

**Select Board
Minutes
November 29, 2016**

Leverett Town Hall, 7:00 pm

Present: Tom H., Peter d., Lisa S., Margie M., and Jeff for the Montague Reporter

The minutes of November 15 were approved.

The Executive Session minutes from November 1 were approved.

Public Records Law

Margie, Peter, and Lisa had recently attended different presentations of the new Public Records Law forums. The discussion was to compare notes and come up with a preliminary plan for how to deal with requests after January 1, 2017. **Motion: To appoint Lisa Stratford as the Primary Records Officer and Margie McGinnis as the Secondary Records Officer. Vote: 2-0 in favor.** Two records officers will allow for someone to always be around Town Hall to check for requests since Lisa and Margie try to schedule different vacations to keep coverage at Town Hall anyways.

Lisa will write a memo to all boards and departments briefly explaining the new law and what is expected from them in their roles as custodians of records for their departments or committees. Lisa and Margie will create a template for a log to keep track of record requests that can be shared, maybe with Google Docs. Lisa will create a sample letter to the Supervisor for a request for an extension and a chart for fees to give department heads/committees.

Lisa will also distribute a minutes refresher document for boards and committees.

Police Officer

The board discussed the need to hire a new full-time police officer to replace Scott Minckler. The Police contract states that the board advertise for the position for part-time officers before advertising in a larger market. Margie has posted the position at the Police Station; applications from within are due Dec. 8. A hiring committee of David Rice, Gordon Fretwell, Judy Weinthal, Greg Woodard and Scott Minckler was tentatively discussed.

Margie updated the Community Development Strategy which was discussed at an informal meeting on November 15, after talking with Bruce Hunter to include: ongoing provisions for working with social service agencies to provide community needs such as: weatherization, senior services, energy conservation and improvement, literacy, and education. Leverett will be the lead town for this round of CDBG grants. It is hoped that in 2018 the water line may be put forward for CDBG funding. **Motion: To accept the Community Development Strategy. Vote: 2-0 in favor.**

Margie and Peter gave an update on a meeting they had with Amherst Town Officials. They discussed how to describe the water line project so it is favorable for future funding through a USDA and CDBG

grants. It was agreed that it can be a water line that Leverett installs, maintains, and owns, with the Town of Amherst providing the water through it.

The Coop Malt and Wine license was signed. **Motion: To approve the Village Coop Malt and Wine license with a fee of \$250. Vote: 2-0 in favor.**

Tom gave an update on the tree/bush cutting on Chestnut Hill Rd. that was discussed at the last meeting. Tom met David Finn, Brian Emond, and Todd Campbell at the house to inspect the damage. Tom felt the cutting appeared to be an act of vandalism. Peter also drove up the road and noticed that the trees seem to block vision for drivers. He saw the mail delivery person while he was there and she stated that the bushes had never caused a safety issue for her. Tom offered to help Todd try to right the lilac trees and clean up the forsythia brush.

The old garage restoration is going well. Margie received notice from Greg Farmer that the project met all CPC specifications for restoration. A bill for \$500 was received from Farmer and will be paid. Renaissance also gave a bill for \$61,000, total expenses, \$10,000 less than budgeted. Margie will ask John to look into fixing some wiring and the ceilings in the two upstairs rooms.

Motion: (8:06 pm) To go into executive session with regard to legal action and contract negotiations and not to return to regular session. d'Errico, aye; Hankinson, aye.