

**Board of Selectmen/Sewer Commissioners**  
**August 24, 2016 Minutes**  
**Town Hall, 1529 State Road, Richmond, Massachusetts**

ATTENDING: Alan Hanson; Roger Manzolini, Chair; Neal Pilson; Mark Pruhenski, Town Administrator

Absent: Katherine Zahn, Town Secretary

Others Attending: Linda Morse; Peter Cohen; Dick Miller; Julia Sabourin; Andy Hochberg; Ryan Sabourin; Debra Bolland; Dick Stover; Craig Swinson, Zoning Enforcement Officer; Richard Scace

Mr. Manzolini opened the meeting at 6:00 p.m. and stated that the meeting is being recorded. Others attending stated their names for the record.

Mr. Manzolini invited the LRPC Marketing Subcommittee to address the Board.

Mr. Miller explained that at the June 29th meeting the LRPC formed the LRPC subcommittee, which Linda Morse joined at that time. At the LRPC meeting on July 19th the LRPCsc presented short term marketing actions that could be taken now; marketing actions that could be implemented given a short period of time. While the LRPCsc feels that an effort should be made for long term marketing actions the focus presently is on things that can be done now hence:

1. Distribution of flyers printed last year. A supply of approximately 500 was in the Town Hall main office. About 350 of these flyers were distributed at a Berkshire County realtors meeting to real estate brokers.
2. The flyer was made accessible on the Town website.
3. A video presentation beneficial to the Town is being explored-details to follow this evening.
4. Organizing a "young people of Richmond committee" which is in progress.
5. Set up a Facebook page which the BOS approved.

Last, was creating a website on the advantages in living in Richmond. Ms. Sabourin showed how easy this is to do and this will be worked on over the next couple of months.

Mr. Miller remarked that real estate brokers suggested that the web is critical to attract people and projects a feeling of being contemporary. At the August 17th meeting of the LRPC the subcommittee's actions were approved including preparation of the video and the subcommittee was authorized to present the video concept to the BOS this evening. Cost range is estimated at \$5k-\$10k. A completion date for the video is set for the end of October. Mr. Miller referred to Mr. Cohen's career as a producer and explained that he is leading the video effort at no cost to the Town. Gratitude was expressed for Mr. Cohen's expertise. The subcommittee has met for many hours and worked to create a script and a storyboard to move the project forward and has obtained cost estimates. The key elements of the video are themes such as "a better place to live" pointing out Richmond's central Berkshire location; according to realtors people were not aware of how proximate Richmond is to shopping, Tanglewood, etc. Mr. Manzolini commented that it is also central to international airports. The video attempts to target audiences at varied stages of life including young families, mid-life families perhaps working from home, second home owners and those who can look forward to

generations of family living in the Town. The video format will consist of still photos and animation and existing homeowner narrations and testimonials as to why they moved to Town. Spokespeople for the various groups have been chosen. Clayton Creative, a Pittsfield production company, has been selected by Mr. Cohen for technical assistance. From her days working in Pittsfield, Ms. Sabourin has a positive working knowledge of this company. Mr. Cohen and the marketing team are ready to move to the preproduction stage if the Selectboard approves moving the project forward and approves funding of \$8,643.00 which includes 10% for unanticipated contingencies. Mr. Cohen distributed project cost information for the BOS to review.

Mr. Cohen stated that the video is intended to be part of the Town website. Ms Sabourin added that it could be put on Facebook, YouTube and added as a link to the Town website. Mr. Cohen confirmed that it would be the Town's property with no lien attached.

Mr. Manzolini asked who has control of the content of the video and will the BOS have a comment opportunity. Copies (of the storyboard presentation) were distributed to the BOS. Mr. Miller explained that the LRPCsc is trying to move forward with the project with general approval from the BOS. The five members of the LRPCsc concur with the content and it is not intended to involve the entire 17 member LRPC. Mr. Manzolini asked if the diversity among the five LRPCsc members is sufficient to represent the townspeople. Mr. Miller affirmed this. Mr. Manzolini suggested that a person with a longer background living in Richmond have input. Mr. Stover was mentioned as such a person. Mr. Miller acknowledged this point and stated that the LRPCsc could easily proceed on that basis. While it (the video project) must be viewed from the point of view of people in Town it must be kept in mind that the target audience are people not currently residing in Town so a balance is needed. Mr. Manzolini acknowledged that the storyboard is probably solid but he would like someone to look at it. Mr. Miller acknowledged that there are additional tuning points to what has been done to date including Mr. Stover's input. Mr. Manzolini stated that he did not wish to lengthen the process. Mr. Miller related that a real estate broker who attended the last LRPC meeting gave an unqualified yes as to the positive implications of the video. To Mr. Manzolini's query about targeting young people Mr. Miller responded that the idea is to get young people together for the social benefits as well as a point of contact for other young people with school age children. Mr. Miller requested the Board's authorization to proceed.

Mr. Pilson remarked that a motion will be needed and added that Mr. Pruhenski and Mr. Lisi have reviewed the budget. Mr. Pruhenski referred to an Article from the Annual Town Meeting appropriating \$20k to be used for long term planning. Discussion regarding this project has taken place with the Town Accountant and the MA Department of Revenue and has been deemed as acceptable use of the funds. Mr. Pruhenski added that some funding requests from (the) affordable housing (aspect of long term planning) are forthcoming but this is less than half of the money (appropriated) anyway. Mr. Manzolini solicited comments from the Selectboard.

Mr. Pilson expressed his support of the project. He acknowledged the background, talent and efforts of those contributing to the project. As a member of the LRPC, although not taking an active role in the LRPCsc, he had conversations with Mr. Miller and looked at the storyboard and found it to be useful as a way for Richmond to

get its message out. The Town has so many assets and the film is a great way to state that and will benefit people looking for homes in Richmond. Mr. Manzolini remarked that no marketing efforts have been made in the past and it seems a smart thing to do so now. Mr. Hanson expressed approval of the project as a way to sell ourselves to the general public that we are here. He asked if it may drive the value of homes up.

Mr. Manzolini made a motion to approve the proposal and to support going ahead with the production of this advertisement, Mr. Pilson seconded and the Board approved the motion unanimously.

Mr. Cohen stated that he is not about to sign anything for anybody to commit without Board approval. Mr. Pruhenski stated that the Board would have to sign any contract. Mr. Manzolini specified that the LRPCsc is not authorized to sign and any contract should be brought to the BOS. Mr. Pruhenski commented that this (cost estimate document) could be edited to become an invoice and advised the LRPCsc that he will work with them regarding procurement laws etc.

Mr. Manzolini opened the floor to Jim Barry, MA DOER, Green Communities Dept. Richmond became a green community in 2012 and was awarded \$137,300.00 to spend on energy efficient projects in Town buildings. An energy study was done in the Town Hall and DPW Garage. In September 2014 reports were submitted to the DOER for some projects in the DPW garage. The projects at the DPW garage were not done due to quotes exceeding estimates. The DOER's perspective now is to assist Richmond in spending the funds to save taxpayers money on energy projects.

Mr. Manzolini related the Town's interest in a solar array project but early assessments indicated that not enough energy is consumed so that such a project would not be cost effective. This was related to the BOS by the Energy Advisory Committee. He suggested getting a professional assessment for a solar array project and asked if the funds could be used for advice on project options. Mr. Barry related that (some) solar companies are happy to give free estimates on a variety of work. The Town has access to the Mass Energy Insight website that tracks typical energy useage in Town buildings in a given year.

Mr. Pruhenski referred to energy audits reflecting multiple options for energy improvements and projects have been identified that can be done in Town Hall and the DPW. Mr. Manzolini clarified that he wants to find out about spending the money. Mr. Barry answered in the affirmative. He went on to explain that a community or a regional school district META grant will provide \$12,500.00 to hire a consultant who can put together an RFP to identify electricity needed and sites owned and ask for proposals from a number of vendors and help understand those responses and to help write the contract. Mr. Pruhenski is on the announcement email list. Mr. Barry encouraged the Selectboard to steer away from using the green communities grant money for a consultant on solar given the existence of the META program for this purpose.

Mr. Pruhenski confirmed that \$34,325.00 was received out of which \$13,346.00 was spent on the consultant to do the audits at Town Hall and the DPW. Mr. Barry explained that 30% of the funds were issued right away; as this sum is spent invoices are submitted to the DOER and more funds released. There is no expiration of the grant. \$123,837.00 remains in unspent available grant funds. He encouraged the Board to look at the most recent reports, estimates, and cost/benefit use of the DOER money.

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Mr. Pruhenski clarified that the best use of the money is in the process of being analyzed by Guardian at no cost to the Town. There is a list of priority items. Mr. Barry reminded the Board that additional grant application opportunities will be offered in the spring and fall. Mr. Pruhenski stated that he did apply for a local technical assistance grant through BCRPC. Further, 2014, 15 and 16 (are) coming in December and we have to catch up on our reporting. Mr. Barry clarified that \$5,000.00 is set aside for Richmond in an account with BCRPC for technical assistance with the paperwork.

Mr. Hanson asked if other towns have installed solar farms. Mr. Barry replied that very few have done so without seeking private assistance. The federal government allows a federal tax credit so many towns partner with a for-profit company so they get the tax credit then the electricity is moved to the town's building with a reduced rate from what the town is paying with the current provider. A town is more likely to install panels on a school roof to reduce usage. Mr. Manzolini stated that the real benefit is in the real money generated by excess electricity sold. Mr. Barry related that there is a Mass. solar loan program for residential roof top array for a 10 year term at a low rate. Mr. Barry offered to promote the program to residents is requested to do so by the BOS.

Mr. Manzolini proceeded to the next agenda item. A meeting attendee asked about the sewer advisory committee. Mr. Pruhenski stated that this is on the September 14th meeting agenda.

Richard Scace appeared before the Board to request permission for a burial plot in a Town cemetery. He asked that his request be placed on the next BOS meeting agenda. Mr. Pruhenski explained that Mr. Scace filed an application today and has met requirements for approval. Mr. Manzolini made a motion, Mr. Hanson seconded and the Board voted unanimously to approve the request.

Mr. Hochberg addressed the Board concerning the Town Hall real property situs. He referred to a Form A subdivision application and map that was approved and recorded in the Berkshire Middle District Registry of Deeds. A boundary line agreement was recorded regarding parcel 4 and a boundary line pin was set. Parcel 3A is already owned by the Town. The next step is to deed parcel 3 wherein Town Hall is situate, to the Town subject to consideration of the following:

- Driveways, parking areas and roadways adjacent to the RCC and Town Hall;
- Town Hall potable public water supply from the well located in Parcel 2;
- Currently Town Hall is used for municipal purposes. Should that use cease this would affect use of the roadway and the building could be derelict.

Mr. Hochberg proposed that the Town continue to maintain and plow the roadways and parking areas and share in the cost of the water used by paying 1/3 of costs. In the event that use of Town Hall is discontinued the Town would no longer be obligated to maintain, plow, sand/salt the roadways; the RCC would retain use of roadways. The RCC seeks assurance that the Town Hall building would not be left crumbling and derelict. These conditions would be set forth in the deed in the form of easements and restrictions. Should the Town Hall building no longer be used for municipal offices it could be abandoned or it could be used for some other municipal use such as storage or it could be sold. The RCC's concern is that the building not becomes derelict. A

subsequent owner would be obliged to share in the costs subject to easements over roadways.

Discussion ensued concerning the roadways adjacent to the buildings. Mr. Coppola remarked that maintenance is limited to just snowplowing; he pointed out the need for resurfacing of the roadway easterly of the Town Hall and RCC building. Chapter 90 funds cannot be used on the roadways privately owned. Funds would have to be raised and appropriated separately. Mr. Pruhenski added that Town Counsel suggested a simpler course is for the roadways to be accepted as Town roads. Mr. Coppola stated that for the roadways to be accepted widening up to 20' would be required. The process of the Town accepting the road would be followed so that it is included in the state's inventory as well; then chapter 90 funds could be used for improvements. Thirty feet of width is required for chapter 90 funding. Mr. Coppola stated that there may be an exception for widening the road to 30'. Mass DOT may be able to inform the Town. Mr. Hochberg asked that the Town consult Town Counsel.

Discussion ensued concerning the roadway westerly of the RCC building adjacent to State Road. Mr. Stover pointed out that the RCC paid for improving this area and that it is used as a roadway as well; the Town plows this area too. Mr. Hochberg requested permission from the Board to continue discussion with Town Counsel directly, and agreed to continue discussion with Mr. Coppola.

Mr. Pruhenski relayed a request to the Board from Paul Brown, President of the Richmond Civic Association, regarding Oak Road in Richmond Shores. The request is for the DPW to brush hog Oak Road in accordance with the maintenance agreement between the Town and the RSCA; this agreement was executed in the late 1990's. Mr. Coppola related that the original agreement was limited to grading maintenance and gravel application. He pointed out that Oak Rd. and other roads in the Shores need mowing. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to deny the request.

The Board discussed Town Beach fencing. Mr. Coppola pointed out that no dogs are allowed in the area regardless of whether the fence is open or closed. Signs are located on the big fence and near the boat ramp gate. As a deterrent to vandalism the fence was installed after the beach improvements were completed. Both gates are opened in the morning and closed at night. There is no pedestrian path after the second gate and a number of people have complained that they can no longer walk to access the beach area. Mr. Pilson pointed out that the gates are effective in keeping vehicle traffic out and suggested that a small footpath be made adjacent to the second gate. The Board agreed and the DPW will install a pedestrian gate adjacent to the second gate.

The Board reviewed a list of surplus items, a copy is attached. Mr. Pruhenski noted that the DPW items are all valued at less than \$5k and Mr. Coppola commented that the items are titled. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to declare item 1 surplus. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to declare item 2 surplus. Mr. Manzolini

made a motion, Mr. Pilson seconded and the Board voted unanimously to declare item 3 surplus. Mr. Pruhenski stated that advertisements will be placed for sealed bids. Mr. Pruhenski pointed out that there are items to be disposed of in the bulky day waste bin and usable office items for disposition within Town offices before disposal. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to declare the items listed as surplus. The Fire Department requested permission to dispose of hose and offer it other municipalities. Mr. Manzolini made a motion to declare the hose surplus and permit the Fire Chief to dispose of the hose, Mr. Pilson seconded and the Board voted unanimously to approve the request. The Board agreed to place a limit on the time items will be available before they are disposed of.

The Board discussed the permit application of Richard and Sharon King for a driveway, Lenox Road, map 249 lot 57. The application has been approved by the Conservation Commission, the Fire Chief, Zoning Enforcement Officer and the DPW. Mr. Manzolini made a motion Mr. Hanson seconded and the Board approved the application and executed same.

Mr. Pilson related that the contractor for road construction for the Town of Lenox has occupied a vacant section near the intersection of Lenox and Turkey Trot Roads adjacent to a property owner. Complaints of noise early in the morning have been received. The contractor purportedly made a deal with the property owner to rent/lease the area for purposes of a staging area for the road construction project expected to take place over the next three months. Mr. Pruhenski confirmed that Tanglewood is the main staging area for the road construction project and the area in Richmond is a secondary staging area. Mr. Pilson asked if a property owner can lease a portion of property for such a commercial use. Mr. Swinson, ZEO responded that the standard definition of commercial use is typically defined as a primary site. The site is a temporary staging area for a municipal project which is temporary and will not result in the contractor relocating a commercial enterprise to this site. Mr. Swinson stated that a letter to cease and desist could be sent to the property owner but it may not be effective. Advice of Town Counsel could be sought. Mr. Manzolini pointed out that the contractor's plan wasn't known ahead of time. Mr. Pilson remarked that in any event a number of adjacent property owners are being severely inconvenienced by this staging area. Mr. Swinson agreed to speak with Town Counsel but stated that the principal use of the property remains residential although it is being used as a temporary landing zone for the construction project. He suggested the Board consider asking the Town of Lenox to address the issue, perhaps move the staging area into Lenox. Mr. Pruhenski related that he fielded one complaint and contacted the Lenox DPW. The Lenox DPW confirmed that start time going forward shall be 7:00 a.m. The sifter/shaker currently at the Richmond staging site will be moved to another site in Lenox. The person who complained has been informed of this change and appears to be satisfied. Mr. Pruhenski acknowledged that other than not informing Richmond of this temporary staging yard Lenox has been cooperative. Mr. Pilson suggested that the ZEO's advice be conveyed to the complainant. Mr. Pruhenski agreed to make contact; he added and the Board acknowledged, that moving the Richmond staging site would prolong completion of the project and inconvenience to all.

The Board reviewed the request of Berkshire Horseworks to approve an application for a one day license with the date of the event changed from August 13<sup>th</sup> to September 17<sup>th</sup>. Mr. Hanson made a motion, Mr. Manzolini seconded and the Board voted unanimously to issue the one day license for the September 17<sup>th</sup> event.

The Board reviewed the request of Bartlett's Orchard to approve an application for a one day license for a tomato festival event on August 28<sup>th</sup>. Mr. Manzolini made a motion, Mr. Hanson seconded and the Board voted unanimously to issue the one day license for the event.

Mr. Pruhenski read to the Board the written request of PDC for a 5k road race from Camp Russell to the Town Beach on Sunday, October 16, 2016. Mr. Manzolini made a motion, Mr. Hanson seconded and the Board voted unanimously to issue the one day license for the event.

Regarding the appointment to the Berkshire Regional Planning Commission the Board acknowledged the request of the Planning Board that John Hanson be appointed as Alternate and Adeline Ellis be appointed Delegate. Mr. Pilson was appointed temporarily pending response from the Planning Board. Mr. Manzolini made a motion, Mr. Hanson seconded and the Board voted unanimously to appoint John Hanson as Alternate and Adeline Ellis as Delegate to the BRPC.

The Board received notice of the resignation of Rebecca Fiske from the Long Range Planning Committee and Chris Begley from the Recreation Committee. (Chris Begley and Holly Freadman did not accept their re-appointments to the Recreation Committee this year) Mr. Hanson made a motion to extend thanks to Ms. Fiske; Ms. Freadman and Mr. Begley and to accept the resignation, Mr. Manzolini seconded the motion and the Board voted unanimously to approve same.

Mr. Pruhenski related to the Board that pursuant to the terms of a three year contract the Town currently purchases electricity through the Hampshire Purchasing Group. There are two meter readings left according to the contract the term of which expires in about two months. Mr. Pruhenski met a representative from the Proton Energy Group, an electricity vendor who currently contracts with the municipalities of Williamstown, Hinsdale, Florida, Clarksburg, Lee and Lenox. Three contract options with a locked-in price based upon 12 month, 24 month and 34 month terms are available. The Board reviewed a chart that reflects savings based upon the Town's current rates and usage with HPG compared with PEG. Mr. Manzolini supported Mr. Pruhenski's endeavors and suggested that Mr. Pruhenski first contact HPG to see if the rates can be matched. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to allow Mr. Pruhenski to enter into an agreement appropriate for the Town with PEG.

The Board discussed options for acknowledging the September 27<sup>th</sup> birthdate of the Town's eldest resident, Marie Truran. The Board may acknowledge Mrs. Truran at the Picnic on September 10<sup>th</sup> or the Board may attend the family birthday party at 750 Lenox

Road on September 25<sup>th</sup> from 2:00-4:00 p.m. The Board opted to attend the family birthday party on the 25<sup>th</sup>. Mr. Manzolini requested the Governor be asked to issue a certificate. The Board reviewed a commemorative plaque design and the possibility of obtaining such for Mrs. Truran. The Board also discussed the option of such a commemorative plaque acknowledging Marguerite Rawson's service to the Town. The Board agreed to table the matter for further discussion. The Board also discussed planning a farewell dinner with Mr. Kerwood. Mr. Pruhenski will follow up on contacting Mr. Kerwood and the Governor's office. The Board agreed to discuss options for commemorating Mrs. Rawson at another time.

Mr. Pruhenski related to the Board that Town Hall is in the process of office reorganization and clean up. A great effort has commenced to dispose of garbage and organize surplus items. Several boxes of Town records dated for destroying are set for disposal. A section of the main hall is planned for use as office space. The Board reviewed a BBE office interiors design for consolidating the inspectors work areas at a cost of approximately \$19-\$20k. Funds of approximately \$20k are available in the Town Hall Maintenance account to be used for this purpose. The School is expected to request a Special Town Meeting, and at that point, an appropriation could be added to the STM warrant requesting transfer of funds from stabilization to replenish the Town Hall Maintenance account.

The Selectmen signed the warrants.

Mr. Manzolini signed the minutes from the July 13<sup>th</sup> meeting. The Board reviewed the minutes from the July 27<sup>th</sup> meeting, Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the minutes of July 27<sup>th</sup>.

The Board reviewed the Executive Session minutes of August 17, 2016. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the August 17<sup>th</sup> Executive Session minutes.

The Board reviewed the mail.

Mr. Pruhenski advised the Selectmen that the Berkshire Natural Resource Council intends to address the Board at the next meeting to make a request that wooden guardrails rather than metal guardrails be installed along Lenox Rd. Mr. Pruhenski advised the Lenox DPW about this request. The Lenox DPW indicated that, since the wooden guardrails don't meet federal highway safety standards, if wooden guardrails are installed Richmond would be required to provide a waiver of liability. Mr. Pilson noted that steel guardrails are being installed on Lenox Branch Road. The Board acknowledged that the matter will be placed on the next meeting agenda. Mr. Pruhenski noted that the Board may expect to meet on September 14<sup>th</sup>, 22<sup>nd</sup> and 28<sup>th</sup>.

The Board reviewed a letter from John Whitney concerning liability for volunteer COA drivers. Mr. Pruhenski posed the question to Town Counsel, Jeremia Pollard, who confirmed that statute exempts Town officials from liability but does not specify volunteers as exempt. Mr. Pollard advised contacting the Town liability insurance carrier. Mr. Pruhenski will follow up with MIIA to see if volunteers are covered.



Mr. Pruhenski advised the Board that laboratory testing results of the Library tap water supply are positive for high levels of *E.coli*. The landlord agreed to pay for the testing. The well has been shocked and will be retested over the course of a few weeks and if still positive the landlord will install a UV treatment system. Mr. Manzolini asked Mr. Pruhenski to send the landlord a letter expressing appreciation for diligent management of this issue.

Mr. Pruhenski updated the Board to clarify a question relative to the salary increase for the Conservation Agent and the Town Accountant. He related that both employees requested wages comparable to that received from other towns.

Mr. Pruhenski informed the Board that the operating calendar is a work in progress and should be ready soon.

Mr. Pruhenski met with Ken Kelly of the Richmond Pond Association and Carl Foote, concerning weed control in the canal area. Hydro-raking of the canal is estimated at a cost of \$50-60k. The Conservation Agent has outlined the permitting process. The Board expects to receive more information in the future.

Mr. Pilson shared a newspaper article in the Berkshire Eagle submitted by “Smitty” Pignatelli. Rep. Pignatelli encourages shared services among towns. The Board agreed that the topic should be explored. Mr. Pruhenski intends to reach out to the West Stockbridge Town Administrator.

Mr. Pruhenski reminded the Board that when he was appointed Town Administrator the Sewer Enterprise Secretary appointment was not made. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to appoint Mark Pruhenski as Sewer Enterprise Secretary.


Mr. Hanson remarked that a box was leaning against the historically significant stage curtain painting; Mr. Pilson removed the offending box.

Mr. Grizey asked permission to clean and paint the pipe that spans the Shore Rd. bridge. The Board gave permission and Mr. Grizey will proceed with the job and repaint the pipe green. Mr. Manzolini asked if there are environmental permitting issues. Mr. Grizey explained that a canvas will be hung around the area to protect the water while sanding and painting are being done. Mr. Manzolini made a motion, Mr. Pilson seconded and the Board voted unanimously to approve the work.

Mr. Grizey reported that the pump at the Elm Rd. station is malfunctioning. The outgoing pipe has a radar unit on it. This unit was last checked in 2008. Mr. Grizey will see that this unit and the unit on the outgoing pipe from the main pumping station both be checked. Outbound volume amounts are not being recorded correctly. Mr. Manzolini asked if Mr. Brazie could manage the system in the event of Mr. Grizey’s absence. Mr. Grizey confirmed that Mr. Brazie is familiar with the sewer operation and maintenance

work and stated that either he or Mr. Brazie, in the event of an absence of one another, can proceed with work and can train another person. Mr. Grizey explained that grinder pump repairs are done as needed for sewer users. There is a regular maintenance log in the pump house where meters are read and logged. A log of repairs is in the filing cabinet at Town Hall in the Police Office.

Meeting adjourned at 9:15 p.m.

  
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Roger Manzolini, Chair