

Select Board Meeting  
October 12, 2022

6:01 pm meeting called to order by Neil Oleson.

Mike Bedini made a motion to suspend the Selectboard meeting at 6:02 pm. Terry I. Green seconded. Unanimous.

Mike Bedini made a motion to reopen the meeting at 6:27 pm. Terry I. Green seconded. Unanimous.

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

Select board members absent: none

Others present: Joan Lewis, Roger Randall, Cindy Bosley, Ron Bosley, Jamie Rathbun, Lisa Brown, Larry Cote, James White, Al Bedini, Heidi Dugal, Michael Gleason, Stephanie Pare, Shaun Weaver, Joel Mollison, Rick Williams, Diana Worth, Tim Zelazo, Brad Furlon,

Selectboard:

- Terry I. Green made a motion to table approval of the minutes from September 14, 2022 to the next meeting. Mike Bedini seconded. Unanimous.
- Shaun Weaver and Joel Mollison from Northeast IT attended to discuss their completed network assessment of the towns computer systems and discuss the findings used to apply for a Technology Grant that has been submitted. Upon review of the computers they felt there are some alarming results. There is no consistent form of backup throughout the town and the assessor's computer is quite dated and does not function well. A proposal was submitted for a replacement computer for the Assessors as well as a proposal for a backup system that would be managed by them. Grant funds would not cover recurring charges, such as the monthly fee for continued maintenance. The grant was written for approximately \$60,000.00. The approval amount has historically been anywhere from 50-90% of requested funds. Assessor computer and backup system is recommended to do asap as it is critical and they recommend not waiting for the grant. The managed backup would cost \$159 per month. Costs include hardware, backup maintenance and cloud backup as well. If service is needed that is not related to backup maintenance (install a new computer for example) the hourly rate is \$165-\$195. There is a managed service plan that is a monthly charge of approximately \$1800 per month for a town this size based on the needs of the town. This plan includes software packages and licensing, email packages, managed backup, archiving, service, backup cloud service. Any necessary onsite visits would not be an additional fee. This would include 13 computers throughout the town buildings, not including the school. Stephanie asked if this is the only company the town has talked to regarding this. Neil responded yes and Terry added they did reach out to other places but they were busy and did not have the capacity to help us. Joan responded she did get good reviews when speaking to other town administrators. If the grant is awarded it can be used by other companies, it does not need to be Northeast IT. The proposal for the assessor computer, new tower and operating system, data transfer and backup is \$3179.99, best case scenario, if the transfer goes well. If a new computer is not purchased and the current one fails it could be a total loss, costing hundreds of man hours to replace the information.

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Selectboard (continued):

- Mike Bedini made a motion to spend \$3179.99 with Northeast IT for the new computer for the assessors, transferring the data and the backup. Terry I. Green Seconded. Unanimous.
- Mike Bedini made a motion for \$159.00 to purchase the managed backup system from Northeast IT for a monthly service. Terry I. Green seconded. Unanimous.
- Cindy asked the board if they aware there is only one assessor that is certified so the tax rate cannot be set. Mike and Neil both responded yes, they are working on it. Sue is working on it at home. Terry offered her extra computer for Larry to borrow to use. Larry commented he was having a password issue that needed to be straightened out as well.
- Lisa Brown has requested a new computer as well. Her computer is no longer able to be updated. Her computer has been written into the grant. Lisa felt it should make it until they find out about the grant and does not want to change one out until after the next election. The town should be notified about the grant by mid-November.
- Diane Worth, Dog Officer, received a written complaint from the Manice Education Center regarding German shepherds that have been on their property. They have killed 4 chickens and have bitten the cook on the shoe. Jeremy Dodge has spoken to the owners twice, Christine had gone over when she worked here and Diane has attempted to contact the owner as well. Manice Center is not the only one complaining about the dogs. The owners are not listening. They do have the underground fence however the dogs are getting through the fence and jumping through the windows. They also charged at a woman on Poirot Road. Neil responded as the Selectboard they can send a letter to the owners and explain the next step would be going to the state police. Diana contacted the Massachusetts Animal Control Officer. Their recommendation was to send a letter to the owners. If it remains unresolved contact MA Animal Control and they will then do a civil complaint. Terry asked if they could do a hearing, which would then have to be advertised in the paper and go before the board to make a decision. Diane responded yes. The board will draft a letter to send to the owner, as well as a copy for Diane's records. They have instructed Joan to mail it certified mail to the owners.
- Terry discussed MIIA is currently offering several grants. Neil will look into it. Deadline is May 23, 2023 to use the funding.
- Terry discussed a new grant available that could possibly extend fiber further out than Charter may go.
- Mike requested Dobbert Recycling be added to the next agenda and a letter be sent certified mail to them to attend the next meeting.
- Terry requested the next agenda list a 90-day review for Joan under executive session.
- Terry discussed that Heidi Dugal has applied for the Library Director position for 10 hours per week. Terry would need to be added back on as the Assistant Director so that someone is available to sign paperwork and assist in the absence of the director. Terry requested permission for the Trustee's to interview Heidi without the Selectboard present. The board had no issues with this.

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Jim White, Highway Department Supervisor:

- Mike Worth got his CDL permit. He called the program through Baystate Roads to get the CDL license and because MA is so backlogged at the RMV they are currently not taking any MA applications. They do not know when they can start taking people for their driving classes or tests to get the license. Mike asked if there are any other companies or if he can go out of state to get it. Mike Worth will do more research on other companies. The permit is good for 6 months. Mike suggested also checking into NY to see if he can get it there and then transfer it to MA.
- On September 26, 2022 Jim received first email from Elan credit card company regarding the towns credit card. Tried returning call with no response back. On October 4, 2022 received another email. Credit card was not paid in 3-4 months and was over due with over a \$7,000.00 balance. Jim came to discuss it with Joan who said she had seen it and gave it to Dave. Due to how it was being sent in it was overlooked. Dave is processing it asap. Stephanie explained how it used to be processed when she worked there. Mike Gleason felt all his Fire Department charges had been turned in on previous warrants. Terry has requested copies of all the bills for the credit card. Neil asked Joan to contact Dave to do a special warrant tomorrow so Jamie can wire the payment.
- Landfill Cap inspection stated it should be inspected every two years. It has not been done 2014/2015 and should be done before winter. Jim talked to Mark Popham about getting a price on the inspection. His estimate is \$675 just to come up and look at it to start the process. One company wants \$2600. Jim will contact Mark to get an estimate on the full inspection.
- Jim discussed the management of the landfill as Joan approached him about getting the fire extinguishers inspected. Jim had them serviced last year. They are good until 2023. Neil responded Linda Cernik had sent the information out and Joan was following up on the email as she was instructed. Joan has since contacted Linda and asked her to use Jim's email so as both parties are not doing the same work.
- Jim feels putting the clothing donation box at the senior center is a bad idea as it would be unsupervised. Neil agreed and thanked Jim for making a good point. Boxes should arrive 26<sup>th</sup> or 27<sup>th</sup>. Tim Zelazo asked what the protocol was for the town administrator and department heads to communicate. He hears about a lot of conflict. Neil reminded Jim and Joan they are the key players for the town and need to communicate and neither should take offense if the other reminds them of something. They have to work together as those two positions are critical.
- Mowing
- Getting ready for winter
- Ron questioned the crack sealing. Jim replied they hadn't called him yet and should come in October. Mike suggested they wait until spring as it won't set right with the cold.
- Neil discussed new rules for the compactor that will take effect November 1<sup>st</sup>. This will include new regulations regarding mattress disposal. He's suggesting including a mailing with the senior center newsletter about it and possibly to all homes.
- Terry asked how the hydraulic licenses were coming. Jim responded Mike Gleason has his and the other one has not. It has been almost a year.

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Jim White, Highway Department Supervisor (continued):

- Jim expressed concerns about two highway employees repeatedly taking time off with short notice. Contracts state you must work day before and day after a holiday to be paid for the holiday (unless doctor note is provided). One called out, making him ineligible for holiday pay for the Columbus Day holiday. Terry suggested Jim write something up and hand it to them and have an executive session to meet with them regarding this. The board agreed they should be called in for executive session at the next meeting.

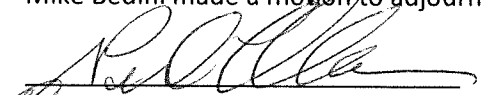
Joan Lewis, Town Administrator:

- Jim Sweeney contacted the town regarding a motorcycle ride with friends. He would like permission to park their vehicles on town property. Neil felt the senior center would be a good place to park on the weekend as no one will be there.
  - Mike Bedini made a motion to allow Jim Sweeney permission to use the senior center parking lot for their trucks and trailers while riding. Terry I. Green seconded. Unanimous.
- IBerkshires/Berkshire Jobs gave a quote of \$1299.00 per year to place held wanted ads. Three ads can be run at a time.
  - Mike Bedini made a motion to appropriate \$1299.00 for one year of job advertising with IBerkshires/Berkshire Jobs. Terry I. Green seconded. Unanimous.


Public Comment:

- Cindy discussed Representative Barrett inquiring how much extra it would cost to extend Charter to 100% of the town.
- Ron brought up that the Fire Department in the tunnel has not been repaired yet. Mike responded Tony is still waiting for the siding to come in.

Mike Bedini made a motion to adjourn at 8:17 pm. Terry I. Green seconded. Unanimous.

  
Neil Oleson, Chair

  
Michael Bedini

  
Terry I. Green

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