**Board of Selectmen Meeting Minutes**

**10/18/2017, Rhodes Building, 7:00pm**

**Present:** Selectman Martell, Selectman Pearson, Selectman Ribeiro, Linda Hanscom, Fred Vanderbeck, Judy Eiseman, David Waskiewicz, Abbie Jenks, Jim Lumley, Gail Kenny, Tillman Lucas, Kathy Martell, Rick Adamcek, Orin Nisenson, Stan Swiercz, and Roger Conant.

**Absent:** Susannah Carey

**Open:** Selectman Martell opened meeting at 7:00pm.

Motion to accept minutes as amended for 9/18/2017, seconded by Selectman Pearson, unanimously approved.

Motion to accept minutes as amended for 10/4/2017, seconded by Selectman Ribeiro, unanimously approved. Amendments included correcting the omission that Selectman Pearson had asked that Norms be on 10/18, or current, agenda.

Selectman Pearson asked for ‘Norms’ to be moved to be first under Discussion/Action Items as it was requested.

Selectman Martell stated that Norms was not on the agenda for 10/18. Selectman Pearson called his attention to the fact that it was listed under New Business. Clerk Martell stated that agenda item Norms was not on the agenda and could not be voted on tonight, only discussed under New Business.

**Village Center – Planning Board**

Abbie Jenks, Chair of Planning Board, wants Select Board to be aware/updated about zoning changes being brought to Spring Town meeting; date to be determined. Planning Board has been fine tuning the draft PVPC Dillon Sussman has created. PB has conferred with Amherst about water availability. Questions about funding for Village Center sewer lines and costs to townspeople. Planning Board was assured that we have enough water for now. Amherst is considering other buildouts and Guilford Mooring came to assess capacity. We are the Town of Amherst’s client and they want to serve us. Abbie asked for more money in the budget to hire PVPC consultant Dillon Sussman again, about 20 hours. $1500.00 of their Planning Board existing budget will go to contract his services. Accountant verified funds are available from CPA funds. Planning Board will be signing this and Gail Weiss has signed. Abbie is hoping for big attendance at public meetings. PB will be meeting almost weekly until Town Meeting and will schedule 2 public meetings before Town Meeting. Judy Eiseman shared Planning Boards focus on new zoning measures; stormwater management.

**Community Hall & Accessibility**

Select Board received a concern over lack of handicap access into Community Hall. Linda Hanscom, Chair of Community Hall Committee, noted effort and history over 2002 renovations/volunteer construction-too preoccupied with stabilizing the building. Joe Larson and Linda Hanscom have spoken often about ADA access. Linda went to Shutesbury to evaluate similar buildings. She is trustee of 1827 Meeting House in Shutesbury and they have been working with Architect, Engineer, and Stavros for 6 months. Priced wheelchair and earthen ramp access. Rick Adamcek noted easiest step is to put a ramp at the front door. Also, ramp to 32 inch door on left side would be more costly. It will cover the granite steps more like a catwalk. Earthen ramp would hold water back and this isn’t a good idea. We’ll have to hire an engineer to get the correct grade, etc. Selectman Martell asked about having to update the bathroom. In 2003 spent $7,100.00. The Architectural Access Board (AAB), for the last 3 years we’ve spent $15,000.00. Value of building is assessed at $84,326.00. Original value about $25,297.00, as long as our expenses are less than this amount, only what you invest in has to be compliant. Because the building recently again become town property (2016), building codes dictate that there should an accessible entrance. Kathy Martell noted something in Open Meeting Law about requiring accessibility (Town sponsored) with bathrooms not updated. Selectman Pearson noted no different than the Town Offices which also does not have handicapped accessible bathrooms and where the doors are wide enough for wheelchairs. Town needs to put in the ramp and a wide enough door at the least. Linda suggests a committee to include Building Inspector, Dave Waskiewicz, and representative from Historical Commission.

Motion to form a 3 person Handicap Accessibility Committee for Community Hall, seconded by Selectman Martell, unanimously approved.

Selectman Ribeiro asked for town employee serving on committee and Selectman Pearson noted Rick will need to sign a waiver.

Motion to immediately approve 1 member from Community Hall Committee, 1 member from Historical Commission, and 1 town employee-Rick Adamcek, seconded by Selectman Ribeiro, unanimously approved.

Front door is 36 inches which is compliant (side door is 32 inches) at Community Hall. Dave Waskiewicz and Selectman Ribeiro suggested installing a temporary ramp until permanent ramp can be installed. An aluminum one can be bought. Administrative Assistant, Susannah Carey, will need to notify the Historical Commission of this new committee and ask them to appoint someone.

Linda noted Joe Larson’s suggestion that the Community Preservation Committee funds may be able to be used to pay for these building improvements.

**Land Study Report – Housing Committee**

Jim Lumley, Chair of Housing Committee, reported on Land Study report. Team worked hard on completing it and will now evaluate with the Planning Board. Tillman Lucas handed out a written Housing Committee Update for Select Board. Housing Committee formed 2 years ago and has seven members; Tony Maroulis, Barbara Cooper, Ruth Elcan, Gail Kenny, one vacancy from Mollye Wolahan who resigned a month ago, Jim Lumley, and Tillman Lucas. First point of order from the sheet was a mission statement to incorporate diversity and affordability for young families and seniors. Met with Tom Fanning & John Trickey to get input; met with Valley CDC specializing in 1st time homebuyers and affordable housing; met with Habitat for Humanity about project and issues they thought could arise from not having a bus route or water/sewer in the Village Center and it wasn’t an issue for them. Will analyze which programs make the most sense economically (ex. Down payment assistance and how to access resources. CPA funding is one such resource. One obstacle encountered early on when Pemberton project was underway is delays. Creating a housing trust is one way around those delays. Trust would request CPA funds for a specific purpose for project. Once approved at Town Meeting, the Trust can release funds as needed- no delays would occur. MA Housing partnership fund meeting on October 18th is being attended by Tony and Barbara for guidance. The Land Study report carefully outlines town assets.

Lastly, Consultant Dodson & Flinker will meet with Housing Committee to go over report for general public. Selectman Pearson asked about implications for zoning. Planning Board will review plan to make recommendations. Selectman Martell asked about percentage of buildable land, it is 8% in Pelham. Judy Eiseman noted we are a watershed protection site for a reason. Tillman, who is also on the Conservation Commission, noted having to work within all the Town’s limitations. November 7, 2017 is the next public meeting to be scheduled.

**Joint Board of Selectmen & Energy Committee Meeting – July 2017**

Regarding the Clerk’s concern’s over the joint meeting, Selectman Pearson spoke with Attorney General’s Office and MA Ethics Committee last week who both recommended she reach out Town counsel. She therefore also conferred with D. Donesky from KP Law about this joint meeting and her understanding is, based on the KP Law correspondence she distributed at the meeting, that the only thing that needed to be addressed with regard to Kathy’s concern is a posting mix up. The suggested action would be to ratify pro forma vote ‘do over.’ Kathy Martell suggested this as well and noted that she misunderstood the issue with a Select Board member being on the energy Committee since it was formed in 2009. Selectman Pearson noted the only concern that came out of her conversations with the AG’s and Ethics offices was the fact that Selectman Pearson has not signed a DISCLOSURE OF ELECTION OR APPOINTMENT TO AN UNCOMPENSATED POSITION AS REQUIRED BY 930 CMR 6.02(3) form. Selectman Pearson therefore handed Clerk Martell her signed copy in the meeting. Selectman Martell thinks he may have signed one for being on the finance committee years ago. Selectman Martell moved to ratify all votes motioned by the BoS in the July joint meeting, seconded by Selectman Pearson, unanimously approved and ratified.

**Town Officials-**no reports.

**Public Comment**

Resident Orin Nisenson, 61 Amherst Road, produces 1 bag of trash per month with trash pick-up option with Amherst Trucking, ends up costing him $20 for that one bag. Town of Montague trash costs $8/bag. He would like to see recycling 2 times per month. Orin had a visit from the Police Chief because he left his recyclables at the school yard. Town does not have a trash contract for the Town residents. Selectman Ribeiro had idea to include this topic as a question for MVP survey for Town Meeting.

**Liaison Reports**

Highway; Selectman Pearson; see notes.

Town Offices; Selectman Pearson; Thought she has offered to stay on as needed, Edna would like to retire for good by 12/31/17. Therefore both Edna and Gail have been asked to review the prior Treasurer Collector job posting in order to get any needed input for the upcoming search; Edna will compile a list of interview questions and talk to candidates. If Town gets an experienced person, that person may need 3 or so weeks of mentoring. Selectman Ribeiro has potential candidate. Selectman Pearson asked if Kathy Martell wants to be involved in interviews as they would be working daily in the same offices-Kathy said if it fits in her schedule but doesn’t think it’s a necessary step. Selectman Martell recommended John Trickey for interview committee.

**Website Update**-developers will begin to move content from existing site next week. End of December live date is the worst case scenario. Selectman Ribeiro noted her desire to be in the loop and has requested this each time the topic comes up. Kathy said this is going to require calling the IT Committee and ask them for their input.

Fire Department; Selectman Martell; Open house had the best turnout yet including dunk tank and bounce house. Selectman Pearson asked about cost to burn the car.

Police Department; Selectman Martell; everything is fine.

Energy Committee; Stan Swiercz; META grant to pursue Solar Consultant for Town assessment. Energy Committee created description of purchase. Need Board of Selectmen’s permission to solicit bids for a solar energy consultant. Selectman Ribeiro made a motion to give Energy Committee permission to solicit bids per procurement 30B, seconded by Selectman Pearson, unanimously approved.

Finance Committee; Selectman Martell; Meeting on Monday 10/23/17 at 6:30pm. Selectman Martell is stepping down as liaison but not stepping off the committee. BoS to schedule reorganization at next meeting.

Library; Selectman Ribeiro; No new business.

Elementary School; Selectman Ribeiro; 2 Elementary School districts; Amherst & Pelham School Committees; met. Innovation ideas expeditionary learning with a small team. Not just STEM thoughts. Selectman Ribeiro excited to see UMASS work mirrored there. STEM graduates are having trouble finding work. Amherst Town Meeting Article 10 vote to support, once Town Meeting votes to approve Town Moderator in Amherst will appoint the committee. Discussion relates to Article 3 on Pelham’s Fall Town Meeting warrant to create a Regional School District Planning Committee.

**Old Business**

Amended language for Minutes from 8/16/2017 per DOR request:

Move to assess an additional $220,763.00 plus 2.5% for a total assessment of $226,282.00 in real estate and personal property taxes for the purpose of funding the Capital Equipment and Expenditures Stabilization Fund, to be expended for the purpose of purchasing capital equipment for the Town and to fund other necessary capital expenditures as needed for the fiscal year beginning July 1, 2017, seconded by Selectman Pearson, unanimously approved.

**New Business**

Board of Selectmen Preferred Meeting Procedure; Norms:

Selectman Pearson stated she wishes to improve BoS meetings, including the meeting atmosphere and therefore shared an example of school norms to give a sense of how we could improve board interactions to be respectful and cooperative. She issued an invitation to the Chair to let other Select Board members know how the Chair would like to see things going forward. Kathy noted that Bill will need more time to review. Selectman Pearson asked if, as an example of the kind of thing he might have been expressing frustration about during a previous BoS meeting, perhaps the Chair would prefer to be the one to accept questions from the floor. Selectman Martell noted that this is standard board procedure and the role of the chair is in the MMA handbook.

Selectman Pearson would like to see the BoS setting next meeting agenda’s together at the end of each board meeting. Thereafter any Board of Selectmen member may add agenda items up to 48 hours before the next meeting but must notify other BoS team immediately via email. Thereafter the Select Board votes in session on what to consider in current meeting.

Motion for the MVP survey to be an official Select Board survey, seconded by Selectman Ribeiro, unanimously approved.

Selectman Pearson stated she would like to see the official Select Board survey sent as a postcard to townspeople and looks forward to discussing this as a board.

Kathy Martell asked how the survey results would be shared with the Town. Selectman Ribeiro said that all responses except the identities (name and email) could be compiled so that the report would not make personal information public record.

**Adjournment**

Motion to adjourn, seconded by Selectman Ribeiro, unanimously approved at 9:28pm.

**Documents examined**

Disability Handbook pages, Housing Committee Update for Select Board, Joint Board of Selectmen & Energy Committee Meeting in July 2017, KP Law correspondence regarding Clerk Martell’s Joint EC and Bos posting concern, agenda and minutes, Amended language from 8/16/2017 minutes per DOR request.

Respectfully submitted, Karen Ribeiro