

**Selectboard
August 9, 2017
Town Offices
Open Session
6 pm**

The open session of the Selectboard of the Town of Whately was called to order on August 9, 2017 at 6 pm by the Chair, Frederick Orloski. Present was Selectboard member Jonathan Edwards, Town Administrator Brian Domina and Administrative Assistant, Maryellen Cranston. Minutes from June 14, 2017 and July 5 and 26, 2017 were approved. The Board signed the Vendor and Payroll warrants.

Comments from the Public – Dan Denehy asked about \$300,000 uncollected revenue for SCEMS. More research will be done on this issue.

Scheduled Appointments

Chief James Seigne (Police) – Community Outreach & Training/Workshops – The Chief and the Board reviewed his plans for upcoming community outreach and training/workshops. His proposal includes a Ride-along program and a Citizen Police Academy. The Citizen's Academy will be once a week for 8 weeks. There will be applications and background checks for both programs. The Board accepted both programs as satisfying the requirements for quarters 1 and 2.

Richard Tillberg (Housing Committee) - Affordable Housing Locations – Richard reviewed the Housing Committee's report on Affordable Housing locations. The Committee recommended the Town should test the market for the DiMaio property to see if it can be sold. If not, then the Committee is interested. They felt the Blue School would be too difficult to rehab/demolish. There was no interest to use this property for housing. It is important for the Town and School to work together to maximize the potential for this property. The Committee may have interest in the Center School once it is available.

Lynn Carey (Superintendent) – East Whately School – Right of First Refusal – There was ongoing discussion regarding the Blue School following Richard Tillberg's presentation. It is important the Town and District work together because of the cross easements. Brian and Fred will stay involved with the Building Subcommittee. Their next meeting is August 22nd at 8:30. Lynn felt Bob Lesko may be able to get some estimates for demolition costs. There is still the need to heat the building due to records storage. Jonathan will need to look at alternatives for that field, which is part of a cycle of fields used by the regional softball league. Jonathan asked to see documentation that the school is not paying more than necessary for insurance for the Blue School.

Old Business

Revised Job Descriptions – The Board reviewed the revised job descriptions for Assistant Treasurer/Collector and Administrative Assistant. The positions will be split out due to the work load. Maryellen will continue as Assistant Treasurer/Collector at 20 hours/week. The Executive Assistant will be advertised. The Board emphasized the need to attract a strong candidate. Do not be penny wise and pound foolish. The Board wants this moved along as quickly as possible.

Revised Personnel Evaluation Form – Discussion occurred regarding the revised, Personnel Evaluation forms approved by the Personnel Committee last month. Jonathan asked that document be formatted as a fillable PDF. Jonathan asked the form to include the ability to document the positive progress of an employee. The Board unanimously approved the new forms.

New Business

Wilcox APR – Notice of Proposed Acquisition – The Board was served notice of the proposed Pam/Wilcox APR on Christian Lane. Brian read notice of acquisition for the record. Motion was made, and seconded, to consent to the reduction of the Notice Period from 120 days to 60 days. Vote was unanimous.

117 Webber Road – Right of First Refusal (Chapter 61B) – After discussion, the Board waived the Right of First Refusal on 117 Webber Road. Rollback taxes have been paid.

Special Town Meeting Warrant for August 30, 2017 – Brian reviewed the Special Town Meeting warrant with the Board. After discussion regarding funding of the new executive assistant position, the Board decided to ask the Finance Committee for a reserve fund transfer. The Board signed the warrant as amended.

Town Administrator Updates

1. Brian reviewed for the Board the schedule for the Town Hall bid documents, which are now available. Certified sub-contractors will be compiled in a list, which the general contractor that is approved by the Board will be able to use.
2. Brian reported on the kickoff meeting for the Haypenville Road project. This will be the beginning of a long process. We will begin to see work done on the road surveying and collecting core samples to bring the road design to 25% completion. There will be an anticipated public meeting in Whately on the project around December 2017. Construction of the Whately portion of the project is on the TIP for 2022.

The agenda lists topics reasonably anticipated within 48 hours of the meeting. The chair of the board reserves the right to add items to the agenda that may not be listed here; additionally, members of the board may have unanticipated concerns not listed here that they may bring to the board.

Chief Sevigne gave an update on the break ins. Three are related to a pattern of break ins in the area and are solved. There is a 4th one still under investigation. Chief Sevigne also reported the department has been providing detail support for the work on 91.

Next Meeting Dates

August 30, 2017

September 13, 2017

September 27, 2017

October 11, 2017

October 25, 2017

Meeting adjourned 7:34 pm

Respectfully submitted,

Brian Domina, Town Administrator

Document List on File in the Selectboard Office

Vendor and Payroll #18-03 (on file in the Town Accountant)

8/9/17 Memorandum and Recommendation for the Whately Housing Committee

Quitclaim Deed for 219 Christian Lane

8/8/17 Memorandum from Brian Domina regarding East Whately School

Assistant Treasurer/Collector Job Description

Administrative Assistant Job Description

8/9/17 Staff Performance Evaluation

8/9/17 Supervisor Performance Evaluation

7/31/17 Notice of Proposed APR Acquisition on Christian Lane property owned by Pam and Wilcox

7/27/17 Right of First Refusal for 117 Webber Road

8/30/17 Special Town Meeting Warrant

8/9/17 memo from Chief James Sevigne regarding Community Outreach Programs