

**Town of Becket
Board of Selectmen Meeting
7:00 p.m., October 16, 2019
Town Hall, 557 Main Street, Becket**

Attendees

Board of Selectmen: William Elovirta, *Chairperson*; Michael Lavery, *Vice Chairperson* and Chris Swindlehurst, *Clerk*

Staff: William Caldwell, *Town Administrator*; Beverly Gilbert, *Administrative Assistant*; Karen Avalle, *Board of Assessors*; Geri Walter, *Board of Assessors*

Others Present: MLP Manager Bob Gross, Meredyth Babcock, Cindy Delpapa, Madelaine Elovirta (Parks & Recreation Committee); Rita Furlong (Parks & Recreation Committee)

1. Call to order

Bill E. called the meeting to order at 7:00 p.m. He indicated that the BOS was recording the meeting.

2. Pledge of Allegiance

Bill led the Pledge of Allegiance.

3. Approval of Minutes

Michael moved to approve the 10-2-19 and 9-21-2018 meeting minutes. Chris seconded. Motion carried unanimously.

4. Executive Session meeting minutes

The BOS tabled for discussion at the next Executive Session.

5. MLP Manager Broadband Update and BOS to discuss and possibly vote on policies and decisions relating to the Broadband Project

As part of update, MLP Manager Bob Gross discussed the following topics:

OPM (Owners Project Management): The Broadband Ad Hoc Group anticipates determining whether it will select Holyoke Electric or Westfield Gas & Electric for the town's OPM.

Status of bidding documents for the Construction of the Broadband: The Broadband Ad Hoc Group has upcoming meetings (Holyoke Electric and Westfield Gas & Electric) and will determine whether or not to list one or multiple completion dates for constructing the network on the bidding documents. The BOS agreed that MLP Manager Bob Gross and Town Administrator Bill Caldwell may make decisions regarding the completion date(s) for creation of the bid documents.

To avoid the same problem that the Town of Washington is having, and to prevent delays, the Broadband Ad Hoc Group is arranging for Westfield Gas & Electric to view Becket's poles to ensure that the spans are acceptable.

Hut – Bob recommends to arrange for completion of the exterior work before the ground freezes. Bill C. has been involved with this process: an outside vendor (not the Town Highway Dept.) will work with the conduit and connections.

Broadband Ad Hoc Group will create a tax staffer to ascertain level of interests within different Fiber Service Areas. Results will be used to prioritize the sequencing of the construction of the network areas.

Jeff Piemont held discussion with Town Counsel last week. Town Counsel is preparing a list of questions to ask Home Owner Associations in order to generate agreements based on their expectations (Skyline Ridge – needs a pole; Parsons wants underground – not trenching if not a big cost difference).

The Broadband Ad Hoc Group will meet with Becket Woods on Friday. Bob gave the BOS a document for Becket Woods' preliminary cost estimates. Jeff, an attorney, had indicated that in his opinion Becket Woods District has the legal authority to issue assessments to charge for and for installation of a broadband fiber network. Bill Ennen believes Becket Woods would qualify for a loan from several banks (Easthampton) for financing of the Broadband Project.

On 11-6-19, Bob will advise the Selectmen about Broadband Policy decisions needed from the BOS.

6. BOS to review and vote on Cindy Delpapa's appointment application to serve as the Town's Representative to the Westfield River Wild and Scenic Advisory Committee (effective 10-16-19 through 6-30-20)

Meredyth Babcock, Outreach Coordinator Westfield River Wild and Scenic Advisory Committee spoke in support of appointing Cindy Delpapa as the Town's Representative to this Committee based on her background and expertise. Meredyth indicated that towns are not required to specify an appointment expiration date: Many Representatives serve until they wish to resign. Bill E. stated that he does not think appointments should be open-ended. Meredyth asked if it would be possible for this appointment to have a three-year term (till June 2022). Meredyth indicated that having a representative will be instrumental in securing grants for use in Becket. Cindy Delpapa stated that she thinks it is important for the town to have a representative on the Westfield River Wild and Scenic Advisory Committee. Michael moved to amend the term for the Representative to the Westfield River Wild and Scenic Advisory Committee effective 10-16-19 through 6-30-22. Chris seconded. Motion carried with Bill opposing. Michael moved to appoint Cindy Delpapa Representative to the Westfield River Wild and Scenic Advisory Committee effective 10-16-19 through 6-30-22. Chris seconded. Motion carried with Bill abstaining.

7. Public Input (limited to 3 minutes per person, 20 minutes total for this agenda item).

Meredyth Babcock stated that she is available to answer any questions about the MVP process. She advised that the Town received four proposals for Provision of Municipal Vulnerability Preparedness and Hazard Mitigation Planning Services and selected Dobson and Flunker of Williamsburg, MA. A contract is being created and may be amended if the town receives additional hazardous mitigation funding.

8. Assessors Staffing

Bill Caldwell and Board of Assessors members Geri Walter, and Karen Avelle discussed upcoming Assessors Staffing in light of that one of the Assessors plans to retire. The Assessors provided a listing of Assessment functions and marked which functions would be appropriate for an Assessing Clerk. Bill Caldwell indicated that he and the Assessors have been discussing the idea of structuring as follows: 32 per hour week Clerk to be on sight at the Town Hall Office, the 3 Member Board of Assessors, and outsourcing many highly specialized functions required to an Assessing Company. Karen cautioned the BOS about the need to hold consultants accountable, and having a person on-sight may facilitate that. The BOA will generate a position description for the Assessing Clerk for discussion at the next BOS meeting. Bill C. will discuss Assessing Staffing at the next Finance Committee meeting. Bill E. said he would like to see the office open Monday through Thursday.

9. BOS to discuss and possible vote on amending the Beach Permitting Policy

Bill C., the BOS, and Rita Furlong and Maddy Elovirta of the Parks & Recreation discussed potential revisions to the Beach Permitting Policy. Below are the summary of amendments and ideas that those in discussion were in agreement:

- The Tax Collectors will hand out rules when dispensing beach permits.
- The Permit period will be from January 1, 2020 through December 31, 2020. Permits will be available during this time.
- Chris Swindlehurst suggested that the Becket Police Department will issue a parking ticket to those in violation. He does not want aggressive confrontations and he does not want anyone kicked out.
- The Tax Collectors suggested switching from beach permit decals to plastic cards with unique numbers the size of a credit card. Each home would be designated two permits. This will help those with more than two vehicles. The cards will be displayed on the dashboard. This will eliminate one of the biggest complaints heard in the Tax Office. The pricing for the plastic permits is less than the currently used stickers.
- Replacement permits will be issued at \$5 each. The Town will maintain a log of missing permit numbers and provide them to the Gate Attendants and Police Department. Once a permit is reported as missing, that permit number will become invalid.
- Those who monitor access will be called Gate Attendants (not Gate Guards).

The BOS will review and vote on the revised Beach Policy on November 6, 2019. The BOS, Parks & Recreation Committee, Tax Collectors will receive a draft for their input.

10. BOS to review and vote on Approval of the Town of Becket Financial Policies Manual
The BOS tabled this matter until the next meeting.

11. BOS to vote on Board of Survey Appointment – Dave Shorey

Chris moved to appoint David Shorey, who has a Construction Supervisor License, onto the Board of Survey effective 10-16-19 through 6-30-20. Michael seconded. Motion carried unanimously. Bill C. explained that the Board of Survey votes on approving building demolitions. In Becket the Building Inspector and Fire Chief are automatically on the Board of Survey.

12. BOS to review and possibly vote on Liquor License Fees

After review of a 2018 survey of several neighboring town's fees, Bill moved to raise the town's liquor license fees as listed below. Michael seconded. Motion carried unanimously.

	All Alcoholic - Annual	Wine & Malt Annual	All Alcoholic Seasonal	Wine & Malt Seasonal
Restaurant	\$675.00	\$375.00	\$450.00	\$275.00
Package	\$450.00	\$225.00	\$300.00	n/a
Innkeeper	\$675.00	n/a	n/a	n/a
Club	\$225.00	n/a	n/a	n/a

One Day liquor permits (All Alcoholic, as well as Wine & Malt): \$50.00

The BOS will review non-liquor BOS license fees on November 6, 2019.

13. BOS to vote on the Highway Superintendent's recommendation for an Amended Pay Rate for

- **Town Mechanic Tyler Chrystal who has obtained his 2A Hoisting License. This qualifies him to receive a \$1.00 hourly raise to the hourly rate of \$21.29**

Based on the Highway Superintendent' recommendation, Bill moved to approve a \$1.00 per hour increase in Tyler Chrystal's pay. Chris seconded. Motion carried unanimously.

14. BOS's Comments and Announcements

Bill E.'s Items:

- 1) Bill C. advised he has not heard from the Becket Arts Center re: its lease nor about hiring an executive.
- 2) Discussion ensued about the Energy's desire to have an Aggregation Committee. Al Blake, Chair of the Energy Committee, had conveyed the Energy Committee's wishes to have input at some of its meetings from the Town Administrator, and a member each from the Finance Committee and Board of Selectmen. Chris volunteered to represent the Board of Selectmen. Bill C. will ask the Finance Committee to name its volunteer.
- 3) Bill C. will remind department heads to submit their monthly reports.

Town Administrator's Report

Bill C. provided an update of several items that he has been working on:

- FY2018 Audit – OPEB portion Complete
 - \$4.5 million liability
 - Will be looking into options
- Working with UMASS Boston on part 2 – forecasting, gathering info
- Tax title auction – October 26, noon at Town Hall – information on Sullivan and Sullivan website and Town website
- Charging stations are operating. Voltrek and Charge point will hook up their meters.
- TH Kitchen renovation – nearly complete
- Rideshare funds 2018 - \$5.30. \$.10 per Uber /lift ride originating in Town. The Town Administrator filed a required report to the State as to how these funds would be used (Becket

will use toward patching roads). Bill C. brought this matter to a State Representative's attention. While it makes sense for a larger municipality which generates substantially more revenue from this to file reports, when factoring personnel costs to file the reports, the required reports negates any funding received from Rideshare funds.

- Telematics grant – grant app approved, waiting on delivery
- Solar RFP out, due in Oct. – one bidder appeared for walkthrough, no bid received.
- HVAC/Generator @ Town Hall
 - Article 21 of 2015 ATM approved \$120,000 to be borrowed
 - Town has ~\$40,000 for Town Hall HVAC
 - Connections to broadband – HUT in server room needs generator and cooling
 - Question for counsel – can this be rolled into broadband authorization?
 - What can/will broadband absorb, if anything?
 - Foresight – parking at 21 maple street – survey for parking at 21 maple street.

15. Any other business to come before the Board

The BOS acknowledged Herbert “Sonny” Nelson’s letter of resignation from the Council on Aging effective 9-5-19 and signed a letter of appreciation for to him for his 30 plus years of service to the Town.

The Council on Aging sent the Board of Selectmen a letter conveying its wishes to turn-over its funds to the Town of Becket in order to establish a donation account for the Council on Aging’s use. Hebert Nelson who resigned was the Council on Aging’s Treasurer. Michael moved to accept the Council on Aging’s funds in order to establish a Council on Aging donation account. Chris seconded. Motion carried unanimously.

Maddy Elovirta asked for arrangements to be made with the Highway Department to address the rebar sticking out from within the 21 Maple Street Park.

Based on the Highway Superintendent's recommendation, Chris moved to approve a \$0.36 per hour increase to Tyler Chrystal for successfully completed his first 90 days. Michael seconded. Motion carried unanimously.

Al Blake had conveyed that some of the subscribers for the old website are not receiving agendas and minutes. During discussion of this Michael indicated that the new website has a different format to subscribe for agendas and minutes: subscribers must select specific Committee/Board agendas and meeting minutes. It was agreed that Michael will add information and instructions as how to subscribe to meeting agendas and minutes in the November Becket Bulletin Selectmen’s column.

The BOS reviewed and signed payable warrants.

16. Correspondence:

- **10-8-19 Town Administrator’s letter to the Principal of Archbishop Williams High School to report Teddy & Sam Rossini’s Volunteer Hours at the Town Beach**
- **10-7-19 Building Inspector’s Request For Quotation for demolitions (3117 Main St., 15 Sunflower Court, 36 Bowman’s Lane)**
- **10-1-19 Becket-Chimney Corners YMCA letter to Town Administrator to announce Amy Hurwitz Gutschenritter has been selected to serve as CEO of the Becket-Chimney Corners YMCA**

The BOS reviewed the above listed correspondence.

17. BOS to adjourn the Meeting

Michael moved to adjourn. Chris seconded. At 9:07 p.m., Bill C. adjourned the meeting.

Respectfully submitted by Beverly Gilbert, *Recording Secretary*

Approved by the Board of Selectmen on 11-6-2019 Date

Signed by 
William H. Elovirta, Board of Selectmen Chairperson

Documents discussed at the Meeting:

- Correspondence listed above
- 10-1-19 memo and 10-11-19 memo from Highway Superintendent re: recommendation for Mechanic pay
- BOS 10-02-19 Minutes
- BOS 9-21-18 Minutes
- Cindy Delpapa -Wild & Scenic Westfield River Appointment Application
- Collector's input re Beach Permitting Policy
- FY2020 BOS amended authorized payrate form Tyler Chrystal approved 10-16-19.PDF
- Interim Town Administrator's 2018 survey of liquor license fees other towns.PDF
- E-mail to AI Blake re: his feedback on website subscribing
- TA report 10-16-2019
- Letter of Resignation effective 9-5-19 from the Council on Aging from Herbert "Sonny" Nelson
- BOS Letter of Appreciation to Herbert Nelson for his service to the Town
- Becket Make Ready Costs -from MLP Manager Bob Gross
- 10-10-19 letter from Joan Moylan/Council on Aging Director re: Council on Aging's request to turnover funds to the TOB to establish a donations account
- List of Assessment Functions and Services Becket Massachusetts
- Beach Permit documents from Bill Elovirta: Beach Permit Policy revised 12/20/2017, Beach Permit Tax Stuffer from December 2017, Beach Rules, Gate Attendant Job Description