



MINUTES  
Tues., Aug 17<sup>th</sup>, 2021  
**Select Board Meeting**  
**Town Hall**  
**27 Sturbridge Rd.**  
**Community Room – 1<sup>st</sup> Floor**

Meeting called to Order at 5:03 PM, by Bettina Schmidt

Select Board members in attendance: Bettina Schmidt, Clelland Johnson, James Whalen

Others in attendance: Stacy Stout (Town Admin), PD Chief Bryan Haughey, Sgt Edwin Ward, Linda Blodgett  
Residents of Lakeridge Dr. – N. Bedard, K. Bedard, C. McCooe, L. Goodreau, P. Goodreau, D. Fetko, J. Brigham,  
C. Brigham, K. Hartmann, B. Royal, H. Smelter, B. Gallagher, H. Gallagher, M. Bedard, J. Passe, Kate ?

Other residents: E. Fancy, C. Reardon, A. Harhay, P. Frei

1. Approval of Minutes

- a. July 20
- b. Aug 3 – amend to add info on Community Impact Fee for Host Community Agreement

Motion 081701 to approve minutes for 7/21/2021 made by J Whalen, 2<sup>nd</sup> by C Johnson; All in Favor - Yes

2. Lakeridge Drive parking

- a. Summary of events between 7/17/2021 – 8/11/2021 resulting in email sent on 8/9/2021 to Select Board from Chief Haughey read aloud - FW: Request to Designate 9-33 Lakeridge Dr as a No Parking Zone
- b. Memo from Chief Haughey read aloud
- c. Summary of related regulations, bylaws and statutes described by Chief Haughey
- d. Chief Haughey recommends designation of 9-33 Lakeridge Dr. as No Parking Zone based on the entirety of the situation:
  - i. does not appear to be a violation of parking regulations, bylaws or statutes
  - ii. consideration of complaints and concerns of all parties
  - iii. area in question is unpaved surface on a significant curve with no set of dividing lines and is less than 45 ft across in all sections making it reasonable to conclude that any vehicle parked on either side has the potential to cause difficulty/danger for passage
- e. Open Discussion
  - i. Proposal is for section of road; discussion on restricting parking on entire road
  - ii. Property owners with trailers parked on road explained this was done to prevent further damage to plantings by vehicles; stated they had not been approached to move trailers
  - iii. Rebutter stated it was one person who had been parking there, not multiple neighbors
  - iv. Suggestion of making road one-way brought up
  - v. Further comments and discussion on examples of the visibility and safety issues; discourteous behaviors; lack of communication between parties
  - vi. Mr. Whalen stated his intention in sharing original email was to open up communications for resolution; prefers not to add regulation but seems informal resolution amongst neighbors is not going to happen

Motion 081702 made by C Johnson to adopt recommendation of Chief Haughey to designate Lakeridge Dr. as No Parking Zone; 2<sup>nd</sup> by J Whalen for purposes of discussion

Discussion: Mr. Whalen stated he concurs the area is narrow and difficult; the investigation by PD was helpful; if Select Board votes to implement parking ban, Mr. Whalen recommends it be temporary since winter parking ban will be coming into effect; Chief Haughey stated signs can be temporary and must be put in place in accordance with regulations in order for enforcement; Ms. Schmidt suggested tabling vote; Chief Haughey brought up option to bring to Town Council for confirmation on interpretation of the law if Select Board deems necessary; Mr. Johnson stated he would like to vote on motion as originally submitted

Ms. Schmidt called for vote, All in Favor - Yes

### 3. Accounting services

- a. current contract with Eric Kinsherf, CPA is expired
- b. Treasurer stated Town needs accounting services and municipal experience and someone who can do more than put warrants together; Kinsherf firm has the capabilities; they offer full remote or part remote options
- c. Mr. Johnson stated there have been experiences where information provided was not correct or inconsistent; recommends the contract specify responsibilities and authority
- d. Mr. Whalen asked if there are professional development hours for Vadar and municipal accounting required; Treasurer stated there are not classes/training available for Vadar, user must understand municipal finance; yes there are continuing education/certification courses required for accountants
- e. Current accountant had expressed interest to meet with Select Board post-mortem to FY2022 Annual Town Meeting; Select Board agrees this is good plan to help strengthen collaboration
- f. Mr. Johnson asked Treasurer if she is comfortable with remote; Treasurer replied yes

ACTION: Town Administrator to request updated contract from Mr. Kinsherf and distribute to Select Board for review

### 4. Recruitment & Retention for Boards/Committees

- a. We have some key board/committee member openings; need to be more proactive in appointment term tracking and on-going recruitment
- b. Roles and responsibilities are outlined in general laws and bylaws; Ms. Stout/TA suggested a comprehensive package that pulls together the information a member needs for a particular position
- c. TA drafted an introductory email on Open Meeting Law (OML), Conflict of Interest certificates and general information; All Board Clerk compiled OML book and certificate of completion for Boards/Committees/Commissions; Conservation Commission has been first to use this process

### 5. Dam maintenance planning status/updates

- a. We need an Operating Manual to be in compliance with state regulations
- b. LOC has sent request to Fuss & O'Neill Operating Manual

### 6. Service acknowledgements

- a. Christine McCooe – has been on LOC for approximately 17 years; has retired; FHRA asked if Select Board would make a proclamation thanking her for her service that can be presented at their next meeting; C. Johnson will take this task
- b. Arthur Quinn – passing will be acknowledged as a memorial/remembrance in the Annual Town Report

### 7. Appointments - Recreation Committee – Brendan Fullam, Sarah Hawk

Motion081703 made by J Whalen to appoint Brendan Fullam and Sarah Hawk as members of Recreation Committee, 2nd by C Johnson; All in Favor - Yes

8. Accounting items

- a. Articles for carry forward – previously passed with funds remaining; decision to Carry Forward or Close out

Account	Description	Source	Carry Over	Total	Expended	Remaining
001-122-5700-9002	PEG Access	ATM 5/21/19 Art 9	CF - required	\$50,000.00	\$-	\$50,000.00
001-192-5700-9001	Town Hall HVAC System	ATM 5/21/19 Art 10	CF	\$15,000.00	\$-	\$15,000.00
001-541-5700-9001	Comm Center Shed	ATM 5/21/19 Art 11	No	\$2,085.00	\$914.95	\$1,170.05
001-122-5740-9000	MIIA Insurance Deductibles	ATM 6/25/20 Art 11	No – not needed	\$10,000.00	\$-	\$10,000.00
001-122-5810-9000	Purchase 3.5 Acres Land	ATM 6/25/20 Art 8	No – not needed	\$8,750.00	\$-	\$8,750.00
001-171-5380-9000	Conservation Agent	STM 11/17/20 Art 23	CF	\$20,000.00	\$-	\$20,000.00
001-220-5700-9001	FD Turnout Gear	STM 11/17/20 Art 11	CF	\$50,600.00	\$47,469.28	\$3,130.72

- a. ClearGov invoice – municipal financial platform to capture data; determined not to be a fit for Holland; contract has been terminated
- Total \$9,950.00
  - Grant \$6,450.00
  - Balance due \$3,500 – should have been submitted as article for FY22; current TA did not know about it until after warrant closed
  - Could pay out of Computer budget (Vadar, Civic Plus); would put that in jeopardy of going over/need year end transfer
  - Accountant suggested making good faith payment of 50% and putting article on next Annual Town Meeting (ATM) for remaining funds

Motion081704 made by J Whalen to make a payment of \$1750 from Computer account and submit article for balance at ATM, 2<sup>nd</sup> by C Johnson; All in Favor - Yes

10. Approval/Signing of Warrants

- FY22 Payroll, posted 8/11/2021; \$123,849.47
- FY22 AP, posted 8/12/2021; \$12,689.44
- FY22-08 AP, posted 8/19/2021; \$161,992.08

Motion080305: Motion made by J Whalen to approve warrants as read, 2<sup>nd</sup> by C Johnson, All in favor - Yes

Motion to close meeting made by B Schmidt, 2<sup>nd</sup> by J Whalen; Roll call vote: J Whalen Yes, C Johnson-Yes, B Schmidt-Yes Meeting adjourned at 6:35 PM

Respectfully submitted, Stacy Stout, Town Administrator