**Board of Selectmen Meeting Minutes**

**12/20/2017, Rhodes Building, 6:30pm**

**Present:** Selectman Martell, Selectman Pearson, Selectman Ribeiro, Susannah Carey, Jim Doubleday, Kathy Martell, Tilman Lukas, and Michael Hussin.

**Open:** Selectman Martell opened at 6:31pm.

Meeting will be proceed with Executive Session and will return in open session following the closed session.

Open session began at 6:41pm.

**Conservation Commission Deed for Pemberton Land**

Tilman Lukas was present for signing of Deed for Pemberton Land. Pelham Conservation Commission approved documents. Deed needs to be recorded by end of year for tax credit purposes by Pelham Conservation Commission and by the Pemberton family. Map and documents reviewed showing location of property and the uses on the land.Motion to sign the Conservation Commission Deed for the Pemberton Land, seconded by Selectman Pearson, unanimously approved.

**Safe Communities - Michael Hussin**

Citizens Petition submitted from Michael Hussin, written by Attorney Bonifatz. On the 2017 Annual TM the Town passed the citizens petition in support of The Safe Communities Act. Michael would like the Board of Selectmen to consider the new document presented with new language for inclusion on the 2018 Annual Spring Town Meeting Warrant. Eventually the new document presented would become a by-law if passed with Town Meeting vote. Discussion if Pelham adopts the Safe Communities Act or becomes a Sanctuary Town; whether Pelham would lose Federal funding. Recent Mass Supreme Court decision on this topic indicates no. Previous Federal funding, which is controlled by the Police Chief, has been used to buy bulletproof vests. Michael will reach out to Police Chief Thomann for more discussion. Town Calendar is set by the Town Clerk, approved by the State, and then is presented to BOS for approval.

**Minutes 12/6/2017**

Motion to approve minutes from 12/6/2017 as amended, Selectman Ribeiro seconds, unanimously approved.

**Accessibility Update-Email from Building Inspector**

Asbestos wrapped around pipes in Rhodes Building bathroom. Email from Dave Waskiewicz that he will follow-up with Health Department. Susannah will follow-up with Dave in a few weeks. Rick Adamcek mentioned that unless the asbestos is disturbed then generally it can be left alone. Board of Selectmen will revisit issue of handicap accessible bathroom in the Rhodes Building. Dave Waskiewicz was not in favor of porta potty to address issues in the winter months because of no heat or lighting as most meetings are held in the evenings. Dave suggested holding meetings usually scheduled in the Rhodes Building, in alternate locations with accessible bathrooms. Most of the Boards/Committees who use the Rhodes Building need access during their meetings to filing cabinets in the building; Board of Health, Assessors, etc. BOS would like to hold off on decision to obtain a handicap accessible porta potty at this time. Selectman Ribeiro will speak with Gail Kenny, a retired architect, who may be able to provide recommendation of local architect to set up a walk through and share ideas about plans to add a handicap accessible bathroom in the Rhodes Building. Rick Adamcek will also be involved with this discussion.

**Comcast Business Internet Upgrade for Email Accounts-Town Offices**

Town Clerk has been having on/off issues with speed. Recent call by Selectmen’s Administrative Assistant to Comcast regarding adding new email account for RAO position uncovered there is a speed issue due to amount on computer desktop/in email (only 10 mb of storage available with account). All Town Office email accounts (Town Clerk, Collector, BOS office) use residential domain names @comcast.net, which were originally offered to business users. These domain names are no longer offered to business customers. The new business domains are $6.95/month/account which is set up with increased storage, proper blockage to spam/junk emails, with enhanced security and privacy. Town Clerk and RAO computers have highest need in town offices. Upgrade total would be for about $166.00 extra per year. Additionally, the Town has been presented with offer to upgrade current Business Internet accounts for $40 more per month to have speeds of 75 instead of 50 for 5 computers in town offices. Susannah will follow-up to see if the speed issue is resolved after upgrading the Town Clerk’s computer. Motion to upgrade emails accounts for Town Clerk and RAO to business accounts, seconded by Selectman Ribeiro, unanimously approved.

Selectman Martell stated that the MBI buildout is progressing in Town and Comcast has been seen on Daniel Shays Highway running cables. There is a possibility that the buildout will be completed ahead of the completion date slated for August 2018.

**Performance Review**

Tabled until next meeting in January.

**Town Officials**

Town Clerk stated that as soon as the State approves the Town Calendar for Annual 2018 Spring Town Meeting, the Board of Selectmen will approve and have all the deadlines for the warrant articles, etc.

**Public Comment**-none.

**Liaison Reports**

Highway; Selectman Pearson; Susannah called old administrator for Pelham who stated she was unsure of any plans drawn up for the Rhodes Building handicap accessible bathroom. If there were they would be in B&G or Highway files.

Town Offices; Selectman Pearson; Question when audit is planned for Town-Selectman Martell will call Scanlon to schedule-Years 2016 and 2017 will be audited from July 1, 2015 until end of Fiscal Year (June 30, 2017). Edna and Gail have been working hard and found some money that was an error from previous collector/treasurer-money for either abatement/refund. David Burgess has someone in mind who may be interested in Collector/Treasurer. Collector/Treasurer job description should be sent to HCOG, FRCOG, PVPC, Greenfield City Offices, and posted officially in the Recorder. Motion to post Job description for Collector/Treasurer in Recorder, seconded by Selectman Pearson, unanimously approved.

Fire Department; Selectman Martell; medical house calls lately.

Police Department; Selectman Martell; Cram a Cruiser successful-filled trunk of cruiser, filled back seat of fire truck, and received 5 bikes.

Energy Committee; Selectman Pearson; Green Community report completed.

Finance Committee; Selectman Martell; next meeting on 1/3/18-budget roundtable. No changes on Capital Planning. Selectman Pearson requested minutes from Capital Planning meeting-none located in binder.

Library; Selectman Ribeiro; Library sign along Amherst Road will be replaced and Trustees will cover the cost. Telescope available soon for checking out from Aldrich astronomical society. New staff member, Candace is working out well.

Elementary School; Selectman Ribeiro; Pelham School Committee excited about Selectmen’s letter against PVCIS expansion sent out. Pelham School spending on tract for budget.

Regional School; Selectman Ribeiro; Meeting tonight for contract and vote. Innovative Small School group meeting still. Amherst has formed their Regionalization Committee and Pelham is currently forming. Efficiency & Regionalization Grant in support of groups efforts from State’s Commonwealth Community Compact.

**Old Business**

Selectman Pearson would like to amend vote passed on 12/6/2017 for edited meeting minutes to be turned in by Monday before meeting at 9am. Selectman Pearson would like the date to be a recommendation instead of a requirement as the date is sometimes hard to comply with. Motion to amend vote from 12/6/17 to have edited minutes due Monday at 9am before meeting as a recommendation only for all members to review, seconded by Selectman Ribeiro, Selectman Martell votes no, motion passes.

MVP grant informational meeting on 12/11/17, next meeting on 1/4/18 where 2 vendors will come to make recommendations to mvp team. Team would like to have full-day workshop with guidance from State instead of two 4-hour sessions. Mention of link to Hazard Mitigation Plan on new website. The Town Clerk, who stated that in order for MVP team to spend any money received from the grant, the BOS needs to appoint the new committee & members. Due to an administrative error, appointing a new committee was not added onto this evening’s agenda. Legally BOS can appoint new 5 member committee at next meeting on 1/3/18. A letter of intent will be required from interested persons; Karen Ribeiro, Stan Swiercz, Abbie Jenks, & Lexi Dewey. New committee will be posted to the website for 2 weeks (Dec. 21 to Jan. 4). Jim Doubleday mentioned possibility of adjusting the date when the vendors present. The next mvp meeting is on 1/4/18, which is 2 weeks that the mvp committee was posted on the website. Selectman Ribeiro will provide an agenda for next meeting. Motion to appoint the Municipal Vulnerability Preparedness Committee, seconded by Selectman Ribeiro, unanimously approved.

Lexi Dewey has a water testing article for the Slate.

Selectman Martell stated that he did not say he was not running for the Select Board position at the last meeting.

**New Business**

Letter drafted in response to conversation between Selectmen’s Administrative Assistant and Highway Superintendent, Rick Adamcek, to require all 3 licenses from all Highway employees to be photo copied and held in personnel files in BOS office. Motion to sign letters for Paul Ritter and Edward Chapin per Rick Adamcek’s request, seconded by Selectman Ribeiro, unanimously approved.

Paperwork from MEMA from 2008 Ice Storm reimbursement for Town in amount of $3,837.06. Motion to sign paperwork for MEMA reimbursement to Town, seconded by Selectman Ribeiro, unanimously approved.

Letter from Town of Amherst regarding sharing Collector position. Pelham’s collector salary is $16,336.00 with $9,700.00 expense budget. Amherst is proposing the shared position cost as $22,000.00/year, no expense budget noted in letter. Gail Weiss spoke with Selectman Martell about how she did not think that Pelham’s Treasurer position could be accomplished in less than 22-24 hours. Any position over 20 hours would require health insurance. Idea will be tabled until later.

Letter from Hampshire County Retirement dated December 8, 2017 viewed.

Agenda for next meeting: accessibility update & asbestos, minutes form 12/20/17, collector/treasurer job applicants, Slate, MVP member appointment, Comcast update.

Next meeting on 1/3/2018 in Fire Department Training Room, budget roundtable.

Adjournment

Motion to adjourn, seconded by Selectman Ribeiro, unanimously approved at 9:02pm.

Documents Examined

Minutes 9/6/2017, minutes 12/6/2017, Pemberton Land deed, Safe Communities information & possible ne warrant article for Annual Town Meeting, Email from Dave Waskiewicz, Letter for Highway department employees, Letter from Town of Amherst proposal for shared Collector position.

Respectfully submitted, Susannah Carey