Selectboard Present: Tracy Rogers, Chair; Jack Spanbauer; Julia Blyth

Also Present: Sandra L. Wood, Town Secretary; Tyler Bourbeau/Kayla Drumgool, BNCTV

Others Present: Bill Kilpatrick, Gulf Rd.; Deidre Olsen, Gulf Rd.; Sue Louisagneau, Maple St.; Chief Leighton; Brad Warren, Guardian Information Technologies; Tom Walker, Highway Superintendent; Brian Brault, Jerry Scott, Chair & Bruce Kahn (6:55pm) Electronic Communications & Cable TV

* **Meeting was called to order at 6:00pm.**
* **Citizens’ concerns**
  + Bill Kilpatrick: provided a list of missing street signs. List given to Highway Superintendent Tom Walker. The board updated the information on the traffic study on Gulf Rd. Possible May-June schedule.
  + Deidre Olsen: request for placement of radar speed trailer on Gulf Rd. Chief Leighton to schedule.
  + Sue Louisagneau: concerned about safety issues related to trucks using Gulf Rd. and Maple St.
* **Review and Approval of Warrants**
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the 4/10/18 Payroll warrant $28,026.63
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the 4/10/18 Vendor warrant $37,977.28
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the 4/17/18 Payroll warrant $24,600.25
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the 4/17/18 Vendor warrant $30,398.26
* **Review and Approval of Minutes**
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the minutes of 04/03/18 as amended.
  + 04/03/18 Ex. Session-tabled
  + On a motion by Spanbauer, seconded by Blyth the board voted to approve the minutes of 04/09/18 as written.
  + 04/09/18 Ex. Session-tabled
* **Interim Selectboard Meetings-** 04/09/18 & 04/12/18
* **Meetings attended by Selectboard members**
  + Rogers: HEART; Teacher negotiations; Emergency Services Facility Committee
  + Blyth: Census workshop
* **Old Business** 
  + Personnel policy amendment; ECCTV Committee
    - ECCTV members Brian Brault and Jerry Scott, Chief Leighton and Bradley Warren of Guardian Technologies discussed possible changes to the personnel policy regarding town email.
    - The board asked Warren about the protocol for the retrieval of possibly sensitive email. Warren stated it was not Guardian’s job to determine if emails are sensitive if a signed request form is received with the required amount of signatures.
    - The Selectboard and the ECCTV Committee discussed periodically sending a list of authorized personnel to Guardian. Blyth suggested a two tiered system delineating sensitive from business email.
    - Rogers read the District Attorney’s recommendation to add to the policy: “The Selectboard shall provide notice and consult with the Chief of Police prior to a vote to review department emails to protect against the release of law enforcement sensitive information and to ensure compliance with existing privacy laws of the Commonwealth. The Selectboard may dispense with the notice and consultation requirement should there be a request to review police emails by an outside law enforcement agency that is investigating a criminal matter that involves the police department and such confidentiality is requested.”
    - Warren explained the initial and second request from Morales. The initial request was an unwieldy amount of information so a paired down second request form was submitted. Warren also recommended changing email addresses to first initial last name; strong passwords 9-12 characters with changes every 90 days; all laptops to be encrypted; locking out accounts after 5 failed attempts. Brault suggested using the generic email addresses as aliases.
    - Chief Leighton questioned items whited out on the form and if the cost incurred in the request. Warren can provide the cost.
    - On a motion by Spanbauer, seconded by Blyth the board voted to accept the recommended language from the District Attorney.
    - Rogers to email Guardian to not fulfill any email record requests until further notice. Town Counsel will be contacted on the topic of signatories.
  + Town Meeting Warrant
    - Changes noted to the warrant. Rogers to send updated version to town counsel.
* **New Business** 
  + Schedule Pole Hearing; 2 week posting; tentatively May 15
    - On a motion by Blyth, seconded by Spanbauer the board voted to schedule a pole hearing on May 15, 2018 for poles to be located on Birnam Rd., Pierson Rd and Hamilton Drive.
  + Leyden Elementary School discussion
    - The board discussed if this was an overlap of HEART’s mission. Rogers recommended continuing the discussion in case HEART did not cover the topic in a timely manner.
    - The board agreed to continue the discussion regarding the Leyden Elementary School with the town of Bernardston.
  + Tom Walker: Request for Chap. 90 engineering project, So. Mountain and Holton
    - Culverts need to be replaced on So. Mountain Rd. and Holton Rd. DEP may help with the So. Mountain Rd. project.
    - On a motion by Spanbauer, seconded by Blyth the board voted to approve the Chapter 90 project request for culvert engineering on South Mountain Rd. and Holton Rd.
  + Request for use
    - On a motion by Spanbauer, seconded by Blyth the board voted to approve the request from Sara Kaczenski/Loaves & Fishes request to waive fee for use of Town Hall parking lot & bathrooms for road race; 6/9/18 7am-noon
* **Correspondence:**
  + R. Whitaker: Request for STOP sign to replace YIELD sign at intersection of Commonwealth Ave & Old Turnpike Rd for safety reasons.
    - The board approved the request to replace the YIELD sign at the intersection of Commonwealth Ave & Old Turnpike Rd for safety reasons.
* **Appointments**:
  + On a motion by Rogers, seconded by Spanbauer the board voted to reappoint Ted Penick as the Fred Wells Will trustee; term expires 4/30/19
  + On a motion by Rogers, seconded by Spanbauer the board voted to reappoint Oleg Cobileanschi as a Reserve officer to the police dept; term expires 12/31/18.
* **Announcements**
  + Spring “Clean Sweep” Bulky Waste Recycling Day; Sat. May 5; 9am –noon; Northfield Highway Garage

**Executive Session & Adjourn**

**On a motion by Rogers, seconded by Spanbauer the board voted to go into executive session at 7:20pm for Personnel Negotiation under reason #2** To conduct strategy sessions in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and to adjourn. On a roll call vote Rogers said yes, Spanbauer said yes and Blyth said yes.

Meeting adjourned at 7:28pm

Recorded by Sandra L. Wood, Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ May 1, 2018

Selectboard Clerk Date Approved