

Selectmen's Meeting
October 12, 2023, 6:30pm

In attendance: David Dufresne, Chair; Derick Veliz, Clerk; Jim Ferrera Town Administrator; Karen Dusty, Administrative Assistant

Open Meeting: 6:37 PM

Pledge of Allegiance:

- **Superintendent Duff for a report on the Quaboag Regional School District.** Superintendent Duff reported that the work at the Elementary school is about done. Guardian has run into some problems with refitting of some valves and adding Glycol to the system. This situation will end up costing anywhere between \$50,000 to \$100,000.00 the school is hoping to make it a change order so that they can pay it over time. The district is still looking to hire more Paras for all ages. There is a meeting on Nov. 13 to go over the in and out of the budget. The district is trying to hire a full-time Financial Director.
1. **Discussion on the Articles for the Special Town Meeting presented by the Selectmen.** **TABLED UNTIL 10-19-23.**
 2. **Discussion of a draft of a proposed policy regarding Town employees attending Special and Annual Town Meetings. (Anticipated Vote)** **TABLED UNTIL 10-19-23.**
 - **Review and discussion of a draft of a proposed policy regarding the raising of flags on Town property. (Anticipated Vote)** **TABLED UNTIL 10-19-23.**
 3. **Review of draft programing for the Fire Department from Tecton Architects.** Mr. Ferrera stated that this was just a draft of what is needed for a Fire Station. Once this process is completed the Town residents will know why we need a new facility and how much it will cost.
 4. **Review a draft of a letter to 81 South Street LLC regarding unauthorized work that was performed around the levee.** Mr. Dufresne and Mr. Veliz both reviewed the letter. Mr. Veliz wanted it to say previous and impervious and Mr. Dufresne wanted the date for this to be October 26, 2023, due to the fact that the Core of Engineers will be out to inspect the levee again. Mr. Ferrera will make the changes and send the letter out certified on Friday.
 - **Request from the Town Administrator to attend the Massachusetts Municipal Management Association Fall Conference in Worcester. (Anticipated Vote)** Mr. Dufresne made a motion to approve the Town Administrator to attend the Massachusetts Municipal Management Association Fall Conference, 2nd by Mr. Veliz, all in favor, passed unanimously.
 5. **Review letters of interest for the position for Veterans agent and possible to appoint said position.** Michelle Durkee and Ellen T. Moore both applied for the Veterans Agent Position. After speaking with both candidates, it was decided to offer Michelle Durkee the position. Mr. Dufresne made a motion to appoint Michelle Durkee to the position of Veterans agent, 2nd by Mr. Veliz, all in favor, passed unanimously.

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6. Warrants & Bills:

- a. Warrants Mr. Dufresne made a motion to pay of the following warrants, 2nd by Mr. Veliz, all in favor, passed unanimously.

i. Payroll	#16	\$ 47,537.65
ii. Vendor	#19	\$865,142.97

- b. Bills Mr. Dufresne made a motion to pay the following bills, 2nd by Mr. Veliz, all in favor, passed unanimously.

i. Selectmen Petty Cash		\$ 89.83
ii. WB Mason	$\$4.58+7.29+31.78=$	\$ 43.65
iii. Crystal Rock		\$ 15.87
iv. Stericycle		\$ 123.08
v. C2 MA Adams II, LLC	$\$690.38+937.23=$	\$ 1,627.61
vi. American Tower		\$ 2,200.00
vii. Hampden Communications Corp.		\$ 1,500.00
viii. Van Pool		\$ 4,365.90

• **Minutes: NONE**

• **Town Administrator Report:**

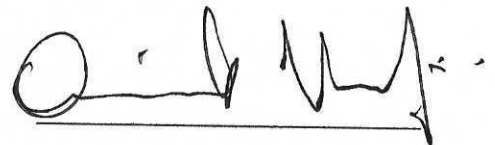
- Training for the Boards and Commissioners October 14, at 9:00 AM on meeting notices and open meeting law.
- Senior Center pressure washing and painting is well on its way. The Gutters and siding have been ordered and should be in soon. Mr., Ferrera stated that on October 20, there will be an Italian lunch which he is furnishing dessert that day.
- He and about 30-40 other Town Administrators were on a zoom call with Ms. Gobi about needs in the rural communities. Everyone was interested in the bill that is being presented to help small towns build a Safety Complex.
- Mr. Ferrera had a call with the state with the One Stop for Growth program to use \$21,148.00 of uncommitted grant fund to use in coordination with the water district to replace about 300 feet of waterline from the intersection of Prospect and Richardson to the fire hydrant at 69 Richardson St.
- On Friday there was a construction meeting with the contractor, engineer, Mr. Olson and Mr. Ferrera. They spoke with the neighbors and answered any of their concerns.
- Just today the Finance team was notified that free cash was certified. This is great news. Including the \$435,000.00 that we put aside we have \$1,580,795.00 of free cash. This is mostly due to American Recovery Plan Act and the departments not going up on their budgets.

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- **New Business:** Mr. Dufresne stated that there will be work done in the back of the Shepard Building, he notices a lot of moss on the pavement, and it makes it very slippery. Also, the roof needed attention, and there are bricks that need to be regROUTED.
- **Old Business: NONE**
- 7. **Correspondence:** Comcast Letter about the license
- 8. **Correspondence:** email from Peter Krawczyk with pictures. Mr. Krawczyk stated that the pictures were old, and the other items were addressed at the meeting on Friday. He did want to point out that when they do the next paving that there are two easements so that when they do the paving to make sure those are still accessible.
- 9. **Correspondence:** email from Ron San Angelo, Town Administrator in West Brookfield. Mr. Dufresne asked Mr. Ferrera to contact the West Brookfield Town Administrator for more information before the Select Board commits to coming to the meeting.
- **Comments and Concerns:**
 - Mr. Veliz stated that he and Travis from WCAT 6 were working on a way for the residents to know which house will be handing out candy for trick and treaters on October 31st from 5-6:30 pm. The link will be on Facebook, the Town Website and Town Alert.
 - Mr. Veliz also stated that he would need to leave early on October 26, meeting.
- **Next meeting** is October 19, 2023, 6:00pm meeting.
- **Adjourn** Mr. Dufresne made a motion to adjourn, 2nd by Mr. Veliz, all in favor, adjourned 8:45pm.

Respectfully submitted by

Karen Dusty, Administrative Assistant



Derick Veliz, Clerk ✓

Free Cash Certification
Free Cash Calculation - Fiscal Year 2024

Begin:

Unreserved Undesignated Fund Balance	1,630,871.00
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Subtract:

Personal Property Tax Receivable	8,582.00
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Real Estate Tax Receivable	401,467.00
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Other Receivables in Deferred Revenue

0.00

Total	<u>0.00</u>
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Other Receivables, Overdrawn Accounts, Deficits

W/H	1,794.00
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Chapter 90	9,938.00
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Total	<u>11,732.00</u>
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Free Cash Voted from Town Meeting Not Recorded	0.00
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Add:

Circuit Breaker, Other Closed Accounts, Adjustments:

0.00

Total	<u>0.00</u>
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Deferred Revenue (Credit Balance+, Debit Balance-)	371,705.00
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Free Cash Calculation for 2023	<u>1,580,795.00</u>
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Reviewed By:	David Guzman
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Certified On:	10/12/2023
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Free Cash Certification
Retained Earnings Calculation - SEWER - Fiscal Year 2024

Enterprise Fund Number A-2(1ST)
Type of Enterprise Fund Sewer
Name of Enterprise Fund/Statutory Reference SEWER

Part I Cash 631,362.00

Current Liabilities, Designations of Fund Balance:

Accounts Payable	0.00
Payroll Payable	0.00
Warrants Payable	0.00
Encumbrances	158,118.00
Expenditures	79,238.00
Continuing Appropriations	0.00

Other Liabilities

Betterment trust	2,380.00
fixed asset variance	38,383.00
Total	278,119.00

Cash less Current Liabilities	353,243.00
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Part II Retained Earnings, Undesignated	353,243.00
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Accounts Receivable (net):

User Fees	0.00
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Other Accounts Receivable

	0.00
Total	0.00

Undesignated Retained Earnings Less Accounts Receivable	353,243.00
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Fixed Assets

Debits:

fixed asset	3,546,238.00
Total	3,546,238.00

Credits:

debt	870,328.00
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Free Cash Certification
Retained Earnings Calculation - SEWER - Fiscal Year 2024

Investment in capital assets	2,714,293.00	
Total	3,584,621.00	
Fixed Assets Variance (Debits - Credits)		-38,383.00



BOARD OF SELECTMEN MEETING

CHARLES E. SHEPARD MUNICIPAL BUILDING

DATE: 10/12/23

Attendee: Joseph Kurlant Jr

Attendee: _____

Attendee: Dufrese

Attendee: _____

Attendee: Michelle Purkee

Attendee: _____

Attendee: Ray Kopacko

Attendee: _____

Attendee: Ellen T. Moran

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Attendee: Adam Lavoie

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