from Nature Conservancy for Virginia lakes May 30<sup>th</sup> closing. RFP for assessor's consultant services bid opening for May 10. April 16 CBRSD meeting about vocational education transportation. S. Curran reported Kathe is available meet with the Town at 1:30 on April 13<sup>th</sup>. The school bus had a brake issue among other things. Dufour said it will not pass inspection next year. The Select Board asked S. Curran to begin researching options and costs for replacement. S. Curran is also working on the police vehicle.

**Review Town Administrator evaluations for upcoming Joint Select Boards meeting:** The Select Board members compared their individual evaluations and compiled a consensus form to be reviewed with Sean when the joint Select Boards meet with him for annual review on Friday.

Adjournment: K. Lew motioned to adjourn the meeting at 9:55PM. M. Case seconded. Motion passed unanimously.

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

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Respectfully submitted,

Tykesha Nothe

Correspondence:

A letter from the governor's office congratulating Washington for completing our third community compact best practices grant.

Official notification from CBRSD that Washingtons proportionate share of the capital and operations budget totals \$848,520.

Request for the warrant article at the Annual Town Meeting