

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

MINUTES OF July 7, 2014

Present: Mark Thibodeau, Eileen Sauvageau, Jack Cavolick

Others Present: Thom Burden – Sandri, Jason Haskins – Police Chief, Scott Sullivan – Highway Superintendent, Paula Harrison – Office Clerk, Kevin Fox – Town Coordinator.

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

The Select board signed the warrants.

Minutes May 19, 2014

Jack Cavolick moved to approve the Minutes of May 19, 2014, Mark Thibodeau seconded and it was voted unanimously.

Appointment

Thom Burden – Sandri – Pellet Furnace Grant

Thom presented to the Board the program Sandri, Inc can offer regarding pellet stoves for heating in residential, business and municipalities. He explained that Nick the Fire Chief originally contacted him asking if this would be possible for any of the town buildings. Here he would like to see if they could combine the heating for the Town Office and the Fire Station. Thom gave the Board background on where the wood from the pellets come from and where they are processed. There was discussion on pellet quality. The price of a ton of pellets \$245 to \$255 per ton. The pellet companies would like to sell pellets in bulk. There was discussion on the feasibility of a bulk storage tank for the pellets. Kevin informed the Board that the Town would have to apply for a grant to be part of this program and you would be the applicant. Kevin reminded the Board that the Town has just contracted to purchase 8,000 gallons oil for this year. The plan would include the Town Office and the Fire Station and this would include a hot water heater. Total price of the job \$114,770 which the town will be responsible for 25%. Kevin informed the Board that there is not an appropriation for this in the FY 15 budget, so you would have to go to a Special or Annual Town Meeting. Thom informed the Board that the DOER are looking for applicants by September 30, 2014. Thom says that an installation can happen in 10 days to two weeks total. There was discussion on ash disposal from the pellet system. Nick will check with the Building inspector again to make sure he does not have any concerns. Eileen asked if there has been an energy audit in the town. Kevin informed the Board there was an energy audit a couple of the years ago. The Board would like to have a special town meeting to move funds in order to go forward on this grant. The Board would like to set this for August. There was discussion on the space the system would require. Discussion on how the system works and what usually goes wrong with the system. The boilers have 30 year

warranties on them. Other municipality which have systems like this is the Fire Department in Greenfield.

Jason Haskins – Police Department Updates

Mark would like to see a monthly list of the Call Log. He would like to see what the calls are and how they are broken out. Jason provided an example of a call log that is provided from Dispatch. Then he showed the monthly log from Shelburne and an example of what Colrain's call log looks like. Jason explained the new IMC (records management) program is running and the town should be able to access the call records. Jason informed the Board that in 2013 the department received 801 calls and Buckland had 861 calls. Jason said 376 calls were for services where Buckland has 532 calls for service. Therefore our guys have observed an additional 485 calls while on duty. Jason explained he took out all the EMS, Fire Calls and Burn Permit requests. Buckland had approximately 166 more calls per year. Jack informs Jason that the role of the Board to establish policy for the Police Department and in order to do that he needs to understand how the department operates and the equipment they have. Jack read to Jason what he would like to see.

- You're staffing and any administrative capacity. Would like to know who the officers are and even see their personnel files, reserve officers and any administrative staff
- What basic training does the officers need to have each year?
- Training that is proposed for the certification program.
- Officer's time – who develops the schedule for the officers patrol schedule?
- Traffic control – what does the town generate in speeding fines?
- Training schedule on a per officer basis.
- Administrative records and incidents reports – are the officers required to write out a more detailed report? Jason informed Jack that it is in the IMC program and that this is restricted.
- Telephone and email – do you keep a telephone log and do you keep an email log? There was discussion on what is public record.
- Inventory – list of things of \$100 and up. Any sort of equipment that has a lifespan of 3 or more years.
- Operation; how you allocate hours to officers.
- Process of when a dispatcher calls where is that received and how is that made operational.
- How do you prioritize our calls?
- When does the State police report to a call?
- Equipment maintenance schedule.
- Arrest procedure, how does that happen and how do you transport your prisoners?
- Future operations – future needs and how they fit into the operation right now.

The Board agreed that Jason can come in with a few of these answered each month. Jack would like to have all training be approved by the Board prior to the training taking place. Jason was opposed to the idea of having the Training Schedule approved by the Board. He explained that training is mandatory and

some trainings come up quickly. He discussed the change in firearms training with the Board. In some instances there would not be enough time to have it approved by the Board. Jack invited the Board to add other questions. Jason will have the updated policies ready for the board at the next meeting. Jason informed the Board that the biggest problem is a part time police force and that everyone has full time jobs. Discussion on how the department is operating to current standards compared to other towns. Jason informed the Board that we have a good department. We have a department that other towns request backup from. Discussion on the police department's involvement with the school. Jason informed the Board that he would like to hire Chris Melnik as a Police Officer. He is currently a Colrain Fire Department and works at Yankee Rowe. He completed the academy last year.

New Business

CDBG – DR Grant Awarded (next steps)

Kevin would like to table this until next meeting.

Old Business

Pitt House Drainage

Kevin informed the Board that MassDOT was out today to look at the Pitt House drainage, Scott and he were there. MassDOT needs to see if they can find plans in order to repair system. Kevin will bring this back to the Board when more information is available.

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 negotiating position of the public body” – Roll Call Vote required

The Board decided to stay in open meeting. Jack informed the Board that he had a walkthrough of 6 Jacksonville Road, Chandler building. He said there is 1600 sq ft on each floor. There are two scenarios, remodeling – very expensive to do so, the other is purchase for demolition. Jack estimated it would be a total cost of about \$100,000 after purchase, and demolition costs. He explained that the second level dips about 6 inches. Unless the town is interested in the property as a piece of land Jack does not see this as feasible. Kevin informed the Board that they would have to go to annual town meeting to purchase the site. Jack would like to ask the engineers working on the highway garage project if the addition of an abutting parcels would aid in the project. Discussion on the highway garage project and the steps involved to move that forward.

Not Anticipated

At time of posting

FRCOG

Discussion on who to appoint at the Town Representative to the FRTA and the Council for the FRCOG.

MOVED: Mark Thibodeau moved to appoint Kevin Fox to the FRCOG council, Jack Cavolick seconded and it was voted unanimously.

MOVED: Eileen Sauvageau moved to appoint Mark Thibodeau as the Representative to the FRTA, Jack Cavolick seconded and it was voted unanimously.

MOVED: Mark Thibodeau moved to dissolve the meeting at 8:54 PM. Jack Cavolick seconded 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

- Meeting minutes 5-19-2014
- Correspondence from Fire Chief regarding pellet heating system
- Mass Clean Energy Center Application for Commercial-Scale Renewable Thermal and District Energy Project Pilot Program
- Sandri Quote for Pellet Boiler
- MGL Chapter 30B section 16
- FRCOG – appointment of a representative to the Franklin Regional Council of Governments – Council
- Letter from FRTA to appoint member to FRTA Advisory Board