**Board of Selectmen meeting minutes**

**4/19/2017, 6:30pm, Rhodes Building**

**Present:** Select Board members Alisa Pearson, Bill Martell, & Karen Ribeiro, Fred Vanderbeck-Finance Committee, Town Clerk-Kathy Martell, and Selectmen’s Administrative Assistant-Susannah Carey.

**Open:** Selectman Martell opened the meeting at 6:32pm.

**Minutes**

Minutes from 4/3/17 and 4/8/17 will be tabled until next meeting.

Selectman mar tell would like to add an addition to minutes from 4/3/17. After wording for Article 32, ‘On a motion by Selectman Ribeiro to approve Article 32,’ add in “to be put on the warrant.” On a motion by Selectman Martell to add the words ‘to be put on the warrant,’ seconded by Selectman Ribeiro, unanimously approved.

**Sign Annual Town Election Warrant**

On a motion by Selectman Martell to sign the Election Warrant, seconded by Selectman Pearson, unanimously approved. All 3 Board members signed 5 copies of the Annual Town Election Warrant and the documents were given to the Town Clerk.

**Town Office Computers**

The Town Clerk, Collector/Treasurer, and RAO already had their computers voted on and approved by the Select Board. Tonight Selectmen’s Administrative Assistant would like to have the Board approve one more computer, for Selectmen’s Administrative Assistant, and 2 monitors; for Ms. Carey and RAO. New quote will need to be requested from Tech 1. On a motion by Selectman Martell to give Susannah Carey permission to buy another computer definitive on a new quote to get a better price for all, seconded by Selectman Ribeiro, unanimously approved. Ms. Carey will contact Tech 1.

**Code of Conduct – Personnel Policy Manual**

Selectman Ribeiro had sent Ms. Carey and Performance tracking form for discussion by Board. Selectman Pearson would like to add this form in the code of conduct book since there isn’t one to draw upon right now and add a statement from the Select Board “our policy is.” When HCOG attended a past meeting, they had said that HCOG could offer HR support. Ms. Carey will contact HCOG and ask about code of conduct incidences and any forms they can recommend to Pelham. Selectman Pearson and Selectman Ribeiro stated that response has been made and the method used to respond within timeframe. Ms. Carey will also reconstruct the performance tracking form. Selectman Ribeiro mentioned that this form would be kept by the Board until performance review time and used collaboratively. Selectman Pearson agreed and would like Select Board members to consciously write down and keep a log and use as a procedural document. Kathy Martell had mentioned that if the Board members decide that the Town will this document use as a procedural tool and within the other departments, then it would need to be added to the personnel policy manual and a change would need to follow. Selectman Pearson suggested sending to department heads to implement and support the process. Selectman Ribeiro stated that the Selectmen could make a modification to the personnel policy manual since currently there is no Personnel Board in Town to help with this document. Selectman Martell mentioned that the Personnel Board needs to consist of people with experience. Selectman Pearson would like to reach out to residents that the Town needs new members for Personnel Board. Selectman Ribeiro will look into the HR department in Amherst School District for more guidance. Personnel Board past members, Jim Huber, Ken Gay, Sharron Downs, Bob Graves, and Mark Santos (Chair of Select Board).

Selectman Ribeiro read from pg. 11-grievance policy in the personnel policy manual. Selectman Martell stated in his 11 year tenure, there had never been interpersonal staff issues in Town with any employees until now. Selectman Ribeiro would like to proceed and use the performance tracking form going forward once Ms. Carey has created a similar sheet that works for the Town Office. The Personnel Board would need to be recreated on a need be basis-ad hoc board- as their schedule for meeting was only once a month if that much. They disbanded after 7 years. The Policy manual was created in 2004-2005 and approved in 2007. Original members on Personnel Board were Jim Huber and Sharron Downs.

On a motion by Selectman Pearson for the Board of Selectmen to implement performance tracking form for employees, seconded by Selectman Ribeiro, unanimously approved.

**Town Officials**-nothing from Town Clerk or Finance Committee.

**Public Comment**-none.

**Liaison Reports**

Highway-Selectman Pearson; nothing to report

Town Offices-Selectman Pearson; nothing new.

Fire Department-Selectman Martell; Ambulance calls keeping them busy.

Police Department-Selectman Martell; nothing to report.

Energy Committee-Selectman Pearson; appointment of Carol Cherrington.

Finance Committee-Selectman Martell; everything good, active group, meet as needed.

Library-Selectman Ribeiro; National Poetry month, mailer sent out recently from Friends, Tempest will be next performance in July on 21st-23rd.

School-Selectman Ribeiro; 4/30 Spring Fair, meet on May 3rd and May 16th. April meeting postponed.

Regional School-Selectman Ribeiro; School approved extension of acting superintendent Dr. Michael Morris, 2017/18 Calendar has been approved-grades 1 thr. 12 begin August 30th and K begins after. Next meeting on 4/26. Funding needs, 1-Replace Wildwood School boiler, and 2-Assessment of Fort River School building.

2 Formal resolutions put forward by Michael Morris, 1-for transgender students to use any facility choose, and 2-resolution for undocumented students within School. Selectman Martell hoped that number 2 wasn’t related to the Sanctuary town resolution because Pelham could stand to lose $100k in annual Federal Grant money if Pelham becomes a Sanctuary town. Selectman Pearson spoke with Representative Goldstein-Rose and he will be attending Town Meeting to clarify issue. There will be no cost associated with the resolution.

**Old Business**

There have been several phone and email inquiries into this issue. No word back from Attorney Doneski. Selectman Pearson would like Ms. Carey to respond back to KP Law. This item will be added on the next Select Board meeting agenda. Selectman Martell stated that it was sent to Attorney’s because the family who is maintaining the property now has been for about 20 plus years and their might be land rights involved.

**New Business**

Carol Cherrington would like to join Energy Committee, has included a signed letter of intent. On a motion by Selectman Martell to appoint Carol Cherrington to the Energy Committee for 3 year term, seconded by Selectman Ribeiro, unanimously approved.

Isabel Ryavec would like to join the Council on Aging and has included a signed letter of intent. On a motion by Selectman Martell to appoint Isabel Ryavec to the Council on Aging, seconded by Selectman Ribeiro, unanimously approved.

The Lt. Governor will be coming to Pelham on Thursday April 27, 2017 to have a formal signing with Pelham for the Community Compact Cabinet. All 3 Select Board members could attend if at 3:00pm. Ms. Carey will respond back with the new time chosen. On a motion to put on the notice board and website about the Lt. Governor’s visit to Pelham by Selectman Martell, seconded by Selectman Ribeiro, unanimously approved.

Board of Selectmen need to schedule executive session with Nancy Grossman. Will check to see if May 11th works (for all including Lori Turati) but will need to be after Scanlon, CPA, reconciles the Town checkbooks. Selectman Martell will contact Scanlon again for possible dates. Selectman Pearson would also like to address with Nancy the inquiries from residents about their checks not being readily deposited; lag time 3 weeks. Selectman Pearson will contact her via email and also will check if the ink issue was resolved with Rich Hall. She will contact Gail in the meantime to discuss.

Chief Thomann’s contract ends June 30, 2017 so an executive session needs to be scheduled with him either in May or June; 3-year contract renewal. Ms. Carey will contact him to get available dates.

Rick Adamcek needs to be reappointed in 2017 as well as his term is every 2 years.

Amherst Pelham Regional School sent a document to be signed by Chairman of Board of Selectmen authorizing the money in the Capital Plan for supported projects. Fred Vanderbeck was curious what the amount was for Pelham, and stated that this is recommended to sign every year. On a motion by Selectman Ribeiro to sign the letter authorizing the Amherst Pelham Regional School District to accept the Capital Plan for discussed projects, seconded by Selectman Pearson, unanimously approved.

Resident Mike Crowner of Daniel Shays Highway has sent a letter of complaint via email about not receiving Cable/Internet services at his home. Ms. Carey responded back after Chair’s direction to try contacting David Burgess, Assessor in Amherst, to see if there is anything to be done.

Town meeting is coming. Selectman Ribeiro will contact the school to see if desks could be used as tables in the hallway since there is limited space. 4 tables have already been ‘reserved’ for the Cultural Council, Friends of Library, Council on Aging, and Garden Committee to be in the School’s hallway. Ms. Carey will ask those requesting tables if 1 or 2 desks will suffice for spacing purposes or if a small table will be better.

Letter from Nancy Grossman involving the Board of Selectmen to tell department heads about invoices and directions. Selectman Ribeiro said the letter was attached to the warrant that the Board signs off on.

Another incident involving an invoice and Collector/Treasurer. Selectman Pearson will check to see that the issue has been resolved.

Next Selectmen meetings are May 10th and May 24th. Executive Session for Thursday May 11th with Nancy Grossman. Selectman Martell will let everyone know when Scanlon is available to reconcile the books for Pelham.

**Adjournment**

On a motion to adjourn by Selectman Pearson, seconded by Selectman Ribeiro, unanimously approved at 7:54pm.

**Documents Examined**

Annual Town Election Warrant, performance tracking discussion form, Amherst-Pelham Regional School document-Vote for Capital Plan projects, Amherst Public Schools Resolution.

Respectfully submitted, Susannah Carey