

Board of Selectmen Meeting Minutes
William Belden Training Room

March 21, 2018 @ 5:30 p.m.
Approved: June 12, 2018

Brian Moriarty, Chair
Cindy Doty, Selectman
Edmund Jaworski, Jr., Selectman
Marlene Michonski, Town Administrator

ANNOUNCEMENTS

Selectman Moriarty opened the meeting at 5:46pm. The Finance Committee is to join the meeting afterwards

Selectman Doty announced Pat Carnavale has been named to a special committee by Governor Baker. Selectman Moriarty announced Smith Sessions on behalf of Smith Academy. These provide meaningful information for parents and guardians of school age kids. Those interested may call 247-5641 for information. A session is scheduled for Thursday, March 29 at 6:00pm.

Public Forum – Ed Lesko announced that the 350th logo contest is extended by 2 weeks. Information is available at the website or see Ms. Szych, Town Clerk.

Minutes

Selectman Doty moved to approve the minutes of February 21. Selectman Moriarty seconded. Selectman Jaworski felt that the minutes should reflect his position that the cleaning contract was awarded to the lowest bidder. Selectman Moriarty asked if the minutes should be tabled or amended and Selectman Jaworski said he would let it slide. There being no further discussion the motion was approved.

Approval of Payroll and AP Warrants.

Selectman Moriarty moved to approve vouchers 1033 and 1034. Selectman Doty seconded and asked to see the backup. Selectman Jaworski asked to have an official signed copy when approving vouchers so they can see what they are approving. All voting in favor the motion was approved.

One Day Liquor License – this item appearing on the agenda had no action taken because the application was not completed.

Ms. Michonski summarized a meeting she attended with Kyle Scott, Building Commissioner, and Mr. Genovese with Joy Duperrault, Department of Conservation and Recreation regarding the flood hazard management program. Ms. Michonski said information on record with the state could be topic discussions for future meetings. She asked for a representative from the Conservation Committee to assist. No action needs to be taken on this now. Selectman Jaworski noted this needs a lot of discussion as it affects many things in town. Planning Board and Conservation Committee are to meet then report back.

Annual Town Meeting Warrant draft-

Selectman Jaworski asked for the last day to modify these. There is also a draft proposed ballot question for the elected Treasurer/Collector to be appointed. Ms. Michonski has asked DOR if there should be 2 separate questions. Selectman Moriarty asked Board members how to go over the warrant draft.

Ms. Michonski thinks article 2 should be deferred and possibly put on another warrant. Selectman Moriarty suggested waiting until we go through the budget. This can be scheduled for a future meeting. Financial items should be gone over with the Finance Committee present. Ms. Michonski asked the Board to alert her if they think of something else.

Memorial Town Hall Reno – Phase 2 Update-

The Board received an update from the meeting. Timing was discussed with Ms. Michonski noting the date of July 1st and reminding the Board of the need to prepare. Fire protection will require items to be moved. Discussion also included storage units, relocating the building inspector, Board of Health and Council on Aging. Our Lady of Grace Church is a possible locale for Council on Aging activities. The architects are to meet again with Mr. Genovese, Ms. Michonski and the Board to provide additional direction as they are a couple of weeks behind schedule.

Storage containers and a temporary ramp are other considerations. In answer to a question from Selectman Doty, Ms. Michonski said construction hasn't yet been put out to bid. She also said that according to the Council on Aging Director, their goal is to be out of the basement by June. Costs, estimated at 1.7 million with a possible 10% overrun will be available before town meeting.

Town hall employees will be impacted by plastic, noise and dust. Mr. Genovese said coordination with electricity and water will also be necessary. He said a generator was removed from the project, and also, an 8-10 % contingency is normal.

Continued Old Business

HR Policy

Selectman Moriarty explained that the Board has been reviewing the HR Policy bit by bit. The Board discussed the presented section 8, "Hiring Procedure" with Ms. Michonski.

Regarding pre-employment physicals, Ms. Michonski said there should be a copy on record prior to hiring. But she has no confirmation this has been done. Selectman Moriarty went over item 8.2 saying wording should be 'assists', not oversees the hiring process. He said the department head should be making the hiring decision. If they need assistance they can go to Ms. Michonski. Selectman Doty said she thinks oversees is about the process not the choice of applicant. Ms. Rider suggested the Town Administrator is responsible for ensuring that department heads follow procedure in filling positions as required. Selectman Moriarty said to strike everything after "assists with interviews." He said he doesn't want any misinterpretation that the Town Administrator has to do all the hiring. Responding to a question from a resident, Selectman Moriarty said the school has their own hiring procedures.

Under subsection 1, Ms. Michonski said all employee notices should be advertised in addition to posted. Selectman Moriarty suggested we take this up at the next meeting as it was 6:30 at this point and the Finance Committee had arrived.

Finance Committee

Treasurer/Collector Budget-

Mr. Williams asked to go through the budget line by line. Ms. Palmisano answered questions regarding tax title, Hampshire County retirement and group health insurance and unemployment. Group Health Insurance will be short for FY18 as it was under-budgeted. Treasurer's expense was increased for postage by \$300.00. POINT software cost will increase 5%. The IT budget for Paragus does not include POINT.

Ms. Michonski noted a copy of the agreement with Baystate Accounting is in the Board's meeting packet. Mr. Williams said so most of what Baystate would do will be in accounting. Beginning April 1, they will be doing accounts payable.

Professional Services line, especially as it pertained to Baystate Municipal Accounting was discussed. Ms. Michonski reported there is \$30,000.00 in the line, but another \$30,000.00 should be added. Mr. Williams asked to go over town debt. Ms. Palmisano has included all outstanding loans in the packet information. Mr. Williams asked what new debt is going on this year and she said the whole of page 2 except for the top 3 items. Phase 1 and town hall roof were debt exclusion.

Mr. Williams asked about Memorial Town Hall renovations. Ms. Palmisano is to follow up, and Mr. Williams asked her to note Phase 1 and Phase 2. Mr. Genovese noted that Phase 1 triggered Phase 2 for compliance so the money had to be there. A question was asked regarding consolidating loans and refinancing to get a lower interest rate.

Ms. Palmisano said to be careful because it might cost us more to combine than to borrow another loan. In response to a question from Mr. Williams she said there is a column on the paperwork indicating when loans will be paid off. Ms. Palmisano noted that a lot of them will be paid in the next 2-3 years. Selectman Moriarty thanked Ms. Palmisano/Ms. Strzegowski for this work and for getting the bills out.

Mr. Williams asked Ms. Michonski to go through line by line. Everything is level funded except for contractual, health insurance, and retirement. There was discussion regarding town clerk's request for additional funds for elections. Mr. Williams said this request needs to be recommended because we have no choice.

Other items discussed were Chapter 90 funds, community preservation, Smith Academy athletic fields, community gardens, construction of a hiking trail, rehab of town owned parcels, and the 350th Steering Committee request for \$25,000. Mr. Robinson asked if the 350th funds can come from CPA.

Mr. Genovese noted under State/other charges that phase 2 of the Wastewater Treatment Plant is mandated. Ms. Michonski is waiting to see if funds are available from the capital plan. Selectman Moriarty said every year capital projects are prioritized.

Brief discussion of the snow & ice deficit followed with Mr. Genovese relating that the deficit is \$76,000.00 now. Mr. Williams asked to leave the \$76,000.00 in the FY19 budget and have Terry Williams take a look at it. The recap sheet, worksheet and the summary sheet were discussed. Mr. Williams said we made a mistake last year with the snow & ice deficit number.

Mr. Robinson asked that building inspections taken out of the revolving fund be explained. Special Town Meeting requested dissolving the revolving fund for the inspector. Ms. Michonski has added a line item for additional inspectors as per Justin Cole.

Mr. Williams asked if we can get FY17 wrapped up and audited before June 30th. Ms. Strzegowski said she didn't know if that was realistic. Selectman Moriarty asked if there has been any progress. Mr. Williams said for planning purposes we're not going to have free cash certified by June 30th. We have to have FY18 closed out and in the books before we can have free cash certified. Schedule A must be submitted before November 1st, and a free cash number by the middle of October. The Board discussed Baystate's objectives. Selectman Moriarty said let's have that conversation again with Justin Cole; we all agree we need this reconciliation completed, audited and certified before June 30th.

Mr. Williams noted several budgets requested increases. A change to the Town Administrator's expense from \$39,00.00 to \$70,000.00 was discussed. Mr. Williams said an article may be necessary for FY18 to pay Justin Cole \$30,000.00 for this year. Selectman Doty asked about a part time person to collect taxes.

Mr. Cole believes that collections can be accomplished through Ms. Strzegowski, Ms. Palmisano and Ms. Petcen.

Ms. Michonski is to follow up with John Sullivan, forensic auditor, to see if we owe him money. She said the town did receive a report but it is in draft form. She reminded that after July 15, we can no longer pay previous year bills.

The Schools' budget was discussed, with Selectman Moriarty, as a school committee member outlining some of the cuts they made. Finance Committee asked what would happen if school level funded. Other department requested budget increases were discussed. The Board had already voted to increase hours in the Treasurer/Collector's office.

Board of Assessors has asked to have an increase to pay appellate fees as they use a separate lawyer. Town Administrator expense was increased to \$100,000.00. Mr. Williams asked to revisit the budget conversation. A meeting was planned for 6:30 on Thursday, March 29, perhaps at the William Belden Training Room.

The possibility of calling Tom Scanlon at some point was mentioned. Mr. Williams said we should ask if Baystate can have FY17 done and ready for the auditor. Selectman Moriarty said Mary Jane Handy, DOR, made it clear that we need to get her something to work with.

Selectman Moriarty addressed a question regarding a second water meter. He read a letter from Mike Ohl. Ms. Rider supported an increase in the rate for non-essential water use. Mr. Williams disagrees with using chlorinated water for irrigation. Mr. Genovese said very few towns do this because of the cost of reading two meters, and DEP discourages it. Selectman Moriarty said this has now been discussed, and it doesn't seem like something we would do.

Finance Committee voted and approved their minutes of February 28th and March 6th on motion of Mr. Robinson and seconded by Mr. Fisher. Resident, Ed Lesko asked about the forensic audit.

The Board will meet again at 6:00 pm on Thursday the 29th to take up the Baystate contract. Ms. Michonski would like to see the Board take up financial policies.

Selectman Jaworski moved to adjourn. Selectman Moriarty seconded. The motion was approved and the meeting ended at 9:10pm.

Respectfully Submitted,

Ki J. Eno
Executive Assistant