



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
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**Tara B. White, Chair
Michele Shalaby
Nathaniel H. Yohalem
Board of Selectmen**

**Minutes of Selectmen's Meeting
Monday, February 23, 2014**

Board Members Present: Tara B. White, Chairman
Michele Shalaby
Nat Yohalem

Others Present: Joseph Kellogg, Administrative Assistant
Sharon Fleck, Administrative Secretary
Martha Bryan

The meeting of the Board of Selectmen convened at 6:02 p.m.

The Board read the minutes. **After a discussion, a motion was made and seconded and so voted by all members to approve the minutes of February 11, 2015 Selectmen's meetings.**

Administrative Assistant – A position description and ad for was presented by Joe Kellogg for the Board's review. The salary for this position will be up to \$35,000 and 20+ hours. The ads will be placed on the MMA website, the Town website, as well as in the "Beacon," "Berkshire Jobs," "Linkedin," and with the Berkshire Manager's Group. A deadline for submission of resumes will be set for March 31, 2015. Joe would like to schedule the first screenings for applicants the beginning of April.

Land Trust – Martha Bryan, representing the Land Trust, requested that the Land Trust's taxes on two different properties be abated, as they are a 501C3 organization. A discussion ensued regarding property that was purchased by the Land Trust. Although the Land Trust only wanted one acre of the auction property, the Town could not subdivide this 8 acre property prior to auction, making all 8 acres subject to property tax. There also was a piece of property upon which no property taxes were levied, but then, inexplicitly, was put back on the tax rolls. Selectman Shalaby suggested that now the Land Trust could sell 7 of those acres, thereby recovering some of the monies spent. Martha stated that some of the 8 acres purchased have had hiking trails made and has been used by the school children and residents. Selectman Yohalem suggested that the Land Trust donate a piece of property in Southfield to the Cemetery Commission as a means of relieving their tax burden. Martha will discuss this option with her Board and have the Cemetery Commission look to see if the property is acceptable for their purposes. Joe asked if the Trust had filed an annual Town form regarding charitable exemptions.

Martha responded they had never filed one; Joe will follow-up with the Tax Assessor to insure all non-profits file this annual form. Martha also advised that the Land Commission would like to make a donation to the Highway Department in lieu of taxes.

Administrative Updates – Joe advised he is still waiting for reports from some of the departments for the Annual Report. Joe spoke of printing the Annual Report in a 6” X 9” format. The cost from Courier Printing (including layout) is approximately \$1600 vs. Quik Print (not including layout) of \$1290. Joe also reported there would not be a report from either the Treasurer or the Tax Collector in the Annual Town Report; because the numbers were not under their control for the full year, and they do not have confidence to present them until an audit is completed. Therefore, in the Annual Report for calendar FY15, two years financial data will be reported. Joe also suggested that a cover picture of New Marlborough for the Annual Report be submitted by residents, as a way of keeping the community involved. The Board will consider putting the warrant in the Annual Report. New Marlborough’s assessment for the schools is approximately \$82,000 above last year’s assessment. Joe will level fund tax receipts and have a conservative number on new growth. Selectman Shalaby suggested that the Capital Planning Committee be given an update on the budget.

Transfer Stickers – It was agreed that the Town would stay with one sticker and not change to two. It was also agreed that the Transfer Station fee would be raised to \$105.00, \$125.00 fee if paid after August 15, 2015.

Town Hall Renovations – Joe to follow-up with Tom Carmody and EMD.

Financial Offices – Chairman, Tara White will be meeting with Jenn Goewey and Pat Mielke next week when Pat is briefly in Town and also will discuss the IRS letter.

Mike Skorput Retirement – Mike has been in touch with the Town, requesting that all papers for Social Security be filed. Chairman White stated that Mike had worked with Pat Mielke in completing all forms required for Social Security, Disability and Berkshire County Retirement prior to his departure. Selectman Yohalem requested that Joe Kellogg write a letter to Mike requesting all office supplies be returned to the Town prior to March 9 or at the hearing on that date. Selectman Yohalem will return Mike’s personal items at the March 9 meeting.

Being that there was no further business to be brought before the Board, a motion was made, seconded and so voted by all members to adjourn the meeting 7:40 p.m.

Respectfully submitted,

Sharon Fleck
Administrative Secretary