



Town of Bernardston Board of Selectmen

MEETING MINUTES: for November 13, 2013

Select Board Members Present:

Louis J. Bordeaux, Chairman
Robert R. Raymond
Virginia M. Budness

Others Present:

Jane Dutcher, - Finance Committee

Chairman Lou Bordeaux called the meeting to order at 6.02pm.

Lou announced this meeting is being broadcast live on BNCTV.

Warrants (week ending November 8, 2013)

Lou called for a motion to approve the Payroll Warrant in the amount of \$35,169.91. Motion by Virginia, seconded by Bob to approve. Motion carried.

Lou called for a motion to approve the Vendor Warrant in the amount of \$19,917.77. Motion by Virginia to approve. Second by Bob. Motion carried.

Minutes

Regular Meeting of October 30, 2013. Motion by Bob as amended, second by Virginia. Motion carried.

Calendar & Announcements

Lou read aloud the following:

- Council on Aging, 12.30pm Thursday, Nov 14th at the Senior Center
- Recreation Commission, 6.00pm Sunday, Nov 17th at Town Hall
- Finance Committee, 6.30pm Monday, Nov 18th at Town Hall
- Planning Board, 6.30pm Monday, Nov 18th at Town Hall
- Conservation Commission, 6.30pm Thursday, Nov 21st at Town Hall
- Agricultural Commission, 7.30pm Tuesday, December 3rd at Town Hall

Permits

Lou read aloud the residential permits issued for October, 2013

Citizen's Concerns

Appointments

6.05pm – Jane Dutcher, Finance Committee Chair - Jane Dutcher, Chair of the Finance Committee met before the Board to discuss plans for upcoming FY15 budget preparations. She met earlier in the day with the Town Coordinator to review a memorandum and spreadsheet to be distributed to all town departments. This

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approach should allow for all budgets to be submitted on a uniform budget request sheet. A deadline of January 3, 2014 is proposed. Late budgets will be subject to FY14 level funding. All submissions will go to the Town Coordinator as a central collection point before being sent to the Finance Committee. The Committee will meet Monday, November 18th to finalize the memorandum and instructions to departments. Bob asked if the January deadline was too early. Jane said that historically, budgets have been due by December 31st. Town Meeting is expected to be held in late May, the warrant has to be prepared and approved by Town Counsel and then finally posted. The Finance Committee will plan to meet every 2-weeks instead of weekly. Bob also asked if the Finance Committee was supportive of increases to employee's compensation mid-year. Jane stated the committee was opposed to the increase to the COA Director via an article at the last Special Town Meeting last September. She said it is not fair to all other Town employees to consider mid-term increases rather than during the annual budget process. Bob stated he feels the primary objective should be to keep the tax rate down without cutting services.

New Business

Highway Dept. The total contract for lawn and maintenance of Town grounds was \$4,675 through Doug's Landscaping. There is consideration by the Highway Department to add an additional 10-hours per week for approximately a 6-7 month period to an existing employee such as the Transfer Station attendant to provide lawn and maintenance services. This approach would save the Town approximately \$1,500 per year at a minimum. It would allow the Highway Dept to schedule lawn care on an as needed basis using Town equipment. There may be a minor initial upfront equipment cost. There is no impact on benefits since the Transfer Station position is already a benefitted status. Motion by Bob to agree to allow the Highway Department to budget for inclusion of additional staff hours in the FY15 budget, second by Virginia. Motion carried.

BOS meeting Nov 27. The next Selectmen's meeting falls on Wednesday, November 27th, the day before Thanksgiving. Motion by Virginia to hold the regular meeting of November 27 at 9.30am, second by Bob. Motion carried.

Free Cash certification FY14 – Free cash for FY14 has been certified by the state Department of Revenue at \$132,044.

BES Use applications – The following applications were considered by the Board:

- a) Edge Basketball, 7-9pm Tuesdays & Fridays thru September 1st, 2014. Motion by Virginia to approve, second by Bob. Motion carried.
- b) Bernardston Rec Dept Youth Basketball, Monday – Friday 5pm-7.30pm and Saturdays 8.30am-3pm, December 2, 2013 – March 8, 2014. Motion by Virginia to approve, second by Bob. Motion carried.
- c) Bernardston Fire Dept, Thursdays 7.30pm-9pm November 21, 2013 thru March 13, 2014. Motion by Virginia to approve, second by Bob. Motion carried.

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Selectmen's Association Quarterly Meeting, Nov 21 at GCC – Board members declined to attend due to scheduling conflicts.

Employee Time-Off Requests – Three employee requests were considered. Motion by Virginia to approve the time-off requests, second by Bob. Motion carried.

Newsletter, January 2014 – The Board considered several topics to report for the next Town newsletter issued in January. They include, but are not limited to the following: BES Security Doors project, Cushman Park culvert grate cover, FY15 budget preparations, Personnel evaluations and establishing a Town building maintenance committee.

DEP Grant – The Town has been awarded a \$500 mini-grant by the state Department of Environmental Protection (DEP) through the Franklin County Solid Waste Management District. The Town will purchase new signs for the Transfer Station with the funds.

FRCOG Town Accountant Program – The Board addressed an e-mail from Bob Dean, Director of regional Services at the FRCOG inviting Accounting program client towns to a meeting on December 3rd at 6.30pm. No Board members could make the meeting, but Finance Committee members Jane Dutcher and Linda Raymond are able to attend. Hugh Campbell will correspond with Bob Dean accordingly.

Bernardston Fire & Water District – Bob announced the Bernardston Fire & Water District has been ordered by DEP to temporarily add chlorine in the water supply. There may be an odor associated with the water supply when drawn from a faucet or shower. The water is being tested weekly to ensure its purity.

Road Inspection – Virginia stated she was seeking to get together with Highway Boss Gary Wetherby to inspect and survey Town roads to determine a maintenance/repair priority list. Huckle Hill Rd is in need of shoulder repairs as an example.

Old Business

BES Security Doors – The BES security door project has been advertised in The Recorder Nov 2 and Nov 9th. RFP's are due at Town Hall Wednesday, December 3rd. A pre-submission walk-through date is scheduled for Monday, November 18th at 3.30pm.

Public Property Disposal - The public disposal bid of wooden folding chairs is scheduled of December 2nd at 2pm. A notice was published in The Recorder Nov 9th.

Personnel Evaluation Forms – Virginia asked that numerical system to judge employee performance be scrapped. In addition, each department has a different function and evaluation criteria should be developed to fairly judge performance by the same. Bob said he would like see specific goals and objectives be spelled out for each employee to serve as a measuring stick on performance. Department heads have been charged with making recommendations for evaluations by Nov 15th.

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Town Coordinator Report

No report.

Attest: Hugh Campbell, Town Coordinator

Adjourn With no further business to be discussed, Bob made a motion to declare the meeting adjourned at 6.57pm. Virginia seconded. Motion carried.

_____, Chairman _____, Member _____, Member
Louis J. Bordeaux Robert R. Raymond Virginia M. Budness