

Select Board Meeting
July 20, 2022

6:02 pm meeting called to order by Neil Oleson.

Select Board members present: Neil Oleson, Mike Bedini, Terry I. Green

Select board members absent: none

Others present: Vicki Winchell, Joan Lewis, Jim White, Pam White, Ron Bosley, Dan Dobbert Sr., Dan Dobbert, Jr., Mike Gleason, Larry Cote, Al Bedini, Joel Mollison, Janet Bartlett, Tim Bartlett

Selectboard:

- Mike Bedini made a motion to accept the minutes from the July 6, 2022 Selectboard meeting. Terry I. Green seconded. Unanimous.
- Joel Mollison, President/Founder Northeast IT. Joel attended at the request of Terry to present a proposal to update the towns IT systems.
 - Joel's company works with approximately 20 Massachusetts municipalities. He has worked with the Community Compact Grant for several towns helping secure \$25,000-\$50,000 grants for some. Most recently worked with Heath to secure a \$45,000 grant to update their security and systems.
 - Joel did a brief tour of the town departments to get an idea of the need. He found several issues in all departments. There was no consistency/uniformity with much software being over 10 years old. He explained the grants do not cover continuous maintenance. Grants cover build out only. Continuous care is a contract the town would need to enter into with his company separately.
 - Joel recommends swinging for the fence and including all departments/needs when writing the grant and then scaling back, pending grant approval. Al asked Joel if he helps writes the grants. Joel does not as they must be written internally however he will help any tech questions as well as complete a network assessment and proposal to the town.
 - Pam asked a question regarding using Gmail accounts. Joel explained it is not an acceptable form as the emails should be archivable. Terry has been frequently saying they should not be using their personal emails either and would like town emails set up accurately as personal email accounts could be seized, if needed. There should be .gov or .org addresses.
 - Ron questioned the timeline on applying. Joel explained it opens up in September and is closed by October. He recommends applying immediately upon opening as once the money is allocated there is no more until next year. Terry explained you need to preregister. She just needs permission and she can start that process. Once that happens then Northeast IT will have to do the proposal. There is a fee but worth the expense. Neil asked what the fee would be. Joel explained the fee is usually around \$3500 but would do it for \$2500 because the town is smaller. It should not take as long to do the data collection.
 - Discussions held regarding licensing and the need for purchasing new computers as well as laptop use.

Select Board Initials



Select Board Meeting
July 20, 2022

Selectboard (continued):

- Once grant is received you have one year to complete the project. Mike asked if his service is yearly. Yes, Joel explained the grant is a one-time thing but they're trying to establish relationships with the towns. They offer a labor service agreement which is an inclusive fee offering unlimited labor support, transferring information, help desk requests, MS office licensing, archiving and system patches.
- Audience questions included where are they located and how many employees are there? They are located in West Springfield and have 20-23. If there are issues they can work remotely or come in person, whatever is needed for the issue.
- Terry attested to their efficiency and reliability as she works with them in another town. You receive your own dedicated team and someone is always available. She let the board know a decision would be needed whether to move forward with this or not soon so they can start the proposal. The board will give this thought and table the discussion until the next meeting.
- Dan Dobbert Sr. asked what the boards discovery was when they visited the property after the last meeting. He asked if the fence was up and repaired? Neil responded that fence there was but the one they discussed was the one facing the road, not the swinging gate in the back. The one facing the road that runs parallel to the road. Neil mentioned he had said to draw up some plans and they would go from there. No cars were on property and nothing else was amiss. Dan Jr. commented the minutes stated they agreed to fix the fence, which was done. Neil thinks there was a misunderstanding as to which fence was to be fixed. The board was referring to the ones they were moving with a forklift not the one in the back. It was a misunderstanding that was not clarified at the original discussion.
- Terry I. Green made a motion to resign the Wrap Grant by the chair. Mike Bedini seconded. Unanimous. Terry I. Green then notarized it. The board will have Lisa Brown affix her seal to it.
- Mike Bedini made a motion for the chair to sign the two change orders for the school project. Terry I. Green seconded.
- Terry presented a proposal from Northeast IT to take the information from the computers of the DPW and Treasurer and move it to new laptops as well as update the software, migrate data and backup. Mike asked if this included anything afterwards, down the road if anything happened would they come back? Terry responded she will double check but sure if it is related to the integrity of their work she is certain they would come back and fix it. But if it is a user error that is different.
 - Mike Bedini made a motion to accept the proposal from Northeast IT to transfer software and updates for the Highway Department and Treasurer Computers for \$2035.00 to get computers up and running. Terry I. Green seconded. Unanimous.
- Terry shared information regarding the multipurpose building. Had a meeting to review needs. A recent or updated water testing for the town is needed and asked if there were any recent ones. Neil responded there were no recent tests but can send one out to be tested. Ron thought the senior center water was not potable? Neil responded it is drinkable and passed the testing but it does have high salt content. Terry was also in need of EMD reports. Mike Gleason thought the last one was prior to 2000. Neil thought there was a more updated one. Mike G. was not informed, if there is one.

Select Board Initials

TIG *MLB* _____

Select Board Meeting
July 20, 2022

Selectboard (continued):

- Terry requested the following items to be on the agenda but they were not added and has requested they be added for the next meeting: Library Trustee, discuss advertisement for Library Director position; BOS review of tech grant through state with a written proposal from Northeast IT; Permission for BOS member Terry I. Green to initiate, process, complete and sign documents for BOS approval.
- Board re-signed the paperwork for the WRAP Grant as the state never received the originals.
- Neil discussed information received from an Amherst University college student who would like to put cameras on town property for one year to assess wildlife. The student has provided proof of insurance. Some expressed concerns that the town be listed on the insurance to which this was verified by the paperwork submitted. Pam asked if someone will verify it is a legitimate certificate of insurance. Mike found a number on the form. Joan will verify the information. The board agreed to table this discussion until the next meeting when the information can be verified.
- Mike abstained from the earlier discussion with Dan Dobbert Jr. and Sr. Although he was invited to view their property during the last meeting, Dan would not allow Mike to come onto his property.
- New email addresses were added to this week's agenda in error as a miscommunication between Vicki and Joan.
- Pam asked if the agendas for all town boards can be posted on the town website as not everyone is able to make it to town hall daily or weekly to see what is posted on the board. Mike asked if the website was up and working. Neil responded yes. Terry added it just needs to be put up as a PDF.
- Terry discussed the issue had at the last meeting finding minutes. All minutes should be in a binder, with any attachments that were part of that meeting being included. Pam asked if she meant all Selectboard minutes? Terry and Neil both responded those are the only ones they are in control of but it would be a good idea for all boards to do it. Pam responded during her research on Mass.gov it said all department minutes should be housed by the Town Clerk. Terry responded she is correct. Neil added each department should send a hard copy to the Town Clerk.
- Terry informed the board she has been receiving phone calls at home regarding the dump. People are having issues about some comments being made to them about what is allowed. Terry asked if the BOH could do a write up stating what people can/cannot bring and costs. Neil responded it is posted there. Mike asked what are they looking for. Terry responded some of the guidelines that the BOH has set forth. Mike responded that is a BOH issue, not Selectboard, they would need to discuss it. Mike added there was a letter stating how to get stickers and when and people would not read it and still complained and there also has been a price list posted at the dump for years. Neil suggested she refer them to Roger and the BOH. She said she was doing that but they were told that people may start going through their bags. Joan responded if we see someone coming up from North Adams. Terry responded Roger should not be opening people's trash and it could be dangerous. Just because you see North Adams in the trash does not mean it came from there. Vicki added her packages that are disposed of at the dump all have Williamstown address because she ships all packages to work. Joan said she was told by the BOH if they see someone coming from North Adams Roger has the right to search the bags and they can lose their dump permit. Neil responded no one told Roger he has to do that though. It's never been a threat that has been pushed. Terry understands not wanting people to bring trash from other towns but concerned about a safety issue.

Select Board Initials

119 MCB _____

Select Board Meeting
July 20, 2022

Joan Lewis, Town Administrator:

- Working Saturday selling the dump stickers.
- Boards have been working well in the area. Some giving the Building Inspector, BJ, file cabinets for her building permit information.

Jim White, Highway Dept. Supervisor:

- Mary at West Oil has mailed a contract to be signed. BOS agreed Jim is able to sign it.
- Roger was not put in for a 2% raise in July but feels he should get one. Neil agreed as an employee he should get a 2% increase also.
- Mike Worth. Very positive employee, always happy, always does what is told. Jim said his current rate is at \$20 and change per hour. Jim feels he should be bumped to \$21 and change per hour. Neil asked what his license status is. Jim responded Mike has not had time to complete the process because they have been so busy this summer. He agreed he does a great job but that was the incentive to go for the CDL. Terry asked if everyone has all the licenses they're supposed to and if they are all current. Jim responded Kyle has not gotten his hydraulic license. The hydraulic does not give an extra hour rate incentive. Mike asked what the reason was. Jim was unsure. Terry responded it has been expired for a while. Jim reported that Kyle said he submitted the money but hasn't heard yet. Neil suggested contacting the state to check the status. Terry added the DPW is very busy and it should be Kyle's responsibility to make these phone calls not Jim's. Jim will check into when Mike W. is able to take the CDL classes and report back at the next meeting.
 - Mike Bedini made a motion to increase Mike Worth's hourly rate by \$1.00 per hour effective July 21, 2022. Terry I. Green seconded. Unanimous.
- Terry suggested for future requests Jim adds it to the agenda. The agenda only states "department reports" which is too broad of a category.
- Paving Whitcomb Hill and River Road
- Trees down and cleaned up
- Cremations done and 2 plots were sold
- Starting Savoy Road project Monday
- Cemetery and road side mowing done
- Research being done on plow truck.
 - 2022 pricing Dodge 5500 from Bedards, just cab and chassis \$79,000 and change.
 - Delurey's has a Chevy International, just cab and chassis, between \$63,000 and \$79,000. Depends which way board wants to go. Mike assumed this was figured out when Jim approached the board last winter. Discussion held comparing larger trucks to smaller trucks. Tim asked if there was a powertrain warranty. Jim will check. He stated he was told he needed 3 quotes. Terry reminded him he needs to compare apples to apples though. Decide what is needed then put it out to quote.

Select Board Initials

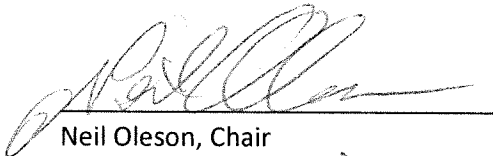
JW MLB SP

Select Board Meeting
July 20, 2022

Public Comment:

- Ron reminded the board they did not vote on the increase Jim asked for at the start of the meeting for Roger.
 - Terry I. Green made a motion to give Roger Arigoni a 2% raise effective July 21, 2022. Mike Bedini seconded. Unanimous.
- Pam asked the board about joining the Massachusetts Municipal Association as a Finance Committee member. She asked Christine Dobbert 3-4 years if the town would pay the membership since she is on the Finance Committee and was told there was no money for that. Pam is asking if it is possible now. The topic was tabled and will be added to the next meeting agenda. Pam asked Joan if she needed to email Joan regarding the organization she wanted to join for the agenda. Both Joan and Neil responded no because she had the information in her notes. Pam will bring information to the next meeting.

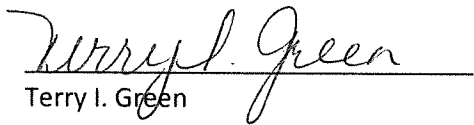
Mike Bedini made a motion to adjourn at 7:54 pm. Terry I. Green seconded. Unanimous.



Neil Oleson, Chair



Michael Bedini



Terry I. Green

Select Board Initials

