

Selectmen's minutes of meeting Nov. 18, 2019

Members present: Mark Newman, Brian O'Rourke, George Riley, Joanne Grybosh  
Dolores Harasyko, Admin. Asst.

Called to order at 7:00 p.m.

Minutes reviewed and signed

Purchase orders reviewed and signed

Discussed having a town credit card. Joanne recommended a Visa or Master card for general purposes only. The only staff with access to the card will be the Town Clerk, Town Manager and Chair of the Selectboard. We will create a sign out sheet. All purchases using the credit card will need prior approval from the Board of Selectmen and require a purchase order regardless of dollar amount. Joanne will go the Berkshire Bank and start the application process.

Mark stated that we will be extending the budget deadline to December 12, 2019 for budgets to be submitted to the Selectmen and Town Manager. Kathy Jacobs presented the budget letter which is the same as last year showing the deadlines. The selectmen explained that we have had a lot going on, we not have a new Town Manager. Brian responded to Kathy that since we have used the same process and format for the past 3 years extending the deadline shouldn't create a problem. We will still get the budgets to the Finance Committee by their timeline of mid January. Kathy stated that was fine. The Town Accountant is working on budget sheets with the Town Manager and will forward worksheets to all boards and budget owners. Kathy asked about the school budget, she wants to know if we will continue to look into areas of improvement.

Kathy and Joanne will attend the School Committee meetings regarding budgets.

Brian reiterated that since we have used the same budget process for the past three years he would like to minimize the questions and use some common sense when questioning the budget owners. We will meet with the Finance Committee around the first week of January.

Discussed posting for a finance committee secretary. Kathy will submit a letter with requirements to the selectmen before advertising.

Dolores provided updates on the transfer station stickers. We will be using a new application that will require more information. We are asking the residents that do not purchase a sticker where they dispose of their trash. The stickers are also different, they are larger and will now be adhered to the inside of the rear window on the drivers side.

Selectmen's updates:

George met with the Green Team on this date. They are working on Town Hall upgrades. Board of Health Kim Spring, employees Jackie Bitso and Terry Spohnholz attended the meeting and expressed their frustration with the recent insulation job. George explained that the job was not supposed to disrupt the employees. George would like to file an insurance claim for the clean up

from the insulation job, the other selectmen do not agree. It should be cleaned up as part of the project. This issue should be discussed openly and as an agenda item. We will place it on the agenda next week. The Green Team will also make sure that any work to be done will be done when employees are not in the building or at least given notice that work will be done.

Reviewed mail

Reviewed and signed warrants

Topics not reasonably anticipated by the Chair:

Ron Pachulski asked if the School Committee could change their meeting night to a Tuesday or Wednesday. The selectmen responded that he would have to contact the school committee directly as they do not have the authority to dictate when boards meet.

Meeting adjourned at 8:00 p.m.

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Mark Newman

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Brian O'Rourke

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George Riley