

Minutes of Selectmen's Meeting – December 16, 2014

Present: Phil Keenan, John Sears, Bob Maclean – Board
Virginia Gabert – Administrative Assistant
Pam Shrimpton, Rick Kean, Susan Olson, Henry Eggert, Hussain Hamdan, Lark Thwing, Chris Tirone, Lisa Turner, Tedd White

The meeting was called to order at 7:31pm.

1. Review and signing of treasury warrants – warrant 25 was approved unanimously.
2. Review of prior meeting minutes – minutes of December 2 and December 9 were approved by Phil and Bob, and reviewed by John since he had been absent.
3. Discuss Community Service Request to Sheriff's Office – Pam prepared an application for the Sheriff's Department to paint the Town Office. Board approved unanimously, and Phi signed as required.
4. Discuss Financial Policy Guideline Draft (dated 12/12/14) – This draft policy was prepared by the Finance Committee setting levels and guidelines on Free Cash, long term and short term debt, and capital projects. John recommended setting this aside for the next meeting so that the Board had time to study it.
5. Discuss amendments needed to Personnel Policy – The Board previously agreed to change from weekly to bi-weekly pay, so this will need to be reflected in section 9-F. They also reviewed section 9-D in reference to call-back pay and agreed that it adequately covers the overtime issue previously questioned. Rick added that the policy on harassment is outdated. The Job Description Review Committee (intended to become the Personnel Committee in the future) will be working on reviewed and proposing an updated draft.
6. Schedule audit, or opt for alternative – Tom Scanlon's office confirmed that an audit should be performed whenever the Collector changes, but this could be done in-house by a competent accountant or auditor. Lark mentioned that Carla Clark has offered to be appointed to fill out the term as Auditor, and may be able to do this task. The Finance Committee is supportive of Carla performing the work. The Board of Assessors is also supportive. Virginia will contact Carla and confirm that she is willing to serve, and ask if she would be willing and able to perform the "audit".
7. Any other business not reasonably anticipated prior to posting agenda
 - a. Initial changes on COA contract – Phil initialed changes on the COA contract.
 - b. Charlemont Ambulance report – John presented a report from the Charlemont Ambulance. Four towns will send out a joint letter explaining the issues. The current system will not work without more volunteers. Select boards are being encouraged to write letters to the school committees encouraging them to hold trainings. Hussain commented that Scott Purinton

had brought this up years ago (in 2007 or 2008) and pushed for it, but nothing came of it. He would like to see Mohawk bring this back.

c. HRA Advisory Committee representative – HRA needs an Advisory Committee representative from each town. Virginia will summarize what they are looking for and send an email out to the town to see if anyone is interested – they had suggested a representative that is a low-income resident.

d. WiredWest update – Phil and Bob went to the last meeting. They are asking for a non-binding resolution by the end of December. Phil does not see Hawley making any kind of agreement to bond for \$1million. Susan explained more of the background. Lark and Rick, on behalf of the Communications Committee, met with Jim Drawe (WiredWest Treasurer), who agreed that Hawley cannot do it with the initial numbers. Their recommendation is to sign a modified resolution, a draft of which was created with the assistance of Jim Drawe. Discussion ensued. Virginia will print a copy of the modified resolution on town letterhead (removing the word “formal”) to be signed at the next meeting.

e. Website link policy – John made a motion to approve the proposed policy; Bob seconded; vote was unanimous. The Policy will be posted on the website.

f. Lark reported that the Finance Committee drafted a notice to be included with the tax bills. The Committee will continue to provide updates in each mailing.

g. Chris Tirone followed up on the Veterans District merger to make sure the Board had the information that they needed.

h. Hussain alerted the Board that as Hawley does not have a recall provision in its bylaws, he is working with several others to draft a proposed bylaw, and he will be in contact with Pam, as the person involved in bylaws.

There being no further business, the meeting was adjourned at 8:54pm.

Respectfully submitted,
Virginia Gabert, Administrative Assistant

Minutes accepted by Board of Selectmen:

Philip Keenan

John Sears

Robert MacLean