

Town of Colrain  
Select Board Meeting  
55 Main Road/Town Office Building  
7:00 P.M.  
**MINUTES OF August 4, 2014**

Present: Eileen Sauvageau, Mark Thibodeau, Jack Cavolick,

Others Present Paul Legreze, Jason Haskins – Police Chief, Scott Sullivan – Highway Superintendent, Kevin Fox – Town Coordinator, Paula Harrison – Office Clerk.

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

**Meeting Minutes April 17, 2014,**

The Board reviewed the minutes.

**MOVED: Mark Thibodeau moved to accept the meeting minutes from April 17, 2014, Jack Cavolick seconded and it was voted unanimously.**

New Business

**Approve/Sign 8/18/2014 STM Warrant**

The Board reviewed the Special Town Meeting Warrant. Kevin informed Board that it is scheduled for August 18, 2014 in the Colrain Town Office at 7 pm.

**MOVED: Mark Thibodeau move to sign the Special Town Meeting Warrant, Jack Cavolick seconded and it was voted unanimously.**

Executive Session:

**“To consider the purchase, exchange, lease or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiation position of the public body”- Roll Call Vote Required**

**Eileen Sauvageau stated the purpose for the Executive Session is to consider the purchase, exchange, lease or value of real property at 7:11 PM.  
Roll call: Eileen – yea, Mark – Yea, Jack – Yea**

**Jack Cavolick moved to adjourn the Executive Session at 7:35 PM, Mark Thibodeau seconded. Roll Call Eileen – Yea, Mark – Yea, Jack – Yea**

Not Anticipated

At time of Posting

**Secretarial Position for Boards and Committees**

Kevin informed the Board that not including the ZBA there is a need for a 16 hours a month position. Kevin is still gathering information and as soon as he has heard from all the boards and committee he will bring this back to the Board.

Appointment:

**Jason Haskins – Police Department Update**

Chief Jason Haskins presented and explained last month’s patrol log. Jack asked for a definition of a “call out”. Jason said it is when there is no scheduled officer on duty and they are called out to a call. There was further discussion on “call outs”. Mark would like to see the breakdown of calls. Jason explained that the police department receives call analysis by reason from the State Police. Mark would like to see what the calls are made up of, such as, breaking and entry and traffic stops. Jack reviewed the full time officers. He asked Jason what is the difference between a special officer and a reserve officer? Jason explained that a

special officer is someone that comes in for special events and would be responsible for his own training and equipment. Jason explained the reserved officers are officers in other towns and can come in and work in the town. Mark asked if the reserve officers need to be on the Town's insurance? Jason says if they are hired by the town they will be on the town insurance. Kevin explained there is specific insurance for the Fire and Police which comes to about \$7,000 to \$8,000 per year. Detail officers are not included in this insurance since they work under the Mutual Aid Agreement and work under the liability of the town they are employed. This is why the Town of Colrain does not appoint detail officers. Jack clarified that if a detail officer gets hurt on a job in Colrain then they are covered by the town that they work for. Jason says that is his understanding. Jack asked if there is any administrative staff in the Police Department? Jason said he would be the administrative staff. Jack stated there is a line item in the budget for detail administrative staff, what is that? Jason clarified that is detail administration line is reimbursed and 5% goes to Jason and the Town gets 5%. Jason informed the Board that this line item has never gone over \$2,000. Jack asked when an officer is hired at a detail what is the officer charge and the administrative fee? Jason said the base rate is \$40 per hour and 10% is added for administrative work. This 10% is done by statute. Jason informed the Board that he does not get paid until the town is reimbursed for the administrative work. Jack asked what is the approximate income an officer would earn for detail work? Jack would like to understand what makes up a police officer salary. Jason would have no way of knowing what officers earn per year in detail work. Discussion on how detail work came about and how it operates in the towns. Jason pointed out that not all officers work detail. Roger Williams does not work details at all. Details are really overtime to your full time job. Jason would not hire an officer that only works detail. The officers in Colrain work two shifts a month. Jack commented in reviewing the warrant found a course called "Dust and Bust". Do reserved officers normally go to school and get paid for this? Discussion on the courses officers are mandated to take with a year and who pays for the training of the officers. Some get their training through the town they work full time for. Jason explained that he believes training is important. Mark asked if there is some town policy that if someone is hired they have to stay with the town. Jason explained that if the town has put an officer through the academy then we have the officers sign a waiver to stay with the department for three years. Jason shows the Board an example of the waiver. Jack would like to training requests be approved by the Board before the training happens. There was discussion regarding what kind of and how much training a new officer would require. Jack said that we have \$7,000 in training budget how much is it going to cost us to train this new officer. Jason explained that it largely depends on the officer, Dawn Haskins was 80 hours, Justin Purington was 40 hours and Josh Lemay agreed to do his training on his own. Kevin will check on the outside detail liability. Jason would like to get copies of the job descriptions for the police department.

#### New Business

##### **Approve USDA Loan (Fire Truck) Payment Schedule**

Kevin informed the Board that the USDA requires the Town to have a formal vote on the way you would like to pay this loan back. Kevin explained the possible payback options.

**MOVED: Jack Cavolick moved to use the level principal method to pay off the fire truck with total payments of \$384.00, Mark Thibodeau seconded and it was voted unanimously.**

**Approve/Sign Chapter 90 Reimbursement Request**

Kevin reviewed the Chapter 90 reimbursement requests for Heath Road Bridge Engineering (\$580) and the Town Garage Engineering (\$7,125). And reviewed the Chapter 90 Final reports.

**MOVED: Jack Cavolick approves the Chapter 90 reimbursement request for \$580 for the engineering on the Heath Road Bridge, Mark Thibodeau seconded and it was voted unanimously.**

**MOVED: Eileen Sauvageau motioned to approve the Chapter 90 final report, Mark Thibodeau seconded and it was voted unanimously.**

**MOVED: Eileen Sauvageau moved to approve the reimbursement request for \$7,125 for Chapter 90 funds for Highway Garage Engineering, Mark Thibodeau seconded and it was voted unanimously.**

**Approve/Sign Fire/Heat Alarm Contract**

Kevin informed the Board that the library has submitted a contract to have heat/smoke detectors installed in the library.

**MOVED: Mark Thibodeau moved to approve the contract pending a vote by the Library Trustees on how the \$82, which is above the appropriated amount, will be paid for, Jack Cavolick seconded and it was voted unanimously.**

Discussion on the cost per year. This monitoring cost is in the library budget.

**Colrain Firefighter's Association, Inc – Request for Boot Drive**

Eileen Sauvageau reads the Colrain Firefighter's Association letter requesting permission to run a boot drive on Monday, September 1, 2014 from 8 am to 5 pm.

**MOVED: Mark Thibodeau moved to accept the application for the boot drive for the Colrain Firefighter's Association, Jack Cavolick seconded and it was voted unanimously.**

**Network Project Update**

Kevin updated to Board on the IT networking project. The project has gone well and Colrain is the first Town on the MBI system. There was discussion on who is responsible to maintain the MBI lines if they are damaged. There was discussion on the progress of the IT progress and the advantages of being on a server.

Not Anticipated  
At Time of Posting

**Mowing at the Town Garage and Transfer Station**

Jack stated that the Town Garage and the Transfer Station properties should be kept neat and trimmed. There was discussion on who is responsible for the maintenance of those properties. Mark will talk to Scott Sullivan – Highway Superintendent about weed trimming the garage and transfer station property.

**Update on the funding for the Sewer System**

Kevin informed the Board that the Environmental bond is on the Governor desk and we are waiting to know if the it gets signed.

**Next meeting**

Reminder that at the next Selectmen's meeting the School Committee will come in to discuss the Lease for the Colrain Elementary School.

**Paul Lagreze**

Paul Lagreze asked the Board what happens to the wood chips that are being produced by the electric company work? Paul would like to know who to talk to get some piles for the public to use for gardening or the ball field. The Board referred Paul to Scott Sullivan – Highway Superintendent.

**MOVED: Mark Thibodeau moved to adjourn the meeting at 8:56 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

- Special Town Meeting Warrant
- Spreadsheet for options to payback the Fire Truck loan
- Chapter 90 reimbursement request – Highway Garage engineering and Heath Road Bridge Engineering
- Citizen Security Service proposal for Library Heat/Smoke detectors