**Board of Selectmen’s Meeting minutes**

**12/12/2016 at 6:00pm, Rhodes Building**

**Present:** Select Board members Alisa Pearson and Bill Martell, Chief Thomann-PD, Joe Larson-Historical Commission, Fred Vanderbeck-Finance Committee, and Susannah Carey-Selectmen’s Administrative Assistant.

**Open:** Selectman Martell opened the meeting at 6:13pm.

**Historical Complex Bell-Joe Larson**

The Historical Commission received a check for $2,000.00 from the estate of Elva Anderson to be dedicated solely to the care and maintenance of the Historical Complex’s bell. Joe Larson spoke with Accountant, Gail Weiss, about establishing an account under the Historical Commission as a trust fund that can be accessed in future. Currently the bell is in great shape.

On a motion by Selectman Martell to accept the $2000.00 check to be dedicated solely to ongoing care of the Historical Complex Bell, seconded by Selectman Pearson, unanimously approved.

**Anti-Idling Technology**

Select Board member Alisa Pearson asked Selectmen’s Administrative Assistant to look into costs regarding the part and installation for adding the anti-idling fuel management system to one or more Police vehicles. Selectman Pearson discussed this item with Jim Barry originally. Installation not quoted until make & model of cars are provided. Part cost $150.00 each. Island Tech Services is out of Enfield, CT and Springfield, MA and has worked with the West Springfield Police Department. Chief Thomann’s concern was for size of product if installed in his emergency vehicles. The anti-idle technology is 3.8” x 3.6” x 1.3” and weighs only 2lbs. Right now Chief Thomann captures fuel usage at the end of year. The Select Board would like the Treasurer/Collector to capture the fuel numbers monthly for the PD on an excel sheet, which will help the Energy Committee complete future reports. Rick Adamcek, Highway Superintendent, will have the figures for the diesel fuel. Chief Thomann will look into the technology.

**Hazard Mitigation Plan-Chief Thomann**

Chief Thomann had copies made for the Select Board, Planning Board, Police, and Fire Departments. The team that worked on the Hazard Mitigation Plan for Pelham included members from Highway, Police, Fire, Conservation Commission, Planning Board, Select Board, and Board of Health. The project was funded by a grant from MEMA and the Mass Dept. of Conservation Services (formally Dept. of Environmental Mgmt). The Hazard Mitigation Plan was updated and designed to develop a platform for handling the Town’s issues that may arise. The last plan was completed five years ago. There is no financial obligation for the Town at this time but on page 67 there is a list of future Mitigation Strategies to be implemented. The Notification System is listed as very high priority for 2017 time frame and is overseen by the Select Board/EMD. There is a grant available for $2,400.oo for the reverse notification system, 1 year from the MEMA timeframe. When the Hazard Mitigation Plan was being put together, Drought and Forest Fires were included and listed as low priority. Ironically, since the completion of the Plan there has been both a forest fire and drought in Pelham, which has had an extreme impact. John Trickey would be someone to discuss implications of costs with and Rick Adamcek could speak to culverts and dams in Town. There is no penalty or requirement for the Town to fix what is listed (page 67).

On a motion by Selectman Pearson to accept the Hazard Mitigation Plan, seconded by Selectman Martell, unanimously approved.

**ESA for Aggregation**

The Select Board viewed the recent pricing and rates for the Community Aggregation from Hampshire Power sent Monday December 12th. Selectman Pearson did not see the Brown 1% Mass Class I rates and will email Denise at Colonial Power. This item will be tabled until the next meeting.

**Update on Free Cash-Nancy Grossman**

Collector/Treasurer Nancy Grossman updated the Board of Selectmen on the progress. 1 of 3 reports have been filed currently. Good progress was made during the last 2 Thursday meetings that Nancy and Gail have had and Nancy will continue submitting more information to the Accountant. Nancy didn’t expect any delay in acquiring the Free Cash figures.

Nancy mentioned tax titles and spreadsheets Edna used that would need to be updated with tax id numbers, etc. She also mentioned that the tax bills will be done by December 30th. The school will let Nancy borrow their envelope sealer which will save Nancy lots of time.

Nancy wanted to know what the policy was for charging for late tax bills; was there a grace period or is any day over the due date chargeable. Selectman Martell will speak to Edna about her past processing. The Town gets 40 cents/$1,000 in interest. Less than 10% of residents pay 30 days or more late. Nancy would like to encourage tax payers at the beginning of the year to pay on time to avoid any fees.

Nancy wanted to know if she was out for an extended amount of time, what would the sick time coverage period be. The Accountant could process payroll if need be.

Nancy also mentioned about past ‘training periods’ that have come and gone for her. Nancy said that there are still some required annual reports that are continuing to pop up that she is unfamiliar with. Nancy wondered if Town is willing to let her accrue comp time for all the extra research that is falling onto her shoulders and is it possible to work on a Saturday in place of another day during the week and have more uninterrupted time. These could be future agenda items for Select Board to consider.

**Town Officials-**none.

**Public Comment-**none.

**Liaison Reports-**

School Committee-Selectman Pearson; The cost that the Town pays for charter school students is increasing by $42,000.00; proposed increase to budget of $180,000. A new roof (funded by Capital Plan) is needed in 2025 and a new energy system for 2024.

Energy Committee-Selectman Pearson; Bernie Kubiak (HCOG) would like to tackle the big ticket items for possible grants and will be looking to vendors for quotes. HCOG is helping the Town through the META Grant.

Highway-Selectman Martell; Highway employees have been busy with latest weather-have 4 guys working during storms.

**Old Business**

Selectman Martell reported that Kathy Martell, Town Clerk, was at meeting to learn about program for tracking records requests but there was a glitch in the computer system and caused the meeting to be rescheduled for today; cancelled due to weather. Selectman Pearson spoke with Lauren Goldberg at KP Law and agreed that each department would be their own access officers with Kathy as the main or ‘super’ RAO.

**New Business-**none.

**Next Select Board meetings-** January 3 and January 17 for budget meeting (Tuesdays at 6pm).

MMA Registration for Alisa and Bill. Selectmen’s Administrative Assistant will register both for just the meetings. Hotel arrangements made by Selectmen themselves.

On a motion by Selectman Martell, Aye, to enter Executive Session for Annual Performance Review of Susannah Carey and not reconvene back in open session following, seconded by Selectman Pearson, Aye, Executive Session begins at 7:15pm.

Notes taken by Selectman Pearson for Executive Session.

**Documents Examined**

Email regarding Historical Complex Bell donation, New rates for Aggregation, anti-idling technology part, Hazard Mitigation Plan.

Respectfully submitted, Susannah Carey