

**Town of *New Salem* Selectboard
Meeting Minutes
July 25, 2022
Held Virtually via Zoom**

Convened: 7:00 pm

Present: Hugh Mackay, Carl Seppala, Selectboard; Kathy Neal, Town Coordinator; Stacy Senflug, Town Clerk; Jacob Cooley, Highway Chief; Zara Dowling, Green Communities; Nancy Slator, *New Salem News*; Jeanne Clayton; Marty Ashburne

Selectboard Reviewed & Signed the Following:

- Payroll & Vendor Warrants

Discussion Items

Updates from Highway Dept.

- *Corporate Credit Card for Non-Contractual Purchases*

Jake Cooley requested consideration of access to a town credit card. He noted a few issues with ordering items without one. Hugh noted this would require the Town Treasurer. He also had a credit limit question that she would have to answer. Mr. Cooley responded it wouldn't need to be much. \$1,000 would likely be enough.

- *Repairs to F-550 Truck*

Jake Cooley reported on this. This is the red flatbed, the other had the sander. This particular truck developed a crack in its frame and is completely out of commission. Hugh asked where the truck is located now. He responded it's in one of the towns barns. There was a question of repairability from Hugh. Jake Cooley responded it's unknown if it would hold up. Carl noted he's been a mechanic in the past and at some point you reach the point of it being beyond economical sense to repair. He suggested contacting the towns insurer over it given the fact that it's a crack in the frame. Jake Cooley provided some background on what happened and the likely cause. It appears to have occurred during some snow plowing. Hugh asked Jake Cooley to get an accident report filed so that we can talk to our insurer. We should also determine the precise damage level. Jake Cooley recalled the Police Dept. was already working on a report. Hugh asked about the new sander. Jake Cooley noted he was aware that it was being voted on but wasn't aware that it was approved. Kathy agreed to confirm it, but to her recollection it passed. Zara asked about future plans including hybrid options. Carl stressed that will be taken into consideration but we're too early into this to make a definitive decision. Zara felt confident that a hybrid or even an electric vehicle could be possible. Jacob Cooley noted a F-450 or possible a F-350 could work. Carl concurred but stressed we need to ensure that this is what will work. In the meantime we need to go through our insurer first.

- *Funding for Installation of Floor for Highway Building (ARPA)*

Hugh turned to the question of flooring. This is the newer building that was done recently. Hugh asked if an estimate has been procured for doing the work. Kathy recalled that there was one and the bids came in too high. Jake Cooley couldn't recall either, but it should be done. Hugh suggested we should look for information on this including why it was left out in the original construction and what the cost would be now. This could be something that could qualify for use of ARPA funds. But we'll need the cost. Jake Cooley suggested it'll likely need to go out to bid. Hugh concurred with that idea. Jake Cooley noted part of the prior cost was a desire for radiant heat to be included. Hugh reminded that the rules vary to some extent depending on the cost. We can't make things up as we go along and we may need some design. So we need an idea of what it'll cost and then we can go from there. Carl noted that it appears we already have the radiant heat tubing and general system. It's in storage. He reminded that Green Communities Committee will want to weigh in just as they asked to weigh in for the Fire Station. He felt this project is serious and needs to be done. Zara asked if there are any steps that Green Communities Committee should take. Carl suggested they could meet with him and Jake Cooley at the barn to talk. Zara then asked what the timeframe would be. Carl responded it's been waiting for a while, so

unlike with Fire Dept. where there is a pressing seasonal and emergency based need. This can be done thoughtfully and with care. Zara thanked Carl for his care on this topic. It was agreed to confirm the ARPA expenditure dates. Kathy agreed to look into that.

Agreement Between Sheriff's Office & Town for Regional Animal Control Officer – Contract for 3 years

Hugh recalled that we'd already signed something. Kathy responded that this is the final agreement the last one was a bridge. She then went over a few differences which were mostly minor. The costs are the same as they've been and most if not all the terms are the same. Carl noted a minor matter regarding some costs in the agreement. Kathy responded those are costs to the owner of the dog versus the town.

A motion was made by Carl to approve the agreement for regional Animal Control Services. The motion was seconded by Hugh and passed by majority vote.

Proposal from Entre Technologies for Computer Upgrades & Labor

Hugh noted this is being funded by a warrant article to provide for some upgrades. Kathy agreed and submitted that this company is on the Commonwealth's state contract list and is suitable. They work mostly with municipalities and they will take all steps to troubleshoot remotely prior to travel to save on some costs. The contract is annual with monthly fees. Hugh suggested the town needs to develop goals including things like moving emails over to a Microsoft Outlook platform and standardizing software. We should also determine how many computers will need to be serviced. We can also use the website domain to have town emails that reflect the newsalem.org address. We should seek to streamline and save as much as we can. Kathy noted some of this is one time and some reoccurring. Hugh recognized that, but reminded that there's a lot we need to do including setting up things online in the cloud. He also wanted to see security included if possible. Even if it's a separate service, we should have some standardization on that front as well.

Policy on Disposal of Property

Kathy reported on this topic noting that the policy she's draft would cover anything under \$10,000 and wouldn't impact things taken into custody by the Police Dept. Otherwise items would be covered by this. Hugh stressed that we need to determine who the Chief Procurement Officer is. Carl was in favor of the policy as drafted. Hugh generally concurred but wanted to consider it a bit further. It was suggested this could be considered at another meeting along with the process of appointing a CPO. Carl asked who would fill that role. Jake Voelker noted that it usually has to be a town official in the town, regionalization isn't likely to be an option under MGL Chapter 30B. It's usually the Town Administrator or in the case of New Salem the Town Coordinator. Carl noted that this would be an added responsibility and certainly there is some training that has to go into this. Hugh submitted he could assist a bit. Kathy recalled that FRCOG can assist with RFP's and bid packages. Carl suggested that it might be possible to satisfy the condition that it be a town employee and still share it with other towns. Hugh noted that in his experience you can name one person for the position and they can to some extent designate others. It was agreed to explore the options further.

Board of Health Update

Hugh noted no Board of Health members are present. Carl reminded that he'd like to hear more on Swift River Elementary and the PFAS related well situation there. Kathy agreed to inquire with the Board of Health's Clerk to find out if there is any update.

ARPA Funds Discussion

Stacy noted she has a few thoughts. Not necessarily through ARPA, but she'd like to look into the town procuring a ballot drop box. Currently she shares with the Tax Collector, but it would make sense to have a separate one for a few reasons including legal ones. Kathy expressed the opinion it would likely be allowable for ARPA funds. Hugh generally agreed. Carl asked for a quote or cost amount. Stacy agreed to investigate it further and to provide information to the Selectboard later. Hugh noted that the only real thing we've spent funds on so far is the purchase of a steel platform for the Board of Health to use at the Transfer Station. Zara then asked about the latest on the Fire Station project. Carl provided an update on that front reporting on a site visit. Joe Cuneo is understandably concerned about getting this done before winter. Work is being done to ascertain if a temporary option can be deployed. A lot of what we can do will depend on what is on the rebate list. There may

also be some required upgrades for installation the eventual system. He asked Zara if she could help with data on the energy bill. She was confident she could assist with that. Zara also agreed to check with the rebates. It may be possible to do something's that appear at present not possible. The venders know the path that works for them for approval, but that also can constrict their thinking.

Old Academy Building

Hugh reported his architect has been on medical leave which is the current reason for delay.

Minutes

The Selectboard saw no reason not to adopt the minutes from July 11, 2022, as written as well as minutes from July 8, 2022, also as written. As a note, the meeting on July 8 was solely to approve a liquor license. That meeting was very brief.

A motion was made by Carl to approve the minutes for July 8, 2022, as written. The motion was seconded by Hugh and passed by majority vote.

A motion was made by Carl to approve the minutes for July 12, 2022 as written. The motion was seconded by Hugh and passed by majority vote.

A motion to adjourn at 8:03 pm was made by Carl. The motion was seconded by Hugh and passed by majority vote.

Respectfully Submitted
Jakob K. Voelker, Selectboard Clerk