**Selectboard Meeting minutes**

**March 14, 2016, 6:00pm, Rhodes Building**

**Present:** Selectman Martell, Selectman Santos, Selectman Doubleday, Town Clerk-Kathy Martell, Selectmen’s Administrative Assistant-Susannah Carey, Finance Committee member Fred Vanderbeck.

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

**Minutes**

February 22,2016. On a motion by Selectman Doubleday, seconded by Selectman Martell, the minutes were unanimously approved.

**Appointment of Nora Maroulis**

On a motion by Selectman Doubleday, seconded by Selectman Martell, Nora Maroulis was appointed to the Cultural Council, unanimously approved.

**KOFILE**

Town Clerk-Kathy Martell presented information and a contract from KOFILE for preserving and scanning records from 1738-1963. These records include marriages, deaths, births, day books, proprietors, registered voters, and meeting records etc. The preservation amount is $25,743.00 and the money has already been allotted for in 2015. The scanning costs $3,250.00. Kathy has $2,500.00 in the Clerks account to use and the remaining $750.00 will come from her current FY2016 budget. The Selectboard has the option to choose to just preserve the records or preserve and scan the records. Selectman Doubleday was in favor of getting the records scanned to keep from having to handle them. Selectman Doubleday moved to accept the contract presented with KOFILE to both preserve and scan these records, seconded by Selectman Martell, unanimously approved. The contract was signed by all three Selectmen and given directly to the Town Clerk. As soon as the Clerk contacts the company they will come down and pick up the records.

**Part-Time Clerk/Record Keeper**

The State House and Senate have voted to approve a part-time Clerk/Record Keeper position for Massachusetts. This is an appointed position that Governor Baker will be signing sometime at the end of March 2016 and will begin July 1, 2016. Town Clerk-Kathy Martell would like the Selectboard to begin thinking about the position and figure out the salary and set aside money for when the bill is finalized the Town is ready with someone in place. Selectman Martell will abstain from anything to do with the part-time Clerk’s position. Selectman Doubleday noted that the part-time Clerk would be under the current Town Clerk’s guidance. Kathy Martell stated that the item can be tabled if the Selectboard would like until the next meeting, but there needs to be an appointment of a part-time Clerk/Records person and the Finance Committee needs to know what amount to have set aside for the salary. On a motion by Selectman Doubleday to create a record keeper/part-time Clerk, seconded by Selectman Santos, unanimously approved.

**New Home Occupation By-Law Document**

On a motion by Selectman Doubleday, who is in favor of the New Home Occupation Document from the Planning Board, Selectman Santos seconds that motion, unanimously approved. The By-Law will be added to the Warrant for Town Meeting.

**Paid Sick Leave Law**

The new law took effect July 1, 2015 and states both full and part-time employees will be able to earn and use up to 40 hours of sick leave per calendar year. Employees are entitled to earn one hour of sick leave for every 30 hours worked, up to a maximum of 40 hours per calendar year. Selectman Doubleday supports this. Selectman Martell said part-time employees are in the Library, Police Department, Highway Department. The cost has to be figured out first and should be put off until Fall Town Meeting. If the number of employees and the cost could be figured out by April 13, 2016. Fred Vanderbeck, Finance Committee, would like to know how many part-time employees the Elementary School has. All three Selectman agreed to begin gathering that information.

**Selectmen’s Administrative Assistant Description**

The Selectboard reviewed the job description and made changes to fit the current postion. After the description has been typed up and completed, a copy will be submitted to Jim Huber on the Personnel Board.

**Resignation of Collector/Treasurer**

The Selectboard voted to accept the resignation from Edna Holloway, current Tax Collector/Treasurer. On a motion by Selectman Martell, seconded by Selectman Santos, resignation of current Tax Collector/Treasurer was unanimously approved. Fred Vanderbeck, Finance Committee, stated there needs to be an end of the year audit and that may take some time.

**Collector/Treasurer Job Description**

The Selectboard reviewed the job description recently posted by the Town of Ware provided by Selectman Martell, since Pelham’s job description was unable to be found. This postion needs to be posted asap with the resignation happening June 3, 2016. The description needs to be looked at by the Personnel Board, but not necessarily approved by them since this is an emergency and the Personnel Board doesn’t meet weekly. Selectmen’s Administrative Assistant will type up the description and will figure out how to post. Selectman Martell also said he called the Town Manager in Ware and asked that he pass along the applicants the message that the Town of Pelham is posting a position soon.

**Bond Renewal Term-Collector/Treasurer**

The Selectmen’s Administrative Assistant needs to find out when Ms. Holloway’s bond ends and if there is temporary bonding from that time until she retires June 3, 2016.

**IT Committee-Adding New Members**

Is this posting still on the website for the Town and need to look into if the Committee is adding a 5th member.

**Warrant Articles-Town Meeting**

The Selectmen reviewed the current draft and would like the Selectmen’s Administrative Assistant to send down to Attorney Doneski for review (filling in for Katherine Klein who is on vacation).

**Town Officials-**none.

**Public Comments-**none.

**Liaison Reports**

* Highway- Rebid for Community Center will be on April 1, 2016.

**Old Business**

The Solar Net Metering Contract was reviewed and signed by the Selectboard. On a motion by Selectman Doubleday, seconded by Selectman Martell, the contract was signed and unanimously approved.

A response was sent back to Mr. Zhang at Mobilitie regarding the Utility Pole Petition. Mr. Zhang is in the process of creating a plan to present to the Selectboard.

**Adjornment**

On a motion by Selectman Doubleday to adjorn at 7:24pm, seconded by Selectman Martell, unanimously approved.

**Documents Reviewed**

KOFILE information and contract, New Home Occupation By-Law Document, Paid Sick Leave Law, Selectmen’s Administrative Assistant job description, Collector/Treasurer job description, Warrant Article-ATM, Solar Net Metering-Nexamp Contract-Final Version.

Respectfully submitted, Susannah Carey