**Board of Selectmen Meeting Minutes**

**6/5/2019 6:00pm Ramsdell Room, Pelham Library**

**Present:** Selectman Ribeiro, Selectman Agoglia, Selectman Pearson, Chief Gary Thomann, Chief Ray Murphy, Rick Adamcek-Highway Superintendent, Rusty Rowell, Ralph & Linda Faulkingham, Ann Hondrogen, Michael Hussin, and Susannah Carey.

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

**Department Updates and Reviews**

Fire Department, Fire Chief Murphy. Overview sheet with goals & objectives for FY20. FD averaging 10-12 minutes response time per calls. Most calls are for Medical. Currently there are 10 firefighters with two positions open; budgeted for 11 firefighters and one Fire Chief. Staff can attend the 3-month program at the Fire Academy in Springfield at no cost. Salary stipend for FF is about $3,500-$4,000 per year and includes about 25 hours/month depending on firefighters ability to respond to calls. Pelham FD attends trainings in surrounding towns and works closely with other departments; Amherst, Shutesbury, Leverett. Chief Murphy is retiring June 30, 2021. There is no one internally being ‘groomed’ for the Fire Chief’s position. FY21 will be opportunity for Town to begin this search.

Police Department, Police Chief Thomann. Accomplishments include hiring Full Time Officer and solidifying a 4-year contract with Officer Parnell to stay in Pelham. There are currently 2 part-time officer vacancies with daytime shift needs for Saturday and Sundays. Officer Courtney Call works in Athol and is attending the Full Time Academy soon so she will not be returning as a part-time officer. Increase in morale amongst officers with passing of Town Meeting article raising salaries by $1.00 more per hour to $16.63. Officers have 40 hours/year training requirement; certifications, defensive tactics, motor vehicle, de-escalation, use of force, etc. PD continue with public outreach events; open house, coffee with cop, trunk or treat, spring fair, and cram-a-cruiser toy drive. PD looking at increasing information/event postings on Facebook page, website, and in Slate newsletter. Idea for ‘did you know’ section in Slate about PD events/calls/public awareness. Next Door Pelham also online site that reaches community members. Door to door campaign for Connect Pelham would like to include Code Red information and increase enrollments, which are low. Chief Thomann will look into officers sponsoring grades in the School. Chief Thomann will attend the IECP national conference and will report back about recruitment, promoting Pelham, and reaching out to women for employment. PD wishes for a garage space that enters in the Community Building. Chief Thomann has found two solar speed signs for about $5,400 ($5,000 appropriated from ATM, $400 from PD budget).

Highway Department, Superintendent Rick Adamcek. Board thanked for both the salary increase passed at ATM and for the new policy for vacation time buy back. Projects for this year: Laying fabric on Boyden Road to fix mud & rutting issues; Fixing culvert on North Valley Rd which is currently closed; shim and overlay on South Valley & Cadwell Street; shim, oil and stone for Butterhill Road including 20% rubber seal from recycled tires. Concerns after DEP audit for STEP Initiative Highway will change from self-maintenance on vehicles to having a fleet service company for service and oil disposal. No fines from DEP but suggestions of how to comply going forward will be provided in a report. Oil recovery about $750-$900 and service and oil disposal with a fleet service costs about $500-$600/truck/year. Highway will also need to change how winter sand is disposed of because it is considered hazardous waste. The street sweeper picks up winter sand in the Spring and has previously been used as fill and given to residents. Specifications for the demolition work by Associated Building Wreckers at 6 South Valley Rd will be reviewed for project to remove house at 18 Daniel Shays Highway. Community Hall project may be finished by July 1, 2019. Space between building and ramp was not addressed by the designer. Rick is currently fixing that area with specific focus on drainage away from the building. The Rhodes Building accessible bathroom will soon have an estimate for the project. The moisture remediation for the Community Building roof and the de-humidification system which were paid out of other expense funds could be paid out of MVP Action grant.

**New Road Detail Contract for Police Officers-**already passed at previous meeting.

**Award HCG Purchasing Bids; crushed gravel, bank run gravel, washed winter sand, recycled gravel hot mis asphalt-picked-up and In Place, stone seal**

Motion to award bids to Delta for crushed gravel 1-1/2”, bank run gravel, washed winter sand, and recycled gravel, unanimously approved.

Motion to award bids to Warner Brothers, LLC for hot mix asphalt both picked-up and in place, unanimously approved.

Motion to award bid to All States Asphalt for stone seal, unanimously approved.

**Town Officials**

Dana Macdonald, Conservation Commission Chair, brought the McClung Purchase and Sale Agreement for signatures as promised at previous meeting. Motion to sign McClung Purchase and Sale Agreement, unanimously approved.

**Public Comment**

Ralph Faulkingham and Ann Hondrogen notified BoS of submitted resignation letters from the Council on Aging. Residents stated their frustration with Open Meeting Law requirements and vagueness, how the Council on Aging is run, lack of member re-organization, lack of guidelines for boards/committees to follow, no available minutes for previous COA meetings to review, and lack of enthusiasm/encouragement for new ideas and grants. Both Ann and Ralph would like to actively contribute to the Pelham community. Request for follow-up with Kathy at July BoS meeting.

Rusty Rowell commented on the Open Meeting Law session he attended in Amherst on May 15. It was stated that email was not an acceptable conversing tool. A free web session of the OML is available. Remote participation at meetings will require vote by BoS. Boards/Committees not encouraged to use google docs for revising minutes.

Michael Hussin has concerns for voting specifically access; previous town election turnout was extremely low at less than 10% of the population. Request for information for number of voters at previous town meetings and town elections. Michael was directed to submit a public records request to the Town Clerk’s office. Shutesbury has voting and town meeting on the same day and in Leverett, Town Officials are nominated from town meeting floor. Three main points; remove impediments, encourage others to run for office, and include a referendum question to stimulate voter turnout. Ways to improve participation include holding a community forum and possibly holding a town caucus. More research will be sought by Selectman Ribeiro, Selectmen Agoglia, and Michael Hussin. Rusty Rowell noted legal locations where the public is allowed to obtain signatures for nomination forms; houses, steps of the Rhodes building, Library, and recycling at the Elementary School.

**Changes to the Family Medical Leave Act**

Passed by the State and allows municipalities to opt in/out. If the school discusses and votes to opt in, then the Town will need to adopt the act. Motion to opt out for Pelham until School decides further, unanimously approved.

**Review of Town Volunteers Survey-Strengthening Communications with all Boards and Committees**

Tabled until next BoS meeting. Goal to send out survey with date and invitation for meeting, and share results in the Slate.

**Review and Sign Fence Removal Letter to Country Lane Residents**

Motion to sign fence removal letter, unanimously approved.

**Town Owned Property & Next Steps Discussion-18 Daniel Shays Highway**

Abutters interested in purchasing the 2-acre, non-conforming lot; opportunity for Town to negotiate here. Habitat is not interested in this site. Associated Builders have completed previous demo projects in Pelham and will be consulted for pricing after specifications and scope of work are created. Funding is available from the Affordable Housing Initiative. Pelham is lacking a transition plan/ADA plan and may not have any projects that relate. Tilman is the Housing Chair.

**Re-Appointments of Town Officials, Public Bodies, & Staff**

List read aloud. Motion to appoint listed items below, unanimously approved.

Motion to appoint Gail Weiss as *Accounting Officer*

Motion to appoint David Waskiewicz as *Building Inspector*

Motion to appoint Rich Hall, Rusty Rowell, and Karen Willard-Ribeiro to the *Cable Advisory Committee*

Motion the appoint Rick Adamcek, Fire Chief Ray Murphy, Finance Committee Chair John Trickey, Police Chief Gary Thomann, Sarah Hall Chair School Committee, and Karen Willard-Ribeiro Chair of Board of Selectmen to the *Capital Planning Committee*

Motion to appoint June Massee as *Collector/Treasurer*

Motion to appoint Cyd Reiman, Roger Conant, Heidi Dollard, Abbie Jenks, Richard Seelig, Sue Tippit, and Wendy Weinberg to the *Community Garden Committee*

Motion to appoint Linda Hanscom, Lavonne Rathbun, and Diane Shepard to the *Community Hall Committee*

Motion to appoint Rick Adamcek, Linda Hanscom, and Karl Martini to the *Community Hall Accessibility Committee*

Motion to appoint Tilman Lukas and Kevin Hartzell to 3-year terms on the *Conservation Commission*

Motion to appoint Chief Gary Thomann as *Chief Constable*, and Roman Kucinski and Linda Newcomb as *Constables*

Motion to appoint Melissa Miller for a 3-year term on the *Cultural Council*

Motion to appoint Susannah Carey as *Disability Access; ADA Coordinator*

Motion to appoint Nancy Long as the *Dog Officer*

Motion to appoint Ron Shepard as *Electrical Inspector* and Doug Rae as *Assistant Electrical Inspector*

Motion to appoint Police Chief Gary Thomann as *Emergency Management Director*

Motion to appoint Alisa Pearson for a 3-year term on the *Energy Committee*

Motion to appoint Joe Larson and Bruce Klotz as *Fence Viewers*

Motion to appoint Andy French as *Gas Inspector*

Motion to appoint Rick Adamcek as *Highway Department Superintendent*

Motion to appoint Judy Metcalf as *Public Health Director*

Motion to appoint Stephen Bell as *Health Inspector*

Motion to appoint Charles Thompson to a 3-year term on the *Historical Commission*

Motion to appoint Tilman Lukas, Barbara Cooper, Ruth Elcan, Gail Kenny, Jim Lumley, Tony Maroulis, and Amy Spalding-Fecher to the *Housing Committee*

Motion to appoint Andy French as *Plumbing Inspector*

Motion to appoint Kevin Fournier, Christopher Rice, Richard Downie, Derick Lamoureux,

Todd Mongeon, Jared Tivnam, Robert Thrasher, Courtney Call, and Connor Parnell as *Police Officers.*

Motion to appoint Susannah Carey as *Recycling Coordinator*

Motion to appoint Sharrie Reydak to a 3-year term on the *Board of Registrars*

Motion to appoint Susannah Carey as *Selectboard Administrative Assistant*

Motion to appoint Karen Willard-Ribeiro as *Pioneer Valley Transit Authority representative*

Motion to appoint Steven Connor as *Veterans’ Service Officer*

Motion to appoint Jeffrey Eiseman and Amanda Huhmann to 5-year terms on the *Zoning Board of Appeals*

Motion to appoint David Waskiewicz as *Zoning Enforcement Officer*

Susannah will look into ADA transition plan for Pelham & what that entails.

**Rural Reap Grant & Other Grants Discussion**

Amherst School employee failed to submit Rural Reap grant by deadline which caused Pelham to lose a $20k grant. Question if school is held liable here. Selectman Ribeiro will contact Sean Mangano.

**Old Business**

March Roundtable Meeting Follow-Up discussion- next roundtable event set for all boards/committees set for October 2. August 7 meeting set for 6pm in the Ramsdell Room with the seven ‘very active’ board/committee chair/designee; email previously sent. The September 4 agenda will include roundtable planning for October 2.

MVP Action Grant Review and Wrap-Up Discussion- grant as of 5/21/19 has expended $48,300 according to condition of reports provided by the Tax Collector. Outstanding bills to date: Cadmus, RW Hall for Elementary School HVAC design, PV Squared solar plan report to be paid out of the META grant, another invoice for about $4110 unknown vendor.

Motion to approve additional engineering study for electrical with Robt. W Hall Consulting Engineers for Community Center building, unanimously approved.

Motion for following expenditures to be reallocated to the MVP Action grant: CCP Moisture Study-Building Sciences Corp., Electrical Sensor Installation, VRF Ground Source Comparison-Hall Consulting, In-Kind Cost Estimate-Hall Consulting, Electrical Generator Design-Hall Consulting Engineers, and Elementary School HVAC Scope Design Study, unanimously approved.

Other ideas to use MVP funds-Photographer Jon Crispin captured ATM with his camera. Idea to have inventory of Pelham’s photos for display. Pay vehicle expenses-not valid for MVP funds because not listed in scope of grant. Door to Door Campaigning for Connect Pelham idea to pay consultant to organize event. Canvassing and paying consultant for the preparation for event. Steve Botkin would like to be involved with Connect Pelham, could be paid as a consultant for canvassing.

**Liaison Reports**

Town Offices; Selectman Agoglia; VADAR software is live. Town Clerk returned on June 3rd. A transition day with Sandra Burgess was scheduled for Thursday May 30, but Kathy Martell was not in the office that day. Select board contacted town counsel on next steps for article passed at ATM for changing Town Clerk’s position from Elected to Appointed. Select board can offer support for new working situation for the Records Information Clerk and Town Clerk. Counsel was also contacted about opt-out incentive for employees not electing insurance and the Town is awaiting a policy proposal.

Highway-report above.

Fire Department-report above.

Police Department-report above.

**Minutes**

Motion to approve minutes from 4/17/19 as amended, unanimously approved.

Motion to approve minutes from 4/22/19 as amended, unanimously approved.

Motion to approve minutes from 4/24/19 as amended, unanimously approved.

Motion to approve minutes from 5/1/19 as amended, unanimously approved.

Motion to approve minutes from 5/15/19, unanimously approved.

**Upcoming Meetings**

July 24-Check if Community Hall available, project done

August 7-Ramsdell Room

August 21-Ramsdell Room

September 4-Ramsdell Room

September 18

September 25

Motion to adjourn, unanimously approved at 9:42pm.

**Documents Examined**

Fire Department overview document, HCG purchasing bids for award, fence removal letter, re-appointment document for FY20, rural reap grant correspondence, FMLA employer notice to employee benefits explanation, MVP 2019 condition of accounts for MVP expense account.

Respectfully submitted, Susannah Carey