

## **Board of Selectmen Meeting Minutes**

**History Room in Pelham Library, 6/6/18, 6:30pm**

**Present:** Select Board members Alisa Pearson, Bob Agoglia, and Karen Ribeiro, Dan Robb, Fred Vanderbeck, John Trickey, Kathy Martell, Susannah Carey, and Rick Adamcek.

**Open:** Selectman Pearson opened at 6:30pm.

Motion to vote order of agenda, seconded, unanimously approved.

### **Minutes**

Motion to approve minutes of 5/2/18, seconded, Selectman Agoglia abstains, unanimously approved.

Motion to approve minutes of 5/16/18 as amended, seconded, unanimously approved.

### **Morgan-Studio Proposal for Community Hall Design**

Rick Adamcek shared the proposal for the design and construction of the ramp, door, landing, and bathroom. Funds for the work will come out of the CPA article. Highway Department will assist with the landscape changes if necessary to keep the project on budget at a total of \$45k. As soon as the proposal is returned signed, the design work will begin. Motion to accept proposal from Morgan-Studio, seconded by Selectman Agoglia, unanimously approved.

### **Bids for the Community Center Painting**

Rick met with Don Cameron of Cameron Painting, Amherst who submitted the lowest bid for the project. Final price will be ~\$15,000.00 above the bid proposal submitted of \$64,450.00 due to extra costs associated with replacing around 60% of the buildings nails and caulking that were not originally identified. Rick reviewed references from City of Northampton and Gardner Construction with few issues noted. Work will begin around the beginning of July once the contract is signed and will take about 6 weeks. Two bids received have possible 'collusion,' Garland Construction and Evergreen Construction which are from the same family of owners. Bid from Northeast Painting of Northampton bid was \$91,260. Motion to accept and award the Community Center Painting to Cameron Painting, seconded by Selectman Agoglia, unanimously approved.

### **Award for HCOG Purchasing Contract Bids**

Motion to award bid #1173 and bid #1174 for Stone Seal, Hot mixed Asphalt Picked-Up & In Place, Crushed Gravel 1-1/2", Bank Run Gravel, Washed Winter Sand, & Recycled Gravel from HCOG purchasing, seconded Selectman Agoglia, unanimously approved.

### **Community Center Moisture**

Mold is appearing around vents both inside and out at the building. The insulation and sealing project that occurred in 2017, which has saved the Town on heating costs, may be to blame for the excess moisture/mold that is forming (cause & effect). The Community Building currently does not have a ridge vent or soffit. The Town may need an assessment to monitor the temperatures in that space. \$25K was appropriated from the 2018 ATM and there are remaining funds from the insulating project to be used if necessary. BoS agreed to remediate the moisture problem as soon as possible.

### **Town's Membership in the Hampshire Council of Governments**

Group formed when Governor Weld held office. Representatives who pushed for the HCOG group are leaving/retiring from office, which leaves HCOG's future unknown. HCOG has tried to find money for the last 10+ years. Over 70 Western MA residents have their disability benefits (OPEB) paid for by the deeds tax. If the deeds tax goes away where does that leave that us? Western MA is the only part of the State with obligations to those 70 residents, yet the State won't assist and pick up any of the costs. Berkshire County has FCOG, Hampden County has PVPC, and Western MA currently has HCOG. Senators will meet on 6/7/18. Membership cost has been recently been reduced from \$662.00 per year to \$1.00. Updates will continue to come in from our HCOG Councilor, John Trickey.

### **Vacation Time Carry-Over's**

Motion for Gary Thomann, Rick Adamcek, Paul Ritter, and Edward Chapin to carry-over 40 hours vacation time, seconded by Selectman Ribeiro, unanimously approved.

### **Administrative Assistant Role & Duties**

List of day to day activities and job description reviewed. Grant administrator is a large role within the job.

### **Draft Town Government Organizational Chart**

Organizational chart does not currently exist in the Town's files. Draft shared with group. Opportunity for more engagement with other groups in Town by having a better communication strategy (MVP workshop). Note that the Personnel Board and Space Needs Committee are unstaffed at this time. MVP survey may help identify residents with certain skills that may result in filling Board/Committee vacancies in Town.

Note about meeting with Boards/Committees/Department heads in September. All groups should come prepared with a 3 minute presentation of current activities, grants currently working on, possible wish list topic, etc., in bullet form. Doodle poll will be created with possible dates.

### **Re-Appointments of Town Officials, Public Bodies, & Staff**

Motion to appoint Gail Weiss as *Accounting Officer*, seconded, unanimously approved.

Motion to appoint David Waskiewicz as *Building Inspector*, seconded, unanimously approved.

Motion to appoint Rich Hall, Rusty Rowell, and Alisa Pearson to the *Cable Advisory Committee*, seconded, unanimously approved.

Motion to appoint Highway Superintendent Rick Adamcek, Fire Chief Ray Murphy, Finance Committee Chair John Trickey, Police Chief Gary Thomann, School Committee Chair Cara Castenson, and Board of Selectmen Chair Alisa Pearson to *Capital Planning Committee*, seconded, unanimously approved.

Motion to appoint Cyd Reiman, Roger Conant, Heidi Dollard, Abbie Jenks, Richard Seelig, Sue Tippit, and Wendy Weinberg to the *Community Garden Committee*, seconded, unanimously approved.

Motion to appoint Linda Hanscom, Lavonne Rathbun, and Diane Shepard to the *Community Hall Committee*, seconded, unanimously approved.

Motion to appoint Rick Adamcek, Linda Hanscom, and Karl Martini to the *Community Hall Accessibility Committee*, seconded, unanimously approved.

Motion to appoint Chief Thomann as *Chief Constable*, Roman Kucinski and Linda Newcomb as *Constables*, seconded, unanimously approved.

Motion to appoint Isabel Ryavec for a 3 year term on the *Council on Aging*, seconded, unanimously approved.

Motion to appoint Susannah Carey as *ADA Coordinator; Disability Access*, seconded, unanimously approved.

Motion to appoint Nancy Long as the *Dog Office*, seconded, unanimously approved.

Motion to appoint Ron Shepard as *Electrical Inspector* and Doug Rae as *Assistant Electrical Inspector*, seconded, unanimously approved.

Motion to appoint Police Chief Gary Thomann as *Emergency Management Director*, seconded, unanimously approved.

Motion to appoint Blair Bigelow and Joe Larson as *Fence Viewers*, seconded, unanimously approved.

Motion to appoint Andy French as *Gas Inspector*, seconded, unanimously approved.

Motion to appoint Judy Metcalf as *Public Health Director* and Stephen Bell as *Health Inspector*, seconded, unanimously approved.

Motion to appoint Karl Martini and Whitney Battle-Baptiste to 3 year terms on the *Historical Commission*, seconded, unanimously approved.

Motion to appoint Andy French as *Plumbing Inspector*, seconded, unanimously approved.

Motion to appoint *Police Officers* Kevin Fournier, Christopher Rice, Richard Downie, Derick Lamoureux,, Todd Mongeon, Jared Tivnam, Robert Thrasher, Courtney Call, & Reserve Officers Nicholas Thomann, Matthew Kent, and Courtney Stutz, seconded, unanimously approved.

Motion to appoint Susannah Carey as *Recycling Coordinator*, seconded, unanimously approved.

Motion to appoint Susannah Carey as *Selectmen's Administrative Assistant*, seconded, unanimously approved.

Motion to appoint Alisa Pearson as *Pioneer Valley Transit Authority representative*, seconded, unanimously approved.

Motion to appoint Steven Connor as *Veterans' Service Officer*, seconded, unanimously approved.

Motion to appoint Ann McNeal to a 5 year term on the *Zoning Board of Appeals*, seconded, unanimously approved.

Motion to appoint David Waskiewicz as *Zoning Enforcement Officer*, seconded, unanimously approved.

### **Town Wide Calendar**

Proposed idea from the Library and Elementary School requesting a shared calendar that would integrate town events/announcements/fundraising, etc. Suggestion to use facebook or create another site for public to view. Discussion of whether board/committee members should have access to manage/post to their group's page. The official Town Calendar on the Town's website should remain unchanged posting official Town business only. Abbie Jenks, Jodi Levine, Kathy Martell, Karen Ribeiro, Susannah Carey, and Cynthia Weigel will meet in the near future to discuss.

### **Proposal for Town Website Management by IT Committee**

Originally the IT Committee was tasked with compiling information for an RFP for new websites. New Town website was obtained through a State grant by Town Clerk and Administrative Assistant, not requiring an RFP. Suggestion to have Town board/committee members manage their own site on the Town's website. It was noted that there must be strict control over certain aspects of what is being posted.

**Town Officials**-none.

**Public Comment**-none.

### **Liaison Reports**

Highway Department; Selectman Ribeiro; Eversource will fix Amherst Road where truck was burned; Rick is addressing the leaks in the Old Town Hall; Buzzy Booth thinking about retiring; Rick gathering quotes for Town Office driveway; Rick also working to purchase solar motion lights for outside the Rhodes building.

Town Offices; Selectman Agoglia; Met with Collector/Treasurer for an overview of her job responsibilities and request to upgrade POINT to SoftRight software; Audit for FY17 and FY18 will be scheduled.

Police Department; Selectman Pearson; Questions about staffing, hiring coverage, how scheduling happens, speed issues on Harkness Road to be addressed with Chief. PC will be affected more by changing OSHA requirements, more to follow.

Fire Department; Selectman Pearson; Questions about calling volunteer staff and OSHA requirements; Anti-idling by-law adopted in Pelham and could signs be purchased for outside the School & the Community Building.

Finance Committee; Selectman Ribeiro; Meeting on 6/5/18 with orientation of newest member Emily Marriott; Selectman Ribeiro would like to be notified of upcoming FC meetings since the e-subscriber failed to notify her by email; BoS have repeatedly requested the Finance Committee to notify the Select Board members/liaisons as a courtesy. Next meeting on 7/2/18 at 6pm.

Library; Selectman Pearson; School Fair on 6/2/18 was successful and had a number of volunteers.

Elementary School; Selectman Ribeiro; Design contest for PES sign in front of the school with \$100 reward; Michael Morris's response to his evaluation is held in an open meeting.

Regional School; Selectman Agoglia; check out the arps.org website.

Regional School District Planning Committee; Selectman Agoglia; nothing new.

### **Old Business**

Selectmen's office still waiting for response regarding Article 43. from ATM from Town Counsel surrounding 2 households on Shutesbury Road.

MVP listening session on 5/30/18 was videotaped and included a PowerPoint presentation. Resilience suggestions for Pelham include creating a phone tree, door-to-door interactions, buddy systems, sharing resources, etc.. Proposals for getting more residents involved from Town. Summer Slate will feature the MVP grant & report of findings.

### **Time Reserved for Topics the Chair did not Reasonably Anticipate**

MVP grant Round 2 award of \$137,250.00 to Pelham; \$38,250 for Communication, \$60,000 for culverts (Town match: \$20,000), and \$39,000 for Resilient Campus (Town match: \$52,000). 50% of the total award (\$137,250) will be received by the summer and will need to be used within 1 year.

No one has been identified to help with the 2020 Census.

### **Adjournment**

Motion to adjourn at 9:30pm, seconded, unanimously approved.

### **Documents Examined**

Community Hall Design project proposal, HCOG purchasing bid award forms, re-appointment list for public bodies, staff, and Town Officials, Draft Organizational Chart, SAA job description and list of duties, bids for Community Center Painting.

Respectfully Submitted, Susannah Carey