**Board of Selectmen Amended Meeting Minutes**

**8/16/2017, 6:00PM, Rhodes Building**

**Present:** Select Board members Bill Martell, Karen Ribeiro & Alisa Pearson, Selectmen’s Administrative Assistant-Susannah Carey, Fred Vanderbeck and John Trickey-Finance Committee, Rick Adamcek-Highway Superintendent, Town Clerk-Kathy Martell, and Edna Holloway and Cara Castenson.

**Open:** Selectmen Martell opened at 6:39pm after Executive Session concluded.

**Update with Interim Collector/Treasurer-Edna Holloway**

Edna has been working to catch up bills with point software, payments not posted, the payroll warrant, vendor payments, etc. She has been researching bills for the School and a letter from IRS. Selectman Martell approved Edna to buy Quicken program so she could balance the bank accounts. Possibly 2-3 months to complete remaining reconciliation balancing, which Accountant will be monitoring.

Confirmation letter from Hampshire County Retirement Board that Edna can work 960 hours/calendar year with as many hours weekly. She will remain in contact with Selectman Pearson, her liaison, and keep track of hours worked. She will not need health insurance so she will give Ms. Carey a letter waiving benefits from Town. Edna would like 32-40 hours/week depending on workload, work 8am-4pm, and make the same salary the previous Collector/Treasurer earned. Edna will need the 1st week of October off, which the Accountant will cover. Edna attended Certified Treasurer/Collector school at UMASS today. Board of Selectmen will compensate her for her hours earned at school.

Advertising for new Collector/Treasurer position will be tabled. Priority for Edna to balance books and catch up first before moving forward.

Question about possible overages for Collector/Treasurer salary at Spring Town Meeting. If overage not passed at Town Meeting, then the Reserve Fund would cover.

Discussion of possible sharing of Tax Collector with Amherst. John Trickey and Karen Ribeiro will follow up if at all likely. Hours for Treasurer position are around 20 and Collector about 10 hours. Treasurer is more involved with the Accounting side here in Pelham than in other towns.

Letter drafted for DeeAnn Civello to verify outstanding balance, if any, or call office to confirm if her consulting work has been completed with the Town. Allocated $1,500.00, and only paid out $500.00 to date.

**Community Building Repairs-Exterior Quote**

Report and sketches from Teresa Wong Neyhart, TNT Consulting Engineer, regarding repairs to exterior of Community Building. Price submitted to Town from George Kicza for $53,000.00 with 6-8 week timeline. Rick stated that this could be listed as an emergency repair but the Selectmen would prefer to obtain more bids prior to 6-8 week timeline. Mr. Kicza, of Kicza & Son, have worked on the Community Building with other repairs this past year. Rick Adamcek will turn in a warrant article for Fall Town Meeting with the amount to come from the Capital Stabilization Fund. Ms. Carey agrees to review procurement and follow procedures.

**Discussion of School Costs that affect Town**

Update from Chair of School Committee, Cara Castenson. Elementary School denied 1st year ‘relief’ for request submitted to State to cover cost of 3 school-choice kids, who live in Pelham, to attend charter schools outside Pelham. These children were reported in error as residing in Amherst. Senator Rosenberg is looking into assistance from State for Pelham. Will be a $67,000.00 shortfall in Charter School costs. Estimated tax will be available in August. Fred Vanderbeck stated that a tax increase of .42 cents would raise taxes by $128.00; tax increase by .63 cents would raise taxes by $192.00; or tax increase by $1.04 would raise taxes by $317.00 (for average homes).

Elementary school will cut budget by ~1/3rd, raise ~1/3rd from taxpayers, and cut ~1/3rd of town budget.

Pelham Community interested in fundraising to help school, but any money raised can’t go into the school budget. Idea for festival/fair with local talent as a fundraising event.

**Approve Warrant Articles for Fall Town Meeting**

**1.** Article submitted from School Committee for Pelham School to stay regional with Amherst (K-6 regionalization only). Amherst School Committee Chair, Phoebe Hazard, supports this article, but it must be voted in by Pelham and Amherst Town Meetings. Question on language “from another town(s).” Wording for article identical to what was used when Regional School District Planning Committee was formed. Wording can be changed on the floor at Fall Town Meeting if there are any edits that come in after warrant has been printed.

**2.** Articles from Finance Committee reviewed. Health Insurance costs rose for PPO plans by 10% in July 2017 and will be increasing by 10% in October 2017; total of 10%. HMO plans will increase this October 2017 by 10%. The Town costs are also up by 10%.

Language added before 4 warrant articles to inform that next 4 address Elementary School budget shortfall.

Select Board supports the Finance Committee recommendation for school to cut budget by ~1/3rd, raise ~1/3rd from taxpayers, and cut ~1/3rd of town budget.

**3.** Cemetery Commission article for transfer allowing interest to be earned on Expendable Cemetery Trust Fund (Directly from Gail Weiss).

**4.** Article from Highway department for repairs to Community Building for $55,000 from Capital Stabilization Fund.

Ms. Carey will send the warrant with additions so far for review by town counsel, which can take up to 3 weeks. If edits are back by 9/6/17, the BOS could review at their next meeting. Warrant mailed out by October 2nd.

Discussion for another Slate Newsletter to be sent in January on how to write a warrant article.

Motion to accept all articles submitted (7), seconded by Selectman Pearson, unanimously approved.

**Discussion of 2 ½ increase in Capital Stabilization**

Pelham’s cost is $46,000/year. 4 years ago was $20k/year. 2.5% increase each year to build up reserves, which is State law maximum. Town has paid off bond for Community Complex so that amount came off of Town’s tax rate. 2 new upcoming projects that will use the funds; $55,000 estimated cost to repair exterior of the Community Building and the interior moisture issue, amount to be determined, at same location. Select Board need to vote for the maximum increase allowed. Increase would only affect the tax rate by pennies every year. Account currently has $220k.

Motion to accept request of 2.5% increase in Capital Stabilization, seconded by Selectman Ribeiro, unanimously approved.

**Laserfiche Avante Agreement – Records Digitization**

Motion to accept the Laserfiche Avante Agreement for Records Digitization and sign, seconded by Selectman Ribeiro, unanimously approved. Grant received from State to cover the program for $7,775.00.

**Energy Committee Appointment – Tony Rogers**

Letter of intent received from Tony Rogers to join Energy Committee. Motion to appoint Tony Rogers to Energy Committee, seconded by Selectman Ribeiro, unanimously approved.

**Veterans’ Inter-Municipal Agreement**

Veterans’ benefits are $49k/year, Town gets 75%. Salary based on division of costs per town with number of veteran’s and salary. Motion to accept the Veterans’ Inter-Municipal Agreement and sign, seconded by Selectman Ribeiro, unanimously approved.

**Minutes**

Minutes from 6/21/17 tabled until next meeting.

Motion to accept Minutes from 7/12/17 as amended, seconded by Selectman Pearson, Selectman Martell abstains, motion passes.

**Town Officials**-none.

**Public Comment**-none.

**Liaison Reports**

Highway Department**;** Selectman Pearson**;** Paving Enfield Road August 25th.

Town Offices; Selectman Pearson; none.

Fire Department; Selectman Martell; all set.

Police Department; Selectman Martell; all set.

Energy Committee; Selectman Pearson; haven’t met yet.

Finance Committee; Selectman Martell; met on 7/25/17. Selectman Pearson stated frustration with availability of the minutes and the missed opportunity to discuss the Elementary School budget shortfall with John Trickey.

Library; Selectman Ribeiro; Concert 8/17/17 at 5PM. Summer reading program; Build a better world; successful again.

Elementary School; Selectman Ribeiro; Chair of School Committee updated Board tonight on school’s situation with budget shortfall. Next meeting on 9/5/17 at 6PM.

Ms. Carey will let Selectman Pearson & Selectman Ribeiro know when the next Finance Committee meeting will be.

Regional School; Selectman Ribeiro; tabled until next meeting.

**Old Business**

Ms. Carey will follow up on Planting Plan at Community Building with Rick and if necessary speak with Guilford Mooring at Town of Amherst.

**New Business**

Request for day off by Ms. Carey on 9/14/17. Approved.

Selectman Ribeiro has ideas for Pelham on possible tourism; scenic byway ideas for Pelham and potential to collaborate on what Vermont has developed.

**Adjournment**

Motion to adjourn, seconded by Selectman Martell, unanimously approved at 9:40pm.

Respectfully Submitted,

Susannah Carey