

Board of Selectmen Meeting Minutes **Rhodes Building, 12/6/2017, 6:30pm**

Present: Selectman Martell, Selectman Pearson, Selectman Ribeiro, Fred Vanderbeck, Kathy Martell, Maital Levy and Susannah Carey.

Open: Selectman Martell opened the meeting at 6:38pm.

Executive Session Minutes 9/6/2017 will be tabled until next meeting.

Motion to accept Minutes from 11/15/2017, seconded by Selectman Martell, motion passes.

Green Communities Report-Stan Swiercz

After completion of FY17 report, there were signs of energy reduction in Pelham. Stan has completed about 5 reports to date. **Motion to approve and sign the Green Communities report, seconded by Selectman Martell, motion passes.** Signature page and report will be sent to Jane Pfister by Susannah Carey.

Plan Orientation with David Burgess, Assessor

David Burgess, Town of Amherst Assessor, met with Selectman Pearson and offered orientation packet for Finance Committee members. Information would have to be written for Pelham as the packet is specifically made for the Town of Amherst Finance Committee members. John Trickey is aware of the information. Selectman Pearson would like to have a special Select Board meeting on January 17, 2018 at 6:30pm in the Ramsdell Room in the Library. Susannah Carey will check availability of that room with the Jodi at the library.

Letter to Commissioner Wulfsen and Board of Education Against PVCIS Expansion

Letter reviewed by Board members.

Motion to sign letter, seconded by Selectman Martell, motion passes.

Approve Draft Treasurer/Collector Job Description

Collector/Treasurer draft job description reviewed with further edits from John Trickey and Edna Holloway. Interview Committee will discuss salary based on candidate's qualifications. **Motion to accept edits with one change, seconded by Selectman Ribeiro, unanimously approved.** Susannah Carey will advertise in the Beacon, Gazette, and MA Collector/Treasurers Association and a quote will be requested from the Recorder. BOS will re-examine this topic and see if any resumes have been received at next meeting on December 20th.

Schedule Performance Review for Selectmen's Administrative Assistant

Planned for 12/20/17 but can be moved further out if necessary to January 2018.

Pelham Slate Newsletter & Content

Selectman Pearson shared a new format for the Slate newsletter that she created with InDesign. Price quote for program will be researched. Question if the program could be used to drop pictures into a word format that is easy to use. Nora Maroulis organized the Picturing Pelham event and has shared photos with Selectman Pearson. Question arose whether the Cultural Council might be approached to support the cost of the special color edition of Pelham Slate in honor of 275th anniversary and new website launch. If updates can be transferred to Word, Selectman Pearson offered to update the look of

the Slate. Selectman Ribeiro inquired as to whether or not a Town computer has the Publisher software; Town Clerk's new computer is the only one that does have this program. Slate still needs content for 275th anniversary, and articles from Town Clerk, School, and Council on Aging. Suggestion for Susannah Carey to reach out to original 275th anniversary committee members-to gather content/schedule of events. Selectman Martell noted that the Slate was originally designed to give residents a 3 month notice of what was happening or is upcoming with Pelham Boards/Committees. Cost for Slate to be printed in color/black & white and in new format was considered. Quote to be obtained by Susannah Carey from Collective Copies and Amherst Copy & Designworks for Slate; black & white printing vs. color, 12 pages, outside page heavier weight paper (mailing requirement), inside pages regular weight paper, for 580 households, including folding, tabs, and address labels. Susannah Carey will send all content received to date to Selectman Pearson who would like feedback on the Slate format & draft.

Safe Communities Act Update from Michael Hussin

Email received from Mr. Hussin regarding Board of Selectmen taking further action regarding Safe Communities Act. Resolution passed at 2017 Spring Town Meeting. Board would like Michael Hussin to come on 12/20/2017 at 6:30pm. Selectman Ribeiro will reach out to Michael.

Taking Possession of Pemberton Land-Conservation Commission

No one appeared from Conservation Commission to discuss. Added to 12/20/2017 meeting.

Town Officials

Kathy Martell noticed minutes from the 2017 Fall Town Meeting Select Board meeting have not been turned in. In absence of the Selectmen's Administrative Assistant, notes for Select Board meetings must be taken by the Clerk. At this time Selectman Ribeiro is the Clerk. Selectman Ribeiro stated she handed her minutes to Selectman Martell who said he never received them. Minutes for 10/16/2017 were drafted with help from Town Clerk's minutes from Fall Town Meeting. Amendments were made on BOS minutes drafted.

Public Comment-none.

Liaison Reports

Highway Department; Selectman Pearson; Rick Adamcek is happy with work down at Community Center Building so far; Community Hall Committee is interested in Kenny Masonry for installation of ramp at Community Hall.

Town Offices; Selectman Pearson; Edna finished reconciliation of June 2017 and on schedule to be done by Christmas.

Fire Department; Selectman Martell; everything fine.

Police Department; Selectman Martell; ok for now.

Energy Committee; Selectman Pearson; No bids were received at the bid opening for the META grant for solar assessment for Town. Originally 2 interested businesses in project; Solar Design Associates and Beth Greenblatt. Committee members will reach out to local vendors.

Finance Committee; Selectman Martell; Discussion about town finances will happen on March 3, 2018. Schedule for budget hearings with Finance Committee and individual departments handed out-dates in February and March 2018. **Roundtable will be in Fire Department Training Room on 1/3/17 at 6:00pm.** Susannah Carey will reserve the room with the Fire Chief. **Capital Planning (purchases over \$10,000) meeting will be on December 18th at 3:00pm in Rhodes Building.** Selectman Pearson and Selectman

Ribeiro suggested that 4pm may be a more convenient time for those who work other jobs and request Selectman Martell to ask the Finance Chair to change to accommodate all. Fred Vanderbeck suggested for all that are involved to plan ahead with any changes as the meeting has always been at 3pm when Highway Superintendent and Police Chief are still in town. Planning Board also attends.

The Finance Committee will not attend the orientation meeting with David Burgess to be scheduled for January 17, 2018. The information is geared towards the Town of Amherst but David Burgess offered to create a packet for Town of Pelham.

At Fall Town Meeting, there was a discussion by Finance Committee Chair, John Trickey, about **informational session for townspeople interested in hearing about the town's finances which is now scheduled for the first Saturday in March (3rd) at 9am in Ramsdell Room in Library.**

Library; Selectman Ribeiro; everything going well. Tree walk & bark events went well; upcoming event about bystander/witnessing; Library disappointed the Town didn't receive star library status although no monetary award associated; new part-time position filled by director of the Whately Library, hope to combine talents and collaborate with other town.

Elementary School; Selectman Ribeiro; Discussion with teachers recently and sense good morale within School community. Funds are stretched thin at the School and multiple hats are worn by every person everyday.

Regional School; Selectman Ribeiro; Four Town Meeting on Saturday, 12/2/17, discussion of Capital Planning and Assessment method options, looking at S10 method which would be more expensive but would address the budget shortfall. 3 of 4 towns, except Leverett, voted for S10 method. Fred Vanderbeck was not clear of resolution here but Selectman Martell's understanding was that the 1st year Pelham would take the largest hit and next 4 years the amount would drop some. Amherst will have a level increase of 2 ½% but Pelham, Shutesbury, and Leverett will be affected. **Next meeting scheduled 12/12/17. January 16' 2018 will be the budget presentation meeting in Amherst, January 27, 2018 will be another Four Town meeting at 9am, and March 13, 2018 will be budget vote in Amherst.**

Old Business

Select Board addressed the accessibility email from lawyer, building inspector, and Linda Hanscom. Community Hall has changed their mind about installing a ramp outside the building. Kenny Masonry installed a ramp in New Salem and Community Hall Committee would like to inquire with Josh Kenny. Discussion included the issue that all public buildings which have a public restroom are required to have a handicapped accessible bathroom. This needs to be addressed for the Rhodes Building. The North Amherst library has the same issue with accessibility. There are many groups that have their meetings in the Rhodes building; Board of Health, Assessors, Conservation Commission, Finance Committee, Zoning Board of Appeals, Selectmen, Cable. Board of Health uses filing cabinets during their meetings as do the Assessors. Question if ADA would pardon certain groups that use those filing cabinets for their meetings. All groups would have to find alternate locations to have meetings, not just one. Discussion and interest in renting a handicap porta potty as temporary solution for the Rhodes Building upon consultation with Pelham's Building Inspector. Selectmen agreed that the rental would be temporary and expensive, but this is only a short-term solution right now. Selectman Ribeiro mentioned asbestos in the Rhodes Building bathrooms and Selectman Pearson will speak to Rick Adamcek about that issue and cost. Susannah will speak with the Fire Chief on scheduling future meetings in Fire Training Room since it has the accessibility for all. **Motion to approve renting a handicap porta potty for outside the Rhodes Building for 3 months pending approval by the Building Inspector, seconded by Selectman Martell, unanimously approved.**

Item will be added to discussion at Capital Planning Meeting on December 18th. Susannah Carey will email Dave Waskiewicz about porta potty acting as temporary solution for Rhodes Building. Re-address at next BOS meeting on 12/20/17.

Next Select Board meeting on 12/20/17 at 6:30pm.

Holiday Party at Rhodes Building on 12/22/2017 at 12:00pm-1:30pm. Susannah will send out holiday invitation to all committee/board and departments in town.

Selectman Pearson made a motion to add Assume Goodwill to Norms for Select Board, seconded by Selectman Ribeiro, Selectman Martell votes no, motion passes.

Selectman Pearson made a motion to add No Swearing at one another nor tolerate swearing from others in SB meetings to Norms for Select Board, seconded by Selectman Ribeiro, Selectman Martell votes no, motion passes.

MMA conference in January. Selectman Pearson and Selectman Ribeiro will be attending.

New Business

Selectman Pearson motion made to approve minutes from 10/16/2017 as amended, seconded by Selectman Ribeiro, unanimously approved.

Discussed November call from Kathy and Bill Martell to convene an Emergency Meeting regarding the Community Center building project so work could continue with Kenny Masonry. The project was bid for \$18,425.00 by Kenny Masonry and the extra emergency repairs cost was for \$6,000 for a total of \$24,425.00. The final project total for the entire building from Kenny Masonry was \$24,425, which was within the original amount set aside in warrant article 1 (\$27,500.00-\$24k plus \$3,500 for contingencies). **Selectman Pearson made a motion that the Select Board understands that Warrant article 1 from Fall Town Meeting appropriated the sum of \$27,500.00 from the Capital Stabilization Fund to make structural repairs to the exterior siding of the Community Center where substantial buckling and bulging has occurred at the second floor, or take any other action relative thereto. Motion unanimously approved.**

Adjournment

Motion to adjourn at 9:42pm, seconded by Selectman Martell, unanimously approved.

Documents Examined

Letter to Board of Education, Treasurer/Collector job description, Pelham Slate new edition draft, Safe Communities Act email from Michael Hussin, Green Communities Report, Minutes from 11/15/2017.

Respectfully submitted, Susannah Carey