**Board of Selectmen’s Meeting Minutes**

**11/28/2016, 6:00pm, Rhodes Building**

**Present:** Select Board members Alisa Pearson, Bill Martell, Jim Doubleday, Town Clerk Kathy Martell, Housing Committee Chair Jim Lumley and member Mollye Wolahan, Finance Committee member Fred Vanderbeck, Accountant Gail Weiss, Historical Commission Chair Joe Larson, Rich Hall, and Selectmen’s Administrative Assistant-Susannah Carey.

**Open:** Jim Doubleday opened the meeting at 6:00pm.

**Minutes**

On a motion by Selectman Martell to approve the minutes from 10/24/2016, seconded by Selectman Pearson, unanimously approved.

On a motion by Selectman Pearson to approve the minutes from 11/14/2016, seconded by Selectman Martell, unanimously approved.

**Housing Committee Consulting Contract**

Mollye Wolahan, Housing Committee member, presented the final contract for the Housing Consultant to the Board of Selectmen for signature. The original completion date of the Land Inventory Project was by the end of 2016 but now might be extended until January 31, 2017 or later. The Committee has recently met with the Chairs from the Conservation Committee, Board of Health, Planning Board, and Historical Commission and are working closely with them to determine where development can happen in Pelham with attention to particular areas involving wetlands, soils, historical sites, village center, etc. The Chairs of these Committee’s have not reached out to cross-educate our Town’s residents just yet, but will be once the Land Inventory Project is complete. This project is funded by CPA and cost for Consultant is $23,500.00. The Housing Committee was originally awarded $30k; $23,500.00 for Consultant, $3,000.00 for Connie Kruger, with future funds left for education/printing. Joe Larson, Chairman of Historical Commission, commented that the State is pressing Towns to have at least 10% low income housing. The probability of Pelham being a place for large development, as a previous analysis has shown, is not very likely.

On a motion by Selectman Pearson to approve and sign the Housing Consulting Agreement, seconded by Selectman Martell, unanimously approved.

**Aggregation Contract**

The town has been working with Colonial Power Group, Inc. on Aggregation. Recently Board of Selectmen members Alisa Pearson and Jim Doubleday shared a conference call with President of CPG, Mark Cappadona, to discuss rates/pricing options for our residents. The rate that was chosen, MASS Class 1 Recs, is a renewable energy product which is locally produced and offered by Hampshire Power, a local non-profit that would work and create jobs locally. At the time of the call, both members were under the impression that there would be a tax benefit for our residents offered to help with the rate increase. Recently Select Board member Alisa Pearson found out that the non-profit group that would help with the extra cost, MA Energy Alliance, will not work with Colonial Power Group. Also discovered in the petition submitted to DPU and DOER by Colonial Power, was a quote stating that the “Town will not accept pricing that is above the prevailing Basic Service rate.” This caused more confusion since the rate chosen for the Town on November 17th was above the basic rate offered by Eversource. A third concern was that Colonial Power was acting on the Town’s behalf as legal counsel through this Aggregation process. The Board of Selectmen would like the contract for Aggregation to be forwarded to town counsel for review and advice on what it would mean for the Town to get out of the contract with CPG. Selectmen’s Administrative Assistant will forward to town counsel.

**Finances with Accountant**

Gail Weiss, Accountant, let the Board of Selectmen know of upcoming due date to determine what is in Free Cash. Gail needs the information by the end of December, latest early January so it can be sent to DOR (takes about 2 weeks to get back from DOR). This figure is important for the budget and for Town Meeting in Spring. Nancy Grossman, Treasurer/Collector, will need to begin gathering the data needed and will communicate with Gail further. Progress report will follow at the next Board of Selectmen’s meeting on December 12th with Nancy.

**Records Access Officer**

Kathy Martell, Town Clerk, handed out job description for Records Access Officer position. This description will need to be adjusted once the new position begins. The Board of Selectmen would like Kathy to begin advertising in the paper and on Town’s website. The Select Board will begin reviewing any interested candidates by Dec. 19th, and would like to have someone hired by mid-January. There will be a 2 week training period with Kathy.

2 companies that offer programs with tracking spreadsheets are, Just FOIA and one that is small town orientated, FOIA Direct. Funding for either program could come from the Cable Franchise Expense account (255600.716). There is a upcoming presentation in Ware, MA for the FOIA Direct program and Kathy said it is geared towards small towns. Kathy recommends having either program in place for the January 1, 2017 launch date for the records requests.

Selectman Pearson will research the proposal by Kathy & Chief Thomann that the Police Department personnel be named as Assistant Records Access Officer for handling their own issues that need to be secure.

On a motion by Selectman Pearson to approve the job description for the Assistant Records Access Officer, seconded by Selectman Martell, unanimously approved.

On a motion by Selectman Pearson to approve advertising for the Assistant Records Access Officer position, seconded by Selectman Martell, unanimously approved.

Kathy will send the Selectmen’s Administrative Assistant the Program information discuss the advertising. The job description will state that it be open until the position has been filled.

On a motion to go into Executive Session by Selectman Doubleday and return to regular Select Board meeting following the Executive Session, Aye, Alisa Pearson, Aye, Bill Martell, Aye, Jim Doubleday, Executive Session begins at 7:19pm.

Executive Session ended at 9:16pm.

Return back to Regular Board of Selectmen meeting.

**Energy Committee Appointments**

On a motion by Selectman Doubleday to appoint Alisa Pearson to the vacant seat on the Energy Committee, seconded by Selectman Martell, Selectman Pearson abstains, motion carried.

On a motion by Selectman Doubleday to reappoint Stan Swiercz to a 3 year term on the Energy Committee, seconded by Selectman Martell, unanimously approved.

**Town Officials**-none.

**Public Comment**-none.

**Liaison Reports**-tabled until December 12th meeting.

**Old Business**

The Conference Call on November 17, 2016, between CPG and Select Board members Alisa Pearson and Jim Doubleday, was supposed to be posted as an official Selectmen’s meeting and Selectmen’s Administrative Assistant will add that to the notes.

**New Business**

The holiday party will be set for December 23, 2016 from 11:30-1:30pm.

The Selectmen’s Administrative Assistant, Susannah Carey, will have here 1 year performance review at the December 12th Select Board meeting.

The annual Massachusetts Municipal Association meeting will be January 20 and 21, 2017 in Boston, MA. Selectman Martell and Selectman Pearson will look at their schedules and let Ms. Carey know if attending.

**Adjournment**

On a motion to adjourn by Selectman Pearson, seconded by Selectman Martell, unanimously approved at 9:26pm.

**Documents Examined**

Housing Committee Consulting Contract, part II, and Assistant Records Access Officer job description.

Respectfully Submitted, Susannah Carey