

Select Board Meeting Minutes
June 26, 2018
Tuesday, 5:30 p.m.

Auditorium/Conf. Room - Town Hall
All meetings of the Select Board are recorded

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

OTHERS IN ATTENDANCE: See Attachment "A" – 4 Page(s)

The Public Body convened in Open Session according to M.G.L. c.30A, S21 (b) (1). The scheduled meeting of the Select Board was called to order by Chairman Joseph J. Deedy at 5:30 p.m.

Interviews for Fire Department Career Deputy Chief

5:30 – Ronald E. Dowdy, Jr.
6:00 - Michael P. Gonynor
6:30 - Richard R. Stefanowicz

The Board interviewed the above for the Career Deputy Fire Chief Position. Applicants were asked the same set of questions. See Attachment "B" – 2 Page(s)

Public Comments - None

7:00 p.m. Hearing: Manoli Pizzeria and Restaurant LLP d/b/a Village Pizza
RE: Transfer of All Alcohol License from EEG, Corp d/b/a Candlewood Inn

Mr. Deedy read the legal ad in its entirety. **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to open the hearing. **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to continue this hearing until 8/7/18.

7:10 p.m. Hearing: Moe's Coffee Shop d/b/a Red Riding Hood Basket
RE: Change of Hours and Increase in Serving Area

- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to open the Hearing at 7:10 p.m.
- Mr. Deedy read the Legal Ad in its' entirety.
- Mr. Deedy asked for any paperwork to be "entered into the record" – Ms. Shea gave the Board a copy of the floor plan See Attachment "C" – 1 Page(s) and explained the new outlay for the expansion. She also gave a quick synopsis of her request for a change in hours from 10am to 5pm to 10am to 9pm.
- Mr. Deedy asked for anyone to speak **in favor** of the transfer – None.
- Mr. Deedy asked for anyone **not in favor** of the transfer – None.
Mr. Frazer, 100 Congamond Road, did question the parking and noise issue. He was assured he would not be impacted by this issue.

Hearing: Moe's Coffee Shop d/b/a Red Riding Hood Basket RE: Change of Hours and Increase in Serving Area continued.

- The Board conducted a **General Discussion** regarding transfer/change of hours and had no problems with Ms. Shea's request.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to close the Hearing at 7:20 p.m.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to grant a change in the serving area of Moe's Coffee Shop d/b/a Red Riding Hood Basket from: 1 Floor, total of 1,920 square feet, 3 entrances and 3 exits w/seating occupancy of 36 and occupancy of 60 to 1 Floor and back yard area totaling 4,228 square feet, 4 entrances and 5 exits w/seating occupancy of 72 and occupancy of 120 for both inside and outside. Also, a change in hours from 10am to 5pm to 10am to 9pm.

Payroll/Payables Warrants:

- The Board acknowledged Payroll Warrant #1829, dated 6/11/18, in the amount of \$260,934.71.
- The Board acknowledged Payables Warrant #1829B, dated 6/18/18, in the amount of \$1,591,337.83.
- The Board acknowledged Payroll Warrant #1830, dated 6/26/18, in the amount of \$281,760.06.

Minutes:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to accept the Regular Session Minutes of 6/4/18.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to accept the Regular Session Minutes of 6/11/18.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to accept the Executive Session Minutes of 6/11/18.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote 2 yes Mr. Deedy abstained) to accept the Social Media Policy Meeting Minutes of 6/20/18.

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

- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to accept with regret the Fence Viewer resignation from Herbert C. Pace Jr.

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

- The Board, and Representatives Richard Marcoullier, Commander from the VFW and Representatives Troy Henke and Rick Thibeault (representing Ryan Dietert, Commander), from the American Legion came to the meeting to review the War Memorial Policy. Both the VFW and American Legion will sign the Policy and the Board will have a second reading and sign it at their next meeting.
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REAPPOINTMENTS:

- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to reappoint Southwick Police Department Personnel from the submitted list from Chief Ricardi. See Attachment "D" – 1 Page(s).
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to reappoint the submitted list from the Treasurer/Collector/Clerks Office for FY19 Members to Boards, Committees, Commissions and Staff. See Attachment "E" – 3 Page(s).
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to appoint Norm Cheever to Lake Management Committee.
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- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to reaffirm approval for the Chair to sign CDBG Financial Warrant #19 in the amount of \$2,213.24.
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to accept a donation to the Citizens Police Academy in the amount of \$25.00 from Mrs. Alberti.
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to renew Crestview's FY19 Heavy Equipment Bids for DPW.
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to Chap. 61A Right of First Refusal for Waterman on 74 College Highway.
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve a Parade Permit for One Call Away First Responders Appreciation Parade on 7/21/18.
 - **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve a 1 Day Beer and Wine License for One Call Away Event at Whalley Park on 7/21/18. If the event gets bigger than expected the Police will determine if a Police Detail Officer is needed.

Action Items, 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. Moglin (Vote-Unanimous) to approve the Chair to sign North Pond Project Agreement for 49 South Longyard Road with the Commonwealth of Mass, Division of Conservation Services.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve posting for the Assessor's vacancy from Bobbie Jo Thibault's resignation. This term will be up for reelection in 2019. A Certificate of Appreciation was signed.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve an unpaid DPW Intern from STGRSD High School for the 2018/2019 School Year.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve Aundria L. Theocles for the P/T Circulation Staff Position at the Southwick Public Library.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to sign the Shurtleff Brook Bridge contract with ET & L Contractors in the amount of \$687,788.00.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) for the Chair to sign the Shurtleff Brook Bridge Engineering Services During Construction oversight with Gill Engineering in the amount of \$44,300.00.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) for the Chair to sign Temporary Paving Costs under the Municipal Modernization Act year end transfer for George Loomis Road, Kline Road and Vining Hill Road work.
- Mr. Moglin will attend the Council On Aging Luau.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve Matt Garlo for the Southwick Public Library Summer Page Position at 18 hours per week at \$11.00 per hour.

Old Business & Dates to Remember:

- Snow and Ice Policy Work Session – Mr. Deedy and Mr. Brown will arrange a meeting.
- Update on 250th Anniversary Meeting 6/18/18 – Mr. Fox gave an update.

Old Business & Dates to Remember continued:

- Social Media Policy Meeting with Boards on 6/20/18 – completed.
- Decision on Southwick Fire Department Deputy Chief: Chief Anderson gave his input on all 3 applicants. **A MOTION** was made by Mr. Moglin to extend an offer of employment to Ronald Dowdy, Jr. – with no second motion. **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to extend an offer of employment to Richard R. Stefanowicz as a Deputy Chief for the Southwick Fire Department per normal State HRD Requirements. **A MOTION** was made by Mr. Fox, seconded by Mr. Deedy (Vote-Unanimous) to authorize the negotiation by the Chief Administrative Officer of the Deputy Chief Letter of Understanding.
- SB Goals and Objectives: tabled
- ConCom Coordinator stipend for auto/cellular use: **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve 50% reimbursement (\$1000.00) to Mr. Clark for a 1 year trial for a stipend for auto/cellular usage. This will be reviewed in 1 year. Monies to be paid out of Conservation Commission Revolving Account.

New Business:

- Discussion on SPD Temp Sgt. Position: **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to table until next meeting.
- Authorize electricity bid renewal through LPVEC: **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to authorize the Chair Administrative Officer to sign with IGS for the electricity contract procured through LPVEC.

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 8:35 p.m.

The following is a listing of all documents viewed or discussed during the Open Session part of the meeting:

- Regular Session Minutes 6/4/18
- Regular Session Minutes 6/11/18
- Executive Session Minutes of 6/11/18
- Social Media Policy Meeting Minutes 6/20/18
- Fence Viewer resignation letter
- FY19 Appts.to Boards and Staff Appts.list
- CDBG Financial Warrant #19
- Donation to Citizens Police Academy letter
- FY19 Heavy Equipment Renewal Bids for DPW
- Chap. 61A Right of First Refusal – Waterman – 74 College Highway
- One Call Away First Responders Appreciation Parade Permit Application
- One Day Beer and Wine Application for One Call Away Event at Whalley Park
- North Pond Project Agreement with DCS
- LMC Appt. letter

The following is a listing of all documents viewed or discussed during the Open Session part of the meeting continued:

- Posting for Assessors vacancy
- DPW Intern from S.H.S for 18/19 School Year Letter
- P/T Circulation Staff Position at the SPL request letter
- Shurtleff Bridge Contract
- Board of Assessors vacancy information
- Certificate of Appreciation – Bobbie Jo Thibault
- Shurtleff Brook Bridge Engineering Services During Construction paperwork
- Temporary Paving Costs Memorandum
- SPL Summer Page request letter
- Ad Hoc Open Space and Recreation Committee appointment list
- Social Media Policy Meeting with Boards on 6/20/18
- Decision on SFD Deputy Chief finalists
- SB Goals and Objectives
- War Memorial Policy
- ConCom Coordinator stipend for auto/cellular use Request
- FY18 Year End Transfers under Municipal Moderators Act
- Electricity bid through LPVEC

Respectfully submitted,

Sondra S. Pendleton
Administrative Assistant

Cc: Town Clerk