**Select Board Meeting Minutes**

**February 22, 2016, 6:00pm, Rhodes Building**

**Select Board members present:** Jim Doubleday, Bill Martell, Mark Santos

**Others present:** Kevin Hartzell-Conservation Committee, Police Chief-Gary Thomann, Highway Superintendent-Rick Adamcek, Town Clerk-Kathy Martell, Selectmen’s Administrative Assistant-Susannah Carey, Amy-Town of Amherst DPW, and Finance Committee members-John Trickey, Tara Loomis, Fred Vanderbeck, and Jay Leonard.

**Open:** Selectman Santos opened the meeting at 6:02pm.

**Minutes**

January 25, 2016

On a motion by Selectman Martell, seconded by Selectman Doubleday, the minutes were unanimously approved.

February 18, 2016

On a motion by Selectman Doubleday, seconded by Selectman Martell, the minutes were unanimously approved.

**Budget Report FY2017**

Selectmen’s Administrative Assistant, Susannah Carey, passed out Budget Proposal forms and read the figures added to the FY2017 Requested column. There was a question from Tara Loomis, Finance committee, about why the amount requested for the Ambulance was to rise from $26k to $28k. Ms. Carey responded that a new contract was being generated with the Town of Amherst and this is the expected figure given to date by Claire McGinnis. Selectman Martell also added that the Town of Amherst was in the process of hiring a new Town Manager. The Finance committee didn’t have any other objections to the proposal at that time.

**Community Building Planting Plan**

Kevin Hartzell, Conservation Commission, handed out a proposed map for plantings around the generator and Town of Amherst water infrastructure at the Community Building along Amherst Rd/South Valley Rd. Mr. Hartzell would like to add plants that both look and function well for this particular area including grass cover, wildflowers, and shrubs that may only need pruning maybe once every 10 years. Rick Adamcek, Highway Department, and Chief Thomann, Police Department, liked the plan because it was non-obstructive, low maintenance, the plantings were not too tall, and it will be easy to maintain. Selectman Martell asked Amy from the Town of Amherst DPW, and Highway Superintendent Rick Adamcek if they will be able to maintain the grass throughout the year and check for pruning needs annually; both agreed. On a motion by Selectman Doubleday to approve the proposed planting plan for the Community Building, seconded by Selectman Martell, the plan was unanimously approved.

**Partridge Barn Timbers**

Cyd Reiman from the Garden Committee spoke of the timbers that were saved when the Partridge Barn was taken down on Meeting House Road. The Community Garden Committee blocked and covered the timbers for preservation and now wants to use the wood to construct a pavilion and maybe a few picnic tables on the barn’s existing concrete slab. This area will be the future site of the Community Garden plots. Ms. Reiman has spoken to the CPA about making the site more user friendly and adding a handicap parking space. Ms. Reiman also asked if the Garden Committee could market those timbers and keep the money for the Garden Committee to use. Selectman Martell didn’t have a problem with the Garden Committee keeping the funds, but would like to talk with the Town’s accountant, Gail Weiss, for a legal opinion. Town Clerk Kathy Martell said that usually whatever a committee sells, the money generally goes back into the general fund which is controlled by the Select Board. There needs to be a warrant article at the Spring Town meeting to get the money out of the general fund and back to the Garden Committee.

**Revolving Account for Garden Committee**

Ms. Reiman wanted to know what the difference was between the gift and CPA account, which the committee already has, versus the revolving account. A Revolving Account has an amount you initially put in. You can spend the money without vote from the Town as long as you don’t go over the amount you originally put in. The article needs to use generalizations; ex. “used on seeding, fertilizer and gardening equipment, and land use donations;” and must put in revenue source. Selectman Martell will provide Ms. Reiman with preferred warrant article language to use. The Select Board will finalize articles for the Spring Town meeting sometime between March 10, 2016 and April 11, 2016.

**Complete Streets Program**

Rick Adamcek, Highway Superintendent, attended a seminar in Hadley, Ma. The program will cover repairs, design, changes to make the Town’s streets more user-friendly to all kinds of traffic; bikers, walkers, cars, buses. The State is funding up to $400,000 for each town in the Commonwealth. Mr. Adamcek thinks that possible projects in Town to start with include line painting and painting chevrons onto the road for bikers. Mr. Adamcek would like the Select Board to appoint a committee and try to include members from the Planning Board, Select Board, Conservation Commission, Police, Highway, possibly residents, and someone from the village center. Projects must be completed by June 2017. The Town can apply for funding to help write the policy and the newly appointed committee can go through what the program is offering and what will and won’t work for Pelham. Selectman Martell would like some information about the project on the Town’s website. Town Clerk, Kathy Martell, suggested that the Complete Streets Program be added as a topic at the Department/Committee heads meeting in the future. On a motion by Selectman Doubleday to form a committee for the Complete Streets Program, seconded by Selectman Martell, unanimously approved.

**Highway Revolving Account**

Mr. Adamcek inquired about a revolving account for the Highway Department. He would like to see the FY2017 spending limit set at $5,000. Police Chief Thomann suggested it be $7,500 just like the Fire and Police Department. The revenue source would be for Permit fees (trench, driveway, curb cuts) and the use of funds would be for equipment, supplies, and professional safety courses. Rick will draft a warrant article.

**Utility Pole Petition and Right of Way**

An email from Attorney Katharine Klein was reviewed. Selectman Doubleday suggested that we contact Mr. Zhang at Mobilite through a general email for specific plans of what he wants to do in Pelham. Highway Superintendent, Rick Adamcek, oversees the placement of new utility poles in Town then gives the go ahead to the Select Board. Selectmen’s Administrative Assistant, Susannah Carey, will draft a general response letter to Mr. Zhang at Mobilite and send via email.

**New Home Occupation By-Law**

The Select Board reviewed documents submitted by the Planning Board and Selectman Martell suggested that it be sent to the Town’s Attorney, Katharine Klein. Selectman Santos agreed. Selectmen’s Administrative Assistant, Susannah Carey, will send the document immediately. On a motion by Selectman Doubleday to send the New Home Occupation By-Law document to Katharine Klein at Kopelman & Paige, seconded by Selectman Martell, unanimously approved.

**Liaison Reports**

* Highway-Selectman Doubleday-Highway workers have been fixing potholes and the Amherst Road extension filed by the construction company for project was denied by the State (to pave road in 2017).
* Town Office-Selectman Doubleday-Kathy Martell had 14 poll workers at the election training but would like to see the Select Board push for more workers to help out.
* Fire Department-Selectman Martell-everything ok.
* Police Department-Selectman Martell-Police Chief Thomann had a formal request from the Town of Amherst requesting 5 officers for the Blarney Blowout and accepted.
* Energy Committee-Selectman Santos-Rick Adamcek, Highway Superintendent, had the Community Center’s bidders walk-thru on 2/24/2016 at 10am. Bid opening is March 2, 2016 and after bids go to Mr. Schafer, Schafer Engineering Associates, a recommendation will go to the Select Board with the best candidate.
* Finance-Selectman Martell-none.
* Library-Selectman Santos-ok.
* Elementary School-Selectman Doubleday-School will have to decrease from 6% to 2.5%; big cuts are coming to make this happen.
* Regional School-Selectman Santos-nothing yet.
* Town Administrator-none.

**Old Business**

Colonial Power Contract- Selectman’s Administrative Assistant is waiting for a signature from President Mark Cappadona, a copy will then be forwarded to be kept on file for our records. The next step would be to have Colonial Power representatives contact us to set up a meeting and present rates to the Select Board.

MBI Funding Email- Selectman’s Administrative Assistant will be drafting a letter to send to Governor Baker regarding the ‘pause’ in funding the broadband build-out overseen by MBI.

The write-up for the Select Board’s report for the Town Report book looks good. Selectmen’s Administrative Assistant will finalize and add to the book.

**New Business**

Seeclickfix.com- A free app. for Town’s residents to report non-emergency information. The Select Board wasn’t interested in this service at this time.

Virtual Towns Website- A business that helps with web design and other IT demands. Select Board suggested passing along to IT Committee.

Next Regular Select Board Meetings 2016: March 14th and March 28th

April 11th

**Adjornment**

On a motion by Selectman Doubleday, seconded by Selectman Martell, the meeting was adjorned at 7:27pm.

**Documents Reviewed**

Community Building Planting Plan, FY2017 Budget Proposal, Utility Poles Petition email, New Home Occupation By-Law, MBI Funding email, Selectmen’s report write-up, Seeclickfix.com email, Virtual Towns & Schools Website Company email.

Respectfully Submitted,

Susannah Carey

Selectmen’s Administrative Assistant