

Mark Pruhenski
Town Manager

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Great Barrington, MA 01230

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TOWN OF GREAT BARRINGTON MASSACHUSETTS

OFFICE OF THE TOWN MANAGER

SELECTBOARD AND FINANCE COMMITTEE JOINT MEETING AGENDA and SELECTBOARD REGULAR MEETING AGENDA IMMEDIATELY FOLLOWING, (VIA ZOOM)

CONFERENCE DATE: MONDAY, JULY 13, 2020

6:00PM – JOINT SESSION

LOCATION: ZOOM VIDEO

TOWN HALL, 334 MAIN STREET

ORDER OF AGENDA

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82792255117?pwd=KzRGeVBhbThlOHkyTnRSZS80SFU5UT09>

Password: 004499

Dial in: (929) 205 6099

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Great Barrington Selectboard and Finance Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on town's website, at www.townofgb.org. For this meeting, members of the public who wish to listen to the meeting may do so in the following manner: See instructions at the top of the agenda. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

*****ALL VOTES ARE ROLL CALL*****

6:00 PM - OPEN MEETING

1. CALL TO ORDER:

2. APPROVAL OF MINUTES:

April 15, 2020 SB & Fin Com Jt. Meeting.

May 5, 2020 SB & Fin Com Jt. Meeting.

3. FY 20 YEAR END TRANSFER REQUESTS: (Discussion/Vote)

- Selectboard/Town Manager

- Fire Department

4. CITIZEN SPEAK TIME:

Citizen Speak Time is an opportunity for the Selectboard to listen to residents. Topics of particular concern or importance may be placed on a future agenda for discussion. This time is reserved for town residents only unless otherwise permitted by the chair, and speakers are limited to 3 minutes each.

5. ADJOURNMENT.

SELECTBOARD REGULAR MEETING – OPEN MEETING

1. CALL TO ORDER.

2. APPROVAL OF MINUTES:

May 13, 2020 Regular Meeting

3. SELECTBOARD'S ANNOUNCEMENTS/STATEMENTS:

A. General Comments by the Board.

4. TOWN MANAGER'S REPORT:

A. Department Updates

B. Project Updates

5. LICENSES OR PERMITS:

A. **Continuation** - Robert Coyle, Esq./Valkyrie Cannabis Inc. – Application for Recreational Marijuana Host Community Agreement (HCA). (Discussion/Vote)

B. Jeff Caminiti/20 Railroad Public House Restaurant LLC for Temporary One Day Weekday Entertainment License for July 18, 2020 from 6:00 pm – 9:00 pm at the Patio Entrance to the Triplex Theater (front of box office). (Discussion/Vote)

6. OLD BUSINESS:

A. SB – Proclamation – Systemic Racism/Trust Policy and Establishment of Oversight Committee.

(Discussion/Vote)

7. NEW BUSINESS:

A. SB – Letter of Support for Senate SD 2992 and House HB 5166 housing stability bills.

(Discussion/Vote)

B. SB - Discussion/Vote re: Special Town Meeting (dates, times, citizen petitions).

8. CITIZEN SPEAK TIME:

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9. SELECTBOARD'S TIME:

10. MEDIA TIME:

11. ADJOURNMENT:

NEXT SELECTBOARD MEETING: Monday, July 27, 2020

/s/ Mark Pruhenski

Mark Pruhenski, Town Manager

Pursuant to MGL. 7c. 30A sec. 20 (f), after notifying the chair of the public body, any person may make a video or audio recording of an open session of a meeting of a public body, or may transmit the meeting through any medium. At the beginning of the meeting, the chair shall inform other attendees of any such recordings. Any member of the public wishing to speak at the meeting must receive permission of the chair. The listings of agenda items are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.



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TOWN OF GREAT BARRINGTON MASSACHUSETTS

Year-end Transfer

July 9, 2020

TO: Selectboard Board and Finance Committee
FROM: Mark Pruhenski, Town Manager
RE: Year-end Transfer Request

I am respectfully requesting a transfer of funds from the following line items within my budget. Please see attached for detailed explanation.

| | Org | Obj | Account Name | Amount |
|-------|-------|-------|------------------|---------|
| From: | 01122 | 51114 | Committee Clerks | \$1,570 |
| | | | | |
| To: | 01122 | 53020 | Legal | \$1,570 |
| | | | | |

Department Head: *Stephen Beardsall*

Date: _____

Town Accountant: *Debra M. Daniel*

Date: 7-9-20

Town Manager: *Mark Pruhenski*
Asst Town Manager

Date: 7/9/20

Approved:

Finance Committee: _____

Selectboard: _____

Reason for Transfer:

The Town Manager requested a reserve fund transfer to cover higher than expected labor-related legal matters earlier this fiscal year. The office then continued to monitor legal expenses and was in good shape to finish the year without further transfers. However, in early June, the Selectboard Office was contacted by KP Law and informed of an open invoice from the prior fiscal year (FY19) totaling \$3,410.28. The office followed all MGL requirements to pay a previous year's invoice, and voters' authorization followed at the annual Town Meeting. The Department respectfully requests to transfer \$1,570 from the Committee Clerks (01122-51114) line item to its legal (01122-53020) line item to cover the current shortfall of \$1,570.

07/09/2020 13:08
1184apulver

TOWN OF GREAT BARRINGTON
YEAR-TO-DATE BUDGET REPORT



FOR 2020 99

ACCOUNTS FOR:
GENERAL FUND

ORIGINAL APPROP TRANSFRS/ ADJUSTMS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

01122 SELECTBOARD/TOWN MANAGER

| | | | | | | | | |
|-------------|---------------------|---------|--------|---------|------------|----------|----------|--------|
| 01122 51105 | SELECTBOARD | 12,500 | 0 | 12,500 | 12,499.80 | .00 | .20 | 100.0% |
| 01122 51108 | TOWN MANAGER | 120,000 | 0 | 120,000 | 120,000.00 | .00 | .69 | 100.0% |
| 01122 51113 | ADMINISTRATION | 102,327 | 0 | 102,327 | 102,326.31 | .00 | 3,904.52 | 47.2% |
| 01122 51114 | COMMITTEE CLERKS | 7,500 | -100 | 7,400 | 3,495.48 | .00 | 587.50 | 76.5% |
| 01122 51200 | INTERM | 2,500 | 0 | 2,500 | 1,912.50 | .00 | .00 | 100.0% |
| 01122 51420 | LONGEVITY PAY | 950 | 100 | 1,050 | 1,050.00 | .00 | .00 | 100.0% |
| 01122 52000 | CONTRACTED SERVICES | 20,000 | 0 | 20,000 | 15,000.00 | 5,000.00 | .00 | 35.8% |
| 01122 53000 | PUBLICATIONS | 5,000 | -1,800 | 3,200 | 1,145.00 | .00 | 2,055.00 | 95.1% |
| 01122 53020 | LEGAL FEES | 55,000 | 57,683 | 112,683 | 107,165.03 | .00 | 5,518.30 | 84.8% |
| 01122 53070 | CONSULTANTS | 9,200 | 0 | 9,200 | 7,800.00 | .00 | 1,400.00 | 77.5% |
| 01122 53450 | ADVERTISING | 15,000 | 0 | 15,000 | 11,626.32 | .00 | 3,373.68 | 99.2% |
| 01122 54200 | OFFICE SUPPLIES | 4,000 | 0 | 4,000 | 3,969.05 | .00 | 30.95 | 84.9% |
| 01122 57100 | TRAVEL/TRAINING | 5,000 | 2,580 | 7,580 | 6,438.62 | .00 | 1,141.38 | 98.2% |
| 01122 57300 | DUES & MEMBERSHIPS | 5,000 | -780 | 4,220 | 4,144.60 | .00 | 75.40 | 98.2% |

TOTAL SELECTBOARD/TOWN MANAGER

TOTAL GENERAL FUND

TOTAL EXPENSES

| | | | | | | |
|---------|--------|---------|------------|----------|-----------|-------|
| 363,977 | 57,683 | 421,660 | 398,572.71 | 5,000.00 | 18,087.62 | 95.7% |
| 363,977 | 57,683 | 421,660 | 398,572.71 | 5,000.00 | 18,087.62 | 95.7% |
| 363,977 | 57,683 | 421,660 | 398,572.71 | 5,000.00 | 18,087.62 | 95.7% |

Charles Burger
Fire Chief
413-528-0788 ex 101
cburger@townofgb.org



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Telephone: (413) 528-1619
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Town of Great Barrington
Fire Department
37 State Road

TOWN OF GREAT BARRINGTON MASSACHUSETTS

FY20 Year-end Transfer

July 8, 2020

TO: Selectboard Board and Finance Committee
FROM: Charles Burger, Chief
RE: *FY20* Year-end Transfer Request

I am respectfully requesting a transfer of funds from the following line items within my budget. Please see attached for detailed explanation.

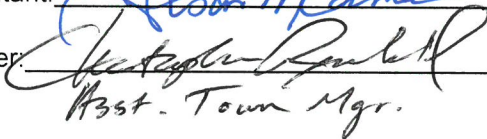
| | Org | Obj | Account Name | Amount |
|-------|-------|-------|------------------------------|-----------|
| From: | 01220 | 51127 | Firefighters | 12,000.00 |
| | | | | |
| To: | 01220 | 52450 | Equipment Maintenance/Repair | 12,000.00 |
| | | | | |

Department Head: 

Date: 7/8/20

Town Accountant: 

Date: 7/8/20

Town Manager: 
Asst. Town Mgr.

Date: 7/9/20

Approved:

Finance Committee: _____

Selectboard: _____

Reason for Transfer:

On June 12th, Engine 3 broke down while out pump training. It is the primary engine responding from the Great Barrington Station. It is 11 years old and our plan is to keep it another 14 years. The truck shut down and would not restart. We needed to have it towed and then required four vendors in order to repair it. The problem was determined to be the Caterpillar ECU (Engine Control Unit). Invoices for the repair have totaled \$8,524.69. The Breakdown is as follows:

- RW Towing - \$800 to tow the truck back to the station.
- Joe's Mobile Repair - \$1,000 – Trouble shot the problem and replaced the ECU.
- Ben Funk's - \$1,731.47 – Provided the new ECU and tried to recover the programming off of the old one
- Bulldog of NY - \$793.22 – Did some troubleshooting and provided the required parameters programming for the specific fire engine requirements
- H.O. Pen - \$4,200 – Authorized CAT dealer who did all of the programming of the new ECU. The engine is repaired but I do not have an invoice from them as of yet. They are disputing charges from CAT Corporate of expensive passwords required to program the unit. The \$4,200 estimate is a worst case scenario.

As an unrelated expense, I also had to replace the front tires on Engine 3 for \$1,997 from Seward's Tires.

The \$12,000 transfer request is an estimate which will definitely cover the deficit. This is the first time in my 8 years as chief I have needed to request a transfer from salaries to cover expenses. I have never needed a transfer from the Reserve Fund or any other budget outside of the Fire Department's budget. After the required annual service and testing of our equipment, there is only about \$6,000 remaining in the Fire Department's budget for repairs. Considering we maintain millions of dollars' worth of equipment it is actually quite surprising that I have been able to stay within my expense budget on an annual basis.

I appreciate your consideration of this request.



07/08/2020 13:48
1184scarmel

TOWN OF GREAT BARRINGTON
FY20 BUDGET REPORT - 6/30/20

IP
lglytdbud

FOR 2020 12

| ACCOUNTS FOR: 001 GENERAL FUND | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE BUDGET | PCT USED |
|------------------------------------|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
| 01220 FIRE DEPARTMENT | | | | | | | |
| 01220 51113 CLERICAL | 21,910 | 21,910 | 15,476.34 | 2,304.00 | .00 | 6,433.66 | 70.6% |
| 01220 51117 FIRE CHIEF | 84,660 | 84,660 | 84,659.35 | 10,340.14 | .00 | .65 | 100.0% |
| 01220 51127 FIRE FIGHTERS | 145,000 | 145,000 | 112,767.81 | 19,581.52 | .00 | 32,232.19 | 77.8% |
| 01220 51129 FIRE INSPECTORS | 126,000 | 126,000 | 124,441.75 | 18,252.34 | .00 | 1,558.25 | 98.8% |
| 01220 51300 OVERTIME | 20,000 | 20,000 | 22,768.55 | 8,108.94 | .00 | -2,768.55 | 113.8%* |
| 01220 51420 LONGEVITY PAY | 200 | 200 | 200.00 | .00 | .00 | .00 | 100.0% |
| 01220 52450 EQUIPMT MAINT/REPRS | 44,000 | 48,955 | 49,350.52 | 2,590.18 | 2,645.74 | -3,041.26 | 106.2%* |
| 01220 53800 HYDRANT RENTALS | 105,000 | 109,900 | 106,101.04 | 36,059.24 | 3,777.44 | 21.52 | 100.0% |
| 01220 54200 OFFICE SUPPLIES | 1,200 | 1,200 | 1,029.71 | 213.51 | .00 | 170.29 | 85.8% |
| 01220 55810 FIRE FIGHTING SUPPLIES | 30,000 | 20,100 | 18,546.66 | 4,710.99 | 993.85 | 559.49 | 97.2% |
| 01220 55811 FIRE PREVENTION | 1,000 | 1,000 | 939.31 | .00 | .00 | 60.69 | 93.9% |
| 01220 57100 TRAVEL/TRAINING | 7,000 | 7,000 | 5,064.34 | 1,138.39 | .00 | 1,935.66 | 72.3% |
| 01220 57300 DUES & MEMBERSHIPS | 1,500 | 1,545 | 1,345.00 | .00 | 200.00 | .00 | 100.0% |
| TOTAL FIRE DEPARTMENT | 587,470 | 587,470 | 542,690.38 | 103,299.25 | 7,617.03 | 37,162.59 | 93.7% |
| TOTAL GENERAL FUND | 587,470 | 587,470 | 542,690.38 | 103,299.25 | 7,617.03 | 37,162.59 | 93.7% |
| TOTAL EXPENSES | 587,470 | 587,470 | 542,690.38 | 103,299.25 | 7,617.03 | 37,162.59 | |