**Board of Selectmen and Meeting Minutes**

**4/3/19, Ramsdell Room, 6pm**

**Present:** Select Board members Alisa Pearson, Karen Ribeiro and Bob Agoglia; Finance Committee member: Fred Vanderbeck; Planning Board Members: Judith Eiseman, Alexandra Dewey; Police Chief Gary Thomann, Police Officer Candidate Connor Parnell; DPW Superintendent Rick Adamcek; Town Clerk Kathy Martell, Temporary Town Clerk Sandra Burgess, Records Information Clerk candidate Patricia Olanyk; Energy Committee member Anthony Rogers; Bruce Laurie, member of public

Absent: Susannah Carey.

**Open:** Selectman Pearson opened at 6:00pm.

Select Board members agreed to the agenda order but delayed consideration of past meeting minutes until the next meeting.

**Appointment of new full-time police officer**

Select Board members welcomed police officer candidate Connor Parnell. Chief Thomann is recommending Connor for the full-time position after interviewing three candidates. Officer Parnell will attend the academy starting in January but he is qualified for a waiver so that he can start working immediately. The town will pay for his academy training and Officer Parnell will sign a four-year contract with Pelham that includes a provision that he will reimburse the town for his academy training cost if he breaks the contract.

Select Board members talked with Officer Parnell.

Motion to appoint Officer Parnell to the full-time police position, seconded, passed unanimously.

Chief Thomann discussed the new contract for police detail work that would be effective July 1, 2019. The proposed rate is $52.84/hour. This is the rate the town charges for projects requiring police details and the chief explained that the town realizes income from these details after the police officers are paid. Action on the contract was tabled until the next meeting.

**MVP Action Grant Discussion & Updates with Highway Superintendent, Rick Adamcek**

Discussion noted:

* The possible availability of funds from the current MVP grant that can be used to offset town funds that were appropriated at 2018 Annual Town Meeting for HVAC.
* The culvert assessment by Beta that included all culverts in town west of route 202 and one at Gate 8 that will provide the exact location of all culverts and their condition, a prioritized list of those that need repair, a listing of grant funding that may be available for culvert repair.
* The separate plan for repair of the North Valley Road stone culvert: the engineering study is complete and the plan is to repair the existing culvert rather than replace it. The project is shovel ready as the Conservation Hearing has already happened. Estimate of cost is $40-$50,000. Materials that can be reused will be incorporated in the project. Funding will be requested in the new MVP grant.
* There are several failing culverts in town, a critical one on Buffam Road.
* The next step will be engineering studies for the culverts listed as high priority in the Beta assessment report. Funding for these studies will be requested in the new MVP grant proposal.
* Rick was asked to identify priorities for making the town “greener” for inclusion in the MVP grant proposal. Rick was asked about the treatment of roads for ice and snow but since the town already uses a green product that doesn’t cost more than the old “standard” materials he didn’t see this as something for the grant proposal. He will offer his ideas to Karen.

**Interview for Records Information Clerk**

Select Board members welcomed Patricia Olanyk who is recommended for the Records Information Clerk position. Patricia was determined to be the most qualified candidate from among the applicants who responded to the posting for the position on the town’s website. Select Board members asked Patricia questions about her experience with customer service, working with other staff, managing conflict, and records organizing and use of databases. Sandra Burgess, Temporary Town Clerk, described her experience with Patricia’s work performance in all of these areas as well. Kathy Martell, Town Clerk, described challenges with our current records.

Select Board members asked Patricia if she had questions. She asked about hours and it was clarified that the position is budgeted for 15 hours/week at $15/hour. Patricia said she could start in two weeks.

Bruce Laurie noted that Mormons came to Pelham in the 1970s and photographed many records for their genealogy database. Kathy Martell said the town has microfiche records of those records that were photographed.

Motion to appoint Patricia Olanyk to serve in the Records Information Clerk position, seconded, passed unanimously.

**Review of Planning Board Moratorium Article for Village Center**

Select Board members engaged Planning Board co-chairs Judith Eiseman and Alexandra Dewey, in a discussion about whether more time is needed to consider issues raised by the Village Center zoning changes. Concerns about possibilities such as box stores, chains, and convenience stores, along with citizens’ concerns were raised. The Planning Board is confident that all of these issues are addressed in the warrant articles they will be presenting at Town Meeting that will be the subject of a Public Hearing on April 8, 2019. They do not support a moratorium.

The map for the three zones in the village center was also discussed and reviewed. The Select Board did not take any action related to a moratorium.

**Energy Committee recommendations** (unforeseen item not reasonably anticipated in advance of the meeting)

Anthony Rogers explained that the Energy Committee met last night and requested consideration by the Select Board of two time-sensitive proposals. The first is the expenditure of $12,500 from the META grant to study photovoltaic systems for the library parking lot and school roof. Discussion followed.

Motion to approve expenditure of funds from the META grant to study options for photovoltaic systems for the library parking lot and school roof, seconded, passed unanimously.

The second proposal is about evaluating the replacement of the heating and cooling systems for the school with a heat pump system. The cost for the evaluation is $7,680. Tony Rogers explained that the school needs to replace the AC system but the committee thought that it would be prudent to study replacing the heating system as well with a highly energy efficient system that can both heat and cool. It was also noted that cleaning the vents at the school would help improve performance of the existing system in the short term.

After some discussion it was determined that sufficient funds were available in the current MVP to fund the evaluation.

Motion to approve funds from the MVP grant for the evaluation of a heat pump heating and cooling system for the school, seconded, passed unanimously.

**MIAA Cyber Insurance** (unforeseen item not reasonably anticipated in advance of the meeting)

The Select Board discussed the free $1million liability coverage offered by MIAA that covers liability plus another $1million coverage for defense costs. Approval is required by May 1, 2019.

Motion to approve the no cost Cyber Insurance Policy with MIAA, seconded, passed unanimously.

**Delete Highway Department trailer from insurance coverage** (unforeseen item not reasonably anticipated in advance of the meeting)

The trailer in question is no longer in service.

Motion to delete the Highway Department trailer that is no longer in use from the town’s insurance policy, seconded, passed unanimously.

**Website Updates from CivicPlus**

The Select Board was not clear about this agenda item. The item is postponed until Susannah will be with us to speak to it.

**Approve APRSD Letter for Amherst Middle School Roof Repair Project**

It was clarified that this letter was a notification from the Regional School Committee about the capital budget roof repair for the Middle School. The Select Board acknowledged receipt of the letter.

**Public Comment**

Kathy Martell talked about the high priority that should be given to training the Records Information Clerk.

**Liaison Reports**

Nothing urgent to report

**Old Business**

Select Board supports allocating funds from its budget for food and art supplies if needed to support child care at Annual Town Meeting.

The Select Board will suggest an agenda for the meeting we wish to have with sixth graders at the Pelham School. It was suggested that items should include the warrant articles about the leash law and the climate change.

The Select Board discussed the upcoming edition of the Slate that will be sent to town residents with the Annual Town Meeting Warrant. It was thought that this edition could be called Connect Pelham Town Meeting and that it could headline key issues that will be decided at Town Meeting.

Motion to use MVP grant funds to pay a designer to design this edition of the Slate and to print it in color, seconded, passed unanimously.

The Select Board discussed several Town Meeting Warrant articles without acting on any of them.

**Adjournment**

Motion to adjourn at 9:25pm, seconded, unanimously approved.

**Documents Examined**

MIAA Cyber Insurance letter, insurance policy amendment to delete the highway department trailer, letter from Regional School Committee regarding the Middle School roof repair, draft Annual Town Meeting Warrant

Respectfully submitted, Bob Agoglia