



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

**Minutes of Selectmen's Meeting
Monday, August 3, 2015
6 pm.**

Board Members Present: Michele Shalaby, Chair
Nathaniel Yohalem
Tara B. White

Others Present: Mari Enoch, Town Administrator
Sharon Fleck, Administrative Secretary
Graham Frank
Charles Loring

The meeting of the Board of Selectmen convened at 6:03 p.m. The minutes were read. A motion was made, seconded and so voted to approve the minutes of the June 24, June 29 and July 20, 2015, as amended.

Highway Superintendent Evaluation – The minutes of the June 29, 2015 Board of Selectmen's Meeting, at which the BOS verbally evaluated the Highway Superintendent, will serve as a written evaluation. A copy of the Minutes will be signed by the Selectmen as well as Charles Loring.

Police Staffing – Police Chief, Graham Frank, informed the Board of Selectmen that he is short-staffed and that there are open shifts. He would like to hire John Mullen as a permanent part-time employee for 20 hours a week, making him eligible for benefits. Officer Mullen is currently employed by New Marlborough in a position of fewer than 20 hours per week. **A motion was made, seconded and so voted to approve hiring John Mullen as a permanent part-time employee, with benefits, to work a minimum of 20 hours a week. The effective date is August 3, 2015.**

Solicitor's Policy – Police Chief, Frank, will review the Solicitor's Policy that is currently in draft form and report back to the Board of Selectmen.

Tree Warden's Position – It was agreed that the Tree Warden's role is to act as administrator and consultant. The Tree Warden shall communicate with the Highway Department and coordinate physical removal of the trees in emergency situations and contract with private companies for removal of the trees. Select Chair, Michele Shalaby will write a policy clarifying the roles that will be approved by both the Board and the Tree Warden

Solid Waste Coordinator Position - The discussion regarding this position will be discussed at a later date.

Fire Truck Note – Town Administrator, Mari Enoch, reported the results of the bid for the Fire Truck Note:

Easthampton Savings	4%
Eastern Bank	4.4%

Both notes were based on \$550,000 for ten years, with no prepayment allowance. The first payment begins August 2016. **A motion was made, seconded and so voted to approve the note sale, and execution of documents for the new Fire Truck awarded to Easthampton Savings Bank for \$550,000 for ten years at 4%.**

Fire Department Liquor License – **A motion was made, seconded and so voted to approve a one-day alcohol permit for August 15, 2015 for the Annual Pig Roast.**

Town Administrator Updates

The Town Administrator, Mari Enoch, reported that the Assessor's Clerk, Marsha Pshenishny, will be on vacation from August 10-21, 2015. Mari will follow up with Assessor's office and request a coverage plan in writing.

Gina Campbell, Tax Collector, will be going to school August 11-13, 2015. Kathy Chretien, Assistant Tax Collector, will cover the office in her absence.

Mari Enoch, Town Administrator, will be away at school on August 12, 2015

Rt. 57 – Mari received a communication from Rep. Pignatelli's office clarifying that Rt. 57 already is designated a secondary State highway. There is an effort to build a coalition of all six towns who currently maintain the road and an inquiry into how the State determines what roads they maintain.

Community Compact Agreement – Rep. Pignatelli's office has requested all Towns in his District submit an application to enter Governor Baker's Community Compact Program, choosing Regionlization/Shared Services as a best practice. The purpose is to strengthen shared services among school districts. The Selectmen authorized Mari to file the application for New Marlborough.

Personnel Policy

Mari presented the financial implications and cost to the Town regarding the following Proposed policies:

- Health Insurance Reimbursement Program per Personnel Policy – If approved by the Board of Selectmen, every employee who is eligible for insurance from the Town, but insured elsewhere, will receive a \$1,000.00 stipend at the end of the fiscal year. The employee will have to have been employed by the Town for a minimum of six months.

- Longevity Pay – It has been proposed by the Personnel Policy Committee that every employee who has worked for the Town for ten years and has worked a 40 hour week will receive, yearly, a \$500.00 stipend. Employees working less than 40 hours, but who have been employed by the Town for at least ten years, will receive a pro-rated stipend.
- Transfer of Sick Days – **A motion was made, seconded and so voted to approve the transfer of a total of ten sick days from two employees, in writing, to another employee on sick leave.**
- The Board of Selectmen advised that vacation days are calculated and awarded using the employees date of hire..

Transfer of a non-conforming piece of property. Pete Hagen has requested that a 6 foot piece of property be transferred from an adjoining lot. He was advised to seek legal counsel.

Selectmen's Updates

Highway Secretary – **A motion was made, seconded and so voted to hire Laura Worth as Highway Secretary for \$15.00 per hour, eight hours a week.**

Highway Hiring of a Minor – Chuck Loring will clarify with the Dept. of Labor any restrictions on hiring a 16 year old as a seasonal employee.

Senior Scanning – Selectman Tara White advised she would like to start using seniors as part of the work-off program to begin scanning documents for FY16. Kathy Chretien will supervise the records retention program. Tara will work with Prue Spaulding to begin this project.

Clayton Mill River Road and Clayton Mill River Culvert – Because Select Chair, Michele Shalaby, recused herself from discussions on these projects, she requested that another Selectman be the point person for these projects. Nat Yohalem volunteered to be the point person for both projects.

Ryan Chamberlain - Selectman Tara White will continue to follow-up with Ryan Chamberlain, Director of the Governor's Western Office, about a date when he will visit New Marlborough and meet with the Board of Selectmen

Broadband – Nat Yohalem advised that questions are being prepared for Wired West as well as MBI. These issues will be discussed at the August 19 meeting with MBI at 10:30 a.m. It was also reported that in order for the bond for broadband be tax-free, the Town would have to control the network.

FY16 Goals – A working session to establish FY16 goals will be scheduled.

Joint Meeting of the Finance Committee and Board of Selectmen – A working meeting will be set up in September to present the BOS's FY16 goals, present and discuss a 5 year road plan, discuss broadband efforts and set new/additional finance policies.

Roads Plan – Highway Superintendent, Charles Loring, will develop a plan for roads.

Shared Services – Selectman Yohalem advised that a representative from Canaan, CT will be invited to the next Shared Services meeting.

Senior Citizen Minimum Wage Rate – Prue Spaulding stated that Bill, H2655, is before the State legislature allowing the Senior Work Off program to take advantage of minimum wage increases.

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 at 7:50 p.m.

Respectfully submitted,

Sharon Fleck
Administrative Secretary