
Select Board Meeting Minutes 1/31/18

Select Board Minutes of the meeting of 1/31/18

Meeting Opened at: 4pm

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

Also in attendance: Kay Purcell, Justin Cole, BJ Johnson, George Cain, Jon Sylbert, Lisa Smyle, Mikey Jervas, Linda Thorpe, Norma Champigny, Anna Duryea, Lisa

Miscellaneous Items Reviewed:

- Warrants were signed.
- Minutes from 1/24/18 were approved.
- The Board received notification that we did not receive grant funding for the old stone dam.
- The Board discussed the meeting scheduled with MBI to discuss broadband and state funds which will be at 10am on February 16.
- Carol reported that she has been working with a committee at the Bidwell House to make it a more vibrant part of the education scene in South County.
- Carol also reported on several SBRSD school committee and four school district roundtable meetings that she has been attending.
- The Board met with Justin Cole of Baystate Municipal Accounting Group (BMA) to discuss the following Accounting and Treasurer items:
 - a. 1099's have been sent out to everyone in the system that was marked to get one. Since BMA was not on staff for the whole year they sent out the items based on information that was entered by previous employees and expect there may be some discrepancies which will need to be addressed prior to Feb 15. There have been 3 people to date that have questioned their totals.
 - b. Monthly reports will be printed on Friday for distribution.
 - c. BMA is continuing to reconcile the FY17 revenue.
 - d. BMA is continuing to clean up the payroll system and will begin working on the paid time off accrual tracking.
 - e. Bank accounts have been opened for the library project and other associated administrative items have been completed.
 - f. Justin should have an update soon on the OPEB study.
 - g. BMA discussed having one internal point person for departments to contact, which would be Stephenie Gosselin; there will still be separate people performing the work, and this will just facilitate things. A weekly conference call will also be set up between Stephenie, Justin and Melissa.
 - h. BJ Johnson inquired about creating a revenue plan. Justin explained that this is part of the process in creating a tax rate.
- The Board met with members of the Finance Committee and Justin Cole to discuss the following FY19 budget items:
 - a. Town Administrator – The Select Board is currently proposing that this line item be dropped to \$1 for FY19 while they reevaluate the needs of town hall administration. Jon Sylbert was insistent that this figure needs to be presented as \$35k, then lowered on the floor [the Board has for many years presented budget line items that were reduced to \$1]. The Board stated that they would reopen this discussion when they have a full Board present.
 - b. Jon continues to insist that the Finance Committee is responsible for writing the budget, that they are the appropriating authority and the Select Board only prepares the warrant. The Select Board will continue this discussion at a later date.
 - c. SBETC – BJ feels that it is an incorrect procedure to pay for grant items without having an appropriated line item to expend from and be reimbursed later. Justin explained how the grant process works and how the contracts specify if the money can be spent prior to being received; the elderly services grant does allow you to spend it prior to receiving the monies. BJ stated he will stand firm on this and wants a line item added for grants.
 - d. BJ states that there was an agreement to put \$200k each year into stabilization and the Board isn't following the plan to get the balance up to \$1.5million. The Board is proposing \$75k to keep making progress, and was not aware of any formal agreement, only a proposed capital plan which is a guide, not figures set in stone.

- The Board met with Lisa Smyle and Mary Makuc to discuss their proposal to make town meeting more accessible for the hearing impaired. They are proposing CART services (similar to a court reporter which transcribes the spoken word onto a screen). They provided estimated costs of \$100-120/hr plus mileage, travel and parking fees (which would be waived if someone was able to perform it remotely;), if there isn't a break after 4 hours it would require 2 transcribers. Lisa estimates it would be \$1,000 for the meeting. The Board stated that there aren't any line items budgeted for this for this year and all funds are already earmarked for other purposes, but are more than willing to put it on the warrant for next year. It was decided to obtain more specific information and cost, and the Board will look for a way to find money to provide this service at the May 2018 town meeting if possible. [Carol found that several towns in our surrounding area don't even offer the headphone setup that we do, which counsel has advised meets the ADA obligations].
- The Board discussed the library mailbox at town hall to be used for reports, distribution of paychecks and such, They apologized for not responding in writing to the letter sent by the Trustees. Kenn was planning to have a personal conversation with Mark and Lisa but has been sick.

A motion was made and unanimously approved to adjourn the meeting at: 6:15pm

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

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