

Town of Colrain  
Select Board Meeting  
55 Main Road/Town Office Building  
7:00 P.M.

**MINUTES OF May 19, 2014**

Present: Eileen Sauvageau, Mark Thibodeau, Jack Cavolick,

Others Present Jason Ferenc – Board of Health, Dan Lawrence – Weston & Sampson, Kevin Fox – Town Coordinator, Paula Harrison – Office Clerk.

Meeting was called to order by Chairman Eileen Sauvageau at 7:00 PM.

Warrants were reviewed and signed.

**Minutes March 3, 2014, March 17, 2014 and March 24, 2014**

**Moved: Jack Cavolick moved to accept the minutes from March 3, 2014, March 17, 2014 and April 24, 2014, Mark Thibodeau seconded and it was voted unanimously.**

Appointments

**Dan Lawrence – Weston and Sampson – USDA Sewer Study**

Kevin informed the Board that Dan was here to update the Board on the USDA Sewer Study which was recently sent to USDA for review. Dan reviewed the costs of the project for a sewer extension: gravity, force main and variable slope gravity system. If the Town goes with this option property owner will have to maintain a septic tank and have the solids pumped out and not have a need for a leach field which is the main problem for all of these properties. Jack asked if each home on this system would have to install and maintain a pump in their distribution box? Dan explained properties that have to pump up to the system would have to install a pump which would have to be put in its own chamber Dan discussed other communities that use this same technology. Next step is for the Board to decide if it wants to continue pursuing this this project and look into how it could be funded. Taking the next step would allow the Town to obtain estimates for the homeowners and then the Board has to decide if they want to continue. Dan informed the Board that if you can get a health and safety consent order from DEP assigned to the project you will be eligible for higher funding. Discussion on what that would be required to acquire this status. Discussion on what would be involved if the school was included in this project. Jack asked at what point would the town start spending money on this project? Kevin informed the Board that the Town would incur costs when the Board decided to go out to bid. Right now you have to decide if you want to continue to pursue financial planning for the project. Discussion on funding options which have been available. Jack asked about a trench and high density fill required by Mass highway if the roadway is cut. Dan informed the Board that the feasibility study does carry some HDF but not in the whole route. The goal is to be as creative as possible to find

alternatives in order not to use HDF. Dan explained how the other systems in towns have been installed in order to avoid going through the roadway.

**MOVED: Mark Thibodeau motioned to move forward to see what we can get for grants and funding for the sewer system, Jack Cavolick seconded and it was voted unanimously.**

**Moved: Mark Thibodeau close the Regular Board meeting at 7:52 pm, Jack Cavolick seconded, unanimously.**

**Jason Fenenc – Executive Sessions as follows:**

1. **To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigation position.**

**MOVED: Eileen Sauvageau motion to go into executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the government’s bargaining or litigation position, Mark Thibodeau seconded.**

**Role Call:**

**Eileen Sauvageau – Yea, Mark Thibodeau – Yea, Jack Cavolick – Yea, meeting began at 7: 53 PM.**

**MOVED: Mark Thibodeau moved to close the executive session At 8:27 pm, Eileen Sauvageau seconded.**

**Role Call**

**Eileen Sauvageau – Yea, Mark Thibodeau- Yea, Jack Cavolick – Yea at 8:27 pm**

**MOVED: Mark Thibodeaut moved to open the Board meeting, Eileen Sauvageau seconded and it was voted unanimously.**

New Business

**Support Letter for H3872**

Kevin informed the Board that the Franklin Regional Council Of Governments has submitted a letter asking for the Board to support Bill H3872 which would allow the FRCOG employees to switch from Franklin County System to the State Retirement System. This would help the Franklin County Retirement System towards sustainability.

**MOVED: Mark Thibodeau moved to sign the support letter for House Bill H3872, Jack Cavolick seconded and it was voted unanimously.**

**Chapter 90 Reimbursement Request and Final Report (Glider Kit)**

Kevin informed the Board that this Chapter 90 reimbursement request and final report is for the glider kit which has recently been completely assembled by Nate Gilbert and on the road.

**MOVED: Mark Thibodeau moved to approve the Chapter 90 reimbursement request and final report for the glider kit, Jack Cavolick seconded and it was voted unanimously.**

**Personnel Committee Request to Appoint Leslie Fraser to Committee**

Kevin informed the Board that there has been a request from Ellen Weeks – Personnel Committee Chair to have Leslie Fraser appointed to the Personnel Committee.

**MOVED: Mark Thibodeau moved to appoint Leslie Fraser to the Personnel Committee, Eileen Saviaugeau seconded and Jack Cavolick - abstained. Mark – Yea, Eileen – Yea, Jack Abstained.**

New Business

**FRCOG Traffic Count Road Selection**

Kevin informed the Board that each year the Franklin Regional Council of Governments asks what roads the Town would like to have a traffic count done. He asked Scott Sullivan – Highway Superintendent and Scott would like to have counts done on Maxam Road and Jacksonville Road. The Board agreed.

**March Cash Reconciliation**

Kevin informed that board that the march reconciliation has remained the same as last month and recommended accepting report.

**MOVED: Mark Thibodeau moved to accept the march 2014 cash reconciliation, Eileen Sauvageau seconded and it was voted unanimously.**

**Selectboard Reorganization**

Eileen stated that when she was first was on Board it took about a year to get her bearings. Eileen recommends that Board members wait until their third year to become chairman. Eileen is concern that there may be a lack of communication and fact finding between the Board which was brought to light during the non-appointment and reappointment of the Police Chief. Discussion on the events that lead up to the non-appointment of the Police Chief. Discussion on the evolution of the police department and how the department should continue in the future. Eileen would like the Board to work toward the best interest of the town and not on emotional decisions. Discussion on how appointments should handled in the future and that a position should only be not appointed if there is a reason. Eileen would like to remain the Chairman for another year.

**MOVED: Mark Thibodeau moved to leave Eileen Savaugeau as Chairman, Jack Cavolick seconded and it was voted unanimously.**

**MOVED: Eileen Savaugeau moved Mark Thibodeau as Vice Chair to the Board and Jack Cavolick as Clerk to the Board, Jack Cavolick seconded and it was unanimously.**

Jack discussed how he makes his decisions regarding the town and its employees. He discussed what he has heard regarding the police department and how he had come to the decision for not reappointment the Police Chief. Kevin informed the Board that they appoint “at will” and suggested giving employees probation periods before not appointing a position. There was discussion on what to do when there is suspected incompetency or wrong doing from a department or employee. Kevin suggested having him investigate the complaint and move forward with disciplinary action if necessary.

### **Approve Selectmen Meeting Schedule for FY 15**

Kevin presented the Board with a FY 15 Selectmen's meeting schedule. He kept it to two times a month and worked around the holidays. Eileen would like the Police Chief, Fire Chief and Building Inspector to meet with the Board on a regular schedule. Police Chief could meet with the Board every other month. Mark would like to see a monthly report from the Police Department. At the Board's next meeting, list what we would like from the Police Department and develop a policy for the department. Discussion on accreditation of the Police Department. Mark stated that the State mandates from accreditation will be too costly for the town. Eileen suggested having an independent party come to a meeting to explain Police Department accreditation. The Board agreed to have the Police chief – every month, Scott Sullivan – Highway - monthly, Building Inspector as needed.

### **Approve/Sign Certification for Transfer Station Waste Ban Compliance**

Kevin informed the Board of the Waste Ban Compliance Certification and that it does not apply to the town.

**MOVED: Mark Thibodeau moved to authorize the Solid Waste District to update the transfer stations Waste Ban Plan, Jack seconded and it was voted unanimously**

Old Business

### **Heath Road Bridge Update**

Kevin informed the Board that he will be meeting with an engineer and Scott Sullivan – Highway Superintendent at the Heath Road bridge on Friday May 23, 2014 at 8 am.

### **TIP Project**

Kevin informed the Board that Colrain's TIP project was not picked for the 2018 round of funding. Colrain is on a waiting list and there are two ways to move forward. To have the design work completed and hope that Orange is not ready so Colrain would be next on the list for funding. No action Taken.

Not Anticipated  
At Time of Posting

### **FRCOG FY 15 Highway products Bids**

Kevin informed the Board that the yearly highway products bid from Franklin Regional County of Governments has been received. Scott Sullivan – Highway Superintendent has reviewed the bids and would like to go with the low bidders except one, which is for the 1 ½" crushed gravel on the first page. Scott explained his decision to go with North River Valley Construction.

**MOVED: Mark Thibodeau moved to accept on behalf of FRCOG FY 15 highway products low bidders except for 1 ½" crushed gravel to go with North River Valley Construction, Jack Cavolick seconded and it was voted unanimously.**

### **Annual DEP Sustainability Grant Choices**

This is the \$500 grant for Compost Pails and Bins. Scott would like to purchase compost bins with the grant.

**MOVED: Mark Thibodeau moved to spend the DEP \$500 grant on compost bins, Jack Cavolick seconded and it was voted unanimously.**

**Lighting at the Transfer Station**

Jack informed the Board that Jim Slowinski has put wiring in for three spot lights at the Transfer Station. He has not been back to install the fixtures yet but it will be done in the future.

**AT&T – Cell Tower project**

Kevin informed the Board that AT&T will have an application into the Zoning Board of Appeals and Planning Board by next week. Discussion on the location of possible waterways in relation to the location of the cell tower.

**Municipal Participation in Collaboration Form**

Kevin explained the Franklin Regional Council of Governments is applying for this and would like your support. There was discussion on what this is and Kevin recommended not supporting this due to lack of information regarding the details of this Collaboration. No action taken

**Networking Project**

Kevin informed the Board that the wiring is all done in the Town Office and presented a breakdown of costs on the project. He explained what was done for the project and that a little electrical work is still needed. Discussion on the managed services contract and how the monthly tech hours will be monitored. It was noted that if the Town Office does not use the monthly hours, they can be banked for future services.

**MOVED: Mark Thibodeau moved to sign the agreement with Northeast IT Systems for Design and Installation and Managed Services Agreement, Jack Cavolick, seconded and it was voted unanimously.**

**MOVED: Mark Thibodeau moved to adjourn the meeting at 9:51 PM, Jack Cavolick seconded and it was voted unanimously.**

Respectfully submitted,

Accepted by the Board of Selectmen

Paula Harrison  
Office Clerk

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Eileen Sauvageau - Chairman

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Mark Thibodeau

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Jack Cavolick

## Documents

- Employment Contract Between Town of Colrain and Kevin P. Fox
- MGL Chapter 39, Section 23B Reasons for Convening Executive Session
- Meeting Minutes March 3, 2014, March 17, 2014 and March 24, 2014.
- Letter of support to Senator Stephen Brewer – H3872 FRCOG retirement
- Chapter 90 Final Report – Glider Kit
- Chapter 90 Reimbursement request – Glider Kit
- Email from Ellen Weeks requesting Leslie Fraser as member of Personnel Committee
- Letter FRCOG – requesting traffic count
- Cash reconciliation for Month Ending March 2014
- Proposed FY 15 Select Board Meeting Schedule
- Memo – FRCOG Waste Ban Plan and MDEP Certification for Transfer Station Waste Ban compliance Plans
- FRCOG – Aggregates & Loam Bids
- FRCOG – Municipal Participation in Collaborative Form
- FRCOG – Mass in Motion Municipal Agreement
- Town Office Networking project spreadsheet
- Agreement for Services by and between Northeast IT Systems, Inc and the Town of Colrain for Data Network Design and Installation