**Select Board Meeting Minutes**

**January 25, 2016, 6:00pm, Rhodes Building**

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

**Others present:** Kay Zlogar-Amherst Trust Manager, Town Clerk-Kathy Martell, Selectmen’s Administrative Assistant-Susannah Carey.

**Open**

Selectman Santos opened the meeting at 6:00pm.

**Minutes**

January 11, 2016

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

**Colonial Power Group Aggregation**

The Selectmen viewed the edited version of the contract from town council. A final copy of the contract needs to be signed by the Select Board members, in order to submit to Colonial Power. Colonial Power will be contacted to schedule a meeting with Select Board in the future to present rates for the aggregation. The Aggregation Plan which states the entire process Colonial Power will follow to aggregate Pelham was reviewed and accepted. This plan will be posted on the website for 15 business days for the public’s review. On a motion by Selectman Doubleday to sign the aggregation contract once finalized by the Selectmen’s Administrative Assistant, and accept the Aggregation Plan from Colonial Power, seconded by Selectman Martell, unanimously approved.

**Medicare Part B & Designated Government Entity Form**

Kay Zlogar returned to answer any questions regarding Medicare Part B and the Designated Governmental Entity form. Ms. Zlogar spoke about whether of not the Town of Pelham wanted to pay the premium reimbursement and if it was decided to pay it, how the town would go about doing that. In order to find out who is paying the higher premium rate, the town would have to send out a letter to all retirees and wait for their voluntary responses back to the town. The town doesn’t know how many there are paying the higher premium. Ms. Zlogar stated that there are about 16/29 retirees on Medicare plans in town but that is only about 3% or 4% of the group. All three Selectmen agreed to do nothing at this time but thanked Ms. Zlogar for explaining the particulars again.

Ms. Zlogar also explained the Designated Government Entity Form. In order to do the 1095 reporting to the IRS, she would need the form signed by Selectman Santos at the meeting. On a motion by Selectman Martell to sign the Designated Government Entity Form, seconded by Selectman Doubleday, unanimously approved and signed by Selectman Santos. The form was submitted directly to Kay Zlogar.

**Liaison Reports**

* Highway-Selectman Doubleday-John Trickey spoke to Jim regarding flat lease of dump trucks and Rick Adamcek is looking into it. Grant money will be used to hire a consultant and will be finished by July 17, 2016.
* Town Office-Selectman Doubleday- The Rhodes building needs a new website and routers and an estimate has been received from Tech1 Computers, Orange, Ma, and forwarded to the IT Committee.
* Fire Department-Selectman Martell-everything ok
* Police Department-Selectman Martell-all set. At MMA Conference in Boston, Ma, Selectman Martell learned of an Auctioneer who comes out, takes pictures of what is for sale, runs it on their website, and it costs the town nothing. The person who buys the item would pay the Auctioneer a buyer’s fee.
* Energy Committee-Selectman Santos-nothing
* Finance Committee-Selectman Martell-Budget meeting next month on 2/22/2016.
* Library-Selectman Santos-nothing
* School-Selectman Doubleday-6% increase because the school was considering Regionalization this year. Since regionalization not happening yet Sean Mangano, Director of Finance for AP School District, will try to bring it down to 2.5% to rein in the spending there.
* Regional School-Selectman Santos-haven’t met yet

**Old Business**

The Hampshire Power 6 month fixed rate contract has been sent back from Attorney Holland at K&P. Question to Hampshire Power about will they be willing to accept the edits Attorney Holland made to the contract or not. Selectman Doubleday will contact Jennifer Engelstone.

The Solar Net Metering-Nexamp-Contract is with Nexamp’s lawyer. The 75 kw/hr offer has been fulfilled so now the 50 kw/hr offer is available from the solar farm. The Town is hoping to have access to this and is waiting to hear from Eric Misbach. Selectman Doubleday will contact him for follow up.

The Massachusetts Broadband Institute would like to meet with the Select Board and Cable Committee to discuss Comcast’s proposal on Thursday, February 11, 2016 at 6:00pm. The Selectmen’s Administrative Assistant will post the agenda.

**New Business**

The name Town Administrator will be changed to Selectmen’s Administrative Assistant per request by the Personnel Board. On a motion by Selectman Doubleday to change the name of the job, Selectman Martell seconded, unanimously approved.

Deadline for department/committee reports is February 25, 2016 for inclusion in the Town Report 2015. The write up for the Selectmen’s office will be drawn up by the Selectmen’s Administrative Assistant.

Kathy Martell, Town Clerk, presented a grant for the Council of Aging to be signed by the chair of the Select Board. It was signed by Selectman Santos and given directly to the Town Clerk at the meeting.

Kevin Hartzell, not present, wants to join the Conservation Committee. He needs to present a letter of intent with his signature to the Select Board for appointment at the next Selectmen’s meeting.

John Trickey wanted to know when the Finance Committee cover sheet was due. The Selectmen stated it was to be finished by the first week of April 2016.

Selectman Martell printed out copies of the job description for the Town Administrator, now called the Selectmen’s Administrative Assistant. The personnel board would like the Select Board to review and make changes to the wording in the job description and any other areas that need attention.

**Adjornment**

On a motion by Selectman Santos, seconded by Selectman Martell, the meeting was adjorned at 6:50pm.

**Documents Reviewed**

Colonial Power Group Aggregation Contract edited draft, Colonial Group Aggregation Plan, Medicare Part B information, Designated Government Entity Form.

Respectfully Submitted,

Susannah Carey

Selectmen’s Administrative Assistant