**Board of Selectmen Meeting Minutes**

**8/29/18, 6:30pm, Ramsdell Room, Pelham Library**

**Present:** Select Board Members Karen Ribeiro & Alisa Pearson, Kathy Martell, Bill Martell, John Trickey, Chief Gary Thomann, Sandra Burgess, Fred Vanderbeck, and Susannah Carey.

**Absent:** Selectman Bob Agoglia

**Open:** Selectman Pearson opened at 6:30pm

**Minutes** were tabled until next meeting.

**Discussion with Temporary Town Clerk Recommended-Sandra Burgess**

Kathy Martell has recommended Sandra Burgess as temporary Town Clerk during her leave. Sandra has been in contact with Kathy about taking over temporarily and has proposed working about 12 hours/week. Sandra will have 2 weeks to train beginning as early as September 17th with Kathy. Sandra understands that Kathy is the RAO for the Town and will take on those responsibilities with the position. During training both Kathy and Sandra will be paid and budget figures may need to be reworked at the end of the Fiscal Year. Select Board would like feedback from Sandra on the RAO draft job description and to think of candidates to fill that open position when it is posted. Laserfiche training will be set up as well as training on the Town’s website, State computer, Vital Records, etc. Sandra has requested the board to honor her two set vacations scheduled for November 2018 and April 2019. Kathy Martell offered to possibly help if she could with public records request received during Sandra’s absence from the office. Motion to accept Sandra Burgess as the Town of Pelham temporary Town clerk beginning 9/17/18 through June 1, 2019, seconded, motion passes.

**Police Officer Hiring**

The posting to indeed will finish at the end of this week. Chief Thomann received no applicants when the job was posted in the Gazette and included language specifying ‘full-time trained candidate.’ Since posting to indeed the PD has received 55 responses; 36 with no experience, 5 had full-time experience, 20 had part-time experience, 2 had Academy credentials that would not transfer into the state, and the others with minimal experience but no academy training. It is possible that the final candidate for the position will need to attend the Police Academy to receive training which is funded by the town. Interview Committee includes Officer Fournier, Officer Lamoureux, John Trickey, Lisa Desjarlais, and 1 open position since the School secretary has resigned from her position. Deb Radway has suggested someone to fill that position on the committee and will be connected with Chief Thomann. Selectman Pearson asked Chief Thomann to include inclusivity language suggested by Deb Radway, HR manager in Amherst. The PD’s job description did include language recommended by the Police Chiefs attorney about inclusivity. Chief Thomann noted that Pelham pay scales are lower than surrounding towns. Shifts that need staffing include nights and weekends. The full time position open now would work Tuesday-Saturday 4pm-12am. Gary suggested to have Nicholas Thomann fill the open position temporarily until a candidate is hired. Select Board would like Chief Thomann to refile paperwork with ethics and wait for a response before Nick is appointed temporarily. Pelham does not currently have a personnel committee. It was decided that Joanne Misiaszek, Amherst HR Manager has participated in the last 2 hiring committees for Amherst Patrol officer, would join the hiring committee. Ms. Misiaszek has already indicated that she would be happy to assist. Selectman Ribeiro initiated a discussion about salary comparisons which created ideas for repappropriating underspend and overspend budgets to support a more attractive wage. Also discussed shift schedules and coverage.

-Harkness Road Speeding- Chief Thomann recommend the need to re-initiate discussion with Rick Adamcek about placing stop signs at the intersection of Harkness and South Valley Road as well as Harkness and Stoneyhill Road (Echo Hill neighborhood).

**Fall Town Meeting Warrant Articles**

Motion to accept Planning Board articles for the Fall Town Meeting warrant, seconded, motion passes.

Motion to accept the CPC articles as amended with the work ‘other’ inserted, seconded, motion passes.

Public hearing with CPC and Housing Committee will be on 9/20/18 at 7pm in Ramsdell Room.

Article submitted from Selectman Ribeiro related to grant from Eversource and the Mass Dept of Environmental Protection for electric vehicle charging stations. Grant would not cover entire cost so the Town would need to raise and appropriate up to $10k funds with this warrant article. Project involves make ready with Eversource, charging station installations, and costs for electricians (possibly hook up to Community Building/School meter). The figures on revenue from the charging stations for the Town, payback period, or rate to charge users is still being investigated. Discussed covering signs to reserve the spaces in the library parking lot for election dates and other high traffic periods. There are so few parking spaces available in that library’s lot especially during school drop off, pick up, as well as election time during the calendar year. Motion to add Warrant article for vehicle electric charging stations as amended, seconded, motion passes.

Citizens’ Petition discussion below.

**Public Comment**

Joe Larson stated that the Citizens’ Petition only includes 13 signatures; 100 needed for special Fall Town Meeting. Article to change the Town Clerk’s position from elected to appointed. Background from Joe Larson on this subject that the prior Select board changed the prior Treasurer/Collector position from elected to appointed after the Town Clerk refused to use a computer. Both Select board members agreed to consider at a later time since Selectman Agoglia was absent and offered his opinion in print for the meeting. Motion to strike citizen’s petition from the Fall Town Meeting warrant, seconded, motion passes.

**Town Officials**

-Kathy Martell would like to see the Select Board schedule a Records Access Training in Pelham similar to the Open Meeting Law training hosted in November 2017. KP Law provides the training and will be contacted for a date in November. This topic of discussion will be brought to the Roundtable meeting on 9/26/18. Possible Records Access training dates could be provided to committee heads if received by that time. The training would be for Pelham Board/Committee Chairs minimally.

Archivist-Other towns are including archival work as part of the Records Access Officer’s job description but there is a different level of education for the archivist. Town Clerk speaks directly with the public about fees for birth and death certificates when requested.

**Liaison Reports**

Energy Committee; Selectman Pearson; 2 open positions to post to website. Under job opportunities, post all positions available including vacant volunteer positions on Board/Committees. Motion made and seconded to remove from the Energy Committee, Caitlin-Dragun Bianchi, who has moved from Pelham, and Peter Hepler, who has submitted his resignation, motion passes.

Highway; Selectman Ribeiro; Rick and Susannah will be working on the RFP for the culvert survey. Request for Building Science report for Community Building to be sent via email. Letter from Town giving Morgan Studios permission to move forward with variance application for Community Hall Bathroom and Ramp project. Chapter 90 documents from Rick Adamcek-Motion to sign Chapter 90 documents from Highway superintendent, seconded, motion passes.

-Reminder to choose dates for regular Select Board meetings. Email to follow.

**Old Business**

Website-Link requested for Green Communities Division Competitive Grants on the website.

MVP-Recruitment letter for MVP from Lisa at the School.

Roundtable-Draft email for roundtable will be sent to all to review. For 9/26/18 Selectman Ribeiro will streamline calendars for the website homepage. Discussion on climate change resolution posed to each committee.

Agenda items for 9/26-what groups working on, needs, resources to share which will be shared in 5 minutes or less. Discussion to follow on climate change resolution article and actions by each group and MVP Action grant discussion & activities coming up. 14 total responded to the doodle poll with 12 groups represented from town.

Slate-Will be sent out around the first week with the Fall Town Meeting Warrant. Check with PB and ZBA for any upcoming hearings scheduled, Historical Society programming, and get MVP dates from Selectman Ribeiro to include.

Next Select Board meeting is on 9/5/18 in Ramsdell Room at 5:30pm because of school committee meeting at 6:30pm same evening that Selectman Ribeiro would like to attend.

Agenda for 9/5/18: FTM warrant articles, Outreach letter for Bd/Comms, Draft of Fall Slate

**Adjournment**

Motion to adjourn, seconded, motion passes at 8:43pm.

**Documents Examined**

Records Clerk Job description, Fall Town Meeting warrant articles, Response from Selectman Agoglia regarding citizen’s petition, questions for temporary town clerk from Selectman Agoglia.

Respectfully submitted, Susannah Carey