



**COMMONWEALTH OF MASSACHUSETTS
TOWN OF NEW MARLBOROUGH
OFFICE OF THE BOARD OF SELECTMEN
807 Mill River Southfield Road, Mill River, MA 01244-0099
Phone: 413-229-8116 Fax: 413-229-6674
E-mail: nmbos@newmarlboroughma.gov**

**Michele Shalaby, Chair
Nathaniel H. Yohalem
Tara B. White
Board of Selectmen**

**Minutes of Selectmen's Meeting
Monday, February 22, 2016
6 p.m.**

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

Others Present: Mari Enoch, Town Administrator
Sharon Fleck, Administrative Secretary

The meeting of the Board of Selectmen convened at 6:00 p.m. The minutes were read. A motion was made, seconded and so voted to approve the minutes of January 25 and February 1, 2016 as amended.

Agricultural Commission

Selectman Tara White commented that the Agricultural Commission should be selected from members of the community and that a mission statement is necessary. Until a Commission is formed, the Board of Selectmen acts as the Commission. Selectman Nat Yohalem suggested that a commission be charged with the responsibilities outlined in the "Guide for Agricultural Commissions."

A motion was made, seconded and so voted to create an Agricultural Commission for the Town of New Marlborough consisting of a minimum three representatives and a maximum of five charged with the following responsibilities:

- 1. Representing the agricultural community and its interest to local governments.**
- 2. Providing education and advice on day-to-day and long-term agricultural issues.**
- 3. Ensuring that the voice of farmers is heard within town and city halls.**
- 4. Enhancing agricultural awareness.**
- 5. Facilitating and encouraging the pursuit of agriculture and promoting agriculture-based opportunities.**
- 6. Acting in an advisory capacity as mediators, advocates, educators and/or negotiators on farming issues for town boards, committees and departments.**

7. **Protecting farmland and other natural resources.**
8. **Working for the preservation of agricultural lands.**
9. **Pursuing initiatives appropriate to creating a sustainable agricultural community.**

The representatives shall serve at the discretion of the Board for a term of one (1) year.

PERSONNEL POLICY

A motion was made, seconded and so approved to change the last page of the Personnel Policy as follows:

ACKNOWLEDGEMENT

I, _____, acknowledge receipt of the Town of New Marlborough Employee Manual adopted October 20, 2003, amended August 16, 2004, January 24, 2005, May 9, 2011 and again on November 9, 2015, and that I have familiarized myself with the policies, procedures, rules and regulations contained therein.

Employee's Signature

Printed Name

Date

A copy of this acknowledgement will be given to the employee and another will be placed in the employee's personnel file.

Please return this signed page to the Administrative Secretary.

Date

The Board of Selectmen agreed that a Memorandum of Understanding will be prepared wherein a new employee acknowledges he/she is an “at will” employee. In addition, job title and responsibilities as well as pay rate and hours of work will be clearly stated.

Finance Committee Member

A motion was made, seconded and so voted to appoint Robert Miller to the Finance Committee until elections in May 2016.

Town Administrator Updates

Town Administrator, Mari Enoch, reported that although many of the budgets have been approved or amended, budgets from the Tree Warden and Transfer Station have not been completed. The school budget, capital requests (including \$60,000 for a new Police Cruiser), stipends and salaries are not yet completed. Salary increases have not yet been determined. It has been noted that health insurance is increasing by 12 per cent.

Capital requests from the Highway Department may include an F550, F350 and excavator, while discussions regarding purchasing a hot box will continue through the Shared Services Committee. Michele will have further discussions with Charles Loring regarding road projects and the needs of the Highway Department.

Michele presented a timeline leading to the Town Meeting as follows:

March 24	Finalize budget with Finance Committee
April 18	Sign Warrant
April 25	Post Warrant
April 25	Budget Presentation
May 2	Town Meeting

Selectmen’s Updates

A public hearing on the school budget is scheduled for Thursday, February 25. A meeting has also been scheduled for March 2 with the other four towns in the school district to discuss the school budget. A working meeting, tentatively set for 9:30 a.m. on March 3, will be scheduled with Dave Hastings after the meeting with all five towns.

It also was reported that the increase of New Marlborough’s share of the school budget is close to \$200,000, which puts New Marlborough over their Prop. 2-1/2 limit.

After a walk-through at New Marlborough Central School, Michele requested the school to provide, in writing, the Selectmen with anything they may require.

Broadband – The Request for Proposal has not been issued by MBI. The governor has put a hold on the funds for this project, putting the June 30 commitment deadline in jeopardy. The Board of Selectmen would like to continue to speak with Frontier Communications regarding providing the Town with broadband. Michele will contact Sandisfield, Monterey, Tyringham and Otis to discuss a possible regional network. Elizabeth Copeland has been appointed the Interim Director at MBI, replacing Eric Nakajima.

The discussion regarding opioid addiction will be put on the agenda for February 29, 2016.

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 7:48 p.m.

Respectfully submitted,

Sharon Fleck
Administrative Secretary