**Joint Board of Selectmen & Finance Committee Meeting Minutes**

**1/4/2016, Rhodes Building, 5:30pm**

**Present:** School Committee members Cara Castenson and Ron Mannino, APRSD Finance Director-Sean Mangano, Acting-Superintendent of Amherst Schools-Michael Morris, Finance Committee members John Trickey & Fred Vanderbeck, Stan Swiercz & Charles Thompson-Energy Committee, Town Clerk-Kathy Martell, Garden Committee-Cyd Reiman, Police Chief Gary Thomann, Fire Chief Ray Murphy, Todd Mongeon, Jodi Levine-Library, Cable Committee-Rusty Rowell, Planning Board-Abbie Jenks, Board of Assessors-Gwen Hubler, Select Board members Alisa Pearson & Bill Martell, and Selectmen’s Administrative Assistant-Susannah Carey.

**Open:** Selectman Martell opened at 5:30pm.

**Elementary School Capital Expenditures Budget**

Sean Mangano identified one capital project as high priority for FY2018.

$3,600.00 for 3 projectors plus $2,600 for 20 monitors; totaling $6,200.00.

Selectman Martell would like to hold off on approving the request until the Town has more information provided about how much the new website and new program for Records Access will cost. He suggested taking money from Free Cash first and write a warrant article later. The Select Board will let Sean know what has been decided.

**FY2018 Budget Roundtable Discussion**

John Trickey stated that no new money is expected from the State. There was little new growth in Pelham and with property tax collection. Planning Board is actively working on Town Center proposal and Housing Committee continues to work on a land survey for possible affordable housing in Pelham & identifying additional building areas.

Governor Baker will discuss his budget later on in January.

The Town of Pelham will see a Cost of Living (COLA) increase of 1.5% this year.

A list of meeting times with Finance Committee to discuss budget requests was handed out to each department. If board/committee wants to be level funded, contact John.

**Minutes**

On a motion by Selectman Martell to approve the minutes from 11/28/2016 & 12/12/2016, seconded by Selectman Pearson, unanimously approved.

**New Police Officer Todd Mongeon**

Chief Thomann currently has 2 part-time officer vacancies and 1 reserve officer vacancy. He has been understaffed for about 6 months. Mr. Mongeon has an extensive qualifications including teaching at WMass Police Academy, certified First Responder, CPR Instructor, & Police Officer. He will be filling weekend shifts and will have 2-3 shifts per month or about 16 hours. Selectman Pearson mentioned that the Police Department should actively look for diversity. Chief Thomann is still looking for more diverse officers for Pelham.

On a motion by Selectman Pearson to appoint Todd Mongeon as a part-time Police Officer, seconded by Selectman Martell, unanimously approved.

**Green Communities Annual Report**

Stan Swiercz has completed the Annual Report for energy usage at the Community Complex (gas & oil numbers included). This report needs to be completed so Pelham can stay as an active Green Community and be eligible for future grants. Stan was looking for Select Board to review and sign. Selectmen’s Administrative Assistant will send back to Jane Pfister and Jim Barry. New grant opportunities will be available soon and the Pelham Energy Committee will be looking into conservation/efficiency measures at the Library and Rhodes Building.

On a motion by Selectman Pearson to sign and approve the Green Communities Annual Report, seconded by Selectman Martell, unanimously approved.

**Name Public Records Custodians for Town Offices**

On a motion by Selectman Pearson to name the following as Custodians for Public Records, seconded by Selectman Martell, unanimously approved.

Susannah Carey for Selectmen’s Office

Nancy Grossman for Collector/Treasurer

Rick Adamcek for Highway Department/DPW

Chief Ray Murphy for Fire Department

**Town Officials**

Town Clerk Kathy Martell received an email from the State requiring every employee to complete the ethics test and conflict of interest paperwork within 30 days. These forms are generally completed every 2 years unless the wording changes.

Town Clerk would also like to see the Select Board send out a letter to those who are not sworn in to fulfill their term on their board/committee. Selectmen’s Administrative Assistant will compile such letter and get the list of individuals from Town Clerk who have failed to do so recently and on numerous occasions.

**Public Comment**

Rusty Rowell, Cable & IT Committee, would like to speak against the Elementary School Capital Request for FY18. The original intent for the money that is added to the Cable Account was to improve communications, possibly record events, and directly benefit subscribers of Comcast service. Rusty does not believe that the School should have access to those funds since there may be repercussions from Comcast if funds are not used as mentioned in original contract.

There is an IT meeting on Wednesday January 11, 2017 and the Select Board implores the Committee to come up with a plan for the town’s website by the next Select Board meeting on 1/17/17. The Pelham website is long overdue for a new program and is not functioning properly as there was a posting issue with a recent Select Board meeting agenda. In the past, a resident (Roger Conant) offered to create a new website but that wasn’t pursued further. The IT Committee will put together a summary/proposal of what can be acquired promptly by 1/17/17. Rusty also mentioned having a recommendation for email accounts as well. An idea to have a web committee created to focus on websites content management was mentioned, but the Select Board felt that creating another committee might hold the process up even longer for Town’s new website. Rusty will also find out about Axia, fiber optic that is in the lower level of the Rhodes Building, and why it is not currently being used as well as the cost to merge with Town of Amherst and utilize their server. The website will have a large price tag as well as the Laserfisch program for scanning records (for Records Access Officer & Town Clerk) and those costs need to be addressed.

**Liaison Reports**

Highway; Selectman Martell-several storms recently and crew has been really busy.

Town Offices-none.

Fire Department; Selectman Martell-none.

Police Department; Selectman Martell-Chief was recently on vacation and Officer Maynard filled in & did a good job.

Energy Committee; Selectman Pearson-stated looking into next round of grant opportunities at Library and Rhodes Building.

Finance Committee; Selectman Martell-Budget meeting for Select Board on 2/27/17 at 6:00pm.

Library; Selectman Pearson-nothing new.

Elementary School; Selectman Pearson-will have information on 17th from tonight’s School Committee meeting.

Regional School-none.

**Old Business**

Colonial Power sent new rates to Selectman Pearson. The new pricing sent on 1/4/17 would be higher than the basic service rate from Eversource. Selectman Pearson decided at this time it would not be worth the time to move forward on this agreement with Colonial Power.

**New Business**

Request for time off approved for Selectmen’s Administrative Assistant.

**Adjournment**

On a motion by Selectman Pearson to adjourn, seconded by Selectman Martell, unanimously approved at 6:45pm.

**Documents Examined**

Elementary School Capital Expenditures Budget request for FY18, Finance budget spreadsheet for Select Board, Minutes 11/28/16 and 12/12/2016, Resume-Todd Mongeon, Green Communities Annual Report, Colonial Power email with new rates for Aggregation.

Respectfully Submitted, Susannah Carey