**Board of Selectmen meeting minutes**

**9/12/2016, 6:00pm, Rhodes Building**

**Present:** Select Board members Alisa Pearson, Jim Doubleday, Bill Martell, Finance Committee Chair-John Trickey, Town Clerk-Kathy Martell, Selectmen’s Administrative Assistant-Susannah Carey, Janet Scott.

**Open:** Opened by Selectman Doubleday at 6:00pm.

**Minutes**

On a motion by Selectman Pearson to accept the minutes from 8/8/2016, seconded by Selectman Martell, unanimously approved.

Minutes from 8/29/2016 will be revisited in Executive Session.

On a motion by Selectman Pearson to accept the changes to minutes from 5/10/2016, seconded by Selectman Doubleday, unanimously approved.

On a motion by Selectman Pearson to accept the changes to minutes from 5/13/2016, seconded by Selectman Doubleday, unanimously approved.

1. **Harvest Supper Request**

On a motion by Selectman Martell to accept request from Historical Society to hold Harvest Supper in Old Town Hall on September 24, 2016 from 6:30pm-8:30pm, seconded by Selectman Pearson, unanimously approved.

**2. Reappointment-Heidi Dollard**

On a motion to reappoint Heidi Dollard to the Garden Committee by Selectman Pearson, seconded by Selectman Martell, unanimously approved.

**3. Job Description for Assistant Records Access Officer (RAO)**

Kathy Martell handed out a sheet describing job duties for the RAO, procedures that the RAO will follow when handling a request, and the hours and rate for the position. The Assistant RAO is a new person to be hired who will be receiving the records request in the Town Office under the supervision of the Town Clerk and Board of Selectmen. The Town will have 10 days to answer any emailed or hand written request or else the Town is liable to get sued if the request is not fulfilled within the 10 days. An extension can be obtained through the records division in Boston. The 10 day period begins the day the request is received. A tracking sheet will have extensive information including: date of request, request response deadline, dept or person responsible, requestor, data requested, format requested, form of request, first response to request date, response format, first respondant, request forwarded to, date forwarded, response forwarded to, response forwarded to again, request completed date, respondant of data requested, response, contact Boston or not, Boston RAO reply, & final resolution. The State will still require paper records for tracking of the requests to keep on hand.

$5,000.00 was approved at the May 2016 Annual Town meeting for the RAO position. About $4,200.00 is still needed and needs to be requested at the Fall Town meeting in a warrant article. The additional funds requested are based on the Assistant RAO working 5 days a week, 3 ½ hours per day, totaling 17.5 hours per week @ $15.00 per hour (non-benefited position). Kathy and Susannah need to figure out what equipment the office will need for this new position; desk, computer, printer, etc. A webpage will have to be created for the new RAO from a link on the Town’s website (mandated by State) and the password will be shared with the Town Clerk.

Selectman Pearson suggested helping with human error by setting up automatic generation of post dates and an online form that automatically cc’s RAO from person that specializes. She can help Kathy with that.

The new position will need to be in place and trained before January 1, 2017 as that is the date the provisions of the new law will take effect. The new Assistant RAO will take away some of the burden of tracking and less of the workload from the Town Clerks desk. Right now the Town Clerk receives 10 to 15 requests per month. The job description needs to be done by October 10th with hiring in November.

Selectman Pearson shared information about the updated Public Records Law and duties she found online for the RAO. She would like to see those duties and/or guidelines worked into the job description for the new Assistant RAO.

Kathy Martell, Town Clerk, would like the Select Board to put a warrant article on the Fall Town Meeting for the additional $4,200.00 needed for the Assistant RAO position. The Town Clerk and Selectmen’s Administrative Assistant will work together and create the warrant article. John Trickey, Finance Committee Chair, suggested using wording ‘raise and appropriate.’

On a motion by Selectman Pearson to raise and appropriate $4,200.00 in addition to the $5,000.00 that was approved at Spring Town Meeting for the Assistant Records Access Officer to go on the Fall Town Meeting warrant article, seconded by Selectman Doubleday, Selectman Martell abstains, motion passes.

**4. Slow Down Sign-South Valley Road**

Complaint received and request for School Zone sign across from house # 7A on South Valley Road before School/Library parking area entrance. Rick Adamcek, Highway Superintendent, should have a sign to post and will be informed.

On a motion by Selectman Doubleday to place a School Zone sign at the end of South Valley Road before School/Library parking area entrance, seconded by Selectman Martell, Selectman Pearson abstains, motion passes.

John Trickey, Finance, noticed that upper North Valley Road needs a sign stating ‘no outlet,’ ‘bridge out,’ or ‘road closed.’ Selectman Martell will contact Rick.

Kathy Martell, Town Clerk, requested a ‘Stop Sign Ahead’ sign before the end of Harkness Road where it meets Amherst Road as it is hard to see sign around corner and before go down the hill.

On a motion by Selectman Pearson to place a ‘Stop Sign Ahead’ sign before intersection of Amherst Road and Harkness Road, seconded by Selectman Doubleday, unanimously approved.

**5. IT Discussion-website**

The IT Committee is in the process of writing an RFP for the new website and getting it out to bid. The launch of a new website won’t likely happen until June 2017. The Committee would like to contact the Town of Amherst to see if they would be willing to share website information and help the committee with the set up of the new website. If the current website fails now, the committee would defer to ‘my town government’ website originally suggested by Town Clerk. It costs $99/year and is used by over 20 towns. The IT committee would like the Board of Selectmen’s permission to ask Amherst Regional School Administration if they would help Pelham.

On a motion by Selectman Pearson to approve the IT Committee to go to the Amherst Regional School Administration for advice on the website, seconded by Selectman Doubleday, unanimously approved.

**Town Officials**

Kathy Martell spoke about the Dog License fund. Part of the funds are kept for Town Clerks fees and the balance is given to the Elementary School Library. To date no money has been turned over to the Library. Gail Weiss, Accountant, is looking into this.

A warrant article needs to be created for Fall Town meeting. Gail will give Selectmen’s Administrative Assistant a warrant article on Saturday.

On a motion by Selectman Pearson to transfer funds of an amount of money from “Hampshire County Dog Fund” or other such name to the Elementary School Library, seconded by Selectman Doubleday, unanimously approved.

John Trickey pointed out that the Snow Removal Wages account, 015423.111 has balance of $80,459.00. He believes that wages and materials numbers got combined by accident and should be two separate line items. Selectman Martell agreed and will speak to Nancy, Tax Collector/Treasurer or Gail Weiss, Accountant.

John Trickey also informed the Board of Selectmen that the Town of Longmeadow is out of money. There is no more land to build on and the tax base isn’t going up. Pelham is $3.79 away from that number. Selectman Martell stated in December 2016 we will know what Free Cash is for next year.

**Public Comment**-none.

**Liaison Reports**-

School; Selectman Pearson stated the school meets on October 5, 2016.

Fire; Selectman Martell stated that everything is the same.

Police; Selectman Martell stated that the Full time officer is working out well.

**Old Business**

Fall Town Meeting childcare was discussed. Selectman Pearson spoke to Lennie Ware, afterschool program, and discussed a draft sheet for information to be filled out by parents who seek childcare for the Town Meeting. Cost for Fall Town Meeting will be $5.00 for the first child, and $3.00 for each additional child after. Time should be added from 6:30pm to 8:30pm (approximately) and age of 3 years and older will be supervised. Sign ups in advance will help Lennie determine number of staff/helpers and information could be put in the School newsletter by the principal, Ms. Desjarlais.

On a motion by Selectman Pearson to approve the childcare for Fall Town Meeting to be managed by Lennie Ware according to the paperwork, and voluntary School Release Form, seconded by Selectman Martell, unanimously approved.

Kathy Martell would like to see the Space Needs Committee reinstated. Currently the vault is housed in a separate location from the Town Clerks office as well as Election voting. The Town Office also has storage issues with old records stored above both the Town offices and Highway Garage. The Town Clerk would like to see a large meeting room, basement location for the vault to be housed, and a handicap accessible bathroom in the Rhodes Building. An architect would need to draw plans for the Town office if an extension was of interest. Right now the vaults fire door is not up to code or State approved. All of the Town’s records won’t fit in the vault now either. The Town Clerk would like the Select Board to think about this for the future.

Veteran’s Inter-Municipal Agreement has come back with small changes to review. The Board of Selectmen decided to keep the original without edits from the Attorney. This exact contract is used by 9 other towns, so any changes made to the original contract will cause disruption with the Veteran’s service agent.

On a motion by Selectman Martell to sign the Veteran’s Inter-Municipal Agreement without the edits/changes by the Attorney, seconded by Selectman Pearson, unanimously approved. The Selectmen’s Administrative Assistant will forward to City of Northampton.

**New Business**

Selectmen’s Administrative Assistant asked how many articles were going to be added to the Fall Town Meeting since the Board of Selectmen will be finalizing those articles at their next meeting on 9/26/2016; 2 are going to be submitted.

**Adjournment**

On a motion to adjourn by Selectman Pearson, seconded by Selectman Martell, unanimously approved at 7:51pm.

**Documents Reviewed**

Job Description, procedures, wage and schedule-Assistant Records Access Officer, Fall Town Meeting Childcare insurance release form and informational sheets with edits from Lennie Ware, Veteran’s Inter-Municipal Agreement.

Respectfully Submitted, Susannah Carey