

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

MINUTES OF May 20, 2013

Present: Mark Thibodeau, Eileen Sauvageau, Jack Cavolick

Others Present: Pat Smith and Maureen Mullaney - FRCOG, Scott Sullivan – Highway Superintendent, Nick Anzuoni – Fire Chief, Paula Harrison – Office Clerk, Kevin Fox – Town Coordinator.

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

Warrant and Minutes

MOVED: Mark Thibodeau motioned to approve the minutes of May 6, 2013 as written, Jack Cavolick seconded and it was voted unanimously.

MOVED: Mark Thibodeau motioned to approve the warrants, Jack Cavolick seconded and it was voted unanimously.

Pole Hearing – Verizon Franklin Hill Road

Moved: motions to close the selectmen’s meeting at 7:03 and open the pole hearing at 7:03.

Representative discussed the placement of the pole for Franklin Hill Road. Kevin informed the board that the abutters have been notified and we have not heard anything from them.

Moved: Eileen Sauvageau closed the pole hearing at 7:05 Motion made to close the pole hearing, seconded by and it was voted unanimously to close the pole hearing

MOVED: Mark Thibodeau moved to approve 6ABU74 pole to be placed on Franklin Hill Road, Jack Cavolick seconded and it was voted unanimously.

New Business

Selectmen’s FY 14 Appointments

Kevin informed the board that there is a list of recommended appointment and there are two which are on hold, Jack’s position as Animal Control Officer and EMD. The select board reviews the list of appointments. Kevin informed the board that there have not been any changes. Jack would volunteer to take any position that Duane had filled in the past.

MOVED: Mark Thibodeau moved to accept the FY14 appointments and approve the Colrain Police Department’s recommendation of officers, Jack Cavolick seconded and it was voted unanimously.

Not Anticipated
At time of posting

Approve Special State Election

Kevin informed the board of the Special State Election warrant that needs to be approved and signed. Kevin explained to the board that this is what gets posted in specific locations in the town.

MOVED: Mark Thibodeau moved to approved the warrant for the Special State Election on June 25th, Jack Cavolick seconded and it was voted unanimously.

Appointments

Pat Smith – FRCOG – DLTA Grant

Pat Smith introduced herself to the Board. Pat passed out a one page summary of the purpose of a master plan. Pat explained the process of a master plan and notes that this is a project that is moving forward at the request of the Board of Selectmen and is to develop a Center Village Master Plan. Pat would like to see this plan develop over 3 to 4 meetings.. The funding for this project is from DLTA. Pat explained the process to get the money and explained that this is a calendar year project so we have until December 2013 to accomplish as much as possible. Pat believes the cost will be approximately \$8,000t. Discussion on the priorities of the project and how it should be supervised. Pat informed that board that the planning board usually is involved in this process or a newly formed committee. Eileen suggested a new committee one member from the Select board, one member from the Planning Board, the Highway Superintendent, the Town Coordinator and members of the community.

MOVED: Mark moved to appoint Jack Cavolick, Scott Sullivan, Joan McQuade, Janice Barnes, Joan Rockwell or her designee and Kevin Fox to the Colrain Village Center Master Planning Committee, Jack Cavolick seconded and unanimously.

There was discussion on the geographic area which this Master Plan will encompass. The board reviewed a general map, the town's zoning map and the town's historic district maps to determine the area of the project. The simplest way is to declare that zoning map as the center area. Bill Cole informed that the Planning Board has discussed this and would like to see the center to include the Town Office and River Street. Discussion continued boundaries for the village center.

Pat informed that board that over the years there has been master plans and she will review them to get a history of the town's previous goals. There was discussion on how to conduct the vision and goals for the village center. Kevin and Jack will determine the time and date of the first meeting. Jack asked Bill Cole what the Planning Boards vision for the center of town. Bill informed the Board that the Planning Board has discussed how to get business in the center of town. There is discussion on making the center of town more business friendly. The discussion continues on the village center master plan outline and the timeline and funding on how this program works. Pat would like the board to select three that should be focused on the Village Center Vitality, Village Landscape and Infrastructure and Action Plan. There was discussion on how to coordinate other projects such as sewer project. Pat informed the board that a master plan usually works on a 5 to 10 year plan.

Scott Sullivan – Highway Superintendent

Scott reviewed the gravel road plan with the Selectmen. He informed the board that four (4) gravel roads were resurfaced with 6 inches of gravel. Scott prioritizes the roads at the beginning every year. Discussion on the type of gravel used for the roads. Scott explained that last year's gravel was not what the town needed. This year a new vendor has won the bid and is local. Scott will accept this bid if the current vendor has passed the grading of the material. The bid is conducted through the FRCOG and the specs are from the MASS DOT. Scott reviewed the bids that have come in this year. Jack informed Scott that a complaint regarding the dirt roads was received concerning the crown of the roads. Scott explained that the crown is to shed the water. The crowns are removed in the winter and the gravel is put back in the spring and summer. But the roads have not had additional gravel in 20 years. He informed Jack that to bring the dirt roads all to good condition in one year would be hundreds of thousands of dollars. There was discussion on the condition of the pickup truck that Scott drives. Scott informed the board that it has passed inspection and is currently legal. There is discussion on the safety of the vehicle. Scott will have Nate look into the possible repair of the vehicle. Scott would like to put in for a new vehicle for next year. Scott and the board agreed that Nate will look at repairing the truck, if that is not an option, park it and use the 6 wheeled truck (the 5500) for now.

Nick Anzuoni – Fire Chief

There was discussion on the ISO audit. Nick explained what the ISO is and how the rating is determined and what the rating means. Nick explained that it does not have to do with how new the equipment is, it is how fast the response time is and how long you can apply water to the fire. Discussion on what hydrants work in town and that this should be part of the master plan. ISO affects our insurance in town. Nick discussed how mutual aid works and what other equipment is available in other towns. Nick reviewed the pieces of the ISO audit such as; what equipment is on the trucks, the amount of members and radio dispatch ability. This has all been improved. Mark would like Nick to look at his roster and review for safety and liabilities.

New Business

Proposed Personal Reimbursement Policy

Kevin informed the board of the proposed personal reimbursement policy. This has been proposed by Tracey Baronas with the help of the Auditors. Discussion on the policy

MOVED: Mark Thibodeau moved to accept the Personal Reimbursement Policy that Tracey Baronas has drawn up, Jack Cavolick seconded and it was vote unanimously.

New Business

Award of Bid for the Sale of Surplus Safe

Kevin informed that board that the highest bid was Mike Scranton for \$265.00. **MOVED: Mark Thibodeau moved to accept the bid for the safe that was declared surplus property to Mike Scranton for \$265.00, Jack Cavolick seconded and it was voted unanimously.**

New Business

Demolition of Town Owned Properties

Joan Mcquade informed the board that if Memorial Hall is going to be demolished that the Historical Society would be interested in some of the contents. There was discussion on the current contents of the building. The board will have the contents inventoried and see if any of it is of interest to the Historical Society. Joan informed the board that the Historical Society has an auction coming up and some of the contents could be use in the auction to raise revenues. Kevin would like to know if the board would like him to proceed on the demolition on Memorial hall.

MOVED: Eileen Sauvageau motioned to move forward on the demolition of Memorial Hall by taking an inventory of the contents and determining lead and asbestos content, Jack Cavolick seconded and it was voted unanimously.

Old Business

Selectmen’s Film Permit Policy

Kevin informed the board that Lee David Lee contacted him on whether these were approve so he can get the paperwork all set. First the board needs to adopt this as a policy and then set a fee. The board agreed to set the fee for the film policy at \$25 per day.

Moved: Mark Thibodeau moved to accept the selectmen’s policy for film permits in the Town of Colrain as submitted, Jack Cavolick seconded and it was voted unanimously.

MOVED: Mark Thibodeau moved to adopt the indemnification agreement, Jack Cavolick seconded and it was voted unanimously.

Old Business

Selectmen’s FY14 meeting schedule

Kevin asked the board to review the proposed FY14 meeting schedule and see if they would like to vote to accept.

MOVED: Eileen Sauvageau moved to approve the select board meeting schedule for FY14 presented by Kevin Fox, Jack Cavolick seconded and it was voted unanimously.

Old Business

HCOG Net Metering Agreement

Kevin explained that this was brought back to the board to see if they would like to approve it. There was discussion on the agreement and the guidelines. The Board would like Kevin to have town counsel review.

Not Anticipated

IT Meeting 5/29/13

At time of Posting

Kevin informed the board that there is a meeting set up for the proposed IT improvements in the town buildings and the Select board are welcome to attend. The board expressed interest in having monitors at their desk to decrease in amount of paper used for their meetings.

Not Anticipated

FY 14 FRCOG – Highway Cooperative Bids

At time of posting

Kevin presents the Highway Cooperative bids to the board for discussion. Jack explained that difference between TRG and gravel.

MOVED: Mark Thibodeau moved we Grant permission to the Franklin Regional Council of Governments to contract on behalf of the Town of

Colrain for the item bid in the Franklin Regional Cooperative Highway Bid for FY 14, specifically to award and contract for the following products, vendor's and bids:

1 and 1/2" Screened processed gravel – Mitchell Excavating- \$19.00/cubic yard (note- the Town is not accepting the low bid from Zoar Stone and Gravel of \$16.30/cubic yard)

1 and 1/2" crushed gravel – Colrain Sand and Gravel - \$15.00/cubic yard

Rip Rap – Lane Construction - \$10.25/ton

Rip Rap (delivered) – Trew Stone - \$21.75/ton

Dumped Rip Rap (delivered) – Mitchell Excavating - \$17.00/ton

Double Wall Plastic Culverts 0 E.J. Prescott (various process as detailed in the bid)

Catch Basin Cleaning – Cleaning and Jetting – JR Sweeping Services - \$135/hr.

Highway Line Painting – Hi-Way Safety Systems – Waterborne Fast Dry White Single Lane - \$.034/linear foot and Waterborne Fast Drying Yellow Double Lane - \$.068/Linear Foot.

Hot Mix (picked up) – Warner Brothers - \$69/ton

Applied in Place (pavement) – Lane Construction - \$68.50/ton (estimated 2,900 tons)

Tack Coat – Lane Construction - \$5.50/gallon (estimated 1,026 gallons)

Jack Cavolick seconded and it was voted unanimously.

Not Anticipated
At time of posting

Senior Center – Agreement with the Colrain Community Church

The annual agreement for the COA to use the Colrain Community Church is up for renewal at \$250 a month and a charge of \$50 for the foot clinic.

MOVED: Eileen Sauvageau approved the contract for the COA and the Colrain Community Church, Jack Cavolick seconded and it was voted unanimously.

MOVED: Eileen Sauvageau moved to dissolve the meeting at 9:06 PM. Seconded by Mark Thibodeau and it was voted unanimously.

Respectfully submitted,

Accepted by the Board of Selectmen

Paula Harrison
Office Clerk

Eileen Sauvageau - Chairman

Mark Thibodeau

Jack Cavolick

Documents

- Minutes 5-6-13
- Warrant
- Selectmen's FY14 Appointments
- Special State Election Warrant
- FRCOG – DLTA grant
- Pole Hearing – Verizon Franklin Hill Road
- Personal Reimbursement Policy
- Bid for the Sale of Surplus Safe
- HCOG Net Metering Agreement
- FY14 FRCOG – Highway cooperative Bids
- Senior Center – Agreement with the Colrain Community Church
- Select board FY14 Meeting Schedule
- Selectmen's Film Permit Policy