

**Select Board
Meeting Minutes
October 2, 2017
Monday, 6:50 p.m.
Select Board Conference Room, Town Hall
All meetings of the Select Board are recorded**

The Board held:

***Moment of Silence for Ed Cebula - (retired Southwick Police Officer)
and***

***Moment of Silence for Francis H. LaBranche – (past LMC Ramp Attendant/P&R Maintenance)
and***

Individuals killed/injured during the Las Vegas tragedy

IN ATTENDANCE: Chairman, Doug Moglin
Vice-Chairman, Joseph J. Deedy
Clerk, Russell S. Fox
Chief Administrative Officer, Karl J. Stinehart
Administrative Assistant, Sondra Pendleton

OTHERS IN ATTENDANCE: See Attachment “A” – 2 Page(s)

Public Comments: None

Payroll/Payables Warrants:

- The Board acknowledged Payroll Warrant #1809, dated 10/2/17, in the amount of \$232,968.32.
- The Board acknowledged Payroll Warrant #1808, dated 9/18/17, in the amount of \$208,333.36.
- The Board acknowledged Payables Warrant #1809B, dated 9/25/17, in the amount of \$327,065.56.
- **A MOTION** was made by Mr. Deedy, seconded by Fox (Vote-Unanimous) to approve the Minutes of 9/18/17.
- **A MOTION** was made by Mr. Deedy, seconded by Fox (Vote: Mr. Moglin abstained) to approve the Executive Session Minutes of 9/18/17.

Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes:

- The Board announced there will be a K-9 Fundraiser at the VFW, 10/14/17, from 4 to 7.
- **A MOTION** was made by Mr. Deedy, seconded by Fox (Vote: Unanimous) to approve the chair to sign the City Town Owner Agreement for 22 Castle Street, Robin Solek.

Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes continue:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve the Employment Agreement with the Director of Assessment.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve the DPW Snow and Ice Removal Policy.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to accept a \$100.00 donation from Rotary Club for SEMA.
- **A MOTION** was made by Mr. Deedy, seconded by Fox (Vote: Unanimous) to approve a Mass DEP Recycling Grant in the amount of \$5400.00.
- **A MOTION** was made by Mr. Deedy, seconded by Mr. Fox (Vote: Unanimous) to accept a resignation letter from C. Brett Colson from Animal Control Officer and Farm Inspector (nominated position).

Finance Committee:

RE: Financial Issues for the Southwick Police Department

The Board and Finance Committee met to discuss the following Police Department issues:

1. Convert one of the current 2 Reserve Officers to Full-Time go backfill Southwick Police Department staffing levels due to Chief retirement - funded by Reserve Fund/Free Cash in order to make the next Police Academy. The Board received the Finance Committee consensus to make a commitment and proceed.
2. Removal of old tanks behind the Fire Station - Funds from DPW Repair and Maintenance to be used, however will need an estimated \$12,000.00 more for paving. The Finance Committee will support this and backfill accounts later.
3. T/C/C Office Reorganization – the Finance Committee will request a Cost Benefit Analysis prior to making a commitment.

Historical Commission

RE: Status of Old Library

The Commission came in to discuss the next step in the utilization of the Old Town Library. No one came to the 2nd scheduled walk through. The Commission will look into selling the property with a Preservation Restriction, relocation or any other options possible.

Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes continued:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to authorize a Southwick Fire Department Career Captain posting with established pay range.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to advertise 2 Southwick Fire Department Call Force Lieutenant positions. Presently there are 3 and they need 2 more within ranks.

Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes continue:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve the amended call force pay structure.
- **A MOTION** was made by Mr. Deedy, seconded by Mr. Fox (Vote-Unanimous) to appoint Zaccery Girard Foreman for the Solid Waste Division.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to appoint Calvin Arnold to Heavy Equipment Operator in the Solid Waste Division.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve an internal posting for a Foreman on Highway Division.
- **A MOTION** was made by Mr. Deedy, seconded by Mr. Fox (Vote-Unanimous) to vote to approve the Chair to sign the correct award document for Veterans Street CDBG Road Rehab Project.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve a PVPC Invoice #11 in the amount of \$12,484.60 for the Grant Program.
- The Park and Rec. put in a request for a Town Beach Defibrillator. The Police Chief will talk with the School Resource Officer and see if the possibility exists to use theirs for the summer when the school is not in session.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to accept donation(s) to Southwick Police Department for \$120.00 from Tylor Vallencourt.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to appoint Shawn Angell as Crossing Guard for Southwick Police Department.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to accept the resignation of Jocelyn Linnekin from the Agricultural Commission.
- The Board signed a Certificate of Appreciation for Jocelyn Linnekin for her resignation from the Agricultural Commission.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to appoint Brett Mitchell to the Agricultural Commission.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-2 Yes, Mr. Deedy abstained) to approve of a 1 Day Liquor License for The Wick 338 Promotions, LLC Wicked Wick Mudfest on 11/11/17 12:00 p.m. (out of respect to the Veteran's 11th Day 11th Hour the Board did not approve the License to start at 11:00 a.m.) to 5:00 p.m. This is also an approved recommendation from Detective Sergeant Landis.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to accept the retirement of DPW Foreman Douglas Seibert and sign a Certificate of Appreciation.

Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes continue:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve a Reserve Fund Transfer for the Southwick Fire Department in the amount of \$4,571.00, which is a percentage match required in order to receive a Federal S.C.B.A. \$96,000.00 grant.

Old Business:

- Chief of Police Selection Process and Job Description Review: **A MOTION** was made by Mr. Deedy, seconded by Mr. Fox (Vote-Unanimous) to approve the amendments to the Job Description for the Chief of Police. **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to approve the amendments to the Job Description for the Lieutenant. Labor Counsel will now review and it will come back to the Board for acceptance.

- North Pond PWC Bylaw: nothing back from the State yet.

- Update on Underground Storage Tank removal: Finance Committee supports.

- **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to have Mr. Stinehart and Chief Ricardi meet regarding towing and get back to the Board with a recommendation. The Board has received interest from 2 applicants.

New Business:

- Mr. Fox will contact the Board of Appeals regarding concerns related to the Board.

- Mr. Fox and Mr. Stinehart will address the "tone of an email" between the DPW/Cemetery.

There was no Executive Session.

Being no further business to be brought before the Board **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to adjourn at 8:45 p.m.

Respectfully submitted,

Sondra S. Pendleton
Administrative Assistant

Cc: Town Clerk