

**SELECT BOARD MEETING MINUTES | June 1, 2020 | 6:00 P.M.**

COMMUNITY CENTER

**Present:**

Verne Leach, BOS Chairman / ACO  
Ed Munch, Selectman / Historical Commission  
Bruce Cullett, Selectman / Police Sergeant  
Caleb Mitchell, Town Administrator  
Justin Russell, Highway Superintendent  
Karen Tonelli, Assistant Assessor  
Nanette Mone, Board of Health Chairman  
Darryl Darby, Board of Health Member  
Irene Morrison, Administrative Assistant

Item 1: **Call to order:** 6:00 P.M.

Item 2: **Roll Call:** Chairman Leach present, Selectman Cullett present, Selectman Munch present

Item 3: **State recording status:** Mr. Leach & Irene Morrison recording; Live stream on Town Clerk Facebook page

Item 4: **Review and Approve Meeting Minutes for 5/18/20**

Mr. Leach motions to approve the 5/18/20 BOS Meeting Minutes pending changes. Mr. Cullett seconds. All agree.

**VOTE 3-0**

Item 5: **Update of Departments**

**Highway – Supt. Russell reporting**

Supt. Russell said he cleared out a parking area at Center Cemetery, which he said you could probably fit 4-5 cars in there. They did the perimeter with rocks. He got 2 4'x4' posts and will put a chain across there. He'll put a combination padlock on it and will let the lawn mowers know and Gary Daniels know. Cemetery Sexton Darby will know what the code is for it when there's a burial. This will prevent people from driving through the cemetery anymore.

Supt. Russell said that today he got the trench done for the electric conduit for the lights down at the Fire Station. Crosier Electric will be here tomorrow to start wiring that.

Supt. Russell is looking for clarification on the Grant Money for Curtin Rd. as to whether the money is coming in per check and we're spending that money, or do we have to spend the funds then get reimbursed. TA Mitchell said he is waiting to hear back. Mr. Munch has a Mohawk Trail Woodlands Partnership meeting next week and will find out the status if TA Mitchell hasn't heard back by then. Mr. Cullett said either way, we should just proceed. Supt. Russell said if everybody's in agreement he'll start arranging to get the material here.

Supt. Russell said in the past couple weeks, he's met with Mike Callahan, from "Beaver Solutions". They're looking at putting in some water flow devices on Bauman Rd and Pierce Rd. There's Grant Money available and he applied for the Grant last week and is hoping he'll hear this week whether we get the money or not. There would be 2 on Bauman Rd. and 1 on Pierce Rd. to try to solve some of the problems we've had down there. Recently, he had Gene Darby trap this past winter in April for us.

Supt. Russell asked about the lighting situation through the Green Communities Grant and is wondering if that was something we were going to start working on, using those funds to get the lights in the garages done. Mr. Cullett said the lighting upgrades in the highway garage is one of the first things on the list. He said we're holding off on some of the

lighting upgrades in this building until we know for sure what we're doing. Mr. Munch mentioned the Architectural Study if we can get that. Supt. Russell asked if Guardian could come back to do the upgrade assessment on the new furnace. TA Mitchell said it was all in the works to do that until COVID-19. He got back to BRPC, he wanted Lauren Garrity back up here to work on that application to do the lights and so forth, and he never got a response back from BRPC. He said he would have to go back and ask them again. Supt. Russell said he'd like to see an IT mini split put in his office. He said during the summer it could be well over 99°. During the winter he said it could be 40°-50° in there. He said it would be nice to have some kind of climate control in there. Mr. Munch said that should be under Green Community. Supt. Russell said Lauren Garrity suggested we could utilize funds for something like that.

#### **Transfer Station – Mr. Leach, Transfer Attendant reporting**

Speaking as Transfer Attendant, Mr. Leach asked Supt. Russell if anything else could be done rather than the 8'x8' block for the bears. Supt. Russell said he's found that's the best way to keep the bear out of there. Mr. Munch suggested a steel door, but Supt. Russell said then somebody has to lift the steel door up every time. He also said there's a conduit that goes overhead that connects the power to the Paper Compactor. Transfer Attendant Leach asked Supt. Russell for zip ties to hang signs that the BOH would like for him to put up.

Supt. Russell said he'd like to see the Transfer Attendants start doing a perimeter check and cleaning up the fence line. He said there's debris all over the place that should be the responsibility of the Attendants to clean up once a week.

#### **BOH – Nanette Mone, Chairman reporting**

Nanette said Peggy has been after her to get a computer. Mr. Leach said if she checks with the Town Clerk, he believes she said BRPC has left over computers/laptops to be used for town purpose.

Nanette said she had called the Salvation Army in pursuit of trying to find out where people could get food. She said there's someone who is servicing our area named Stephanie. Stephanie told Nanette that anybody who wants to call her looking for food, she would handle it. What they do is make up a box that's for several people to last for 4-5 days. Mr. Leach said she needs to get a phone number out there. She said she would put that on the Town Website. She talked to Bonny DiTomasso about Meals on Wheels. If anyone wants to call her, she will take care of them. She told Nanette we could make up a one-page flyer, trifold it and address it to everyone and get a bulk-rate on the mailing. She said they could use the money from the COVID-19 Funds. Hopefully, if people do need something, they'll come forward.

Daryl said he doesn't understand why we don't put in for the full amount available from the COVID Funds. TA Mitchell said we could always send back what we don't use.

#### **Town Administrator – Caleb Mitchell reporting**

TA Mitchell said we have an e-mail from Paul Mark. There's an IT Bond Bill that passed the House and is now with the Senate to provide funding for any unserved areas for Broadband in the remainder of the town, but it's all up in the air. It depends on whether the Senate passes it, and it gets signed by the Governor.

TA Mitchell said the Director of NBSWD told him that our Recycling Dividends Program, the application was complete, and the award will be announced in the Fall. DEP accepted our page 12 policy.

TA Mitchell told the BOS that he had given each of them a copy of the Administrative Assistant position. "We are in the last month of Irene's tenure here, so we're going to need to put that out there to advertise for the position." (*See job posting*)

TA Mitchell said he received an e-mail from someone asking about the position they saw for the Police Chief. They wanted to know if they could send a resume. The BOS will interview for that position after July 1, 2020.

TA Mitchell said he received an e-mail from the COA Director who has resigned her position. He said he thought there was a possibility that maybe we should have a 3 Member Board or Committee. Mr. Munch asked if we had any

equipment outstanding with her. Mr. Leach said she sent an e-mail saying she would bring that back to the town ASAP. TA Mitchell said we have all the keys. (*See COA Director resignation*)

Item 6: **Discussion and Vote to make the following appointments:**

Mr. Leach motions to re-appoint Bruce Cullett, Police Sergeant. Mr. Munch seconds. Both agree. Mr. Cullett recuses.  
**VOTE 2-0**

Mr. Leach motions to re-appoint Robert Horne, Police Officer. Mr. Munch seconds. Both agree. Mr. Cullett recuses.  
**VOTE 2-0**

Mr. Leach motions to re-appoint Ethan Rougeau, Police Officer. Mr. Munch seconds. Both agree. Mr. Cullett recuses.  
**VOTE 2-0**

Mr. Leach motions to re-appoint Kyle Nutting, Police Officer. Mr. Munch seconds. Both agree. Mr. Cullett recuses.  
**VOTE 2-0**

Mr. Leach motions to re-appoint Jeffrey Cranston, Alternate Zoning Board of Appeals. Mr. Cullett seconds. All agree.  
**VOTE 3-0**

Mr. Leach motions to re-appoint Sam Haupt, BRPC Delegate. Mr. Cullett seconds. All agree.  
**VOTE 3-0**

Mr. Leach motions to re-appoint Kathy Borden to Cultural Council. Mr. Cullett seconds. All agree.  
**VOTE 3-0**

(*See appointment documents*)

Item 7: **Discussion and Review Town Hall/Community Center Electronic Sign or alternative Projects for Town's 250<sup>th</sup> Anniversary Celebration and Grant Application cost reimbursement**

Mr. Munch said the sign should be here Wednesday or Thursday. He'll try to contact the shipping company or someone who could give us an answer of when the sign will be delivered. He said Supt. Russell brought up the point that they leave at 2:30 P.M. and things will be locked up, so we need to have it done before 2:30. Mr. Munch indicates that they had talked about Bruce possibly leaving his tractor up there with the forks so we could unload it because it's over 600 lbs. He said they'll open the crate to make sure there's no damage to it.

Mr. Leach asked how we were doing on the lights. Mr. Cullett said the trench has been dug and the Electrician will be there tomorrow starting their work. They have to put the conduit in first, then the wires. He doesn't know if they'll wait until last to install the lights. The ground will have to be backfilled. Mr. Leach said he's had some thought on one of the poles down there, seeing how it's in the park. "We were offered a free hot spot about a month ago. I thought it would be good and won't cost the town anything. It would be a good spot for it." TA Mitchell said he thought we weren't going to do that because we already have Spectrum. Mr. Leach will look more into it. Supt. Russell said something like that should be installed inside the building to keep it out of the weather and not on the pole. Relating to the 250<sup>th</sup>, Mr. Munch said we're putting lights on the poles. "Did we ever give the thought to put some kind of public address system on the poles? While everything is opened up, and they're putting conduit in, is there a possibility of putting wire in there." Mr. Leach said we could run an extra conduit away from the electric. Then when you decide to do that it's there. It's an option. Mr. Cullett said typical functions down there we'll have some sort of PA system or band to make announcements. Mr. Munch said he's just bringing it up so we can think about it.

Mr. Cullett said the final tally for the sign is \$9,100.00. Mr. Leach said he's all for running conduit down for future use. Mr. Cullett said we're getting 4 lights in the base bid that we aim toward the back of the Fire House and the field. The unit cost for each additional light to point it toward the rear of the Highway Garage with a photocell on it. The wire is going to be run in the base bid, and that unit price is only good while they're here. Even with 1 additional light, the sign, the entire electrical base bid, and the additional light is \$22,600.00. Mr. Cullett said we should have enough for stone and maybe a couple other things. He doesn't have a price for stone yet. He's thinking of having a base big enough to have a flower bed under the sign.

Item 8: **Discussion and possible Vote to appoint Edward Richards to the Cemetery Commission**

Mr. Leach said he has received a letter of interest from Edward Richards to become a member of the Cemetery Commission. (*See letter of interest for Cemetery Commission*)

Mr. Leach motions to appoint Edward Richards to the Cemetery Commission. Mr. Munch seconds. All agree.

**VOTE 3-0**

Item 9: **Discussion and possible Vote to install mini split climate control system for Server Room, Police Station and Highway Garage Office utilizing Green Community Grant**

Mr. Cullett said he just started soliciting Contractors to come take a look and provide estimates. The first one is coming tomorrow who said hopefully with estimates in hand. He said the Server Room is in dire need, and a unit for Supt. Russell's office. Supt. Russell said it wouldn't run all the time. It wouldn't take long to heat it up or cool it down when it needs to be. Mr. Cullett said it might work best if it's drilled into a shelf on the gable end of the building.

Item 10: **Discussion and Review of Drafted 2021 Annual Town Meeting Warrant**

The BOS reviewed and discussed all the Articles in the Draft ATM Warrant. Some changes were made to combine all the wage accounts taking Articles 9 and 10 and combining with Article 8. Also, wording of the wage accounts & salaries should all say Wage Account (i.e. Administrative Compensation should be Administrative Assistant Wage Account, Elections & Registrar's Wage Account, Assistant Town Clerk Wage Account, Compactor Attendants Wage Account, Assistant Assessor Wage Account and Town Administrator Wage Account etc.)

Mr. Leach said Board of Health (BOH) Expenses on pg. 4 is \$450.00. He thought that was included. TA Mitchell said what happened is we never found the account because the account was never created and was rolled into the Berkshire Health Alliance (BHA) Account. As he was doing the Warrant, he discovered it was on the Warrant to raise & appropriate that. He said we level funded it. He said he still doesn't have any estimates from BHA, so he doesn't really know what their budget is going to be, so we leave it at \$11,000.00. If we spend less than that, then it gets rolled over to the General Funds.

Supt. Russell said in Article 27 it says to purchase a Boom Mower. It should be for the Boom Mower Hydraulic Motor. Article 29 should say Hydraulic Hose Crimping Machine. TA Mitchell said he totaled it up, and with everything we have in this Warrant, we're down to \$41,000.00. He said if there's any different language on Article 35 for the Wetland's By-Law, we'll get that from Town Counsel. Mr. Cullett said he has language he'll get to TA Mitchell for Article 31 more about the study for the building, and the wording for ethics. TA Mitchell said he got an e-mail from the Chairman of the Cemetery Commission, who mentioned possibly utilizing the Cemetery Trust Fund, and TA Mitchell pointed out to him that we were raising the expense account up to \$600.00. He told him if he wanted to utilize the funds from the Trust Fund, it would have to be at the ATM, with a 2/3 Vote. Mr. Leach said he thought the Trust Fund was set aside to buy more property specifically for the cemeteries. He said Matt Drosehn was very adamant about that. He told him about that repeatedly that that was what it was set aside for, that's what it was trusted for. Mr. Cullett said he thinks it would be an appropriation for the Cemetery Trust Account, but I don't believe there would be any restrictions on it. I don't think there could be any restrictions on it. I think it's up to the Town Gov't to spend it. TA Mitchell said he doesn't know how much time it would be to do any research and hopefully there will be something we could find out fairly quickly, because the Warrant got to go to Town Counsel. The BOS discussed where the ATM would be located and the time. (*See Draft ATM Warrant*)

Item 11: **COVID-19 updates & possible Grant Funding Application**

Mr. Cullett said, "We talked about this last Thursday night with the BOH. (*See Minutes from Joint Meeting w/BOH & BOS*) The thing we have to remember is that we have to ensure that the money we spend is going to fit into the criteria they give us. This is Federal money, and we don't want to run the risk of spending X-amount of money and thinking we're doing things correctly and thinking it fits within the parameters when ultimately, the Federal Gov't projects it. We have to be cautious, and that's why I'm hesitant to say let's get the whole grant." TA Mitchell said, "Another reason we

have to consider when getting the total amount is if we have to return a large portion of it, what they'll do is they may take it out of our state aid. That may be the way they re-coup the funds." Mr. Cullett said, "We should certainly go for every legitimate expense we can come up with. I have run the numbers several different times, and the highest number I can stretch it to is \$30,000.00." Nanette said, "The form we signed states if the money is not spent, or if they deem that it was not spent correctly, that's where they would take the money out of your other funds. If you have spent the money correctly, and you have money left over, that you can just give back." Mr. Cullett said, "It's not as clear as it should be on what is appropriate and what's not as an expense. Let's not be enticed by the free money aspect. Let's do what we know we're going to encounter and the money we know we're going to spend with additional money built into that. I came up with a hand full of projects, building related projects, Public Health Nursing Services, additional funds for the Health Agent, Public Health Nursing Services for contact tracing if there's another outbreak in the fall. Some construction projects within the Town Hall, outside cleaning firm, and trying to work within the state guidelines of cleaning which is just about daily for at least following occupancy." Mr. Munch asked if we have numbers on outside cleaning services. Mr. Cullett said, "I did a ballpark minimum because it's not going to be a huge time consuming thing for someone to come in and clean the bathrooms and disinfect surfaces, but you'll have a minimum charge for doing that." TA Mitchell said, "It's going to be each person's responsibility for their own office space." Mr. Munch said, "We could estimate a lot higher on the cleaning service. Daryl asked if they have to be certified. Nanette said if you get someone in here who has tested positive, everything will have to be shut down and cleaned thoroughly.

Assistant Assessor Tonelli asked if we gave any thought to purchasing computers or laptops. She said she was going to schedule a meeting after she had gotten an e-mail from George Sansoucy, Special Municipal Employee who would like her to release an overlay. She attempted to set up a zoom meeting so that the Assessors could meet according to the new laws and wasn't able to because she doesn't have microphones in her computer. The BOS suggested a different way in which they could meet with it being audio recording. Mr. Leach said he would set it up for her if she wanted to go ahead and schedule a meeting for next Monday.

Daryl said he thinks we should at least budget for a thorough cleaning up here and the Fire Dept once a week. Mr. Cullett said, "My opinion is looking back at the last few months we've had a total of less than 5 suspect cases in the town. We certainly are ready to have protocol's in place if we're dealing with a situation, but I've seen many other municipalities throw some money away on cleaning. My background is Hazardous Materials and working with that sort of thing and working in buildings to decontaminate them. To me, it's not necessary unless you know you have an issue. In-house we can handle our own spaces and vehicles." Mr. Leach said, "As far as the cleaning goes, my main concern would be the bathrooms." Mr. Munch disagrees with that because he thinks the area we have to worry about is the public space. Mr. Leach said once we open to the public, they'll be using the bathrooms. Mr. Cullett said the way the state criteria reads for cleaning is at the end of every day common area surfaces should be cleaned, door handles, tables, copy machine, bathrooms. Individual office spaces, cubicles should be cleaned by the individual. He said the biggest thing is to protect the people who are working in Town Hall as well as folks coming in.

Item 12: **Review and approve Accounts Payable, Treasury Warrants, Payroll Warrants**

Item 13: **Adjourn**

Mr. Leach motions to adjourn the BOS Meeting of 6/1/20. Mr. Cullett seconds. All agree **VOTE 3-0**

**The BOS Meeting of 6/1/20 adjourned at 8:06 P.M.**

**Articles used:**

6/1/20 BOS Meeting Agenda  
5/18/20 BOS Meeting Minutes  
Appointment Documents  
Administrative Assistant Job Posting  
COA Director resignation  
Letter of interest for Cemetery Commission  
Draft ATM Warrant  
Minutes from Joint Meeting w/ BOH & BOS  
Warrants

Respectfully submitted

*Irene J. Morrison*

Administrative Assistant

Verne Leach, Chairman \_\_\_\_\_

Ed Munch, Selectman \_\_\_\_\_

Bruce Cullett, Selectman \_\_\_\_\_

Approved: 6/15/20 \_\_\_\_\_  
Date