
Select Board Meeting Minutes 2/7/18

Select Board Minutes of the meeting of 2/7/18

Meeting Opened at: 9am

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

Also in attendance: Winston Wilson, BJ Johnson, Shawn Tryon, George Cain, Mickey Jervas, Chris McDermott, Berkshire Record

Miscellaneous Items Reviewed:

- The Board discussed the following with members of the Finance Committee:
 - a. Discussion ensued about the best way to handle formula grants such as the Elder Services and Cultural Council. Under MGL Chapter 44 Section 53A the state approves a certain amount to be distributed to towns for use and the town does not need to go through an expense substantiation process in order to receive the funds back. "Upon receipt of an agreement from the grantor to provide advance payment or reimbursement to the city, town or district, the officer or department may spend the amount of the advance payment, or the amount to be reimbursed." It was agreed by all to leave the process alone and not appropriate any additional funds for these types of grants.
 - b. Stabilization: We currently have a balance of more than 20% of our operating budget saved (the state recommends a minimum of 5%). George is working on a spreadsheet with a 10 year savings and use history of stabilization. The Board agreed that a future meeting should be held to specifically discuss our capital plan and stabilization funds.
 - c. The regularly scheduled meeting on Feb 21st with the Finance Committee is being rescheduled to 5pm on Feb 20th.
 - d. The Board noted that this year the Select Board and Finance Committee have been working really well together, and feel that cooperation and communication has proven successful.
- The Board reviewed the following FY19 proposed budget items:
 - a. School Committee: A recent issue came up concerning whether the monies paid to the School Committee Representative are considered a stipend or a reimbursement for mileage and expenses. The Board will let the current representative know that she can choose what works best for her; if the option chosen is to be reimbursed for expenses and mileage the proper/legal documentation will need to be provided in order to be reimbursed and that those reimbursements may not equal the total allocated. It was noted that in the past it has always been paid as a stipend.
 - b. It was agreed to create a new line item "Administrative Assistant Expenses" in the amount of \$3,000 which will pay for continuing education/training and associated travel expenses.
 - c. It was agreed to create a new line item "Grant Writer Expenses" in the amount of \$500 which will cover travel related expenses for required meetings/trainings.
 - d. After discussion with George Cain and separate conversations with the Principal Assessor it was agreed to not add a new line item for a temporary assistant principal assessor.
 - e. A special article will be added in the amount of \$2,000 to see if the townspeople will approve CART services at each town meeting for the hearing impaired.
- The Board met with the Tree Warden and Director of Operations to discuss the following:
 - a. Proposed budget for FY19 – a proposed increase of \$6,000 has been added for FY19 for tree cutting which will basically cover the required prevailing wages associated with this work.
 - b. Coordinating tree work and making the best use of time and resources when using the tree service that won the bid with the exception of emergencies.
 - c. Winston and Shawn will meet separately to come up with an accurate job description to present to the Board for approval. Samples from other towns as well as the MA Tree Wardens Association were provided.
 - d. Shawn requested permission to use Chapter 90 funds to purchase the road/tree/sign/culvert mapping program which will assist in documenting problem trees in addition to more accurately reflecting town roads/property. The tree option is an add on. It was agreed to purchase the program for the roads first and if it proves to be a plus then we will purchase the tree option.

- The Board met with Mickey Jervas, Library Trustee to discuss:
 - a. Library inter-office mail. The Board agreed to mail paychecks. All other mail, reports, etc. will be put in the internal mailbox at town hall for a library employee to pick up at their convenience as is done by all other town departments and committees.
- Carol has been discussing with the SBRSD Superintendent the prospects for the Monterey Kindergarten. She will schedule a meeting to determine the residents' thoughts on the building/program. A meeting will be scheduled for the first week of March (tentatively March 6th at 7pm).
- The Board adopted a policy for disposing of supplies and equipment valued at less than \$10,000.
- Warrants were signed.
- Minutes from 1/31/18 were approved.
- Town Clerk's weekly report was reviewed and time off request approved.
- Administrative Assistant's weekly report was reviewed.
- Police Chief's weekly report was reviewed.

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

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

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