**Board of Selectmen Meeting Minutes**

**11/1/2017, Rhodes Building, 7:00pm**

**Present:** Select Board members Bill Martell & Alisa Pearson, School Committee members Cara Castenson, Emily Marriott, Ron Mannino, Jessica Jean-Louis, and new prospective member Sarah Hall, Finance Committee-Fred Vanderbeck, Police Chief Thomann, Courtney Call, Town Clerk-Kathy Martell, and Susannah Carey.

Absent: Selectman Ribeiro

**Open:** Selectman Martell opened the meeting at 7:02pm.

Minutes from 10/18/2017 will be tabled until 11/15/2017 meeting.

**School Committee Member Appointment**

Sarah Hall, of Gulf Road, interested in filling vacancy. She recently moved here from Eastern MA and has two children in Pelham School.

Motion by Select Board to appoint Sarah Hall to School Committee, seconded by Selectman Pearson, motion passes.

Motion to appoint Sarah Hall by the Pelham School Committee. Vote unanimous.

**Energy Committee Member Appointment**

Selectmen Martell would like Chairman Stan Swiercz to come to appointments with the new prospective member so the board can speak with him/her and hear of the appointment support.

Motion to appoint Peter Hepler to Energy Committee, seconded by Selectman Martell, motion passes.

**New Police Officer Appointment – Courtney Call**

Eric Maynard resigned effective November 1, 2017, Chief Thomann was able to find a replacement for the part-time position. Courtney Call lives on Butterhill Road and has known Chief Thomann from the Academy. She will be working up to 16 hours per week depending on the number of shifts she is assigned. Her hours are not guaranteed. There is no contract; she is an at-will employee.

Selectman Pearson asked if there were any Domestic Violence calls in Pelham, Chief Thomann stated there were none.

Motion to appoint Courtney Call as new part-time Police Officer, seconded by Selectman Martell, motion passes.

**Collector/Treasurer Position Description for Posting**

Copy of draft job description with draft interview questions viewed. Interview Committee members might include John Trickey, Edna Holloway, and all 3 Select Board members (5). Suggestion from Selectman Pearson to think about an informal meet & greet for interview session. Selectman Martell had figured out possible salary and steps, but left the paperwork at home. If Edna had stayed 5 more years, the old Collector/Treasurer would have been earning $3,000 more than Edna because of where she had began with her earnings. Old Collector/Treasurer started at $25/hour; what Edna earned when she left. Fred Vanderbeck suggested researching current salaries versus what Pelham is offering. Susannah will look into salaries in other towns equal to our size (population). Depending on how much experience a candidate has, the Town can determine a salary range and if any step increases will be added to that figure. Selectman Pearson asked if the salary range should reflect the highest salary that Pelham is currently able to pay. Selectman Martell stated that the old Collector/Treasurer’s settlement will cause the budget/line item for the Collector/Treasurer position to run over.

Selectman Ribeiro (absent) submitted comments about the job description and other issues. Selectman Ribeiro did not appreciate John Trickey’s announcement at Fall Town Meeting that he was in favor of Town of Amherst taking over the Collector responsibilities for Pelham. Selectman Ribeiro noted stating in previous Select Board meetings that the act of paying taxes in Pelham for many residents is an important part of being in the community and such action would need careful consideration. She noted that the current job description was boring and had grammatical errors and would like to edit if a word version is available.

This discussion will be added as old business for next BOS meeting on 11/15 when Finance Committee Chair, John Trickey, is back in town. Selectman Pearson will gather materials on Interview Procedure.

**Contract for Community Center Building Exterior Moisture Repair project**

Selectman Pearson spoke with Rick Adamcek about the project. Kenny Masonry bid $18,425 and has accepted the work and signed the contract. Selectman Pearson noticed that the contract did not include required insurance. Missing documents needed include non-collusion certificate, tax compliance certificate, and Liability Insurance Certificate.

Motion to sign contract with Kenny Masonry once all documents are received, seconded by Selectman Martell, motion passes.

Josh Kenny offered to provide the Town with an estimate on the remainder of the work; South & West side. For the project, Kenny Masonry rented a lift and figured if the whole project could be completed now, it could possibly save the Town money on the overall job. Susannah will speak to Rick for updates.

**Town Officials**

Kathy Martell received her printer for Laserfiche. Installation of the software will be mid-December. Goal to have Records Access Officer position ready to start by January 1st if Kathy Martell can get help with the Census. Census is a major project at the beginning of the year for the Town Clerk.

**Public Comment-none.**

**Liaison Reports**

**Highway Department**; Selectman Pearson; HVAC company came out for quote on Library but after walk around not interested in job; Buckling trenches got filled; Letter received from MA DOT stating Amherst Road project complete/job closed but Town has VHB consultants around for quality control issues while working with Mary Jane Bacon; Rick suggested buying ramp for Community Hall as the ~$6,000 cost is a little more than the cost of renting one and spoke with Joe Larson about the ramp. Rick thought there was about $15,000 in the Community Hall Account (verified by Fred Vanderbeck during the meeting) for the ramp and door(s). CPC money could be utilized but would require town meeting vote and warrant article; There was a 16% increase in energy consumption for the Town overall last year compared to baseline year. The Energy Committee would like to get better at modeling pelham’s energy use. Currently Pelham relies on anecdotes such as Highway Superintendent Rick Adamcek’s observation that he saw a large recent electricity increase due to the generator heater running constantly. Under the Green Communities Program, once energy use can be brought down by 20% from the starting baseline, Pelham becomes eligible for more and broader number of grants.

Kathy Martell noted the original issue of the Community Hall not wanting a ramp on the front of the building. The temporary ramp would be on the front but could then be moved.

**Town Offices**; Selectman Pearson; Gail and Edna almost done with June reconciliation with about $2,000 discrepancy; Edna is busy with taxes right now; Edna offered to train new person and will help Town beyond December 31 if needed; Gail suggested to hire person in Northampton Treasurer’s office for the position and to take another look at Gabe Voelker who originally applied for the position. Selectman Martell stated that Gail and Edna agreed there should be an audit of 2016 and 2017 with Scanlon before hiring someone new into the Collector/Treasurer position. Selectman Martell will call Scanlon to set a date.

**Fire Department**; Selectman Martell; Everything fine; Monthly report for October coming soon.

Police Department; Selectman Martell; Chief Thomann was in PA at International Association of Chiefs of Police October 20-25 and learned of new radar unit.

**Energy Committee**; Selectman Pearson; META grant rfp solicited from 4 firms, with 1 choosing not to bid, bids are due November 30, 2017.

**Finance Committee**; Selectman Martell; meeting on 10/23/17, discussed 7 options at Regional Assessment meeting-next meeting on 11/7/17 at 5:30pm in Middle School, of the 4 towns Pelham was the wealthiest; Capital Planning Meeting-Police Cruiser, Dump Truck for DPW, Library roof ice dam fixed and window sills done. Next meeting on 12/5/2017.

**Library;** Selectman Ribeiro absent-handout read by Selectman Pearson; Jodi looking for replacement for her part-time staff member who left after 14 months, suggestions welcomed; Board of Trustees did fabulous job sourcing a vendor for the Library’s website; Scott of Starfire Web, Belchertown. Cost $800 with $200/year hosting fee. Jodi’s husband Bruce Klotz is interested in helping to integrate Historical Society (listed on Liaison report document in error as Historical Commission) and Library onto the Town’s new website.

**Elementary School**; Cara Castenson offered information about meeting with Amherst School Committee to discuss regionalization; vote was unanimous in support, next meeting is Tuesday 11/7/17; Response to Chinese Immersion Expansion request; Innovative Small Schools group includes parents, grandparents, community members, and Superintendent Michael Morris. They are working on the grant application to be completed by Dr. Morris for regionalization and support for small schools group.

**Regional School**; Emily Marriott updated on the Regional Assessment working group. Consultant, Mark Abrams, will complete report in November when it will be considered/edited. The report will help to find options for workable regional group. From Selectman Ribeiro’s email about Regional Schools, joint meeting was held to discuss regionalization and the Amherst Select Board voted to support the article for their town meeting next week.

Small School Innovative Group-Jessica Jean-Louis reported the group is facilitated by Tim Sheehan and will look at options for Pelham School. Next meeting will be on 11/16/2017.

**Old Business**

Selectman Pearson would like a discussion on how to respond to Select Board MVP survey citizens responses in general to be added to next agenda.

Preferred Norms for Meetings discussion needs to be added to agenda as discussion/action item. Chairman Martell did not put as first on agenda due to amount of material and people here for appointments and other business in order to let those individuals finish and leave. It will be added on 11/15/2017 under discussion/action item and tabled this evening. Selectman Pearson added that in her conversation with the MMA membership office this week she learned that the MMA should have sent out zip drives with copy of the Selectman’s Handbook when Selectman Pearson and Selectman Ribeiro joined the board. Selectman Pearson has requested that those be resent, as she has yet to see one and asked the office team to keep watch if they come in the mail for her and Selectman Ribeiro. She asked for help locating the statutes where it mentions items that Chairman Martell referenced in current meeting, including the agenda; order of items, and the chair’s role to add/remove items to the agenda.

Selectman Martell requested that any edits for the minutes that will be addressed at the next Selectmen’s meetings be submitted on Thursday by 3pm to Susannah so everyone can see and understand the edits prior to the meeting and vote to accept.

**New Business-**none.

**Adjournment**

Motion to adjourn at 8:34pm, seconded by Selectman Martell, motion passes.

**Documents Examined**

School Committee letter-Sarah Hall, Energy Committee letter-Peter Hepler, Resume-Courtney Call, Draft Collector/Treasurer job description & draft interview questions, Contract for Community Building Exterior Moisture Repair Contract, Liaison reports via email submission-Selectman Ribeiro, MVP grant survey results and citizens input, document listing key ideas about the survey.

Respectfully submitted,

Susannah Carey