

Selectmen's minutes of meeting May 2, 2016

Members present: Alice Boyd, Jeff Gray, John Skrip, Bob O'Brien,
Dolores Harasyko

Called to order at 2:33 p..

Alice received a request from the film crew that will be filming at the Silverbrook Café wanting to use the Old Town Hall for their lunch breaks. Alice will check with boards that work at the Old Town Hall. There are also exercise classes that take place there. This would be for a short period of a few weeks.

Bob provided highway department updates. The roadside mowing continues, pot hole patching has begun. He and Dawn attended the highway superintendent meetings regarding bridges. Discussed capping West St and looking into Town Hill Rd. Truck 13 is getting work done which is covered under warranty. Alice asked about the pot holes in front of the post office and town hall annex. Bob responded that they will get to them. Alice presented a letter of complaint from Gordon Chapman regarding the roadside mowing damage done to his hemlocks. Also a complaint regarding Mrs. Bijors roses. Bob will look into this.

Jeff reminded Bobby to schedule the graveling and road sweeping. Bob said the roads are still to wet to grade. Jeff asked about the backhoe, it needs work but stills starts. Bob discussed renting equipment, Dolores explained that there is no equipment rental contract. Alice asked about the dollar amount, Bob responded that it could be as high as \$50,000. Alice said that will have to be bid out.

Dawn Lemon, highway dept secretary and treasurer Teresa DellaGiustina in to review the process of handing in highway department bills. Teresa explained her ongoing frustration with the way in which the bills are handed in. They are not signed off, there are many duplicates. Teresa stated it is not her job to micro manage any department's accounts. Dawn presented a new turnover sheet which would require Teresa filling in invoice numbers, check numbers and the dates they are paid. Teresa responded that she would do that for a short time until they get things straitened out. Teresa referred to Dolores to review the process we have had in place for many years. This process is simple and has worked very well. Dolores explained that there are folders for each account set up. She reviewed the files and explained that it is up to the department head to know what is in their account. The easiest way to do this is to fill out the warrant sheet, write in the vendor, amount, invoice number, photo copy it. Keep the copy on the left side of the folder with a running tape so that at any time you can open the folder and know what is left in that account. If there is a duplicate bill you can go to the photo copy and look up the invoice number and see the date it was submitted. Discussed the lack of record keeping for vacation and personal time for the highway department. Dawn thanked Dolores for the spreadsheets she has used for keeping track of this up until she stopped working for the highway department. However no one has kept track since October. Teresa did go back and write all the time used and gave a copy to Bob. Dolores explained that Bob should have a superintendents record keeping book that should have everyone's time off. By the time the time card gets to the treasurer the

employee has already taken their time off. So the most accurate record would be the superintendents record book.

Reviewed Chapter 90. Bob would like to pool together money from open Chapter 90 projects to put towards new projects. Dolores explained that the only way that can happen is if they do a final report on each of those jobs and then once that money is released back into chapter 90 they would then need to do a project request. Dolores is willing to set up training sessions with Bob and Dawn after the annual town elections.

Discussed the information meetings before the annual town meeting. They will be held on Saturday, May 7 at 10:00 a.m. and on Tuesday, May 10 at 7:00 p.m. at the Old Town Hall. Alice will make some calls to people that have asked questions about the budget to let them know about these meetings. We will also post the meeting times around town. Alice posted them in the May Sandisfield Times. John Burrows asked about an All Boards meeting. Alice responded that we will do these in lieu of them. John Skrip would like some key people at the meetings to answer questions regarding their budgets. Jean Atwater Williams asked if she had any roll as moderator at these meetings. She will be away May 10. Alice responded that it would be great if she could attend the Saturday meeting and get a feel for questions that may come up at the annual town meeting.

Alice handed out the “Rules and Regulations” for the transfer station. We will vote on them at the next meeting.

Discussed transfer station updates. John has been reviewing options for electronics and tire collections.

Dolores addressed the solution to the lack of the phone at the transfer stations.

Selectmen’s updates;

John will be attending a meeting on shared services in June. He has handled many calls regarding recycling.

Alice attended many meetings regarding high speed internet services.

Reviewed mail

Dolores reviewed the legal services account. We are running low on this budget.

Meeting adjourned at 4:00 p.m.

Alice Boyd

Jeff Gray

John Skrip