



TOWN OF SOUTHAMPTON SELECT BOARD MINUTES

Tuesday, September 17, 2019 AT 6:00 PM
Town Hall

210 College Highway, Southamptton, MA 01073

This meeting was televised and recorded.

Present: John Martin, Matt Roland, Francine Tishman, Maureen Groden, Christine Fowles.
TA Edward Gibson

Pledge of Allegiance

- Call to Order – Chair Groden called the meeting to order at 6:00 pm.
Christine Fowles and Tammy Walunas thanked everyone for making Celebrate Southamptton a great event.
Matt Roland thanked the PTO for the Ice Cream Social held on September 5th.
Francine Tishman noted that the Polish National Credit Union held an informative event on Friday regarding scams.

Appointments:

- Debra Pinsky – Election Officer, term to expire August 31, 2020
- Eileen Hamel – Election Officer, term to expire August 31, 2020
- Elizabeth Blanchette – Election Officer, term to expire August 31, 2020
A motion was moved by Ms. Tishman and seconded by Ms. Fowles to appoint the three election officers, terms to expire August 31, 2020. It was a Unanimous Affirmative vote.
- James Mailloux – Alternate Electrical Inspector (2nd), term to expire June 30, 2020
A motion was moved by Mr. Roland and seconded by Mr. Martin to appoint James Mailloux as the Alternate Electrical Inspector (2nd), term to expire June 30, 2020. It was a Unanimous Affirmative vote.
- Joint Meeting with the Board of Health to appoint a resident/voter to the Board of Health to fill vacancy until the next Annual Election.
Shelly O'Connell, Acting Chair of the Board of Health addressed the SB. She thanked former BOH member Ben Hogan for his service. Two candidates stepped forward to fill the vacancy; Charlie Kaniecki and Rebecca Dubay. Mr. Kaniecki was in attendance and Ms. Dubay was not. According to Ms. O'Connell the BOH recommended Ms. Dubay however due to the lack of a quorum present for the BOH the SB it was mutually decided to reschedule this to another meeting when Ms. Dubay and BOH member Sharon Hart could both be present.

Hearings:

- None

Reports:

- Select Board
 - Ms. Fowles: Attended the Community Preservation Committee meeting, they approved an article for a shade area for the Pre-K playground; attended the Conservation Committee meeting last night - talked about possible donation of land from a resident; Board of Assessors met last Tuesday and discussed the surviving Widows benefit program.
 - Mr. Roland: Capital October 10th, Personnel this Thursday and School Committees are starting to meet.
 - Ms. Tishman: HRHS meeting at the end of August; safety issues at the front entryway are being addressed; room numbers have been changed to help first responders; they are holding two staff safety protocol meetings this year. The school now has breathalyzers and the family handbook has been updated. FYI; There is an application into the state for a K-8 charter school in Westfield on the Southamptton line. MPI met last night - the review of the Master Plan is complete, and they are finalizing the report to the Select Board. The Bylaws Committee met

Thursday and they have completed their work plan and updated their tasks; Ms. Tishman distributed a by-laws Progress Street.

- Ms. Groden: Went to the BOH meeting – they discussed the Recycling By-Law and the vacancy on the Board; Open Space Review Committee had a nice table at Celebrate Southampton; they are recruiting members. COA - There will be an Intergenerational Go For Life Walk scheduled for this Saturday, September 21st.
- Mr. Martin: Planning Board is meeting tomorrow night; Finance Committee is meeting Monday night is the and the Public Safety Complex Meeting is next Thursday.
- Town Administrator Report:
 - (a) Charlotte Axthelm resigned from the Conservation Commission. The CC is now looking for volunteers to fill two vacancies on their Committee.
 - (b) The proof for the Annual Town Reports was received and sent back for some edits.
 - (c) The Request for Quotes for the Library roof replacement project is out and available. There will be a pre-bid meeting at the Library on Sept. 18th, quotes are due Sept. 26th at noon and will be opened at the SB meeting on October 2nd.
 - (d) Paul Furgal, Chair of the Greenway (Bike Path) Committee is looking for two volunteers to fill existing vacancies to their Committee.

A motion was moved by Mr. Roland and seconded by Ms. Tishman to appoint John Martin to the Greenway Committee for a three-year term to expire June 30, 2022. It was a Unanimous Affirmative vote.
 - (e) The following individuals will represent their Committees on the Open Space and Recreation Plan Update Committee; Park Committee – Mark Reed; Planning Board – Cindy Palmer; Conservation Commission – Brittany Guttermuth; Water Commissioners – Jim Walunas; Community Preservation Committee – Jane Brown; COA – Yvonne Betty Davis, Alternate – Nancy Rucio; Greenway Committee and Kestral Land Trust are open; Select Board – Maureen Groden, Alternate – Francine Tishman.
 - (f) We have been informed by the Mass. Clean Water Trust and the State treasurer that the town will qualify for a subsidy in the amount of \$109,281 in loan forgiveness for a portion of the \$1,200,000 SRF loan for the Pumping Station and well rehabilitation infrastructure project. This subsidy would be equal to 6.43% of the original amount of the loan.
 - (g) Attended a Regional ABCC training with Judy Zedonis.
 - (h) The MMA has announced their Fall schedule of Breakfast Meetings with Legislator; Friday, September 20th in Becket or Wilbraham are the two closest local meetings.

Old Business:

- Annual Report Update: Final version is at the printer.
- East Street Bridge/MassWorks – Update: VHB continues to work with MassDOT.

New Business: Action/Discussion:

- Trinity Washburn, 55 White Loaf Road request for her son Blake to attend Smith Vocational High School. Ms. Washburn was not present.

TA Gibson spoke with Ms. Washburn today and she could not make the meeting so this will wait until the next meeting. Mr. Roland asked who was responsible for funding this and TA Gibson responded that the Town would be responsible not the school.
- Referral of Zoning Map Amendment request of American Dream Realty, LLC for 173 & 175 College Highway to the Planning Board.

Per TA Gibson, the SB needs to refer this to the Planning Board to take up and hold a Public Hearing.

A motion was moved by Ms. Tishman and seconded by Ms. Fowles to refer this to the Planning Board to start the process. It was a Unanimous Affirmative vote.
- PPPB request for Select Board to consider their vote to support CORI checks for new employees except Police Dept. & School Employees.

Pat Monahan a member of the PPPB, not speaking on behalf of the PPPB stated that this would be a pre-requisite and conditional offer of employment for new employees not existing employees and an employment offer would be contingent on successful background information. The Board will discuss this again; they would like more information. There were concerns with security and storage.

- **By-Law Advisory Committee makeup and charge – Discussion**
The Board reviewed a draft for having either a By-Law Review Committee or a By-Law Review Ad Hoc Committee.
Ms. Groden asked what the charge of the committee is and whether other Board members felt this should be a permanent committee or an Ad-Hoc Committee. She does not want to take authority away from committees to address by-laws. Ms. Tishman responded that input was requested from Committees and Departments along the way regarding by-laws.
Mr. Martin felt that this should be a permanent committee.
Mr. Roland agrees that there should be a standing committee since by-laws frequently come up at Town Meeting and should be reviewed periodically.
Ms. Tishman shared an example of a draft by-law and explained the process to create it. The Board felt that some of what they saw in the example was more of a job description which they were not sure a By-Law was necessarily needed.
The By-Law Committee will attempt to put through some of the bylaws that are finalized to the Town Meeting for approval.
- **Award of Contract - Highway Department - 2020 Freightliner Dump/Plow Truck under Greater Boston Police Council Consortium Bid \$224,785.00.** The Board discussed adding in the warranty for nearly \$10,000 which was not included in the proposal. The Town approved borrowing in the amount of \$250,000. There is a standard three year/\$50,000 document
A motion was moved by Mr. Martin and seconded by Mr. Roland to award the Contract - Highway Department - 2020 Freightliner Dump/Plow Truck under Greater Boston Police Council Consortium Bid \$224,785.00 conditional on seeing the warranty added to the document. It was a Unanimous Affirmative vote.
The Board signed the document.
- **New Town By-Law Solid Waste Recycling By-Law (Requested by Board of Health & Transfer Station Manager) (amended version):**
The Board of Health voted to approve this by-law moving forward to Town Meeting.
A motion was moved by Mr. Roland and seconded by Mr. Martin to accept the Solid Waste Recycling-By-Law with the exception of Section 5: Penalties 5.1c. Third offense – Permit suspension for the remainder of the effective date of the permit fiscal year. It was a Unanimous Affirmative vote.
- **Town Administrator's Evaluation**
Ms. Groden noted that feedback was received by Department Heads and Ms. Groden thanked TA Gibson for all of his hard work. The Board reviewed the evaluation and the scoring of all ten items, all of the scores were above three which means meets expectations and an average of 4 which often exceeds expectations. The Board discussed TA Gibson's goals as well as the Boards goals for TA Gibson. The Board commented on the evaluation and will review the goals periodically.
- **Special Town Meeting – October 22, 2019**
- **Invitation to opening event of Rockwood Ag-Grid digester, Sept. 25th 11 AM to 2 PM, Rockwood Farms, Granville, MA. Cow Power net metering credits.**
Per TA Gibson; The Town has begun receiving the credits on the electric bill.
- **Any other necessary business that cannot await the October 1st regular Select Board meeting.** Mr. Roland talked about a potential grant and Chair Groden mentioned that she receives quite a few emails with grant opportunities and would like to discuss at a future meeting and asked if there is a need to do grant writing training.

Signatures:

- **Personnel Change Forms (PCF)**
- **PCF - Richard Homan – COA Van Driver, 54 hours per pay period (2 weeks) benefitted position**
A motion was moved by Ms. Tishman and seconded by Ms. Fowles to approve the PCF - Richard Homan – COA Van Driver, 54 hours per pay period (2 weeks) benefitted position. It was a Unanimous Affirmative vote.
Janet Cain addressed the Board and mentioned that this position is thanks to a grant.
- **PRF – Police Dept – Public Safety Communications Dispatcher – New Position, up to 16 hrs. per week**

- PRF – Council on Aging – Van Driver – On-call, Back-up Position
- PRF – Town Clerk's Office – Assistant Town Clerk – 20 hours per week – Luci Dalton, Town Clerk was present and let the Board know that this is actually 19.5 hours not 20 hours per week.
- PRF – Water Commission – Administrative Assistant – up to 10 hours per week
The PRF's are not complete and will be brought back to the next SB meeting.
- New PCF Form (Informational Only)

Licenses/Permits:

- Michelle Sattler - One Day Beer and Wine – Conant Park, September 28, 2019, 9 AM to 9 PM.
TA Gibson confirmed that all paperwork is in order.
A motion was moved by Mr. Roland and seconded by Ms. Fowles to approve Michelle Sattler - One Day Beer and Wine – Conant Park, September 28, 2019, 9 AM to 9 PM. It was a Unanimous Affirmative vote.

Warrants:

- | | | |
|-------------|-------------|---------------------------|
| • P 20-10A | \$417.12 | Payroll Warrant |
| • PD 20-10A | \$53.16 | Payroll Deduction Warrant |
| • W 20-11 | \$90,430.01 | Vendor Payable Warrant |

Ms. Tishman and Mr. Martin signed the warrants.

Other Documents requiring Signatures:

- Select Board to sign Interim Loan Note for Water Department Pumping Station and Well Rehabilitation project. Jennifer Day, Treasurer/Collector was present and addressed the Board. This interim loan is being borrowed at zero percent until the permanent borrowing closes which will be a 2% rate. This is a twenty-year loan.
A motion was moved by Mr. Martin and seconded by Mr. Roland to sign the Interim Loan Note for the Water Department Pumping Station and Well Rehabilitation project. It was a Unanimous Affirmative vote.
The Board signed the note.
- Select Board to sign (Five-Town) shared contract for scanning grant shared employee.
A motion was moved by Mr. Martin and seconded by Ms. Tishman to sign the (Five-Town) shared contract for scanning grant shared employee. It was a Unanimous Affirmative vote.
The Chair signed.

Minutes to Approve:

- Oct. 16, 2018
A motion was moved by Ms. Tishman and seconded by Mr. Roland to approve the minutes from October 16, 2018 with amendments. The motion was approved with Ms. Fowles abstaining.
- Dec. 20, 2018
A motion was moved by Mr. Martin and seconded by Ms. Tishman to accept the minutes from December 20, 2018 as written. The motion was approved with Ms. Fowles abstaining.
- Sept. 3, 2019
A motion was moved by Mr. Martin and seconded by Mr. Roland to accept the minutes from September 3, 2019 with amendments. The motion was approved with Ms. Tishman abstaining.

Pending Items:

- Traffic Study Route 10
- Town Administrator's Evaluation
- Open Space and Recreation Plan
- DOER Green Communities Grant
- Greenway (Bike Path)
- Old Town Hall
- College Highway Land Donation
- Dog Complaint – White Loaf
- Hampshire Regional Budget & Expenditure & Agreement Review
- Town Short Term Disability Program – Mr. Martin talked with someone who might be able to come in to talk to the Board. This will be a future agenda item to bring someone in from the private sector. TA Gibson reminded the Board that there is also a bylaw in place to consider.

Calendar & Announcements:

- Select Board Meetings – Wednesday, October 2nd and October 22nd before the STM.

Articles for Special Town Meeting – today was the deadline to submit articles:

- East Street Borrowing (Another Vote Needed)
- Town By-Law Amendment Article VII Restriction in Issuances of Local Licenses & Permits
- New Town By-Law Mandatory Recycling By-Law
- Rescinding of (one) Glendale Road Funding Article from July 26, 2018 Special Town Meeting.
- Previous Fiscal Year Bill – Police Department – Goosetown Communications, \$270.00, FY 2018
- Two draft CPC articles.
- The Veterans agent has requested the Local exemption of 22 clauses.
- The BOH is requesting funding from Operational Stabilization to fund the Health Director Salary to provide Health and Human Services for the remainder of the year.

Open Time for the Public:

The Select Board reserves a portion of its meetings for public comment and encourages participation as follows:
none.

Executive Sessions: none**Adjournment:**

A motion was moved by Mr. Roland and seconded by Mr. Martin to adjourn the meeting at 9:47 pm. It was a Unanimous Affirmative vote.

Respectfully submitted,

Katherine T. Ingram

Documents presented at this meeting:

Town Administrator Report
Email – Luci Dalton, Town Clerk – Election Workers
Email – Tom Quinlan, Building Commissioner – Alternate Electrical Inspector
Email – Art Lawrence, PPPB – CORI checks
Email – Michele Randazzo, Esq., KP Law – CORI checks
Application – Letter of Interest BOH – Rebecca Dubay
Letter of Interest BOH – Resume – Charlie Kaniecki
Petition for Zoning Map Amendment – 173 & 175 College Hwy
Solid Waste Recycling By-Law
By-Laws Progress Sheet
Sample By-Law

Minutes Approved: 

Date Approved: Nov. 12, 2019