

Board of Selectmen Meeting Minutes
1/17/2018, Rhodes Building, 6:30pm

Present: Selectman Martell, Selectman Pearson, Selectman Ribeiro, Kathy Martell, and Susannah Carey.

Open: Selectman Martell opened at 6:35pm.

Minutes 12/20/2017

Motion to approve minutes as amended, seconded by Selectman Pearson, unanimously approved.

Minutes 1/3/2018

Motion to approve minutes as amended, seconded by Selectman Ribeiro, unanimously approved.

Selectman Ribeiro created google drive for future use with draft documents like agendas & minutes if everyone was interested in accessing.

Orientation with David Burgess

David is available for next meeting on 2/7/18 and SC will ask if he can attend at 6:45pm.

Pelham's 275th Program

Historical Society has been meeting and discussing program ideas for 2018 for 275th Anniversary. Teaser article written by Cynthia Weigel will appear in winter edition of Slate. There was also a meeting at the Elementary School with Cynthia Weigel, Lisa Desjarlais, Linda Hanscom, and Selectman Ribeiro coordinating ideas for the anniversary this year. Idea to extend invitation to other Pelham boards and committees to get involved and send ideas/events may be planning. Solomon Goldstein-Rose was asked to save the date for the June PHS event. Also possibly reaching out to Stan Rosenberg for involvement. PHS will be planning 2 main events in June and October 2018.

BOS Structure and Role of the Chair

When a new member is elected to Board of Selectmen, the board re-organizes. New member in 1st term is the Clerk, member in 2nd year is the Vice-Chair, and member who is in their last term is the Chair. It is not mandatory for the board to stay this way.

The Role of the Board of Selectmen Chair is stated in MMA Handbook for Massachusetts Selectmen on pages 8 and 11 and read by Selectman Martell. Chair is responsible for the agenda and to have the meeting posted on time. During meetings the Chair runs the meeting and can call items and allow others to speak or not. Selectman Pearson concerned that Finance Committee Chair stated at last BOS meeting that the Pelham Select Board Chair can do anything they want. Pelham's agenda edit procedure is any member is allowed to add agenda items and agenda is voted at the beginning of each meeting.

Collector/Treasurer Salary and Hiring Process

Salary figures provided by John Trickey, not present, were reviewed. Selectman Pearson reminded Board to be cognizant of Town of Amherst's proposal for Tax Collector position of \$22,000.00.

Next steps for the hiring process are to compile current list of interview questions and share with interview participants and Gail Weiss. Selectman Martell will prepare benefits information and work schedule for Monday's interviews. Change meeting on 1/22/18 to 8am instead of 8:30am so group can

discuss before interviews begin. Each interviewee should stay at 35 minutes thereafter team has 10 minutes to discuss candidate. Questions to add to draft include: Tell us why you would like the job here?, Is there anything on your resume you would like to address?, Do you have to give an employer notice? and When could you start? At 1/22/2018 meeting, the group will begin with interviews and end with recommendations to Board of Selectmen. Next step is to make an offer by letter to prospective candidate. If candidate accepts offer, the Board of Selectmen will appoint and the person will begin their new job and be sworn in by the Town Clerk.

Selectman Pearson spoke with Paul Bockelman recently about Pelham's back-up plans to have Town of Amherst Collector, Claire McGinnis, help in the meantime. Claire has spoken with Pelham's Accountant, Gail Weiss, and is aware of the situation here in Pelham.

Motion to accept wage guidelines proposed by John Trickey to use to deliberate for selecting candidate for Collector/Treasurer position, seconded by Selectman Ribeiro, unanimously approved.

Idea to call HCOG about interviewing protocol for overlapping interviews in open session meetings.

Orientation Packet

The Board reviewed a 1st draft orientation packet for new Select Board members created by Susannah. Board will review and discuss at meeting on 2/7/18, which will be held in the Collector/Treasurer/Assessor's office.

Town Officials

Kathy Martell stated that early voting is here to stay which brings continued space constraints as Town Clerk's office is where early voting is held. To date, only 1 person has picked up nomination papers, but all elected persons with terms coming due have received letters. Open offices are listed on the website on the Town Clerk's page. Records Access Officer job description to come at later date. Currently Town Clerk is not keeping track of monthly public records requests received. Laserfiche program has a built-in tracker.

Public Comment-none.

Liaison Reports

Highway Department; Selectman Pearson; Architect and Engineer found for Community Hall handicap bathroom planning in the L of the building. Architect is Erica (last name unknown) and Engineer is Bob Wheat of Wheatstone Engineering in Wendell, MA. 2 Highway Dept. trucks have broken down; 1 is up and running while the other is being fixed. Rainstorm that happened last weekend caused number of damage to culverts and roads costing the town. Rick's crew worked hard to repair those trouble spots.

Town Offices; Selectman Pearson; has spoke with Gail Weiss about Plan B for Collector/Treasurer position. Concern with seniors having to go to Town of Amherst to pay bills. Question what system Amherst was using, if it was same as Pelham (POINT) or something else. Gail offered her help with any accounting parts to the job.

Fire Department; Selectman Martell; a few medical calls lately. 2 car accident reported by SC on Amherst Road around 5pm. Both Fire and Police at call.

Police Department; Selectman Martell; everything fine.

Energy Committee; Selectman Pearson; met on 1/16/18. Green Communities grant not released yet. Pelham's next step will be applying for grant to relamp the Community Building. EC will ask Solar Design Associates to provide an RFP for Solar array at Community Complex, which would use the META grant funds. There are sizeable State grants for geothermal. In Turner's Falls there is a municipal building with geothermal. John Larsen is looking into USDA opportunities. At this point it looks like Pelham is too rich to get a grant, and loans may take a while due to backlog, but the muni-bond market may be better than a USDA loan. EC wants help with the Solar Hot Water Challenge. There are generous grants available.

Finance Committee; Selectman Martell; next meeting on 2/5/18 at 6pm which is the first round of the FY2019 budget hearings.

Library; Selectman Ribeiro; Makerspace event went great and could be future workshops. Event coming up is decadent chocolate tasting.

Elementary School; Selectman Ribeiro; last meeting discussion of eliminating Pre-school held in the School. Family Fun Night on 3/3/18. School has Preservation Committee, contact Eric Castenson, and Green Team, contact unknown. 3/8/18 will be a School Fundraiser with profits benefitting School. All gender bathrooms will be addressed and a discussion will be aligned with sex education curriculum.

Regional School; Selectman Ribeiro; budgeting meeting date tbd.

Old Business

Website update- Feedback about website has been great. Navigation and accessibility is good. Selectman Ribeiro has completed her site administer training and is oriented to website. Online administrators are Kathy, Susannah, Karen, Lori T., Edna, Dave Waskiewicz, and B. Smith-who is unknown to all involved (will be checked). There are also 4 admins from VT&S. Suggestion from Selectman Ribeiro to have landing page for School with a link as a best practice, instead of clicking on School and being redirected to the School's website and out of the Town's website. Question if the map of Pelham could be live and interactive, instead of just an image. Roger Conant (not present) would like access to the town website. He is a member of the Garden Committee, but isn't chair. He was interested in changing the landing page for the Community Garden Committee. Kathy and Susannah would like more time to get comfortable with the website before allowing any board/committee chairs access to change their landing pages if that is decided. Selectman Ribeiro would like a future discussion with reasons why the town Board/Committee Chairs should/shouldn't have the ability to change their groups landing page and add items to the new website. This could be an opportunity to have input on the town's website. All Board/Committee minutes will be added to the website once Kathy and Susannah have more time and exposure to the new platform. The website went live at end of December 2017. Selectman Ribeiro stated there would be a learning curve and timeframe before granting access to anyone with limited scope posting for their own groups/changing landing pages. Cons for outside site admins. include who will 'police' what is put on the website. Idea tabled until future meeting.

MVP grant-group met on 1/11/18 with interest in 2 vendors, PVPC and Dodson & Flinker. Group impressed with PVPC as they are best qualified but Dodson & Flinker offered ways to engage with the community. Selectman Ribeiro wrote grant request for Local Technical Assistant grant for community building resiliency. Add to next BOS agenda on 1/22/18 to approve PVPC as vendor for MVP grant.

Scanlon- Selectman Martell stated that the auditors are out straight right now (tax season) and usually perform town's audit in June/July/August; will be for Fiscal Years '15, '16, and '17. Selectman Martell will call again to find out if there is a quicker time to schedule. Idea to have a pre-audit meeting with Edna, new Collector/Treasurer, and Scanlon to prepare when the audit does is schedule.

Slate- Selectman Pearson will work with Susannah on the current draft. Idea to fit in Solomon Goldstein-Rose hours in Library on 2/12/18 at 6pm in Slate. Town Clerk suggested same treatment should be given to all politicians. Senator Markey who will have hours in Amherst. The Slate is a Town of Pelham publication so the Board did not see why they couldn't include only Solomon's event/hours at library.

New Business

Planning Board Liaison-Selectman Ribeiro wondered why PB was not included on the BOS list of Liaisons; PB is an elected board in town not appointed. See if Abbie Jenks, Chair of PB, can attend BOS meeting to update Select Board on 2/7/18 meeting.

Adjournment

Motion to adjourn at 9:33pm, seconded by Selectman Pearson, unanimously approved .

Documents Examined

Minutes from 12/20/17 and 1/3/18, Draft Orientation Packet for new Select Board members, and Collector/Treasurer Salary recommendations.

Respectfully submitted, Susannah Carey