

Selectmen Present: Jacob Smith, Scott Bastarache,

Finance Committee: Shirley Holmes, Benjamin Fellows, Daniel Hammock, Eugene Klepadlo

Recreation Commission: Renee Tela, Jeffrey Rollins, Eric Eichorn

Also Present: Bryan Smith, Glenn McCrory, Philp Wonkka, Peter Sanders, Alison Rollins

Press: Christine Miranda, Athol Daily News

At 6:30 PM **Chairman Smith** called the joint meeting of the Finance Committee and the Board to order.

Annual Town Meeting Draft Warrant Review

The Finance Committee reviewed articles on the draft Annual Town Meeting Warrant that they had not previously considered during the annual budget process.

Article 2: Authorization to Apply for Federal and State Grants

The Finance Committee recommended approval.

Article 3: Authorization to Dispose of Surplus Property

Shirley Holmes stated that she would like to see the Town maintain records of all property deemed surplus. Dan Hammock made a motion to recommend approval. Benjamin Fellows seconded. Unanimously approved.

Article 12: Authorization to Establish the COA Food Service Revolving Fund

Chairman Smith explained the rationale for establishing a separate revolving fund to operate the COA weekly meal program in FY17. Eugene Klepadlo made a motion to recommend approval. Benjamin Fellows seconded. Unanimously approved. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously approved.

Article 13: Re-Authorization of the COA Food Service Revolving Fund

Eugene Klepadlo made a motion to recommend approval. Dan Hammock seconded. Unanimously approved. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously approved.

Article 14: Re-Authorization of the COA Medicaid Ride Service Revolving Fund

Eugene Klepadlo made a motion to recommend approval. Dan Hammock seconded. Unanimously approved. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously approved.

Article 14: Re-Authorization of the COA Facility Use Revolving Fund

Eugene Klepadlo made a motion to recommend approval. Dan Hammock seconded. Unanimously approved. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously approved.

School Parking Lot & Sidewalk Paving Project

Glenn McCrory, Highway Foreman, joined the Board to discuss the idea of increasing the appropriation for Highway Roadwork and Paving to include the school paving request. Glenn stated that he is working on acquiring a quote within two (2) weeks. He does not believe that \$25,000 is enough to do what the school is requesting for work. The current request would complete the sidewalk work. **Chairman Smith** made a motion to increase the Highway Road Work capital article to \$155,000. **Selectman Bastarache** seconded. Unanimously approved. Benjamin Fellows made a motion to recommend approval. Shirley Holmes seconded. Unanimously approved.

Funding for the Proposed New Library

Dan Hammock made a motion to recommend approval. Eugene Klepadlo seconded. The Finance Committee engaged in discussion. Dan noted that the proposed Library might be a controversial topic. He stated that from simply a financial stand point that it is a good deal if the Town receives the grant from the State. Dan stated that he believes it is still up to the voters whether or not they want the project. He recommends voting positively. Ben Fellows raised the concern that if the building is built and a large tax payer is lost that the Town would have to find a way to support the facility. Ben wants it to be clear that an affirmative vote on this article will authorize the building of the Library. The Finance Committee voted 3 to 1 to recommend approval. **Chairman Smith** made a motion to approve. **Selectman Bastarache** seconded. Unanimously approved.

Town Barn Repairs

Glenn McCrory, Highway Foreman, explained the repairs that the building requires, specifically the old office area requires repair or removal. **Selectman Bastarache** expressed his support for removing the office section to secure the building and look over the next year for a long term solution at the Highway Department. **Chairman Smith** clarified that the Board had previously discussed this and a new building in the future will cost more than the proposed repair to the existing structure. Dan Hammock asked what the modifications to remove the office area, repair the wall, and reinforce the existing doors will cost. Dan made a motion to recommend modifying the capital request from \$25,000 to \$5,000. Ben Fellows seconded. Unanimously approved. **Chairman Smith** made a motion to approve the amended capital project request. **Selectman Bastarache** seconded. Unanimously approved.

Senior & Community Center Lobby Furniture and Equipment

The Board discussed that this request does not meet the newly proposed definition of a capital request. In the future similar expenses would be included in the operating budget request. **Chairman Smith** made a motion to remove this article from the draft warrant. **Selectman Bastarache** seconded. Unanimously approved.

Senior & Community Center Storage Building

Chairman Smith questioned the need for the space. He noted that materials and furniture are currently stored in the neighboring house. Eugene Klepadlo suggested tabling this item until the Special Town Meeting. Shirley Holmes and **Chairman Smith** both agreed that a potential Library and the Senior & Community Center could have a shared exterior storage area. Dan Hammock shared his agreement with waiting for more information. **Chairman Smith** made a motion to remove this article from the draft warrant. **Selectman Bastarache** seconded. Unanimously approved.

Capital Planning Bylaw

Eugene Klepadlo made a motion for the Finance Committee to recommend approval of the bylaw. Benjamin Fellows seconded. Unanimously approved. **Chairman Smith** made a motion to approve the bylaw. **Selectman Bastarache** seconded. Unanimously approved.

Permeant Record Preservation Request

Chairman Smith explained that a capital request from the Town Clerk for the preservation of permanent records in the amount of \$20,000 was inadvertently overlooked. He asked if the Board and the Finance Committee would support this request. Eugene Klepadlo made a motion to recommend approval. Dan Hammock seconded. Unanimously approved. **Chairman Smith** made a motion to approve the request and add it to the FY18 capital budget. **Selectman Bastarache** seconded. Unanimously approved.

Prior Year Expenses for Pan AM Railways

Chairman Smith notified the Board and the Finance Committee that the Town recently received notice of two (2) prior year invoices for real estate fees owed to Pan AM Railways. The first invoice is from July 2015 in the amount of \$50.00 and the second invoice is from July 2011 in the amount of \$200.00.

Chairman Smith made a motion to add the payment of these invoices to the Annual Town Meeting warrant. **Selectman Bastarache** seconded. Eugen Klepadlo made a motion to recommend approval. Shirley Holmes seconded. Unanimously approved.

At 7:24 PM Eugene Klepadlo made a motion to adjourn the Finance Committee meeting. Shirley Holmes seconded. Unanimously approved.

Ground Maintenance- Joint Meeting with the Recreation Commission

At 7:25 PM **Chairman Smith** called the joint meeting with Recreation Commission to order. Commission members Renee Tela, Jeffrey Rollins, and Eric Eichorn joined the Board to discuss the ground maintenance needs of the Recreation Department and the vacant Recreation Maintenance position. Alison Rollins, Recreation Clerk, and Glenn McCrory, Highway Foreman, also joined the discussion. **Chairman Smith** opened the conversation to inform the Recreation Commission members that the Board is considering several changing needs as it pertains to ground and facility maintenance and the Board's goal is to think of the comprehensive needs of all Town departments. Glenn provided both boards with an overview of his experience with the Recreation Maintenance position. Glenn made a proposal to consider revising the current Building Maintenance position to include the ground maintenance responsibilities for the park system. This would require the hiring of a Town wide custodial position. Renee, Commission Chair, stated that she was open to an alternative staffing arrangement as long as all Recreation maintenance priorities are addressed. The Board recognized that it will take some time to properly consider the needs of the Town going forward. Both the Board and the Commission agreed to revise the Recreation Maintenance position as a part-time, temporary position for the season. Glenn agreed that the Highway Department will prepare the baseball fields for the season.

At 7:52 PM **Chairman Smith** made a motion to adjourn the joint meeting with the Recreation Commission and continue the Board of Selectmen meeting. **Selectman Bastarache** seconded. Unanimously approved.

The Board continued meeting with Glenn regarding the Town wide custodial responsibilities. The Board discussed the future need for a dedicated custodial position. The Board asked that the Administrative Coordinator work with Glenn and department heads to identify the custodial needs of all Town properties for further review.

Proposed Snow and Ice Removal Bylaw

The Board reviewed potential language for a snow and ice removal bylaw that has been proposed by the Police Department. First, **Chairman Smith** read existing bylaws to those in attendance:

Article 21 of 1903: "To see if the town will vote to compel abutters on concrete sidewalks to keep them clear of snow and ice or pass any vote in relation thereto."

Article 33 of May 9, 1979: "No person shall shovel, push, cast, or cause to be thrown or plow any snow or ice from any privately owned property into any street, public way or Town owned land. Whoever violates this bylaw shall be punished by a fine of \$25.00 for each offense."

Chairman Smith posed the question of whether the Board should propose the repeal of these existing bylaws and their replacement with a new bylaw. The Board agreed. **Chairman Smith** read aloud the proposed bylaw. **Selectman Bastarache** made a motion to remove Section 5 which addresses the throwing of snowballs. **Selectman Bastarache** explained that the act is covered under existing MGL. **Chairman Smith** agreed with the change. The Board asked that sections 2 and 7 are merged into a single section and that sections 3 and 4 are merged into a single section. The Board reviewed section 9 which addresses violations and penalties. Wording was clarified and the concept of "calendar year" was changed to "fiscal year." The Administrative Coordinator will research winter parking bans.

Almost Anything Goes

The Board reviewed the informational flier for the 2017 Almost Anything Goes program. Collection of bulky items will begin on Monday, May 1, 2017. **Chairman Smith** explained that residents should not place items curbside until Saturday, April 22, 2017. The Board asked that the Administrative Coordinator to follow up with the Board of Health regarding enforcement of illegal dumping and maintenance of properties. The Board asked that the informational flier regarding the program and the fees associated for other bulky items be sent to all residents by the end of the week.

Capital Improvement Planning Policy – 2nd Reading

The Board reviewed the revisions made to the Capital Improvement Planning Policy. The Board accepted all changes as presented. The Board further amended the policy with the following:

- Update section .04(2) by adding “In preparation for the Annual Town Meeting...” to the first sentence.
- Add a new section .04(3) that explains that the capital improvement review process can be used for a Special Town Meeting with a minimum of 60 days prior to the meeting.
- Renumber the remaining subsections in section .04.

The policy will be reviewed for a third reading at the next meeting.

Wastewater & Water Department Job Descriptions

Peter Sanders, Chief Wastewater Operator/ Water Superintendent, joined the Board to review revised job descriptions for the Wastewater Department and a proposed Assistant Water Operator for the Water Department.

Chief Wastewater Operator/Water Superintendent

The Board reviewed the revised job description for the Chief Wastewater Operator/ Water Superintendent. The revisions formally incorporate the Water Department responsibilities and licensure into the Chief Wastewater Operator position. The Board amended the description with the following:

- Update the Supervisory section to explain that this position directly supervises Wastewater and Water Department employees and removes any limitation on the number of employees.
- Update the Essential Functions section by amending the first bullet to explain that the position oversees the daily operation of both the wastewater and water departments
- Amend bullet number 11 to include training for water requirements
- Update the Education and Experience section to clarify that any equivalent combination of experience and education may be considered
- Update the Special Requirements section to include a 1T Treatment and 1D Distribution drinking water licenses are required.
- Remove reference to participation in the drug testing program

Assistant Chief Wastewater Operator

The Board reviewed a revised job description for the Assistant Chief Wastewater Operator position. The Board amended the description with the following:

- Clarified minimum requirements and that 1 to 3 years of prior work experience in a municipal wastewater treatment field is required
- Remove reference to participation in the drug testing program

Wastewater Operator

The Board reviewed a revised job description for the Wastewater Operator position. The Board amended the description with the following:

- Update the Work Environment section to clarify the every 3rd weekend on call rotation and the 24/7 nature of the work

- Remove reference to participation in the drug testing program
- Clarified special requirements to state that the position requires a Grade 4 wastewater treatment operator's license
- Update Education and Experience section to clarify that 1 year of prior work experience in a municipal treatment operation is preferred. An equivalent combination of education, training, and experience may be considered

Assistant Water Operator

The Board reviewed a draft job description for the proposed Assistant Water Operator position. The Board amended the description with the following:

- Update the Essential Functions section by replacing the wording "... treatment and discharge of wastewater..." to now read "...treatment and distribution of water"
- Remove reference to participation in the drug testing program
- Clarify Education and Experience section to note 1 to 3 years prior experience in a municipal water treatment field

The Board will review the revised job descriptions again at their next meeting.

Public Records Access Policy – 4th Reading

The Board reviewed the draft Public Records Access Policy for a fourth reading. Records access officers have not been identified by the Recreation Commission or the Library Trustees. The Board amended the organizational chart within the policy to identify the Chair of the Library Trustees and the Recreation Commission as the Records Access Officers of the respective departments. **Chairman Smith** made a motion to adopt the policy as amended with an effective date of March 06, 2017. **Selectman Bastarache** seconded. Unanimously approved.

Temporary Assistant Treasurer Appointment Request

Chairman Smith explained that the Treasurer has already assigned that HR/Payroll Assistant that authority necessary to conduct work in her absence and his perspective that no approval is necessary from the Board of Selectmen. No action taken.

Review of Meeting Minutes from February 27, 2017

Chairman Smith made a motion to table the meeting minutes from Monday, February 27, 2017 until the next meeting. **Selectman Bastarache** seconded. Unanimously approved.

Erving Center Cemetery- Burial Deeds

Chairman Smith made a motion to approve and sign the burial deeds numbered 406, 407, 408, 409, 410, 411, 412 and 413 to Leonard Clark. **Selectman Bastarache** seconded. Unanimously approved.

Adjournment

At 9:33 PM **Chairman Smith** made a motion to adjourn. **Selectman Bastarache** seconded. Unanimously approved.

Respectfully Submitted,



Bryan Smith
Administrative Coordinator