
Select Board Meeting Minutes 5/2/18

Select Board Minutes of the meeting of 5/2/18

Meeting Opened at: 9am

Select Board Members Present: Steve Weisz, Chairperson, Carol Edelman and Kenneth Basler

Also in attendance: Joe Baker, Mary Makuc, Shawn Tryon, Justin Cole, Evelyn Vallianos, Laurie Shaw, Dennis Lynch, George Cain, Justin Cole

The Board met with members of the non-profit Friends of Wilson McLaughlin House (FWMH) who have been operating the Community Center and the Director of Operations to discuss the following:

- Community Center usage hasn't been as high as hoped but calls are steadily coming in about summer availability.
- Lease renewal: Rather than a lease a Memorandum of Understanding might be more appropriate for the current co-managing agreement to be put together; counsel and our financial office will be consulted.
- Accounting practices: The Community Center was reminded that all monies coming in need to be turned over to the town on a regular basis and any expenses to be paid need to also go through town hall. There were questions on whether or not the non-profit can pay for their expenses with town funds.
- The Board made it very clear that they do not want to run the Community Center they just want to go forward legally with regards to accounting for monies received and expended and adjusting the lease accordingly for the new year. They are very pleased with the job the volunteers have been doing.
- The FWMH is requesting that the town consider paying Mary Makuc as the Events Coordinator for 2 – 4 hours a week beginning in FY19. The Board suggested that the FWMH should submit a proposal to the Board for this which would then be presented at town meeting as a part of the whole operating expense budget.
- The Board discussed with the FWMH the new revolving fund proposed for the Community Center and Bally Gally. Combining these two properties as one revolving account is in line with Edith Wilson's will and allows for the rental monies to be used for repairs on both building and to pay for the operating expenses of the Community Center.
- Discussions will be had over this next year about the future transition from co-managing to full management by the town.
- Wifi: The Community Center inquired about getting internet at the Community Center. Verizon has refused to offer DSL service. The Board will look into whether Fiber Connect is running down that road and what plans/options are available.
- Community garden: The FWMH has considered this a part of their non-profit auspices and not the town; the Board will consult with Counsel and our financial team.
- Additional parking: Shawn provided a drawing for the proposed additional spaces in the upper lot (50' x 25' – 4 spots). If the highway is to do the work it will cost about \$1,500, more if an outside contractor is to do the work. The additional spot below will cost another \$1k – 1,500. Shawn suggests that in the center circle the underbrush be cleared and make this into a grassy knoll with a pathway; this would be about \$500. Completion of this project will depend on where the monies are coming from (this will also be presented as part of the operating budget for FY19). Everyone agreed to the proposed plan.
- Outdoor lighting and conduit is still being worked on and the Building Department still needs to be consulted. We are estimating anywhere between \$2,400 – 4,400. This project will be completed by July 1st.

The Board met with Director of Operations, Shawn Tryon to review the following:

- 319 grant – Dennis is requesting the Board sign a letter of interest for this grant which is a follow up grant to the 604b grant/study. It requires a 40% match from the town in the amount of approximately \$60-80k which would need to be approved at an upcoming meeting. The 604b study we had performed has determined that a major cause of the milfoil is due to runoff and this new grant addresses the runoff issues. The Board asked for revisions to the letter and acknowledged that by signing the letter does not commit us to the matching funds or accepting the grant. Dennis is working with Shawn on this project. Shawn noted that highway budgets are not set up to support any of the projects proposed in these grants.
- Old compactor – Shawn inquired whether the Board wants to sell it or scrap it. The Board said to sell it to one of the interested parties.

- Tree bid: We have the option to renew this contract for another year. Shawn wants direction from the Board whether they wasn't to extend it for another year or rebid it. It was agreed that the current contractor is very professional and the contract can be renewed as long as the scheduling of the projects with the Tree Warden is better streamlined.
- TIPS Grant: This grant only pertains to RT57 and RT23 and requires a lot of things one of which is making the road 32 ft wide which is a lot for this area (a waiver can be applied for). Engineers will be needed to move forward which the town will be responsible for paying for (10% of the total project cost, approximately \$500,000). Starting the process now should help us to get funds in 8 - 12 years. It was suggested that a stabilization account be created specifically for engineering having to do with road design. Shawn asked the Board if they wanted to pursue the TIPS grant or apply for MassWorks monies. Kathy Stevens of MassDOT suggested applying for MassWorks for Blue Hill Rd (you can only apply for one project and if awarded you cannot apply again for 3 years). The Board agreed that Shawn and Terry should proceed with applying for TIPS money for RT57 and for RT23 as well in a few years.
- Transfer Station:
 - Trees were cut as were required by DEP. This has caused an issue that needs to be addressed with the transfer station personnel and negativity they are openly expressing to residents without having all the facts and not always following the proper procedure for having their complaints heard. Shawn is going to have a conversation with the attendants followed up with a written communication that will address the negativity and the proper procedure for addressing any issues.
 - DEP made a site visit for the old landfill and were very happy with the progress. We will need to meet a few more requirements before getting a final signoff.
 - Cans/bottles: A complaint was received at town hall that the attendants are taking the cans and bottles and keeping the monies from the returns which should be coming back to the town. Steve was ok with the attendants returning the recyclables and keeping the monies. Kenn stated that since there was never permission expressly given to the attendants to keep these monies a discussion is in order. Shawn and Melissa will meet with the attendants to discuss this.
- Community Center front door – due to the occupant load being less than 49 the door does not need to swing outward and currently meets code.

The Board met with Justin Cole of Baystate Municipal Accounting Group to review the following Accountant and Treasurer items:

- Uncertified free cash for FY18 is expected to be \$338,342. Discussion ensued about Justin's recommendations for using free cash. The recommendations will be discussed further at tonight's combined meeting with the Finance Committee.
- Steve thanked Justin for all of his help in correcting past accounting issues with the reporting for the Cultural Council and for his help in getting this year's monies approved.
- The audit process has started.

Miscellaneous Items Reviewed:

- Warrants were signed.
- Minutes from 4/18/18 were approved.
- Community Center's quarterly report was reviewed.
- Administrative Assistant's weekly report was reviewed and time off request was approved
- Town Clerk's weekly report was reviewed and time off request was approved.
- Police Chief's weekly report was reviewed.
- The Police Chief submitted his report from the investigation of an incident that happened on Saturday, March 17 in town hall with regards to nomination papers and signatures being verified.
- The Board received Tim Lovett's resignation from the Conservation Commission effective April 25th and Claudia Crane's resignation from the Conservation Commission effective May 10th.
- The Board signed letter inviting a select group to attend a workshop on May 19th to help identify and discuss the risks that natural hazards pose to Monterey and its residents.
- The Board signed the FY19 Memorandum of Understanding with the Southern Berkshire Elderly Transportation.
- Carol noted for the record that she was upset that the letter to Lt. Governor Polito went out without her final say or signature. Everyone explained that this was due to her conflict on the Broadband issue and the need to recuse herself from

anything Broadband related. Everyone apologized and will make sure going forward that she is included in the decision making process on whether she recuses herself or not from written communications.

A motion was made and unanimously approved to adjourn the meeting at: 12:24pm

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

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