**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Hall Lower Level**

**1 South Main Street**

**Tuesday September 26, 2017 6:30PM**

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

**Other Organizations/Representatives present:** Steven C. Boudreau-Administrative Coordinator, Roy Nilson-Petersham Common, John Woolsey, Polly Pillsbury, Stephanie Selden Members of Handicap Access for Petersham Town Hall Committee.

**Others present**: Garret Knapik, Mark Bishop.

1. **6:30PM Call to order.**

 ChairNancy Allen called the meeting to order at 6:30PM at Town Hall lower level and stated the meeting was being recorded.

1. **Minutes: Review/Approval of Minutes of August 22, 2017 & September 12, 21, 2017.**

 The review and approval of September 12, 2017 minutes were placed on hold until next meeting.

 On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to approve the Minutes of August 22, 2017 as presented.

 Henry Woolsey motioned, seconded by Rick Marsh to open for review the minutes of September 21, 2017.

 On a motion made by Henry Woolsey, seconded by Rick Marsh, it was voted unanimously to approve the minutes of September 21, 2017 as amended.

1. **Meetings: None Scheduled**

 **4**. **New Business:**

 **RE: Discussion Mass. Community Compact process and application.**

The Selectboard reviewed a draft Community Compact Cabinet (CCC) application draft developed by Nancy Allen that she obtained on the CCC Webpage. She noted the final filed application reflect an ADA accessibility best practice category and that she requested that the Selectboard take some time to choose a second best practice category from a listing provided by the CCC staff for the final CCC application to be filed in October 2017. The Selectboard reviewed several options including: Education Best Practices regarding enrollment, demographics, and budgets; Local Agriculture & Silviculture Best Practices regarding adopting the Right to Farm Bylaw; and Energy & Environment Best Practices regarding climate change adaptation for municipal resiliency. Research will be done on the topics for a decision to be made at the next Selectboard meeting.

 **RE: Discussion Petersham Handicap Accessibility Plan - status update.**

 Nancy Allen reported that she had been in contact by phone with ADA Accessibility Consultant James Mazik to discuss the scope and cost of updating the 2003 Petersham ADA Transition Plan for filing with the Massachusetts Office on Disability pending grant application. She noted they were playing phone tag and said she hoped that she would get more definitive information soon. The matter was taken under advisement for discussion again at the October 10, 2017 Selectboard meeting.

 **RE: Discussion Town Hall temporary ramp and use of main floor - status updates.**

Nancy Allen noted that the new ADA compliant temporary ramp has been approved for purchase at $18,570 from Amramp Company funded by a $15,000 gift donation from Petersham Resident Stephanie Selden and $3,570 in charges to existing Selectboard accounts for town hall expenses and town hall maintenance by vote of the Selectboard at a special meeting held on Thursday 9/21/2017. AC Boudreau noted Amramp has been notified in writing and has scheduled installation of the new ADA compliant ramp for 10/31/2017.

 **RE: Discussion annual performance reviews and update sessions with department heads.**

Nancy Allen noted that a request was made by Selectboard Member Marsh to have the Selectboard appointed employees and supervised departments and committees meet with the Selectboard during October- November 2017 for performance reviews and update sessions to discuss their individual activities accomplishments and issues and any future plans and goals and that she would be sending out an invitation via memo soon. She noted that she wanted to make the invitation to meet for update sessions optional. The Selectboard members agreed with the approach suggested by Nancy Allen.

 **RE: Discussion/approval request for Administrative Coordinator vacation time Oct. 5 & 6.**

The Selectboard agreed to allow the Administrative Coordinator to take Thursday October 5, 2017 and Friday October 6, 2017 as vacation days. AC Boudreau noted that he would be working Friday 8am – 12 noon September 29, 2017 primarily to sell stickers and set up the sticker table and sign at the transfer station for 9/30/2017 sales on site by Sherry Berube and take the vacation day off October 6, 2017 for working the meeting hours on 9/26/2017. AC Boudreau noted he ***will not*** be putting in for overtime.

 **RE: Discussion/approval of October-December 2017 Selectboard Meeting dates.**

 The Selectboard agreed to set the following dates and to times for Selectboard meetings from October 2017 –

 December 2107:
 **October 2017**

 Tuesday October 10, 2017 6:00PM

 Tuesday October 24, 2017 6:30PM

 **November 2017**

 Tuesday November 14, 2017 6:30PM

 Tuesday November 28, 2017 6:30PM

 **December 2017**

 Tuesday December 12, 2017 6:30PM

 Tuesday December 19, 2017 6:30PM

 Tuesday December 26, 2017 6:30PM

 **RE: Discussion Appointment Request Open Space Recreation Committee**

 On a motion made by Henry Woolsey seconded by Rick Marsh it was voted unanimously to appoint Ari Pugliese 59 Barre Road a member of the Open Space and Recreation Committee with a term to expire 6/30/2018 to fill a recent vacancy on the committee.

 **5. Correspondence Review**

  **Nichewaug Inn Correspondence Items:** At 7:50PM Nancy Allen recused herself from the meeting and moved to the rear of the room. Vice Chair Woolsey took over chairing the meeting. He read aloud an email dated 9/25/2017 from Michael Orr, Nichewaug Inn Project Coordinator for Associated Building Wreckers (ABW) detailing a current project status and a request for an extension of time to finish the project. Rick Marsh motioned, seconded by Henry Woolsey that the Petersham Selectboard vote to approve extending the “Substantial Completion” date of the town abatement contract with Associated Building Wreckers of Springfield, MA, to remove and abate hazardous materials for the town’s Nichewaug Inn Property to no later than November 6, 2017 and to authorize the Selectboard Vice Chair Henry Woolsey to sign said extension on behalf of the Selectboard and the Town. The motion passed unanimously.

 Henry also noted a letter dated 9/13/2017 from Wilcox and Barton, David Foss, recommending approval of application for payment # 5 from Associated Building Wreckers (ABW) in the amount of $26,855.00.

 Nancy Allen returned to chair the meeting at 7:56pm. Nancy Allen summarized aloud the remaining correspondence folder items. The Selectboard took a brief 5 minute recess. The meeting resumed at approximately 8:00pm.

**6. Questions from Public and Press-** None were asked.

**7. Next Meetings**

The next Selectboard meeting was confirmed for Tuesday October 10, 2017 ***6:00PM*** at Lower Level Town Hall and at the call of the Chair as needed.

**8. Adjournment.**

Rick Marsh motioned for adjournment, seconded by Henry Woolsey, and it was voted unanimously to approve the motion to adjourn at 8:30PM

 **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 September 26, 2017 Agenda

 Copy of email from M. Orr RE: Status Report N. Inn Project & Request for Contract Time extension received 9/25/2017

 Copy of letter from D. Foss of Wilcox & Barton RE: Approval of Payment App # 5 from ABW received 9/13/2017

 Copy of CCC Draft Application received 9/26/2017 developed by N. Allen

 Copy of email and relate materials from N. Allen to Selectboard RE: Oct – Dec 2017 suggested meeting dates received 9/25/2017

 Copy of email from R. Clark to Selectboard RE: Request for OSR Committee Appointment of A. Pugliese received 9/26/2017

 Copy of 9/23/2017 TA expenditure report

 Copy of letter of Selectboard thanks to Stephanie Selden REL: $15K gift donation for ADA ramp dated 9/26/2017

 Copy of draft motion for extension of N. Inn Abatement contract dated 9/26/2017 developed by H. Woolsey

 Copy of life in Round House B& B Flyer received 9/24/2017

 Copy of letter from Gov Baker RE: Grant Award Notice recycling received 9/25/2017 CC BOH amount $2,800.00

 Copy of email notice from Whitewater V. Jain RE: PWS Annual Statistical Report received 9/20/2017

 Copy of email news release Senator Gobi received 9/26/2017 RE: District Office Hours October 2017

 Copy of letter from Gelinas Waste RE: Request to Bid Trash Hauling Contract received 9/21/2017

 Copy of post card invitation & email MRPC Ribbon Cutting received 9/18/2017

 Copy of Treasurer Cash Book dated August 2017 received 9/18/2017

 Copy of letter to T. Duffy Amramp RE: Authorization to proceed ADA Temp ramp dated 9/21/2017

 Copy of support letter to A. Whiteman Mass Dept Energy Resources RE: MRPC Grant Application filing dated 9/12/2017

 Copy of letter to Osgood Painting RE: Notice of award TH Shutter Installing at $2,400.00 dated 9/13/2017

 Copy of appointment letter S. Loring to BOH Agent dated 9/13/2017