
Select Board Meeting Minutes 6/13/18

Select Board Minutes of the meeting of 6/13/18

Meeting Opened at: 9am

Select Board Members Present: Carol Edelman, Chairperson, Kenneth Basler and Donald Coburn

Also in attendance: Joe Baker, Mary Makuc, George Cain, Laurie Shaw, Peter Chait, Evelyn Vallianos, Rebecca Wolin, Justin Cole, Peter Vallianos

The Board met with the Friends of Wilson McLaughlin House (FWMH) to continue the discussions about the Community Center:

- Carol stated for the record that she fully supports the Center, however is uncomfortable with how recent budget items including the proposal for a paid employee were brought up so late (after town meeting), Joe shares the discomfort. The original \$6k-8k originally proposed has now turned into much more, and there was uneasiness with asking for more money at a special town meeting. Kenn stated that this is a transitional year and everyone dropped the ball on both sides in trying to develop a budget. We all agreed to do a better job anticipating needs in the next budget cycle.
- Updated budget estimates for FY19 – In last week's figures the expense for a porta potty was not included (\$750). Discussion ensued about how to lower expenses including; lowering the phone bill by cancelling voicemail (\$20/mo) and purchasing an answering machine. Joe stated that there are 2 charges on the bill that they didn't ask for (\$20.95/mo for 24 month term rate plan and \$10/mo for call forwarding/don't answer). Joe will call Verizon and purchase an answering machine.
- The Community Center stated that they did not ask for the porta potty; this was requested by the community garden.
- There was discussion about incoming funds/fees, in addition to the current fee structure.
- The proposed additional parking which was approved at a previous meeting was also discussed; this will be an additional \$4,000 that will be necessary to raise and appropriate at some point.
- Rebecca Wolin questioned what the town originally approved for yearly operating expenses once the Community Center was operational. \$0, everyone admitted that there was insufficient foresight or planning put into the future operations.
- Proposed employee – The Board informed the FWMH that after meeting last week they voted to request a part time employee for \$15/hour for up to 5 hours a week for 50 weeks for FY19 at the special town meeting. George Cain stated that it isn't critical to pay an employee this year when it could cause this budget to run at a deficit. He wasn't comfortable with this proposal so late in the game as the full budget is now doubled from what was originally proposed. It was noted that there are several other very important departments that operate without paid staff (Parks, Con Comm, Planning, etc). A motion was made to approve putting an article on the special town meeting for a part time employee at \$15/hour for up to 5 hours a week for 50 weeks for FY19. The motion was seconded and unanimously approved. A second motion was made to place an article to allow expenditures for operating expenses, excluding the employee, up to \$11,349 through the proposed revolving fund. The motion was seconded and unanimously approved.
- MOU – The suggested changes were reviewed and discussed. A motion was made to approve and sign the MOU as discussed. The motion was seconded and approved unanimously. All parties involved signed.

The Board met with Justin Cole to discuss the following Accountant and Treasurer items:

- Justin provided an update on both offices. Information has been submitted to the auditor; Justin has a conference call with Scanlon later today. A year end letter has been drafted and will be sent out to all departments within the next 1-2 weeks. FY18 is sufficiently wrapping up nicely.
- FY19 Free cash should be submitted by Labor Day this year and all the information for setting the tax rate should be to the Assessors by mid-October.
- Office hours: It was proposed to go to one day a month in office for 8 hours rather than 2 times a month for 4 hours each time. When office hours have been held twice a month the only parties coming in were the Administrative Assistant and occasionally a department head, but most of the items brought in person could be addressed off-site. Everyone was reminded that anyone can call or email anytime; also M. Noe holds a bi-monthly call with the Treasurer to get updates. It

was agreed to have someone here from 10am – 6pm on the 3rd Wednesday of the month allowing Justin to attend the joint Select Board and Finance Committee meeting.

- Billing overruns for FY17 cleanup: The Board discussed BMA's proposal/request to discuss transferring monies for the additional time spent cleaning up the records. Kenn was concerned that this was the first time the Board was hearing about any overruns; Justin argued that in almost every Select Board meeting he attended he notified the Board that the work that was being done was well beyond the scope of work agreed upon. Later everyone concurred that there had been discussions on the amount of work being much larger than contracted for. Don suggested that Kenn contact counsel to determine if what is being requested is permissible and if it would require a town meeting vote, or if it could be done internally as is being proposed through end of year transfers. Justin argued that the severity of what was actually wrong with the records exceeded what was presented when Baystate was hired; the Board requested that the wrongs be righted, which ended up being 3 times the work agreed upon. FY17 had to be forensically recreated. The Board stated that there should've been better communication during the year, which everyone agreed. Don made a motion to table this for one week to allow discussion with Counsel and the Finance Committee. The motion was seconded and unanimously approved.
- There was discussion about moving monthly payrolls to the last payroll of the month rather than the 3rd payroll. This will go into effect with the July payroll.
- Properties that were taken through tax takings: Baystate is still researching all of the costs incurred to the town with each of the takings. The records are haphazard and this hasn't been straightforward task. Baystate hopes to wrap that all up this month and have the auction sometime in July. Attorney Peter Vallianos has a client whose property was taken and would like to purchase the property back. Peter stated that there is a portion of the law that allows for a special disposition of properties that allows the Board to consider an alternate way of disposing of the property; we will follow up with Town Counsel on the matter. The former owner is requesting to come in on the 27th to speak with the Board.
- Con Comm Agent – The Board had appointed this position as a contractor but Baystate needs to know if the position falls under the IRS guidelines as a contractor. Rebecca Wolin advised the Board that in her opinion this is a contractor position and should remain that way. The Board will review the information and take it under advisement.
- The VADAR accounting software contract for FY19 was reviewed and signed.
- A motion was made to extend the Baystate Municipal Accounting Group agreement of June 19, 2017 by one year at the rate of \$30,000 per year subject to approval of Town Counsel. The motion was seconded and unanimously approved. Justin agreed to providing something in writing for any unforeseen, out of the ordinary items that might come up with a cost that will not be worked on until agreed upon by the Board and Finance Committee and monies appropriated.

Miscellaneous Items Reviewed:

- Carol reported on last night's SBRSD sub-committee meeting to reconsider the regional agreement assessment portion. The sub-committee has agreed to meet every other week until they can come up with a recommendation. It was proposed that they need a recording secretary and have each town contribute \$100 toward this. A motion was made to pay the \$100 out of Select Board expenses. The motion was seconded and unanimously approved.
- The Board reviewed the June special town meeting warrant. The Board discussed the proposal to use \$5,100 to purchase a new solar speed trailer with free cash. A motion was made to wait on proposing this at the special town meeting. The motion was seconded. Discussion ensued. There were concerns about the fact that 2 of our current trailers are not operating. The motion was approved unanimously.
- The Board asked Rebecca if she was aware of any Finance Committee concerns about the upcoming special town meeting; she was not.
- Don and Kenn discussed possible options for moving forward to obtain the MBI (Broadband) grant funds. Carol recused herself from this conversation.
- The June special town meeting warrant was signed. The Constable will be asked to come over today to sign and post.
- The CET extension agreement for household hazardous waste collection was signed.
- The Planet Aid clothing box contract was signed. Planet Aid is going to remove the 3 boxes currently there that belong to a company that has gone out of business. We will no longer be able to accept books to be recycled, only clothing and textiles.
- Town Clerk reports: M. Noe confirmed that she met with Terry yesterday and will continue to help Terry with the monthly reports and trying to find an easier to read report.
- The Board approved the handbook amendments.
- Kenn reported that he has spoken with Mickey Jervas representing the Library Trustees; Mark confirmed that he does not want health insurance through the town and he will provide a letter to that effect.

- Administrative Assistant role: Don stated that we should move on solidifying this and suggested that we designate a specific block of time next week to finish this up.
- Warrants were signed.
- Minutes from 6/7/18 were approved.
- Administrative Assistant's weekly report was reviewed.
- Town Clerk's weekly report was reviewed.

A motion was made and unanimously approved to adjourn the meeting at: 11:52am

Submitted by:
Melissa Noe, Administrative Assistant
Approved by:
Monterey Select Board

cc: Website (www.montereyma.gov)
Select Board Members
Minutes Book
Town Clerk