**Board of Selectmen Meeting Minutes**

**2/6/19 Ramsdell Room Pelham Library, 6:00pm**

**Present:** Selectman Agoglia, Selectman Ribeiro, Selectman Pearson, Susannah Carey, Stan Swiercz, Fred Vanderbeck, June Massee, Chief Gary Thomann. Joined at 7:55pm-Francine Ozereko, Kristen DeBoer, John and Marianne Reiff.

Selectman Pearson opened at 6:01pm.

**Chief Thomann’s Recommendations for Retention on the Force**

Recommendation to increase pay to be more competitive and to retain staff. The Town of Shutesbury has posted their full time officer position with a salary range of $40k-$42k. After Pelham hired their full time officer, Chief Thomann was going to transfer funds from the part time officer expense account to the full time officer expense account in order to raise the salary to $38k and stay competitive. The full time officer has since left Pelham for a job elsewhere that paid a higher salary. The full time officer position is vacant again and Chief Thomann will be posting to zip recruiter. Selectman Ribeiro would like Chief Thomann to consider engagement opportunities with School and community as a way to recruit/gain interest in the position. Chief Thomann has in the past had a reading program with the kids in the School. Recent departure of Reserve Officer Courtney Stutz prompted a discussion about keeping the workforce diverse and to provide support, equality, same opportunities, & equal pay. Chief Thomann will be asking during his budget hearing for all officers including himself for a $1/hour increase on top of the 1.5% COLA.

**Energy Committee Recommendation-Contract for Community Building Electrical Design**

Energy Committee has already received specs and drawings for air source design of HVAC. The electrical service room would need to be updated and be brought up to code to support the new system. Electrician Ron Shepard was consulted on this project. The proposal is for new emergency generator electrical design from Robt. Hall Consulting Engineers, which would support the new HVAC project if funding is acquired from the Green Communities Grant and capital funds. Motion to accept proposal from Hall Consulting for emergency generator electrical design, seconded, unanimously approved.

Other proposed projects for consideration: solar canopy over the Library parking lot, a solar panel feasibility study for the south side of the Pelham School, and a language amendment on an article from the 2018 ATM specifying that the pavilion at the School have the ability to hold solar panels.

Solar study-Selectman Ribeiro’s employer, PV squared, would like to provide a proposal to the Energy Committee for PV feasibility but she was unsure of the time limitations and turnaround with that type of proposal. Selectman Ribeiro will call the Ethics Commission to make sure there are no conflict of interest violations here. CADMUS Group, Inc. prepared a proposal for $19k that the Board of Selectmen will have counsel review before any commitments are made. Phase 1: Feasibility Assessment, duration 3 months, and Phase 2: Economics, duration 1 ½ months. Selectman Ribeiro will reach out to her contact for MVP Action grant support and ask if funding in any of the 3 pieces that is unused can be used by another portion of the grant. Selectman Agoglia motion to approve the CADMUS Group, Inc. contract and with town counsels review, seconded, unanimously approved.

Other discussion on MVP Resilient Campus scope-spreadsheet provided with tasks and funding to date. Money that was paid out of the roof expense fund for the Community Building Moisture Study could be paid of the MVP grant if there are remaining funds before the grants completion (6/30/19). Fred Vanderbeck offered guidance on warrant articles and requests for funds for Spring and Fall Town Meetings. The Energy Committee may draft a warrant article for March 7 deadline with a guesstimate for the new HVAC system. Fall Town Meeting generally is not the time to draft articles for big ticket items but if the amount needs to be amended from Annual Town Meeting, it can be done at the meeting in the Fall.

MMA offered information about Community Compact Grant. Website for CC will be located for next grant round.

Other discussion on records request submissions to the Collector/Treasurer for MVP Action grant regarding electrical bills and fuel were not sent back and difficult to obtain. Data that was sent from Selectman Ribeiro to Stan Swiercz was out of date. June Massee is aware of Stan’s need for fuel information ahead of the Green Communities grant deadline. June offered to collect data going forward. Discussion about the Town’s need for a designated Grant Administrator and how towns pay for out of grants.

Motion to approve the agenda as written, seconded, unanimously approved.

**Performance Review-Collector/Treasurer**

June spoke about payroll and the need for anyone who is hired to immediately see her to make sure appropriate information is provided and verified by her. June will create a document for new hires that lists requirements & steps to follow before beginning their positions in the Town. June is recertified as a Mass Collector/Treasurer. November is the recertification period. The Treasurer exam will be available for June to take. She has attended several personnel workshops and Hampshire County Retirement Board meetings. When needing support/help, June reaches out to other MA Collector and Treasurers. ACA Insurance reporting, which has been time consuming and difficult to file, is almost finalized because of recommendation from another MA Treasurer who knew of someone who could help municipalities. Free cash is currently available. New VADAR software will start July 1, 2019 with counsel’s approval of the contract. No audits are required unless the Town is borrowing funds. Last audit was performed by Scanlon for 2015-2017 period. An audit may be necessary next year due to the new Village Center zoning changes which indicates possible sewer installation in the Mixed Use and Neighborhood areas outlined. The Board of Selectmen was happy with June’s can-do attitude and ability to seek support if needed.

**Performance Review-Selectboard Administrative Assistant**

Susannah read through accomplishments, goals and resources she has used over the past year, workshops/trainings she attended in 2018 and those she would like to attend in 2019. She requested her job and salary be reviewed to make sure it was in line with where it needed to be and will be included in the personnel workload distribution future discussions. Selectman Agoglia will speak with Susannah regarding salary request for FY20 and bring any information to the budget hearing on 2/20/19.

**Neighborhood District Zoning Discussion-Kristen DeBoer 8:00pm**

Neighbors from lower Amherst Road present to discuss with Board of Selectmen concerns for ‘entertainment’ zoning in the Neighborhood District. Their comments and concerns were brought to the Planning Board in December; traffic on busy roadway, fast speed on Amherst Road, believe commercial development should be within safe and easy walking distance, would like ‘entertainment’ to be omitted from the Neighborhood District especially with sewer concerns, in favor of mixed use districts which include café’s. A map of the Neighborhood District was provided by Kristen DeBoer. Residents want to understand why these areas were zoned and what the PB is doing regarding their comments and concerns presented. Selectman Agoglia commented how the current distinctions in each zone allow for more land use possibilities when extended out beyond the Village Center. A request will be sent to the Planning Board for a joint meeting on March 6, 2019.

**EV Charging Stations**

Energy Committee is exploring the possibility of installation of a solar canopy over the Library parking lot which would go hand in hand with placement of the EV charging stations. Question if more parking spaces could be created in the library’s lot. Selectman Ribeiro would like to bring an article to Annual Town Meeting and identifying support will be crucial for successful vote. She will speak with Library Director and Highway Superintendent about support and increase in parking lot size. Grant funding is now available at 75%. Suggestion that parking spaces with EV stations be marked unrestricted parking.

**Assistant Town Clerk Draft Job Description**

After discussion it was decided to leave the position as Records Information Clerk since the Town Clerk will be supervising that position. Draft job description from Sandra Burgess reviewed.

Possible town meeting warrant article for changing Town Clerk position from elected to appointed. Elected positions require certain knowledge but not all who run for an elected position have those credentials. Many other Towns in MA have changed the position to appointed. The Selectboard is empowered to post, interview and hire for the position. Lifting requirements required for the job will be checked to make sure adequate. Motion to accept Records Information Clerk job description with the title change, seconded, unanimously approved.

**Town Officials**-none.

**Public Comment**- none.

**Liaison Reports**-tabled.

**Old Business**

Annual Town Meeting & Election Calendar-Motion to approve as amended, seconded, unanimously approved.

STEP Initiative-Motion to participate in MassDEP STEP initiative, seconded, unanimously approved.

Vegetation Management Plan- Annual plan for maintenance.

MMA Conference Review-tabled. Information about recycling dividends picked up at the MMA Conference; opportunity for Pelham to receive funding based on what is recycled.

Pelham Leash Law-tabled.

**Time Reserved for Topics the Chair Did Not Reasonable Anticipate-none.**

Next meeting: 2/20/19

**Adjournment**

Motion to adjourn at 9:45pm, seconded, unanimously approved.

**Documents Examined**

Robt. W Hall Consulting Engineers contract, job description and duties for Selectboard Administrative Assistant, Records Information Clerk job description, Annual Town Meeting calendar, Neighborhood District Zoning handouts, MassDEP STEP program participation worksheet, Recycling Dividends program.

Respectfully submitted, Susannah Carey