

**Town of Warwick**

**Selectboard**

**February 19, 2019**

**Minutes**

Members present: Lawrence Pruyne, James Erviti, Todd Dexter

Others present: Town Secretary Rosa Fratangelo, Highway Superintendent Larry Delaney, Fire Chief Ron Gates, HEART Committee member Tom Wyatt, PVRSD School Committee member Jessica Marshall, Finance Committee member Laurette Crane, Melanie Schillemat, Max Marcus (*Greenfield Recorder*)

I. Call to Order

Chair Pruyne called the meeting to order at 6:12 p.m. in the Town Hall once a quorum of the Selectboard was present.

II. Minutes

**Dexter MOVED to accept the minutes of February 4, 2019 as printed. Pruyne SECONDED. Motion CARRIED 2-0-0.**

III. Presentations and Discussions

**1. Highway Department**—Pruyne said that the first issue to be addressed was deficit spending from the snow and ice budget. Highway Superintendent Larry Delaney said that as of February 14<sup>th</sup> there were 40 events and a cost of \$93,195.90 compared with 32 events as of February 8, 2018 costing \$90,245.51. he noted that as of tonight the total number of events stands at 42. Delaney pointed out that this year the Highway crew has done more sanding than plowing.

**Dexter MOVED to allow deficit spending on snow and ice for the rest of FY 2019. Erviti SECONDED. Motion CARRIED 3-0-0.**

Pruyne said that at the February 17, 2017 Selectboard meeting proposed amendments to the Personnel Policy regarding comp. time and vacation were discussed. He noted that Highway Department member Brian Hubbard attended that meeting and expressed concern over the loss of accrued time. Delaney said that he no longer supports an increase to 100 hours of compensatory time and now favors the maximum remain at 60 hours. Delaney acknowledged that both he and Hubbard now have updated copies of the Warwick Personnel Policy, but did not

before. Erviti asked why it took so long to obtain updated copies; Delaney said that he assumed once the policy had been updated it would be given to him. Dexter said that the Highway Advisory Committee (HAC) has assumed the responsibility for the updated policy. He said that a form printed on Town of Warwick letterhead to be signed by the employee and the Supervisor sign and date to acknowledge receipt of the most current Personnel Policy. A copy of the form is to be given to the employee and the original kept on file by the Town Clerk.

**Erviti MOVED to accept Personnel Policy signature page. Pruyne SECONDED. Motion CARRIED 2-0-1. Erviti and Pruyne: AYE; Dexter ABSTAIN (as an author of the form)**

Delaney said that he has been too busy to have worked on updating the snow and ice policy. Dexter said that a draft of proposed changes by HAC to the snow and ice policy have been approved by HAC but also must have Selectboard approval. Dexter read aloud the Emergency Situations paragraph. Erviti asked that the Emergency Management Director be added to the list of emergency personnel.

**Erviti MOVED to accept the changed paragraph on the Draft Snow and Ice Policy under Emergency Situations. Pruyne SECONDED. Motion CARRIED 2-0-1. Erviti and Pruyne: AYE; Dexter ABSTAIN (as co-author of the policy change)**

Under Special Procedures Dexter said HAC member Bob Croke wants specific amounts to be listed in the policy with the regards to the amount of salt used in the low salt area of town, as well as a specific section just on dirt roads. Delaney explained that if he reduces the salt application to less than half the normal application, the hydraulics become problematic which in turn causes inconsistent salt application on the roads. He said that on average he applies salt every fourth pass in the low salt area of the village center. Delaney noted that he has also experimented with reduced salt application on other roads as well. Delaney stated that in a snow event they pre-treat with straight salt and use a salt/sand mixture only if plowing several times, pointing out that increased traction and less likely refreeze are benefits of applying the mixture.

Erviti spoke of a recent storm when he observed salt on Orange Road around 10 a.m. but by the time the storm started between 1 and 2 p.m. there was nothing visible on the road; he characterized this as “pointless and unsuccessful”. Delaney said that the snow plowed off as it was supposed to during the storm, which is the whole point of pre-treating. He noted that the entire route to cover the town takes about 2 hours.

Dexter said that under David Young’s request on how snow plowing operations will function, clarification and better language were asked for. Delaney suggested using “work for the duration” or at least a 3-hour minimum as it takes 3 hours to treat all the paved roads. Erviti inquired if a storm that starts mid to late afternoon can’t the workers come in later and not at the usual 6 a.m. Delaney said that there are always things to do in preparation for a storm. He cited as an example the repair of Chestnut Hill Road to fix a washed-out area before a storm hit that same day. Delaney said that right now, with just two people in the department, there is much to

be done. Erviti said that he was speaking only of days when the storm will arrive later in the day, so as to save on overtime and have the crew be better rested in the middle of the night.

**2. Fire Department**—Fire Chief Ron Gates said that he has been applying for grants the last three years to replace SCBA (breathing apparatus). He is seeking a grant for \$100,000.00 to replace the SCBA's and bottles. Chief Gates explained that the bottles are too old and are not in compliance with National Fire Prevention Association (NFPA) standards. He said he got a quote of \$995 per bottle to replace them and said we have a total of 24 bottles to replace. The Chief said that the packs can be recertified and although he has not received a quote, he estimated the cost at around \$400.00 each. He said that the grant requires a 5% match from the Town, and he was waiting to hear and expected to receive word by April. Dexter said that not only does the equipment not being certified potentially present liability to the Town, lives are at stake. Chief Gates pointed out that it has been 7 years since the bottles could be certified by the State, as all of them got too old at the same time. He said that they do have some steel bottles that are heavier and not as easy to carry as the composite bottles but if still operational there were 9 or 10 that could be used. Chief Gates said that he wanted to come back with more information. Erviti suggested doing this in steps to spread out the burden on the taxpayers; gates suggested 6 bottles and 6 SCBA packs per year. The Chief explained that the minimum for a structure fire is four fire fighters and that they go through a pack in about 20 minutes. Dexter said that he favored refurbishing a minimum of between four and six if we do not receive grant funds. Chief Gates said that with mutual aid from other towns extra equipment is brought in. The Chief said that according to FEMA our low call volume may be part of the problem we are having in being awarded grant funds. Dexter said that he wanted to know the cost to refurbish 4 to 6 units to get that into the FY 2020 Fire Department budget.

**3. Highway Department (Continued)** — The discussion on the snow and ice policy resumed after the break to allow Fire Chief gates to speak before attending a departmental meeting at 7 p.m.

**Erviti MOVED to accept the last paragraph of Section C of the Draft Snow and Ice Policy beginning with “All Town employees will work as needed during storms” as amended during the discussion. Pruyne SECONDED. Motion CARRIED 3-0-0.**

Dexter said that under Highway Department Employee Kevin Alden recommended a \$1.00 per hour raise for Brian Hubbard. Hubbard will be expected to help train and assist the new employee with his duties and will in effect become the working foreman. Hubbard has 8-plus years' experience and as things stand now a new employee would be hired at the same pay rate as Hubbard. Erviti said that he thought Hubbard should receive the \$1.00 per hour raise now without any additional responsibilities.

**Erviti MOVED a \$1.00 per hour raise to Brian Hubbard effective next pay period (February 21, 2019). Dexter SECONDED. Motion CARRIED 3-0-0.**

There was a consensus of the Board Delaney ask Brian Hubbard if he would be willing to accept more responsibility for another \$1.00 per hour raise in pay.

Dexter said that there were two personal days from FY 18 for Delaney and Hubbard listed in the Personnel Policy of which they were unaware due to not being in possession of the most updated version of the Policy. Erviti said that it was their responsibility to be sure they had the most current one as they both knew revisions were in the works and that the onus was on them to take the initiative and follow up on it. Dexter said that he thinks Hubbard and Delaney deserve the two days as it was granted by the Personnel Policy and the time should be restored to them.

**Dexter MOVED two (2) personal days be reinstated for Larry Delaney and Brian Hubbard per the Personnel Policy. Pruyne SECONDED. Motion CARRIED 2-1-0; Pruyne and Dexter: AYE, Erviti: NAY.**

**4. Review of Letter to DESE Commissioner Jeff Riley**—Erviti and Dexter both said that they liked the letter as drafted by Pruyne.

**Erviti MOVED to approve the letter written and sent via Email. Dexter SECONDED. Motion CARRIED 3-0-0.**

The letter will be sent via registered mail to DESE Commissioner Riley.

**5. HEART Committee**—HEART Committee member Tom Wyatt said that our Selectboard's comments about draft language regarding school closing were shared with the Committee at last week's meeting. He said new language now states "50% of budgeted cost to maintain a fully functioning school" is to be paid by the District in each of the first three years. Pruyne noted that the new language is much improved, and it now sounded like a legal document. Wyatt said that three of the four PVRSD towns must pass the updated District Agreement at their respective Town Meetings. Jessica Marshall pointed out that the new language is not yet pertinent to the current situation as it has not yet been voted upon by the member towns.

Dexter said that a letter from our Treasurer to PVRSD Financial Director Tanya Gaylord was sent on January 16<sup>th</sup> with a formal request for a cost quotation for the total debt and any other financial considerations should Warwick vote to leave the District. Dexter stated that Gaylord sent an Email saying the numbers were still under consideration and has avoided phone calls while our school is on the line. Dexter said that the options should be made public, and yet the School Committee and the District continue to drag their feet and the lack of transparency is disturbing. Marshall gave Dexter a copy of eight possible scenarios for the FY 20 PVRSD budget. She said we need to gather as much information as possible on any line items that can be challenged during budget discussions to save money and lower overall costs. Erviti wanted to

know the number of teachers over each of the last ten years and review the student population for those same years. Pruyne said he liked the idea posed by Alan Genovese that the District pay 100% for the first year then 50% for the second and third years, especially as the District is the one exercising an option to close the school and Warwick is not – we suffer the consequence of an unwanted action. Marshall said the talk was full reimbursement for one year followed by reimbursement of 50% of closed cost rather than a fully functioning school. Wyatt said that Gaylord's figures need to be looked at very closely as he feels they are low. Erviti stated that the closure is not our choice and the District should pay us as we are the ones losing the value of the building. He said since we have invested more than one million dollars in WCS building, start there as a negotiating number. Erviti said that we have the best school in the District, and they want a buy out over three years for approximately \$66,000.00. He said that even \$500,000.00 could be used as a starting point in negotiating numbers. Pruyne said that they are exercising the option to close so they should pay 100% of the cost for a fully functioning school for three years. Dexter said that WCS needs to remain open at least one more year to give us time to explore and identify options if closure does in fact happen. He said that we own a building PVRSD leases for free and therefore we should at the very least receive a lower assessment for the first year. Marshall said that there is a time crunch on many highly important issues, and that in her opinion the School Committee needs an entire day just to discuss everything. She noted that because of the special legislation we are at the mercy of the School Committee. Erviti pointed out that all of this is short-term while school closure is clearly long-term in its effect. He said in the short term you cut the budget to survive while keeping assets and build from there. Pruyne said that no more employees should be hired. Dexter said that they need to be as financially responsible as possible at the elementary schools and PVRSD. Marshall said that it needs to be reframed in a positive way and everything has to work together. Wyatt said he will pass along the Board's sentiments to the HEART Committee. Dexter noted that Susannah Whipps, along with Senator Marks and Senator Comerford, will soon meet with DESE Commissioner and Deputy Commissioner on our behalf.

**6. Selectboard Reports**—There were no reports given this meeting.

**7. Coordinator Report**—There was no Coordinator Report prepared for this meeting, as Town Coordinator David Young has been out of the office recuperating from hip replacement surgery.

**8. New and Other Business Unanticipated at Time of Meeting Posting** — Dexter said that he had received a citizen's complaint from neighbor Melanie Schillemat regarding problems with her Warwick Broadband service. He said that the Schillemats had now gone 8 days without service. Dexter noted that John Bradford had been out to the property and pointed out that they have an older disk. He said that the Schillemats told him that they had repeatedly called the WBS number without ever receiving a response. Dexter stated that anyone who pays the rate should have the service. Erviti said that there needs to be a record of calls made and that calls must be returned. He said he would oversee the activity and at each Selectboard meeting he would

present a record of calls received and the outcome of each call. There was a consensus of the Board that Bradford go back to the Schillemat property to try and resolve the issue.

**9. Public Comment**—None.

Adjournment

**Erviti MOVED to adjourn at 8:37 p.m. Dexter SECONDED. Motion CARRIED 3-0-0.**

Documents consulted at this meeting:

- \*Draft Minutes of February 4, 2019 Selectboard meeting
- \*Letter to Warwick Selectboard from Highway Superintendent Larry Delaney dated February 14, 2019 RE: Snow and Ice Deficit Spending
- \*Warwick Highway FY 2018 and FY 2019 Snow & Ice Budgets
- \*Memo to Selectboard from Highway Advisory Committee dated February 19, 2019 RE: Personnel Policy/Draft Snow & Ice Policy Revisions/Highway Employee
- \*PVRSD DRAFT Language Regarding a School Closing
- \*FY 19 Budgeted Amounts to Maintain a Fully Utilized Building information supplied by Financial Director Tanya Gaylord dated 2/14/219
- \*Draft of Proposed Changes to PVRSD Agreement dated February 18, 2019
- \*PVRSD Updated Regional Agreement Next Steps
- \*Flyer for FRCOG workshop Massachusetts' New Short Term Residential Rental Law: Next Steps for Towns to be held 4/7/2019