**Select Board Meeting Minutes**

**May 9, 2016, 6:00pm, Rhodes Building**

Present: Selectman Santos, Selectman Doubleday, Selectman Martell, Joe Larson-Historical Commission, Housing Committee members Jim Lumley and Mollye Wolahan, Town Clerk-Kathy Martell, and Susannah Carey -Selectmen’s Administrative Assistant.

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

**Adding members to Housing Committee**

Mr. Lumley received 2 letters from perspective members that were interested in joining the Housing Committee. He talked with Tillman Lucas about adding Associate Members but wasn’t sure that those people would feel completely connected and wanted those persons to be more involved. All meetings for the Housing Committee for the most part are attended by all 5 current Committee members. Selectman Martell asked if the Housing Committee had any problem with a quorum and Mr. Lumley stated that there was only one time that happened. Selectman Martell stated that the vacancy must be posted on the website for 2 weeks to see if others want to join before any appointments can be made by the Select Board. Selectman Doubleday agreed that it will be advertised on the website and then the Select Board will act after the 2 week posting period.

**Hampshire County Records**

Joe Larson, Historical Commission Chair, was present to ask the Select Board for reimbursement for $117.00 for the copying of Subdivision Amendments Rules and Regulations. Mr. Larson asked if the Select Board would be willing to pay for this.

On a motion by Selectman Martell, seconded by Selectman Doubleday, unanimously approved to reimburse Mr. Larson for $117.00.

**Housing Committee Consulting Contract**

Mollye Wollahan, Housing Committee, spoke about the $30,000.oo (CPA funds) that was awarded at Fall Town Meeting-October 2015. The CPA funds are set aside for hiring a Consultant and completing a study regarding density and development of Pelham, more specifically where there is land in Pelham that could possibly support housing diversity and affordable housing. The cost of the Consultant would be roughly $3000.00 out of the $30k total. If the Select Board signs this contract then Connie Kruger will be named as the Planning Consultant for the study. On a motion by Selectman Doubleday to accept the agreement between the Town of Pelham and Connie Kruger, seconded by Selectman Martell, unanimously approved and signed by the Select Board. Once Gail Weiss, Accountant for Town of Pelham, signs the contract, the Selectmen’s Administrative Assistant will call Ms. Wollahan.

**Scanlon & Associates Audit Letter**

An Audit Engagement Letter was read and requires signatures for the year end June 30, 2015 Audit for the Town of Pelham from Scanlon & Associates, Certified Public Accountants, South Deerfield, MA. On a motion by Selectman Doubleday, seconded by Selectman Martell, unanimously approved to sign the Audit Engagement Letter.

**Stretch Code Letter for Municipalities**

The Selectmen received an email from a Community Outreach Coordinator regarding a letter that will be sent to Secretary Matthew Beaton discussing the Stretch Code for Municipalities. Mr. O’Brien was asking the Town of Pelham to support the letter.

The Select Board would like the information passed to Rick Adamcek who is on the Energy Committee.

**Country Lane-Letter**

The Selectmen read letters from 2 residents from Country Lane that are involved in a disagreement regarding property boundaries and a garden issue. The Select Board decided not to become involved in this issue.

**EMS Agreement FY2017 & FY2018-Town of Amherst**

The Selectmen examined a contract from the Town of Amherst regarding its Ambulance Service with the Town of Pelham for FY2017 & FY2018. Selectman Martell noted that this would only be a 2 year contract. On a motion by Selectman Martell, seconded by Selectman Doubleday, unanimously approved to sign the 2 year Ambulance Agreement with the Town of Amherst.

**Comcast Proposal Binders**

Comcast sent information for Town Clerk, Cable Committee, and Select Board regarding their proposal for continuing their contract with the Town of Pelham, which will be expiring on September 30, 2016 and beginning October 1, 2016. A joint Select Board and Cable Committee meeting has been posted for May 11, 2016 at 6:00pm to discuss the proposal from Comcast.

**Police and Fire Accident Renewal Quote FY17-MIIA**

The Select Board reviewed the renewal proposal quote from MIIA regarding the Town of Pelham Police and Fire Accident Insurance. On a motion by Selectman Doubleday, seconded by Selectman Martell, the Accident Insurance for Police and Fire for the Town of Pelham was unanimously approved.

**Town Officials-** Kathy Martell, Town Clerk, stated that the deadline for Election machines was May 11th for the September Primary and the Town missed it. She said that there is no push to get the new machines because the current machine, Accuvoter, being used now will be sufficient for the Presidential Election in November. Kathy will put out to bid during the year and the machine that has had good reviews regarding its service with quick responses is by LHS. The company with the lowest bid is the one that is picked and the Town has to take the lowest offer according to the State. Pending Town Meeting approval, the Select Board could have voted to disband the current Accuvoter machine. The next step for Kathy is to wait until after the local elections and she will receive the bids and get the machines after purchase date of July 1, 2016.

Kathy also had other business regarding a dissertation she wrote on things that have come up after Town Meeting that need to be discussed and decided how to be handled with the Select Board, for example table set-up during Town Meeting.

**Public Comment**- Joe Larson has received a letter of interest from Karl Ryavec to join the Historical Commission. Joe spoke about increasing the size of the Historical Commission to 7, currently an uneven number at 6. There is sometimes a problem getting a quorum since 1 member is retired, 1 travels a lot, and the other 4 work full-time. Increasing to 7 members is allowed and the Historical Commission will discuss at their next meeting. Joe would like to get an Article on the Warrant for the June meeting to raise the members from 6 to 7, which was determined by vote in 1968. Selectman Doubleday agreed that 7 would be a better number. Kathy Martell stated that the Select Board could put it on the Warrant. Selectman Doubleday wondered if the Commission had an alternate member does the quorum increase or decrease. Joe Larson stated that the quorum stays 4 even if increases from 6 to 7 people, but have found that participation is limited by having alternates. The Town Clerk and Selectmen’s Administrative Assistant will wait to advertise until they hear from Mr. Larson.

**Liaison Reports**-Tabled until next meeting.

**Old Business**

Lisa Desjarlais, Elementary School Principal, notified that there were 13 part-time employees at the Pelham School and that those that are on contract are paid by the School. There are some part-time staff that this doesn’t apply to. The Selectmen’s Administrative Assistant will dig deeper to get the information that is missing.

Selectman Martell stated that Lori Krikorian should be paid vacation time earned; 36 hours at $25.46/hour. On a motion by Selectman Martell, seconded by Selectman Doubleday, motion carries unanimously approved to reimburse Lori Krikorian for vacation earned. Selectmen’s Administrative Assistant will provide a completed timesheet and submit to Collector/Treasurer and then will be mailed to Ms. Krikorian.

Selectman Doubleday suggested to address the letter of interest submitted by Ms. Carey regarding the Selectmen’s Administrative Assistant job. The Board will add this item to the meeting on May 23, 2016 as Future Employment. Selectman Doubleday will draft terms that state what the position would receive; COLA, vacation, 2% step increases, etc.

Select Board agreed that they should talk in Executive Session with Ms. Carey and agree on the terms of employment, Selectman Doubleday will take the minutes.

**Adjournment**

On a motion to adjourd by Selectman Doubleday, seconded by Selectman Martell, the meeting unanimously approved to adjourn.

**Documents Examined**

Housing Committee Consulting Contract, Scanlon & Associates Audit Engagement Letter, Stretch Code Letter, Country Lane Letters, EMS Agreement Fy2017 & FY2018-Town of Amherst, Comcast Proposal binders, MIIA Police & Fire Accident Renewal Quote Fy2017

Respectfully Submitted, Susannah Carey