



TOWN OF GRANBY

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Granby, MA 01033

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Website: www.granby-ma.gov

Town Administrator: Christopher Martin

Granby Select Board: Mark L. Bail, Chair
Mary A. McDowell
Louis Barry

Board Meeting: November 14, 2011 @ 7:00 P.M.

AGENDA:

CALL TO ORDER:

PLEDGE OF ALLEGIANCE:

CITIZEN PARTICIPATION:

OLD BUSINESS AND INFORMATION:

Landfill Update

APPROVE MINUTES: October 4, 17 & 26, 2011

TOWN ADMINISTRATOR:

APPOINTMENTS:

- 7:10 Proposed Legislation -Kathy Kelly-Regan
- 7:15 Highway Winter Mailbox Policy-David Desrosiers
South Hadley Water District #1-Issue
- 7:30 Landfill Ad-Hoc Committee

NEW BUSINESS AND INFORMATION:

- 1 Accept Departmental Reports
- 2 Approve and Sign Maintenance Warrants
- 3 Approve Chapter 90 Reimbursement Requests
- 4 Preliminary Report from Town Office Space Committee
- 5 November office hours
- 6 Approve Common Victuraller's License
- 7 DCR Announcement-Proposed land acquisition
- 8 Letter to HCOG- concerning PHDI Grant
- 9 Sign FY11 Encumbrances

EXECUTIVE SESSION:

ADJOURNMENT:

**REGULAR SESSION
NOVEMBER 14, 2011**

Members present: Mark Bail, Louis Barry, and Mary McDowell

Others present: Christopher Martin

Chairman Bail called the meeting to order at 7:00 p.m.

Chairman Bail led the assembly in the pledge of allegiance.

Chairman Bail thanked all the departments, National Grid and individuals in their response to the recent snowstorm.

Chairman Bail also mentioned that the food pantry donations are down and asked residents to contribute if they can.

Mr. Martin has asked Ms. Kelly-Regan to come in tonight to give her opinion of the proposed legislation filed by the Woburn Town Clerk to have the State primary moved from September to the first Tuesday in June and to hold the Presidential primary the same day. One of the reasons is to increase the time to mail ballots to military personnel and other Massachusetts residents who are stationed or living overseas. There are 26 other States that currently hold their primaries before the second Tuesday in June. This would save money and eliminate the need for the school to close an additional day. This works for cities, however Towns have Town Meetings and Town elections during this time. If this passes, she recommends the Town hold its local election at the same time to have a larger voter turnout for both.

Ms. Kelly-Regan then mentioned that the Town has two precincts now. She will be mailing information on it with the annual census. She stated that if the Board wanted to she could include some information regarding the landfill. She would need it be the second week of December.

Mr. Desrosiers presented a policy regarding the handling of mailbox damage he would like added to the Town's winter storm policy. It is similar to South Hadley's policy. The Town would not be responsible for damage to private property in the Town's right of way. The only exception would be if damaged is due to negligence by a Town driver.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to add section 8 damage to private property to the winter storm policy.

South Hadley Water District #1 Hydrant Issue

Mr. Desrosiers stated that in road design it is common practice to keep structures as far away from the travel lane edge as possible. At a pre-construction meeting for the Morgan Street water line project, he first heard that the hydrants would be placed three feet from

the pavement. He went back to his office and did some research. It is DOT standards that on a forty mph road, a recovery zone is required that is structure free and over ten feet from the edge of the travel lane. Mr. Desrosiers sent a letter to District #1 stating the results of his research. District #1 stated it is their policy to place hydrants three feet from the pavement. Mr. Desrosiers met with District #1 officials. They wanted the Town to get a waiver from MassDOT. Mr. Desrosiers stated that MassDOT would not issue a waiver as he had already spoken with Albert Steagman regarding this issue and he agrees with Mr. Desrosiers. Waste Management said they would do whatever is necessary to resolve the issue. The hydrants have been installed at three feet. Mr. Desrosiers stated, as a professional engineer, that he should report this and shut the project down. This would only hurt the residents of Morgan Street as they need the water and the Fire Chief wants the hydrants available for the Fire Department. The Board and Mr. Desrosiers discussed the issue and how to proceed. The Board ended up taking it under advisement.

Mr. Cooke of the landfill as-hoc committee attended the meeting. One member could not make it. Mr. Cooke stated that Mr. Hartley stated he would resign the committee if the Board adopted Pay-As-You-Throw (PAYT). Mr. Cooke feels that PAYT is an antiquated system. Single Stream is the way of the future. The Town would purchase carts. Carts come in 30, 68 and 90-gallon sizes. There would be curbside collection and the Town would pay by the cart. Mr. Bail asked about disbanding the committee. Ms. McDowell stated that the committee had been formed to review the issue and were to look at various ways of addressing the municipal solid waste and bring them back to the Board. Only one way, increasing the permit fee, was looked at and brought before the Board. Through their actions, they have determined their future.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to immediately disband the Landfill Ad-Hoc Committee.

Mr. Martin introduced Ms. Arlene Miller who works for MassDEP and is the regional recycling coordinator for western Massachusetts. At a previous meeting with Ms. Miller, the Board had discussed the PAYT program and voted to adopt it. Ms. Miller was here along with Heather Billings of CET to review various draft documents with the Board. A proposed bag mock-up was reviewed. This showed the printing on the bag that will be used. The Board wanted the color of the bag to be royal blue. The Board then reviewed a draft insert that will be placed inside the bag that Ms. Miller developed from the rules for the drop-off area. Mr. Martin and Ms. Miller met with John Craig from Waste Zero and went over the store to door program. The Town will pay for the bags and printing. The stores and Town offices will sell the bags. The money will be sent to Waste Zero who will forward it to the Town. The stores will re-order bags from Waste Zero. The bags will be stored in Holyoke and shipped to stores from there. Mr. Martin reported that a price quote from Waste Zero, based on an initial order of 200,000 bags, is \$0.1644 for 80,000 15-gallon bags and \$0.2694 for 120,000 33-gallon bags. A program name needs to be created if the Board wants one. Mr. Barry had already contacted the school to have a contest to create a program name. The last thing needed was to develop a list of stores that Ms. Billings will contact to see if they want to sell the bags. The Board developed

the following list: Center Pharmacy; Union Mart; Cumberland Farms; Granby Country Grain; Big Y; Getty Mart; Granby Liquors; Vickers Liquors and Summit General Store. Mr. Martin then presented a spreadsheet outlining various options to set the permit fee and bag fee for the PAYT program. The Board discussed the various options and the permit fee.

On a motion by Mr. Barry and seconded by Ms. McDowell, it was unanimously voted effective January 1, 2012 to set the residential permit fee at \$25.00 per permit, the commercial permit fee at \$50.00 per permit and a 15-gallon bag fee of \$0.90 and a 33-gallon bag fee of \$1.75.

Ms. McDowell then addressed the issue of commercial waste being added to then Town's monthly total. Ms. Miller stated that as part of the PAYT program, private hauler regulations would need to be adopted: this would include Waste Management.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted effective December 15, 2011 no commercial waste will be brought over the scale and added to the Town of Granby's monthly tonnage total.

Mr. Bail recessed the meeting at 8:56 pm.

Mr. Bail reconvened the meeting at 9:05 pm.

Mr. Martin stated the Board of Health (BOH) has sent a letter to the Hampshire Council of Governments (HCOG) supporting the Public Health District Incentive (PHDI) grant application. They have sent a copy of the letter to the Board asking them to endorse the program also. Mr. Martin has a letter that requires the Board Chair and the Town Administrator signatures regarding the grant. Mr. Martin also received an attachment A requiring the Board Chair and BOH Chair signatures also. Mr. Martin read attachment A. Mr. Bail had some concern that this program will give up some of the Town's autonomy. Ms. Diane Schindler the Director of Regional Services of the HCOG explained the planning grant to the Board. She stated that the program does not take away autonomy. The five communities participating are: Middlefield, Huntington, Plainfield, Northampton and Granby. There is no financial commitment on the part of the Town. She then explained the process to establish a regional district.

On a motion by Mr. Barry and seconded by Ms. McDowell, it was unanimously voted to authorize the Board Chair and the Town administrator to sign the PHDI grant support letter and to authorize the Board Chair to sign Attachment A of the PHDI grant application.

Mr. Barry asked about the HCOG IT program. Ms. Schindler discussed the program offered through the HCOG with the Board.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve the department reports as read.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve and sign the maintenance warrants.

Mr., Martin stated there is five Chapter 90 reimbursement requests totaling \$251,644.33. The requests are: Amherst Street \$211,043.95; Taylor Street \$1,620.00; Carver Street \$2,327.30; Chicopee Street \$14,675.01 and crack sealing \$21,978.07.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve and sign the Chapter 90 reimbursement requests.

The Board received a preliminary report from the Town Office Ad-Hoc Committee. Mr. Barry reviewed the document with the Board and explained the activities and documents the committee did and used to develop the report. The committee is now looking for additional direction from the Board. They will come to a special meeting of the Board on November 21, 2011.

The Board discussed November office hours. Due to the number of meeting being held in November there will be no office hours in November.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve a common victualler's license to Evelyn Hatch dba Breezy Acres Greenhouse and Garden at 25 Pleasant Street.

The Board received a letter from DCR requesting it read a public announcement regarding the Commonwealth's interest in purchasing 13 acres of land in Granby. Ms. McDowell read the certificate of announcement.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve and authorize the Chair to sign the certificate of announcement.

The Board received three encumbrance requests from the Town Accountant. The encumbrances are: Ambulance Enterprise Fund \$13,454.33; General Fund \$635,692.63 and Capital Projects Fund \$657,892.93.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve and sign the encumbrance requests.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve the minutes of October 4, 2011.

On a motion by Ms. McDowell and seconded by Mr. Barry, it was unanimously voted to approve the minutes of October 24, 2011.

Mr. Martin stated he had received from Chief Anderson a letter from Ed Ryan regarding District II. Attorney Ryan is agreeing with District II that they have exclusive jurisdiction over those residences located in Granby. In todays mail a letter from the

District II Prudential Committee speaking of Attorney Ryan's letter and MGL Chapter 48 section 79. Mr. Martin read their letter. The Board discussed both letters and their contents.

Mr. Martin received a letter received a letter from Comcast indicating they made their annual payment to GCAM in the amount of \$29,088.33.

Mr. Martin received a letter from PVPC stating the CDBG application is in the amount of \$900,000. Granby's portion includes \$150,000 for road repairs, \$40,000 for additional parking and \$50,000 for home repair.

Mr. Martin stated he has received a proposal from the Dufresne Ad-Hoc Committee with Hastie Fence. The contact person is Rhonda Haska. The Committee has committed \$3,500 via two votes; one at their July 27th meeting in the amount of \$2,000 and their October 14th meeting in the amount of \$1,500. The proposal had two options, option one for \$3,456 and option two for \$3,973. There is no indication which option has been chosen. When the Board approved the project it was with the understanding the Friends of Dufresne Dog Park would pay for it. They want Mr. Martin to sign it but he will not until further information is forthcoming.

Mr. Martin stated he had information regarding the municipal non-criminal citation process. This citation is issued under MGL Chapter 40 section 21D. Under this chapter, the citation is issued 15 days after the violation by the enforcing office that is the Town Clerk. It does not have to be hand-delivered. The Board asked that a letter be sent to the Town Clerk, Dog Officer and constables.

Mr. Martin received a call from Leonard Shuzdak of Rural Development. He asked if the New Ludlow Road Sewer Project could be broken into two parts, as they do not have the funds available to fund the complete project. Mr. Martin stated that it couldn't which is the same thing said by Mary Monahan-Burgess. He will withdraw the Town's application if the Town cannot break the project up, then. The Board then discussed the project and if it can be broken up.

Ms. McDowell asked about the proposal for IT services received from Mr. Nally. The Board discussed the IT services issue and asked for proposals from the HCOG program and Baystate Technology Services.

Ms. McDowell asked about the hometown hero's letter. The Board talked about names to submit and will submit names to Mr. Martin for submission.

Ms. McDowell asked about the elevator status. Three proposals have been received. One is self-contained and the other two require a shaft to be built. The cost of the elevator is about \$24,000.

Ms. McDowell asked about helping with sale of stickers in November and December. The Board had talked about helping out and having the BOH office sell them at the Annex. This will be discussed at the November 28th meeting.

Ms. McDowell asked if a letter had been sent to Mr. Evren regarding the Master Plan. Mr. Martin stated he did but has not received any reply as of yet.

Mr. Bail asked that the wind turbine information be sent to the Energy Committee.

Mr. Barry asked if Mr. Martin had heard anything about the amendment to the Green Communities grant. Mr. Martin stated he had not.

On a motion by Mr. Barry and seconded by Ms. McDowell, it was unanimously voted to adjourn the meeting at 10:20 pm.

Respectfully submitted,

Christopher Martin
Town Administrator

Handwritten signatures and date:
JMA
MAB
MAM 11/17/12

7.0 DAMAGE TO PRIVATE PROPERTY:

It should be noted that the municipality shall **NOT** be held responsible for damage to private property located within the public right of way. The right of way (ROW) is often up to 50' wide, and is often confused by property owners as their own property. In most cases, the ROW extends 10'-15' beyond the edge of the paved or gravel road. Most owners maintain this area, place mailboxes, fences or walls, and basketball hoops in these areas, which improve the appearance of the street, but are obstructive to good maintenance from being conducted on the roadway.

The snow windrow must be pushed back as far as possible for many reasons, such as:

1. traffic safety
2. future snow being plowed
3. opening of storm drains and curb lines for proper drainage of melting snow
4. to allow for maximum visibility for drivers from all roads

Mailboxes or basketball structures located within ROW limits exist by sufferance only, with the responsibility assumed by the homeowner. It is not possible for the town to replace or repair any type of structure erected by an abutting land owner within the right of way that has been damaged as a result of highway maintenance or construction work. In the event of personal property damage, The Town of Granby will only be responsible to repair or replace damaged property having been in actual contact with the snow removal equipment that is on private property, and not within the public right of way.

Town of Granby

Winter Storm Policy

Objectives: The scope of the Winter Storm Policy is to outline basic practices and roadway maintenance procedures. The policy is intended to be used as a guide to develop consistent and appropriate courses of action in response to various types of winter storms. Its use is not meant to preclude changes or adjustments to the general practices described herein. The use of this policy coupled with experience and judgement should facilitate a prudent decision making process. The ultimate goal of this process is to achieve the optimum degree of public safety that can be maintained at any time throughout the duration of a winter storm event. It is recommended that the policy be reviewed annually.

1.0 - Pre- Winter Preparation

- 1.1 All pre winter preparation will be completed prior to November 15 when possible.
 - 1.1.1 All winter sand and salt stockpiles shall be inventoried and inspected.
 - 1.1.2 All plows shall be inspected and made available for use.
 - 1.1.3 The sanders shall be installed in the trucks and inspected. The sander chains shall be lubricated and operated.
 - 1.1.4 The sanders shall be calibrated.
 - 1.1.5 A meeting with all full time employees shall be held to review the storm operations.
 - 1.1.6 All catch basins shall be staked or marked on the pavements.
 - 1.1.7 All safety equipment in the trucks shall be checked. The equipment includes ice scrapers, brushes, flashlights, strobes, radios, etc.

2.0 Notification and Commencement of Operations

- 2.1 The police department is expected to notify the Highway Superintendent or Forman immediately after the storm has begun. For storms that are predicted in advance, do not wait until snow begins to accumulate.
- 2.2 If the storm is not a predicted event, (minor flurries or light snow), The Highway Department should only be notified after 1" has accumulated or when driving conditions warrant remedial action.
- 2.3 After the Highway Superintendent or Foreman has been notified, Highway personnel will be called in to initiate anti- icing operations

3.0 Anti Icing Operations

- 3.1 Anti icing operations consist of an initial application of Sand and Salt. The anti icing is applied in order to prevent bonding of the snow and ice to the pavements.
- 3.2 The application rate should result in a minimum salt coverage of 100 lbs. / lane mile of roadway.
- 3.3 The typical crew consists of four sanders. (See the attached maps and route assignment sheets.)
- 3.4 Anti icing operations should only be omitted if the snow conditions are light powdery with temperatures below 15 degrees F. Under these conditions, the snow usually blows clear of the roadways and does not bond to the pavements. Therefore, plowing can begin without anti-icing.
- 3.5 Snowplowing operations are initiated after anti icing operations are completed.

4.0 Snowplowing

- 4.1 Snowplowing operations shall be modified depending on the following factors: snow consistency, accumulation, time of day, personnel and equipment availability.
- 4.2 Typical plowing operations shall consist of four routes with two trucks on each route. (See maps and route assignment sheets.)
- 4.3 The standard plowing operations shall begin on all collector and arterial streets(i.e. Amherst St., Chicopee St., New Ludlow Rd., Pleasant St.)
- 4.4 During periods of heavy snow or during rush hours, it may be necessary to supplement the manpower and equipment to each route. The added crews are used mitigate the packing of the snow on the main roads.
- 4.5 When item 4.4 is required, The plowing on side streets will be performed only after all the main streets (arterial and collectors) have been cleared. There are two exceptions to this procedure.
 - 4.5.1 Exception 1- If school is about to open or will be closing early, crews should be re-directed to ensure safe access to of the busses and staff from school grounds.
 - 4.5.2 Exception 2- If over 4 inches of snow has accumulated on side streets (i.e. Jennifer Drive, Meadow Glen, Burke Lane), all reasonable attempts shall be made to open at least one pass on all side

streets. The opening of the sides streets should be accomplished as soon as possible; however, the decision on when to plow side streets is dependent on the condition of the main streets. The side streets will only be opened after it is determined by the Highway Superintendent or Foreman that the redistribution of manpower and equipment can be accomplished without detrimentally affecting ability to travel on the main roads.

- 4.6 Re-plowing during storms will proceed in accordance with 4.1 through 4.5 until all streets have been cleared.
- 4.7 Once plowing operations are complete on all streets, the Highway Department will proceed to clear snow from all parking lots. The lots include schools, C.O.A., Library, Town Hall and Phinn's Hill.
- 4.8 During the storm, access to the Fire Department and Police Department shall be given the same effort as afforded to main streets. Also, It is recommended that a Highway plow or sanding crew is dispatched along with any Police or Fire Emergency crews.
- 4.9 De-icing operations will be initiated after the plowing operations have been completed.

5.0 De-Icing Operations

- 5.1 De-icing operations will be performed as needed during the entire duration of the storm. Any hazardous areas encountered or reported should be treated with additional applications of Sand/Salt. General guidelines for De-icing operations are outlined on tables B-1 through B-5.
- 5.2 A final application of Sand /Salt for de-icing should be performed after all plowing has been completed.
- 5.3 The final de-icing should result in an application of at least 100 lbs. of salt / lane mile of roadway. A sand/ salt blend may be used as necessary.

6.0 Post Storm Operations

- 6.1 The snow banks throughout town shall be pushed back to allow Room for future storms and snowplowing. On rural roads with no curbs, the banks should be pushed back a minimum of 3' from the edge of road where it is feasible. In other areas, the tops of the banks should be pushed back or benched with a wing plow or loader so that plowing operations from future snowstorms will not impede the travel lanes of the roadways.

- 6.2 Snow banks at intersections shall also be pushed back as far as possible in order to mitigate any detrimental reductions in the lines of sight.
- 6.3 All plows and equipment shall be checked, serviced and prepared for future events.
- 6.4 All Fire Department water hole locations and dry hydrants shall be plowed as soon as possible after the storms.

ATTACHMENT A (REQUIRED)



**Public Health District Incentive Grant Program
LOCAL SUPPORT DOCUMENTATION FORM**

Name of Proposed District: _____

Check each box below to confirm that the applicants understand and intend to comply with the performance goals and requirements of the Public Health District Incentive Grant Program. Provide an explanation in Section 6 of the Application Narrative for any box that the applicants do not check.

The undersigned, duly authorized representatives of their municipalities, affirm that if awarded with an implementation grant, the Applicants will:

- Implement plans described in Narrative Section 6 for the proposed district, including governance, financial management, workforce qualifications, Board of Health training, and developing the proposed model of sharing staff and services.
- Implement plans described in Narrative Section 6 for required services of the district, including providing mandated services for Boards of Health, joining and utilizing MAVEN, completing and publicizing findings of a community health assessment, and conducting a sustained, district-wide campaign to promote healthy weight and/or prevent and reduce tobacco use in the district's combined population.
- Submit periodic financial and program reports as required by MDPH.
- Cooperate in an independently funded evaluation of the District Incentive Grant program.
- The Applicants affirm that funds provided under this program will be used to augment rather than offset current municipal spending for public health staff or services.

Signed on behalf of the Applicants (Form must be signed by the municipal chief executive and authorized Board of Health representative or health commissioner from *each* Applicant municipality. Original signatures are required. Attach additional signature page if necessary.):

Signature

Municipality

Print Name

Title