

# TOWN OF GILL

MASSACHUSETTS



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## SELECTBOARD/FINANCE COMMITTEE MEETING MINUTES

*August 31, 2009*

### Called to Order

Meeting was called to order at 4:30 p.m.

### Present

Ann Banash, John Ward, Nancy Griswold, Selectboard members; Tracy Rogers, Town Administrator; Tupper Brown, Claire Chang, Chris Collins, Timmie Smith, Ronnie LaChance, Jim Poulsen, Leland Stevens, Finance Committee members; Lynn Bassett, Steve Roberto, Gill Montague Regional School District.

### Gill Elementary School

Lynn reported that Bill Barton with Safe Waters Environmental tests the water supply at Gill Elementary on a monthly basis. July's test results included a high coliform count, making the water unpotable. Bob Flarity of the District contacted Gill's Board of Health to notify them. It has since failed once more and now passed on August 25. Ann suggested sending a copy of correspondence with the Board of Health to Tracy in the future.

There are also DEP regulations with which the school must come into compliance by December or January. The work to address the DEP regulations will make it easier for the school to test for coliform and to treat it. The work can be done during school vacation in November or December. They weren't aware of these DEP regulations until July. John asked for a history of test results to see if there's a trend developing. Lynn will provide those.

Timmie asked if the plumbing work should be considered maintenance—thereby falling under the District's maintenance budget—rather than a capital expense, which falls to the Town to pay for. Tracy consulted the lease agreement, which states that the Town must pay specifically for work involving pipes.

Lynn reported that she had only obtained one quote for the work because it fell beneath the \$5,000 procurement threshold. Tupper and Ann requested that she get two more quotes if possible.

Lynn also reported that asbestos has been discovered on the water pipes that need to be worked on. She is in the process of obtaining quotes on having the asbestos removed as well.

Tracy reported that the Highway Department expects to repave the circle driveway in front of Gill Elementary in the spring.

#### District Meeting Date

Tracy reported that the 9/24 date for the district meeting has been cancelled because of two school open houses scheduled that night. The latest proposal from the superintendent is for 9/30, but Ray Godin is not available to moderate that night. If Ray Steele is available, that date would work. A backup date is 10/1. Both dates worked for the Selectboard and Finance Committee.

Lynn and Steve left the meeting.

#### E-Bay Policies

Tracy reported that the accountant suggested instituting a policy regarding E-Bay purchases. He refused a bill schedule from the Fire Dept. because of insufficient documentation related to an E-Bay purchase. The Board asked Tracy to have the Financial Management Team discuss the issue.

#### Special Town Meeting Warrant

Tupper questioned whether the word "contingencies" in article 5 was appropriate; perhaps it should be "conditions." Ann suggested the Board check with Town Counsel. The Finance Committee and Selectboard voted unanimously to recommend a sum of \$3,000 for article 5.

Jim made a motion for the Finance Committee to support articles 2, 4, and 5. Claire seconded the motion and it was carried by a unanimous vote.

Claire made a motion for the Finance Committee to support article 6. Jim seconded the motion. Chris questioned how the groups felt about his suggestion on 8/27 to have the funds collected under article 6 go directly into stabilization. Tracy questioned whether town meeting would be able to bind future town meetings with such a vote. Given that concern, it was agreed to make it a recurring article for annual town meeting every year. The motion was carried by a unanimous vote.

Claire made a motion for the Finance Committee to support article 6. Chris seconded the motion and it was carried by a unanimous vote.

Tupper asked Tracy to double check the figure in article 10 with Lynn Bassett. Claire made a motion for the Finance Committee to support article 10 with a figure that equals Gill's assessment under the Commissioner's 1/12 budget as last voted by the School Committee. Lee seconded the motion and it was carried by a unanimous vote.

Chris made a motion for the Finance Committee to support article 11. Lee seconded the motion and it was passed with a vote of six in favor, one recused (Ronnie). All Selectboard members recused themselves also.

If the \$3,000 appropriation for the Recreation Committee passes, that leaves \$3,811.03 to go into Stabilization. Tupper requested that motor vehicle excise receipts be tracked this year, so we can tell how much would have gone into Stabilization had we not used the more conservative figure. Jim made a motion for the Finance Committee to support article 12 to move any leftover funds into Stabilization. Claire seconded the motion and it was carried by a unanimous vote.

Jim made a motion for the Finance Committee to support article 13 with a figure of \$30,000. Claire seconded the motion and it was carried by a vote of five in favor, two opposed. Nancy made a motion for the Selectboard to support article 13 with a figure of \$30,000. John seconded the motion and it was carried by a unanimous vote.

Chris left the meeting.

Ann asked if both groups approved scheduling the potential override election to coincide with the special election the State will hold in January 2010 to fill Senator Kennedy's seat. Both groups approved.

Tupper left the meeting.

#### Recreation Committee

Nathan Duda, Rose Levasseur, Cathy Demars, Recreation Committee members, and Ray Steele, Moderator, joined the meeting.

The Committee provided a budget for the upcoming soccer program, showing a profit. Ann told the Committee that they cannot buy shirts, or anything, until Town Meeting appropriates funds for the Committee on 9/14. If the article to dissolve the Committee passes, all soccer money collected from parents must be returned to the parents. At the end of the season, the Board will require an accounting of the program's actual revenues and expenses.

Nathan reported that the fundraising letter to businesses had not gone out yet. Ann informed the Committee that whatever was not raised by the 9/14 town meeting, the Town will pay for. Nathan asked for an updated balance and list of transactions for the Committee, which Tracy agreed to provide.

Tracy asked if Cathy was now going to be the sole person authorized to sign bill schedules, etc. Nathan replied that the Committee is holding a meeting on 9/3 to elect officers. It is undecided until then. Ray recommended the Committee work together and vote on spending together.

The Recreation Committee left the meeting. Ronnie, Lee, and Jim left the meeting.

Tracy asked Ray if he was available to moderate the district meeting should it fall on 9/30. Ray said yes. Ray left the meeting.

#### September 14 Board Meeting

Tracy asked the Board how much business they wanted to conduct during their regularly scheduled meeting on 9/14 and what time they wanted to meet. The Board decided to meet at 6:00 p.m. and only sign the vendor and payroll warrants.

#### Review of Minutes

The Board unanimously approved minutes from its August 17 and 19 meetings as written.

#### Sandri Property

Tracy presented a copy of the title certificate provided by Attorney Richard Evans to Franklin Land Trust when the Trust bought the property. It showed the title as clear. Nancy made a motion to accept the gift of land from Franklin Land Trust. John seconded the motion and it was carried by a unanimous vote.

#### Franklin County Selectmen's Assoc. Dinner

Tracy asked if she should RSVP on anyone's behalf for the upcoming FCOSA dinner. Ann said yes, John maybe, Nancy no.

#### DOR Recommendations

The Board reviewed the list of recommendations resulting from DOR's financial management review. Tracy reported that she is working on an RFP to hire a consultant to examine the needs of the big three departments. The rest of the discussion on the recommendations was tabled until the 9/28 meeting.

#### Master Plan Review

Tracy reported that when asking the FRCOG Planning Department if they would review the Town's master plan under a peer review grant, Director Peggy Sloan said they would find some way to do that small review for free.

#### Office Walls

Tracy presented a sketch of walls for the first floor that would allow for the Board of Assessors to have an office on the first floor and for all offices to have full walls and locking Dutch doors. The Board approved the sketch. Tracy will contact local contractors to see if she can get materials and labor donated.

#### Cloutier Residence

John reported visible 275-gallon oil tanks behind Andrew Cloutier's residence at 34 French King Highway. Tracy will ask Glen Ayres if he's aware of them.

### Regionalization of Police

Tracy reported to the Board that the FRCOG notified her that there are technical assistance funds to pursue the idea of sharing police resources with Bernardston and Northfield. The COG is in the process of arranging a meeting with a selectman, administrator, and police chief from each town.

### DOR Education Waivers

Tracy reported that DOR indicated that Gill would not qualify for any of the education waivers discussed during the Board's last meeting.

### Clerical Interviews

Tracy reported that Ann cannot make the tentative date of interviews for candidates for the clerical position. Would Nancy or John like to sit in instead? Both volunteered to sit in. The Board asked Tracy to choose four top candidates and arrange the interviews.

### Chapter 90 Reimbursement Request

The Board signed the Chapter 90 reimbursement request for chip sealing and shimming Franklin, Green Hill, River, and Munns Ferry Roads.

### Televising Board Meetings

John asked if the Board wanted to have future Board meetings televised. Montague Reporter David Detmold interjected that many people discuss Montague meetings that they saw on MCTV, so it's obvious that people do watch them. John thought perhaps more people would become interested in serving on Town committees if they could see what was going on. Residents might also have a better understanding of how the Board arrived at its decisions. Ann expressed concerns that meetings would become more formal and discussion could become stifled, so she prefers not to televise, but is willing to go along.

The Board agreed to consult with MCTV about televising the meetings, perhaps starting with the special town meeting on 9/14.

### No Trespassing Signs at Old Town Dump

Tracy reported that there were two drug overdoses at the site of the old town dump last week. The police department has requested permission to install a no trespassing dusk to dawn sign to make it easier for them to move folks along who are there after dark. The Board approved.

### MMA 6<sup>th</sup>-Grade Essay Contest

Tracy reported that 6<sup>th</sup>-grade teacher Joanne Flagg agreed to participate in the MMA's essay contest again. The Board agreed to participate. Tracy will try to arrange a visit for the 6<sup>th</sup> grade for the week of 9/21.

### Purchase Orders

Tracy presented a purchase order from the Fire Dept. for \$625 to renew their custom software license and from the Highway Dept. for \$2,800 to sweep stone prior to paving.

She reported that the Highway Dept. will be able to reuse the stone when it comes time to work on the gravel roads. The Board approved both purchase orders.

#### Paving

Tracy reported that the Highway Dept. will pave Main and Boyle Roads 9/10-9/11.

#### Front Loader

Tracy reported that the Highway Superintendent would like to get a sense how the Board feels about using Chapter 90 funds to purchase a new front loader. The 1992 loader is in constant need of repair. A new loader costs approximately \$115,000. There is a balance of \$325,000 in Chapter 90 right now, \$89,000 of which is leftover from the Main Road project. The Superintendent expects another \$115,000 to come through next year. The Board was in support of the idea, but suggested a joint meeting with the Finance Committee to discuss the issue further.

Ann reported that the FRCOG conducted a pavement study 4-5 years ago that we might find helpful in determining whether we're keeping up our roads appropriately and whether it is less expensive to maintain a dirt road or a paved road. She asked Tracy to contact the COG to try to get a copy.

#### Farming on Mariamante

Tracy reported that she had an offer from Timothy Goodwin to grow organic squash on the Mariamante parcel. This year, Tim would brush hog the lot, plow it, and plant a winter cover crop. Next year he would plow and plant squash. He offered \$1,000 rent per season. The Board suggested checking with the tribes and Mass. Historical Commission first, to see if they're ok with the idea, then to conduct a proper procurement.

#### Highway Dept. Projects

Tracy presented the Board with a list of projects the Highway Department will be working on through December.

#### Photocopier Bids

Tracy reported that the lease on the current photocopier expires in October. She presented a list of bids, including one to buy out the lease on the current copier. The Board recommended either bid from Baker Office Supply. Members indicated a preference for the new copier, rather than the used one, but asked Tracy to get a recommendation from Bill Baker.

#### Payroll and Bill Warrants

The Board approved payroll and bill warrant number 6.

#### Special Town Meeting Warrant

Timmie asked about the Recreation Committee fundraising. She recalled from the 8/27 meeting that the Committee was going to have to pledge all fundraising monies toward their deficit until it was paid off; not that Town Meeting would absolve their debt on

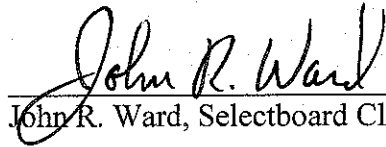
9/14. This would encourage the Committee to defer donations until after the town meeting appropriation.

Ann replied that she wasn't sure there was a mechanism for the town to be repaid. Claire suggested we could reduce the FY10 appropriation by the deficit in FY09 to encourage donations before 9/14.

Adjourned

Meeting was adjourned at 7:45 p.m.

*Minutes respectfully submitted by Tracy Rogers, Town Administrator.*

  
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John R. Ward, Selectboard Clerk