**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Lower Level**

**1 South Main Street**

**Tuesday November 10, 2015 7:00PM**

**Present**: Rick Marsh, Nancy Allen, Henry Woolsey **Absent:** None

**Other Organizations/Representatives present:** Steven C. Boudreau-Administrative Coordinator, Roy Nilson-Petersham Common Website, Dana Kennan- Chair-Board of Assessors, Kelly Garlock- Assistant Assessor.

**Others present**: Mark Bishop, Chris Mandel, Paul Youd, Tom Cahill, Stephanie Selden, Marianne Hinton, Charles Crowley, Jahan Manasseh- Edward Jones Financial Advisors, Don Clarkson.

**1. 7:00PM Call to order.** ChairNancy Allen called the meeting to order at 7:00PM at Town Hall Lower level and stated the meeting was being recorded.

1. **Minutes: Review/Approval of previous meeting Minutes of October 27, 2015.**

On a motion made by Rick Marsh, seconded by Henry Woolsey the minutes of 10/27/2015 were opened for review. On a motion made by Henry Woolsey, seconded by Rick Marsh it was voted unanimously to approve the 10/27/2105 minutes as amended.

1. **Meetings: 7:15 PM Public Hearing with Board of Assessors RE: Annual Classification of Taxable Property**

Nancy Allen called the public hearing to order at 7:15PM. AC Boudreau read the public hearing notice aloud. Dana Kennan-Chair of the Assessors briefed the Selectboard on the Board of Assessors recommendation to keep the classification factor at ***ONE*** for FY2016. Nancy Allen called for any questions from the Selectboard and the audience. No questions were raised. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to set the classification factor at ***ONE*** for FY2016 and so authorize the Board of Assessors to notify the Massachusetts Department of Revenue of the decision. Chair Nancy Allen closed the public hearing at 7:23pm. There was a short 7 minute recess called in the meeting to allow for electronic processing/transmission of the FY2016 tax rate documents to Massachusetts DOR by Administrative Coordinator Steven Boudreau and Assistant Assessor Kelly Garlock. The new FY2016 tax rate will be $16.42 which is down from a present tax rate of $16.99 for FY2015.

1. **New Business:**

 **RE: Discussion of Next Steps for the Nichewaug Inn & Academy Property:** Nancy Allen recused herself from the meeting at 7:35PM and moved to rear of room. Henry Woolsey assumed the chair of the meeting. **Discussion Status of Request for Proposals (RFP) for Planning Consultant:** Henry reviewed the status of the Request for Proposal for a Consultant for the Nichewaug Inn Notice that was currently published/posted on the town website, on bulletin board in the Secretary of State Central Register November 11, 20165 and Athol Daily News November 9 &16, 2015 and nine consulting firms by email with applications due December 11, 2015 12 noon at the Selectboard Office. Henry reviewed aloud the correspondence items received from town residents regarding the Nichewaug Inn matter. AC Boudreau was asked to forward the fire alarm email query from Marie Erie be sent along to Chief Robinson for his comments on the merits of a fire alarm system at Nichewaug Inn.

 **RE: Discussion National Grid Request for Distribution Easement 25 Common Street**

 Henry Woolsey led the discussion regarding the request for easement at 25 Common Street from National Grid. Petersham Residents Charles Crowley and Marianne Hinton brought up a few concerns about the easement request. It was decided to table the matter and request National Grid to meet with the Selectboard to discuss the matter face to face at a future date. Rick Marsh motioned the matter be tabled until National Gird can be present, Henry Woolsey seconded and the motion passed.

 **RE: Discussion of Heywood Healthcare PILOT Agreement Draft**

Nancy Allen assumed the Chair at 8:05PM. Nancy Allen led the discussion on the revised HHC PILOT Agreement designated draft #4 November 2015. She reviewed aloud the edits requested by the Selectboard members and incorporated into the latest draft and also the edits suggested by Attorney John Flick of HHC. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to accept the draft as amended and forward it to Town Counsel David Doneski for his review and comments as soon as possible.

 **RE: Discussion of Town Hall Handicap Access Ramp Project**

 Nancy Allen led the discussion and review of the site visit with Selectboard Members Allen and Woolsey and Highway Supt Graves and AC Boudreau held on Monday November 2, 2015 3pm at town hall ramp area. It was decided that the Selectboard would take the various design proposals under advisement and Nancy Allen will bring back further refined options for future Selectboard consideration.

 **RE: Report from Nov. Small Town Administrators (STAM) Meeting by Administrative Coordinator**

 AC Boudreau briefed the Selectboard on his recent meeting with STAM at the Lincoln Mass Town Hall held November 12, 2015. He noted the topics were Information Technology Cyber Security- with Tim Sullivan, Transparency in Financial Planning at the local level with Concord Finance Director Tony Legalbo and the use of ClearGov.com software in comparison bench marking data on various community service costs in Massachusetts with Chris Bullock. AC Boudreau noted that the Mass State IT Office would work with local communities to assess possible cyber threats at little to no costs to the community. AC Boudreau was asked to query the interest level in conducting a cyber threats assessment to Petersham Departmental Software Systems by the Mass State IT Office with the Tax Collector, Assessors, Treasurer, Accountant, Town Clerk and Center School.

 **RE: Discussion Appointment to Center School Long Range Planning Committee**

 Nancy Allen updated the Selectboard that the Petersham Center School (PCS) was establishing a Long Range Planning Committee to review and analyze the future needs of the PCS with Bart Wendell acting as facilitator. She noted that PCS was looking for volunteers to serve on the committee. Nancy Allen noted that she was willing to volunteer to serve on the committee.

 **RE: Discussion Administrative Coordinator Request for Compensatory Time Off 11/13/15**

On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to approve Administrative Coordinator Steven Boudreau use of 4 compensatory hours off to be used November 13, 2015 from 8am – 12 noon. It was noted the Selectboard Office will be closed all day 11/13/2015.

 **RE: Request for Sign & Banner Display for Annual Holiday Art & Craft Show & Sale, Dec. 5-6**

 On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted 2-AYE-(Marsh, Woolsey), 0-NAY,

 1- ABSTAIN Allen, to approve the placement of signs and banners for the Annual Holiday Art & Crafts Sale December 5th & 6th, 2015 for the Petersham Art Center as requested.

1. **Correspondence Review**

Nancy Allen summarized aloud the correspondence folder items.

1. **Questions from Public and Press**

 **Roy Nilson**-Do we have a media kit to hand out to the Press? Nancy Allen says we have no media kits to hand out to the Press.

 **Mark Bishop**-Commented that the acoustics in the room in his opinion were bad and asked persons to please articulate their voices. He also noted that the chairs in the room might be moved closer to the head table to improve hearing and communications for the audience.

1. **Next Meetings**

The next Selectboard meeting date was confirmed for Tuesday November 24, 2015 7PM Town Hall Lower Level and at the call of the Chair as needed.

1. **Adjournment.**

Henry Woolsey motioned for adjournment, seconded by Rick Marsh, and it was voted unanimously to approve the motion to adjourn at 8:55PM.

 **Respectfully submitted,**

 **Rick Marsh, Clerk**

 **Meeting Documents:** The following documents were provided and or reviewed by Selectboard members during the meeting and were located in individual meeting folders and or Selectboard Correspondence Folder located on meeting table:

Copy of Selectboard 11/10/2015 Agenda

 Copy of Tax Classification Legal notice dated 10/22/2015

 Copy of STAM November 2015 Meeting Agenda dated 11/5/2015

 Copies of Nichewaug Inn RFP Consultant notice dated 11/3/2015

 Copy of memo to Selectboard from AC Boudreau RE: Use of Comp time off dated 11/6/2016

 Copy of email to N. Allen from L. Peredina RE: PCS Long Rage Planking Committee dated 11/10/2015

 Copy of draft #4 November 2015 HHC PILOT Draft dated 11/2015

 Copy of letter from Petersham Arts Center S. Youd RE: Request for signs & Banner dated 11/10/2015

 Copies of email RE: Nichewaug Inn matter from P. Youd, M. Erie, T. Cahill, M. Hinton, S. Selden, R. McCrae dated various dates

 Copy of press release Senator Gobi Office RE: District Office Hours dated 11/3/2015

 Copy of email from Senator Gobi Office RE: State Regulations Review dated 10/27/2015

 Copy of email notice from ABCC RE: Farm Distillery Notice in Petersham dated 10/29/2015

 Copy of email notice from Whitewater Co. RE: Manganese Level & Coliform Level Report dated 11/6/2015

 Copy of Notice from National Grid RE: Distribution Systems Investment Announcement dated 10/29/2015

 Copy of Mass DPU Hearing Notice RE:Rates dated 11/9/2015

 Copy of letter from L. Frankl Hampshire COG RE: CCA Consultancy services recommendation dated 11/4/2015

 Copy of MMA letter RE: Notice Electrical Aggregation Consultant Constellation energy supplier endorsement dated 11/2/2014

 Copy of notice from National grid RE: Natural Gas Emergencies dated 11/9/2015

 Copy of Treasurer Cash Book September 2015 dated 11/9/2015

 Copy of flyer new Women’s Fashion store at Athol Mall dated 11/3/2015

 Copy of letter to MassDOT RE: Chapter 90 Reimbursement Request dated 11/9/2015