**Board of Selectmen Meeting minutes**

**7/11/2016, 6:00pm, Rhodes Building**

**Select Board members present:** Alisa Pearson, Jim Doubleday, Bill Martell

**Others present:** Town Clerk-Kathy Martell, Selectmen’s Administrative Assistant-Susannah Carey, Rusty Rowell-IT Committee Chair.

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

**Minutes**

On a motion by Selectman Martell, seconded by Selectman Pearson, minutes from 6/13/2016 were unanimously approved.

On a motion by Selectman Martell, seconded by Selectman Pearson, minutes from 6/24/2016 were unanimously approved.

Selectman Martell handed out minutes from 5/10/2016 and suggested the language was not clear and should be changed. Paragraph beginning at bottom of page 1 with ‘Selectman Martell stated that Ms. Grossman…’

On a motion by Selectman Martell, seconded by Selectman Pearson, unanimously approved to change the language in the minutes from 5/10/2016 (see minutes in Select Board binder). On a motion by Selectman Pearson to give an updated copy of the minutes from 5/10/2016 to Ms. Grossman who was present that day, seconded by Selectman Martell, unanimously approved.

Selectman Doubleday also pointed out that the language in the minutes from 6/13/2016 discussing Picturing Pelham would also needed to be addressed. The minutes state there would be Artwork hanging inside the Community Building for display and sale. Sale of any artwork has not been approved in Town at anytime and Ms. Maroulis needs to be contacted as soon as possible for the event in September. Any purchasing should go through the Committee and not be held at the event. The Board would like the Selectmen’s Administrative Assistant to pass along to Ms. Maroulis the message that was created at the meeting:

“The Board of Selectmen stress that private sales should not take place inside the public buildings and any related transactions should occur after the completion of the event.”

On a motion to accept the statement created regarding sales in Town, seconded by Selectman Martell, unanimously approved.

Selectman Martell would like the Selectmen’s Administrative Assistant to type up the minutes for every meeting and have a draft available for review before the meeting to all Select Board members within 7 days. She may email them to all 3 board members.

**6.IT Committee**

Rusty Rowell, chair of Committee, came to discuss the mechanics of the IT Committee, if the Select Board wanted the group as an Advisory Committee, and how the IT Committee can get information to the Select Board. Rusty would attend 1st or 2nd Board of Selectmen’s meeting every month to update the Board as needed on progress with the RFP (request for proposal) and Website. Discussion followed regarding what occurs once an RFP is received and the evaluation of the bid. Rusty also mentioned if the Town would down the road be moving towards an IT department role for Pelham.

There was also mention of the vacancy on the Committee that Town Clerk-Kathy Martell would be glad to fill. The Select Board spoke about how Kathy should work with the IT Committee since she is main user for posting to the website and the site needs to be easy to use. Kathy stated that after elections in November until the end of December would be a good time to implement the new Website. Rusty thought the new website would cost around $10-$15k and the Board of Selectmen would have the final say regarding the RFP. The IT Committee could use social media to get a perspective of what the public wants and public information regarding the use of the Town’s website. The Committee would also require vendors to present their visual look as part of the whole package for the website, and possibly require the vendors to have training available for those employees/Board & Committee members. Rusty stated that there eventually will be a growing need for an IT position in Pelham and would like to inform the Finance Committee about the possible cost down the road, the Select Board agreed. Ultimately the Board of Selectmen would like to be kept up to date on the monthly progress, look at the requests that come in, and evaluate the requests at a later time with the IT Committee. Selectman Pearson asked that the IT Committee get back to the Board by mid-September with proposals. Rusty stated that all the proposals received are sealed and won’t be viewed until all bids are collected. Rusty would like Kathy Martell to be on the Committee.

On a motion by Selectman Pearson to add a 5th member to the IT Committee, seconded by Selectman Martell, unanimously approved. On a motion by Selectman Pearson to appoint Kathy Martell to the IT Committee, seconded by Selectman Doubleday, Selectman Martell-abstains, motion passes.

**1+2.Fall Town Meeting Date, Finalize warrant, Slate mailing**

Kathy Martell worked out the Fall Town Meeting date with Dan Robb, Moderator, and drafted the calendar for the Boards review.

On a motion by Selectman Pearson to approve the Fall Town Meeting calendar, seconded by Selectman Martell, unanimously approved.

Selectmen’s Administrative Assistant asked if quotes would need to be obtained for printing, folding, taping, and labeling the warrant as was done for the Spring Town Meeting. Collective Copies and Amherst Copy & Designworks will be contacted for quotes.

**3.Appointment of Amanda Huhmann from Associate to Full member ZBA**

On a motion by Selectman Martell to appoint Amanda Huhmann to full member of the ZBA, seconded by Selectman Pearson, unanimously approved.

**4.Vacation Carry-overs to FY2017**

Every new fiscal year Rick Adamcek, Gary Thomann, Paul Ritter, and Ed Chapin are allowed to carry-over their vacation time. On a motion by Selectman Martell to allow Rick Adamcek, Gary Thomann, and Paul Ritter to carry-over 40 hours and allow Ed Chapin to carry-over 32 hours, seconded by Selectman Pearson, unanimously approved.

**5.Select Board member on Capital Planning Committee & Pioneer Valley Transit Authority**

Jim will join the Capital Planning Committee and Bill will remain on the PVTA.

**7.Transfer Money to Balance Accounts**

Every fiscal year the Board of Selectmen transfer money and balance accounts for new Fiscal Year. Selectman Martell has spoken to Gail Weiss, Accountant, and would like to give a copy of the transfer amounts to Finance Committee once approved.

On a motion by Selectman Martell to transfer total of $2,216.52 from account: 015132.780 Reserve Account, to cover accounts listed below, seconded by Selectman Pearson, unanimously approved.

015146.111 Collector’s Salary $1,878.97

015424.700 School Signal Light $ 142.00

015511.690 Quabbin Health $ 195.55

Total: $2,216.52

**8.Request for Minutes from 4/20/2016 Executive Session**

Request from Mr. Andre Ryerson on 6/21/2016 for a copy of the minutes from Executive Session on 4/20/2016. The Board of Selectmen will not release the minutes at this time and not sure if they will ever be released. The Selectmen’s Administrative Assistant will call Mr. Ryerson.

**9.Choose Bond Amount for Collector & Treasurer**

On a motion by Selectman Martell to set Bond amounts to $100k each for the Collector & Treasurer’s Bonds, seconded by Selectman Pearson, unanimously approved.

**Town Officials**

Kathy Martell spoke to Dan Robb about having babysitting available for Town Meeting. Selectman Pearson mentioned Lennie Ware, who runs the afterschool program at the Pelham Elementary School. Selectman Martell stated that we would have to raise and appropriate the funds for the babysitting and would like to check with MIIA regarding liability. Selectman Pearson will ask Lennie Ware and thought that maybe more younger adults with small children would attend Town Meeting if there was this service available.

New Collector/Treasurer is asking for a $1,200.00 envelope sealer and asked the Town Clerk and Selectmen’s Administrative Assistant if they would use it and contribute to the cost. Both the Town Clerk and Selectmen’s Administrative Assistant stated that they wouldn’t benefit from having an envelope sealer since they both don’t send a ton of mail. The Board stated that the cost of a used sealer is too much money.

Early Voting for the Presidential Primary begins in late October and ends early November. There is a possibility that another site could be used for voting other than in the Rhodes Building. The map of the new office set up (Town Clerk & Selectmen’s Office) would function well for early voting and the voting would take place during work hours. There could be lines due to number of voters for this Presidential Primary and the handicap voting station needs to be set up as well. It doesn’t appear at this point that there will be too much of an interruption in work that occurs in that same space. Selectman Doubleday asked if wifi will be set up for the office spaces, and our IT Company, Tech1, will have to be contacted to keep the office running. Measurements for cords should be accounted for before their arrival.

Records Request person was discussed after looking at the map of the Select Board and Town Clerks new office setup. Kathy discussed getting a laptop for the new person and they could work either with the wifi access or be connected through cables/wires. The position was only originally funded for $5,000.00 but there would need to be another Town Meeting vote to obtain more money for that person. Selectman Doubleday asked that if the new person got a call related to tax question could they pass that call along to the Tax Collector? Kathy stated that the Select Board would need to state who is an access records officer in the building and then that could happen. The main job of the records person is to get records into accessible formats. The Select Board would like Kathy to create a list of tasks and/or job description and when the State sends guidelines to help towns, add any of those to the list. That description and tasks will be presented to John Trickey, Finance Committee, at a later time. The position officially starts January 1, 2017.

**Public Comment-**none.

**Liaison Reports**-Police, Selectman Martell-Everything going well with new full time position in Police Department.

Selectman Pearson heard there might be something wrong with MDM, will ask Rick.

**Old Business**

Fire Chiefs Legislation has been Enacted and is laid before the Governor. Request from Brad in Rep. Ellen Story’s office to draft a letter from the Board of Selectmen stating the urgency to sign by 7/15/2016 due to the upcoming Fire Chief’s birthday on 7/16/2016. All 3 Selectmen signed the letter and it will be stamped by the Town Clerk and sent asap. If the Bill doesn’t get signed by Friday 7/15/2016, then the Board of Selectmen can appoint the Chief as ‘Fire Commissioner.’ On a motion by Selectman Martell, seconded by Selectman Pearson, unanimously approved to sign the letter.

The deed for Community Hall was discussed and an attorney was contacted. Selectman Doubleday spoke to Joe Larson and they will notify Kathy Martell-Town Clerk if they need a certified copy of Town Meeting vote.

**New Business**

Rick Adamcek will encumber the money left in Highway Account for Catch Basin Cleaning (about $5,000.00).

Stan Swiercz, Energy Committee, sent the Green Community Annual Report and would like the Board to review and have the Chair sign the signature page and send back to him.

Next regular meeting August 8, 2016. New meetings set will be September 12th and 26th.

**Adjourn**

On a motion to adjourn by Selectman Martell, seconded by Selectman Pearson, unanimously approved at 8:10pm.

**Documents Reviewed**

Fall Town Meeting Calendar, Letter to Governor Baker for Fire Chiefs Bill, Map of new office set up (Town Clerk & Selectmen’s Administrative Assistant), Energy Committee Green Community Annual Report, Quote for new Envelope sealer for Collector/Treasurer.

Respectfully Submitted, Susannah Carey