

**Board of Selectmen/Sewer Commissioners  
October 26, 2016 Minutes  
Town Hall, 1529 State Road, Richmond, Massachusetts**

ATTENDING: Roger Manzolini, Chair; Alan Hanson; Neal Pilson;  
Mark Pruhenski, Town Administrator; Katherine Zahn, Town Secretary  
Others Attending: Gerald Coppola, DPW Superintendent; Becky Cushing and Katherine Buttolph, Mass Audubon Society; Rick Saupe; Matt Lenehan

Mr. Manzolini opened the meeting at 6:00 p.m.

The Board reviewed the minutes of August 16, 2016. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve same.

Mr. Saupe and Mr. Lenehan appeared before the Board this evening to express interest in joining the Recreation Committee. Both men have attended organizational meetings and assisted with the summer kickball program. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to appoint Mr. Saupe and Mr. Lenehan to the Recreation Committee. Ms. Zahn swore them both in and they each executed a certificate of appointment.

Ms. Cushing and Ms. Buttolph appeared before the Board this evening to discuss the interest of the Mass Audubon Society in the former Camp Marian White property located on the easterly side of Swamp Road. The new owners of the CMW property would like to donate the parcel to the MAS. Ms. Buttolph referred to her letter to Mr. Pruhenski dated October 19<sup>th</sup>, a copy is attached. She asked the Board to consider installing signage along the northbound lane of Swamp Road to warn motorists of pedestrians in the area. The public typically pull off Swamp Road and park in the Town right of way on the easterly side of Swamp Road adjacent to the beaver dam pond.

Mr. Hanson referred to the existence of a Town right of way in the area that had become an issue some years ago and requested that this be looked into. It appears now that the property on the westerly side of Swamp Road is private and the Town right of way is on the easterly side.

Mr. Coppola had no knowledge of the status of Town owned property in the area. He agreed to review a standard list of signage appropriate for the area and the Board supported this. Ms. Buttolph asked if a typical blue and white MAS identification sign could be placed in the area. The Board advised her to coordinate this with Mr. Coppola and referenced signage permitting regulations.

Mr. Coppola confirmed that the right of way and culvert in the area are maintained by the Town.

Mr. Coppola appeared before the Board this evening to discuss the DPW foreman position. Rather than putting on a foreman he asked the Board to consider appointing an Administrative Assistant to the DPW Superintendent. Mr. Hanson commented that he thought the matter was resolved at the last meeting. Mr. Manzolini remarked that a policy for documenting and reporting incidents was to be implemented going forward. The Treasurer had assisted Mr. Pruhenski with drafting a memo. Mr. Coppola received a copy of the memo this evening. He remarked that the memo reflects what already exists in the agreements. He suggested that it

would help the DPW operate more efficiently if the Board would designate and appoint an Administrative Assistant to the DPW Superintendent. He opined that this would give creditability to ensure work can commence per the direction of a “2<sup>nd</sup> man”. The responsibilities entailed would enable the grooming of a DPW employee for superintending/administrative duties. Currently, under certain circumstances, any DPW employee can be named acting Superintendent and is paid a stipend accordingly. Mr. Coppola suggested that a lesser amount (\$.50/hour) be included as a stipend for an AA appointment.

The Board acknowledged the existence of interpersonal issues within the department. Mr. Coppola related that certain behavior is not strictly insubordinate and stressed that the AA position encourages knowledge of department operations. The Selectmen expressed concern that the appointment by the Board of an AA within the DPW could potentially create a level of expectation when the superintendent retires. Mr. Coppola acknowledged that when necessary a posting or open application for the superintendent position would need to be done anyway.

The Board agreed to support Mr. Coppola and to confirm his authority to run the DPW. The Board acknowledged supporting Mr. Coppola in the naming of an Administrative Assistant to the DPW Superintendent.

The Board noted that any DPW employee can be named acting DPW Superintendent as needed; such employee receives a stipend of \$1.84/hour and this does not change an employee’s job description. Mr. Coppola related that a stipend of \$.50/hour for the AA could be worked into the current DPW budget. He agreed to work with the Treasurer and Mr. Pruhenski on the financial and personnel details. He noted that a newly hired superintendent may so designate a different employee.

The Board continued discussion of road maintenance issues that were raised by Mr. Jeffrey Grant of Sleepy Hollow Rd. Mr. Pilson related that he drove over March Hare and Sleepy Hollow Roads and saw no evidence of roadside mowing extending into hayfields. He noted that Sleepy Hollow Rd. is paved near Mr. Grant’s residence and stated that he did not understand the nature of the complaint. Mr. Coppola commented that the grader was used on March Hare Rd earlier this year to reestablish a crown and that roadside mowing was done within the Town right of way. Mr. Pruhenski confirmed that towns are required to maintain roads but found no set standards. The DPW operates at the discretion of the Superintendent who acts under the direction of the Selectmen.

The Board discussed the application for a driveway permit at 99 Church Lane. Mr. Coppola related that he has seen the designated area and signed off on the permit for a 16’ x 48’ driveway. No culverts are required. Mr. Manzolini made a motion, Mr. Hanson seconded and the Board voted unanimously to approve the permit and acknowledged that the permit is contingent upon the approval of the Conservation Commission and Zoning Enforcement Officer.

Mr. Manzolini related that a dead tree along Lenox Rd. was cut down and pushed off the roadside by the DPW onto a resident’s property. Mr. Coppola agreed to direct the cleanup of any remaining debris.

Mr. Pilson noted that trees were trimmed along powerlines on East Road and asked when the downed wood will be picked up. Mr. Coppola related that Calvin Leighton, of Eversource indicated that the tree trimming company will come back to pick up the butt ends.

The Board reviewed the minutes of September 22, 2016. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the minutes as amended.

The Board reviewed the minutes of September 28, 2016. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the minutes as amended.

The Board reviewed the minutes of October 6, 2016. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the minutes as amended.

The Selectmen signed the Warrants.

The Board discussed the Town website. Mr. Pruhenski remarked that the website is not as up-to-date or comparable to sites adopted by other towns. Citing the wealth of knowledge of many Town residents the Board agreed to establish a committee to work with the Town Administrator to develop a plan to upgrade the website. The Board acknowledged that professional assistance will most likely be needed and that the work cannot be done solely by volunteers. A website needs to be maintained by staff or a paid professional. Mr. Pruhenski confirmed that Anteris does not offer technical assistance for the Town website under the current contract.

Mr. Coppola commented that the DPW has access to some professional website guidance through the Berkshire County Highway Superintendent's Association. Mr. Pilson made a motion, Mr. Manzolini seconded and the Board voted unanimously to appoint a three member Town Website Committee. This Committee will work with the Town Administrator.

The Board discussed the possibility of mailing a paper copy of the *Town Enews* to residents who request it. Noting that some residents do not use the internet the Board suggested that the COA reach out to residents, focusing on those who don't have or use a computer, to make it known that a paper copy of the *Enews* can be mailed upon request. The Board suggested that a notice be put in the bimonthly COA newsletter that is mailed to Town seniors. A notice was already placed in the *Enews*.

There were no sewer matters to discuss

Mr. Pruhenski updated the Board on the following:

Solar array: Both sites (RCS and landfill) were visited recently by Tom Strunjo of Advanced Solar Projects. A meeting will be scheduled with the Board in the near future. The site at the RCS was preferred for an array. Mr. Manzolini encouraged consideration of options including the Town owning the site, the generation of a revenue stream and free power for Town-owned buildings. There is three phase power along State Road at the RCS site. The landfill site on Cone Hill Road does not have three phase power currently and Mr. Pruhenski remarked that the landfill site is not technically capped. Mr. Pruhenski will follow up on options including costs for a ½ meg system at the RCS site that could provide power to Town buildings. A lease for a solar array usually includes payment by the solar company to the town for leasing the physical solar array site and includes power offered to the town at a reduced rate.

As part of the green communities grant project Guardian Energy will be conducting energy audits of Town Hall, the DPW and RCS. Insulation and LED lighting installation are

energy saving options. Siding does not qualify as a green community project. Based upon the audits money may be expended now on what the buildings need the most. The Town may qualify to choose a project and apply for competitive grants for up to \$250,000.00.

The Board reviewed two quotes for painting the exterior of Town Hall, \$18,760.00 and \$2,600.00/labor plus 12 gallons of paint at \$32.00/gallon, respectively. Mr. Manzolini agreed to measure the building to obtain a siding quote.

Mr. Pruhenski related to the Board that ACO, John Sprinstube, visited the site of a dog complaint and spoke with Tom Gardner, owner of the dogs. Mr. Gardner offered to repair/replace sections of the fence, which is a work in progress, bordering the Pierce property. There were no health issues to report and the dogs barked for less than five minutes. Mr. Gardner indicated that he is grandfathered for having the dogs should Town bylaw change.

Mr. Pruhenski was pleased to report the popularity of the Town Facebook page that picked up 47 new followers and is now up to 200. He intends to advise staff at the upcoming department head meeting about using a uniform email signature page and adding the public document clause to emails.

Mr. Pruhenski noted that materials in department filing cabinets are in the process of being shifted to new cabinets and some of the used cabinets may become available for other departments to use. Flooring downstairs at Town Hall is being done according to the DPW schedule and is expected to commence again this Friday or Saturday. Ms. Zahn requested that the work commence after the Saturday early voting hours and pointed out that materials are stored in the main hall. Mr. Pruhenski pointed out that the staging area is outdoors behind Town Hall. Mr. Manzolini requested that the work commence after early voting hours are over on Saturday.

Mr. Pruhenski presented the Board with a contract from the state for a Cultural Council grant of \$4,400.00. Mr. Manzolini executed the contract.

The Board declared official trick-or treat hours in Richmond as 5:00 p.m. – 7:00 p.m. on October 31<sup>st</sup>.

Mr. Pruhenski related that the Assessors have determined the current assessment software has reached the end of its useful life. A state RFP vendor can offer new cloud based software, funds exist within the current budget for this expense. The Assessors prefer this version of software as it is subsidized by the state; it is free for the first year and costs \$4k annually thereafter. The Town currently pays about the same amount now for its current software. Mr. Lisi commented that 40 other communities negotiated for this software that has a street value between \$15k-30k.

Mr. Coppola and Ken Kelly of the Richmond Pond Association met at the site northerly of the Town Beach and agreed that the DPW will not undertake any trail maintenance but will provide signage.

Meeting adjourned at 8:10 p.m.

 11/23/16  
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Roger Manzolini, Chair