

Selectboard Meeting  
September 6,2011

Present: Noreen Suriner, Chair; Alan Vint  
Duane Pease, Admin. Asst

Meeting called to order by chair at **7:01pm**; Mitch Feldmesser arrived at 7:03pm

**Jackie Duda**, newly appointed Temporary Health Agent was present with former Health Agent **Charlie Hunter**. **Noreen** welcomed her to the meeting. Jackie had met with Charlie previously and he turned over his equipment to her. Board received a list of the equipment. Jackie stated Charlie had been very helpful to her. She is going meet with the highway, police and fire departments. She will come back to the Board after she gets acclimated to the Town's operations. She said she has seen much worse and would like to get the files organized by street rather than name as the names of homeowners change but the street listings do not.

**Alan** mentioned there was missing information regarding septic systems, etc.

**Mitch** said it was getting a little better and to keep improving it.

**Jackie** said after speaking with Charlie she will have many things to discuss with the Board and she will email her list and follow up with a meeting. Date of October 17<sup>th</sup> was set to meet with Jackie regarding her recommendations.

**Noreen** stated there were no pressing issues at this time and the fall and winter are the slow seasons.

**Mitch** said he was looking forward to her recommendations.

**Leanne Every** and **Steve Harris** of the Communications Committee next asked to speak with the Board.

**Steve** requested the DSL line be ordered from Verizon. He said the newer interface will split the line and avoid the need for filters on the phone line as each line has 4 wires.

**Leanne** said one pair of the lines is used for the DSL while the other is for the voice.

**Alan** wanted to know if Verizon could do an evaluation of the Town's phone system at the same time.

It was said that the DSL line and evaluation were two different departments within Verizon and the business office would have to be contacted for the evaluation.

**Joe Kearns** mentioned that a Verizon repair man had come to the Town Hall when there was a problem with the alarm system and found a few other problems that he repaired while he was there.

**Steve and Alan** had a discussion and review of the existing lines and which would be appropriate for the DSL line.

**Noreen made a motion** to authorize the Communication Committee to contact Verizon and arrange for the installation of the DSL line. Motion **seconded by Alan. Vote 3-0 in favor.**

Next, the CommComm presented the proposals they received for the wiring and networking of the system.

For the wiring, 3 proposals were received: Amenitek's was for \$3,900, Ascentek's was \$3,800 and Alarms of Berkshire County's was for \$4,136. The CommComm preferred Amenitek's proposal. **Noreen made a motion** to accept the Amenitek proposal, **seconded by Mitch.** Vote 3-0 in favor.

The Networking was the next item, 2 proposals were received. Ascentek's was for \$2,178.96 and a proposal from Kurt Zinnack, who is the Gateway Regional School District's network manager, for \$2,238.09.

**Leanne** preferred Zinnack's proposal as he thought "outside the box" and was using a Mini Mac and was easy to work with. Steve agreed and he felt this was a reliable, secure installation.

**Noreen made a motion** to accept Kurt Zinnack's proposal, **seconded by Alan.** Vote was **3-0 in favor.**

**Warrants** were signed, payroll: \$8,546.76; expenses: \$12,776.59

Board requests a follow up meeting with the Treasurer and Tax Collector on 10/24 for a status on the tax takings.

Also, the Board was extremely pleased with **Skip Savory and the highway crew** for the installation of the sign in front of the Town Hall.

Next item was the responsibilities of the Selectboard in dealing with various departments in Town.

**Alan** thought it a good idea to designate each member to be the lead on specific duties.

**Noreen** said she is very involved with the Board of Health and Emergency Management.

**Alan** said he had been dealing with the highway department.

**Mitch** felt his best way was to support Noreen and Alan. He would be interested in working on the “brown fields” in town.

**Alan** said it would be who deals with whatever, i.e. Kopelman & Paige billing situation.

**Mitch** felt there would need to be a consensus of the Board.

**Noreen** said designations would allow the Board to move forward and share their information with each other.

**Alan** said some decision making would have to be made as an individual and then advise the Board.

**Noreen** then said there are many issues that need addressing such as appointments, personnel policy and revising the by-laws. The assigning of responsibilities will help speed up the process.

**Alan** said this way the individual can take the lead, do the research and then report back to the Board and get the ball rolling.

**Mitch** felt the need to establish a committee regarding the revision of the by-laws.

**Noreen** asked if he was willing to take the lead in that regard.

**Mitch** said he would think about it.

**Alan** stated they need to have trust in each other and move forward.

**Noreen** said she is already attending the regional BOH and DIG (District Incentive Grants) meetings. There are 60 areas the BOH has involvement and Middlefield may do 3. She would like Mitch to think about other duties he could accept.

All agreed to support each other in the area they take the lead in.

Town Counsel was the next item of discussion.

**Noreen** was disappointed Kopelman & Paige has not provided any specifics on their billings to the Town.

**Alan** felt the Green Grant bill was sort of justified for the research but the requests for information were excessive. The bill has not been paid to date as there was no itemization of the charges.

**Mitch** said there was \$5,000 appropriated for the 2011 fiscal year.

**Alan** said in his discussion with Kopelman & Paige, they agreed to accept the balance of the Town's legal appropriation as payment in full of their 2 outstanding bills. He is not dissatisfied with their work but they need to be more responsive.

All agreed to continue being careful in the use of Town Counsel. **Noreen** needs to clarify what has been paid. Also, the Board may want to look into other options for counsel.

Administrative Assistant offered to research other firms.

**Noreen** motioned, Alan 2<sup>nd</sup>, vote 3-0 to have Administrative Assistant research other firms that do Municipal legal work.

**Noreen** noted that she had spoken with **Suzanne** regarding the file clean-up and Suzanne was not interested. It was decided the Admin. Asst. would continue with the file clean-up and keep track of his hours so it could be billed to that account. Alan volunteered to help with the clean-up. Noreen said she would attempt to find another person to help with the project.

**Skip Savory**, road superintendent, brought in his Chapter 90 paperwork for the Board to sign. He said Cone Road lost pavement and he was not sure if FEMA funds would be available.

**Alan** will fax the paperwork to the State in the morning.

**Noreen** thanked Skip and the highway crew for all they did during the bad weather.

**Mitch** told him the sign out front looked good.

## **Open Forum**

**Joe Kearns** said the Board should consider a local resident for the temporary position to aid in the file clean-up. He also went to Worcester for a seminar sponsored by the Lt. Governor "Innovation in Green Communities".

**Alan** advised Joe he was having trouble getting in touch with the Temporary building inspector. He has tried calling and had not call back, he also tried speaking with someone in the Hampshire Council to no avail.

Joe told him to call Todd's cell directly as he is not happy with the current situation either. He finds it frustrating.

**Noreen** also has had frustrations with the building inspector.

**Noreen** has called Northampton dispatch regarding the 911 services and they are willing to make a proposal to the Town. She also has a call into Berkshire County Sheriff, Tom Bowler, regarding the current 911 service but has not had a return call.

### **Courtesy information**

**Alan** wanted to know if, in a situation where a complaint has been lodged against another citizen, should we advise that person of the complaint.

**Mitch** felt we don't have any authority except as Board of Health and should direct it to the proper person. Otherwise, we may give the wrong impression of being able to help.

**Alan** then asked, if it's not within the Town's jurisdiction, should we give a "heads up"?

**Mitch** feared it may end up escalating the situation.

**Alan** said it could be a situation similar to the "trailer situation" and then all 3 Selectmen get phone calls.

**Noreen** said there was no official offense there. And if she inadvertently offended someone, she would like to know.

**Mitch** asked to think of a fabricated report and how it can be unnecessarily upsetting about the false accusations.

### **Personnel Policy**

**Mitch** said he feels Alan's frustration on the Personnel Policy and the Board may need many weeks to go through it.

**Alan** said there was not much success in getting volunteers to help.

**Noreen** felt it could be worked on a little each meeting starting with the next Board meeting.

**Noreen** also said the By-Law revision would come after the Personnel Policy is completed.

### **Appointments**

**Noreen** spoke with **Eric Main** regarding his re-appointment as the wire inspector, he is interested. It was agreed to have him come in on 10/17 as well as having the plumbing inspector come in on that date.

Other appointments still to be made are the Civil Defense Warden, smoke alarm and oil burner inspector and road superintendent.

**Alan** also mentioned the wood stove inspections are now under the jurisdiction of the building inspector and no longer under the fire chief.

Final item for discussion was the Regional Selectboard Barbecue, all three are going.

**Noreen** made a motion to adjourn, **Alan** 2<sup>nd</sup>. Vote 3-0 in favor.

Meeting adjourned at 9:45pm.

Minutes respectively submitted,

Duane Pease  
Administrative Assistant

Minutes accepted with/without changes.

Noreen Suriner, Chair

Alan Vint

Mitch Feldmesser