**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Hall Lower Level**

**1 South Main Street**

**Tuesday March 21, 2017 6:00PM**

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

**Other Organizations/Representatives present:** Steven C. Boudreau-Administrative Coordinator, Ashley Arsenault-Athol Daily News Reporter, Roy Nilson- Petersham Common Website, Ross France-AFC, Paul Youd-AFC, Donald Clarkson- AFC, Greg Waid-Supt Highway Department, Ellie Downer –Barre Gazette, Lynn Peredina- PCS Committee, Janice Coughlan-PCS Committee, Tari Thomas- PCS/RC Mahar RSD- Supt, Dan Haynes-PCS/RC Mahar Director of Finance, Dana Kennan- Board of Assessors.

**Others present**: Stephanie Selden, Thomas Cahill, Marie Erie, Candace Anderson, Jana Dengler, Hilary Loring, Glenn Goodale

1. **6:00PM Call to order.**

 ChairNancy Allen called the meeting to order at 6:00PM at Town Hall lower level and stated the meeting was being recorded.

1. **Reorganization: Election of Officers:**

 Henry Woolsey motioned, seconded by Rick Marsh the same slate of Selectboard Officers for 2017. The motion passed unanimously. Selectboard Officers for 2017: Chair-Nancy Allen, Vice Chair-Henry Woolsey, Clerk-Rick Marsh.

**3. Minutes: Review/Approval of previous meeting Minutes of February 28, 20187 & March 8, 2017**

 Rick Marsh motioned, seconded by Henry Woolsey to open the minutes of February 28, 2017 for review. Henry Woolsey motioned, seconded by Rick Marsh and voted unanimously to approve the minutes of February 28, 2017 as amended.

 Henry Woolsey motioned, seconded by Rick Marsh and voted unanimously to approve the minutes of March 8, 2017 as amended.

 **4. 6:45 PM FY2018 Budget Reviews: Joint Meeting with Advisory Finance Committee & Town Departments, Boards, Committees:**

 **6:20 PM Meeting with Hwy Superintendent Greg Waid RE: Review proposed cooperative purchasing of highway dept. materials.**

 The Selectboard met with PHD Supt Greg Waid to discuss the possibility of regionalizing the purchase of various highway materials supplies and services with the towns of Phillipston and Royalston. Planner Kevin Flynn would coordinate the activity and be paid with a fixed percentage of a fee charged off to the vendors who would bid on the supplies materials and services. The Selectboard gave approval to proceed with exploring the concept and asked Greg to bring back more details for further discussion at a later date.

 **6:45 PM FY2018 Budget Reviews: Joint Meeting with Advisory Finance Committee & Town Departments, Boards, Committees:**

 **6:45 PM Board of Assessors, Dana Kennan, Chair** The Selectboard and AFC met with Board of Assessors Chair Dana Kennan. Dana provided the Assessors Overlay Amount request of $45,000.00 for FY2018 to the AFC for their budgeting purposes. Dana explained that according to the DOR, the current three year triennial assessment will be changed to a five year review and the ten year decennial assessment will begin in either 2019 or 2020. Dana noted that the town now has $225,141.99 in excess levy capacity for use in FY2018. Dana requested support for the two assessor requested warrant articles for the annual town meeting. Dana also noted that the number of filings for tax exempt properties and Chapter 61, Chapter 61A, Chapter 61B lands were increasing yearly and causing more loss of revenue to the town. He noted that in FY2015 the town lost $101,897.57 and in FY2016 the town lost $158,017.63 which is equivalent to a dollar on the tax rate.

 **7:00 PM Center School Committee members, Supt. Tari Thomas, Finance Director Dan Haynes, Principal Joanne Menard**

 The Selectboard and AFC met with Tari Thomas Supt. PCS/Mahar RSD, Dan Haynes –Finance Director PCS/Mahar RSD, Janice Coughlan-PCS Committee, Lynn Peredina-PCS Committee.

 Supt Tari Thomas and Finance Director Dan Haynes provided an overview if the proposed PCS FY2018 Budget. The final FY2018PCS Budget has yet to be voted on by the PCS Committee. The budget hearing on the PCS FY2018 budget is scheduled for April 13, 2017. The requested town appropriated amount for the PCS budget as this time is $1,460.000.00. Supt Thomas noted student enrollment as of October 1, 2016 at PCS was 128 with 62 students designated as school choice. AFC Members and Selectboard Members asked various related budget questions and PCS Committee Members Coughlan and Peredina as well as Supt Thomas and Finance Director Haynes provided answers as best they could. It was noted that the total PCS FY2018 proposed budget is now just shy of $2,000,000, a landmark figure for all to be aware of. The AFC and Selectboard took the PCS budget request for FY2018 under advisement.

 **7:45 PM Mahar School Committee members, Supt. Tari Thomas, Finance Director Dan Haynes**

  The Selectboard and AFC met with Tari Thomas Supt. PCS/Mahar RSD, Dan Haynes –Finance Director PCS/Mahar RSD. Supt Tari Thomas and Finance Director Dan Haynes provided an overview if the proposed RC Mahar RSD FY2018 Budget. It was noted the final FY2018 Mahar RSD Budget has yet to be voted on by the Mahar RSD Committee. At this time the Petersham Mahar RSD Assessment for FY2018 was proposed to go up 1.09 % or $8,471.00. The FY2017 Assessment for Petersham would be $767,705.00 for operating expenses with a debt assessment of $21,701.00. The AFC and Selectboard took the Mahar RSD budget request for FY2018 under advisement.

 **Any other FY18 budget business as available. – Nichewaug Inn Asbestos Removal Briefing for AFC Members France, Clarkson and Youd.**

Nancy Allen provided an updated AFC/Selectboard meeting schedule to the Selectboard and AFC members. Henry repeated his Nichewaug Inn Project update in summary for the AFC at the conclusion of the budget meetings. Nancy recused herself and departed from that portion of the discussion.

 **5. New Business:**

 **RE: Nichewaug Inn & Academy Project: Results of ballot vote, discussion of next steps.**

 At 6:10 PM Nancy Allen recused herself from the meeting and moved to the rear of the room. Henry Woolsey assumed chair of the meeting. Henry Woolsey announced that he was also recusing himself from the meeting as he is an abutter to the Nichewaug Inn as a Board member of the Petersham Historical Society. He then invoked the Rule of Necessity and participated in the meeting to discuss Nichewaug Inn matters with Selectboard Member Rick Marsh. Henry noted the recent debt exclusion vote at the Annual Town Election March 6, 2017 passed 132 yes/42 no to fund the asbestos and hazardous materials removal from the Nichewaug Inn. He noted that he had asked for and received assistance from Mark Bishop a local resident with experience on handling asbestos and hazardous materials to assist him with evaluating a proposal from Wilcox &Barton Inc. (W & B) to provide 3rd party monitoring/project management services for asbestos and hazardous material removal as required by MassDEP regulations. The proposal was for $47,500 and included some project management oversight services and would be billed on an as needed actual basis. Henry felt very comfortable with the scope of work in the W & B proposal and the requested estimated price after meeting with W & Representative David Foss with Mark Bishop to explore the proposal further. Henry noted that he wanted to engage the services of W & B as soon as possible so he could begin developing a contract with Associated Building Wreckers to actually begin removal of the asbestos and hazardous materials at Nichewaug Inn as soon as possible and wanted to have W & B on the town’s side to assist with this endeavor. Henry repeated his Nichewaug Inn Project update in summary for the AFC at the conclusion of the budget meetings. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted to authorize Vice Chairman Henry Woolsey to sign the asbestos monitoring and project management services proposal from Wilcox and Barton dated March 8, 2017 on behalf of the Petersham Selectboard. Nancy Allen returned to chair the meeting at 6:20PM

 **RE: Town Hall Ramp Project: Discussion appointments to Handicap Access Committee.**

The Selectboard reviewed a list of 7 applicants that had requested appointment to the committee.

 Henry Woolsey recused himself from the board discussion/deliberation regarding the matter as two applicants before the Selectboard were family members and he moved to rear of the room. On a motion made by Rick Marsh, seconded by Nancy Allen, it was voted to appoint Jana Dengler, Roy Nilson, John Woolsey, Candace Anderson, and Stephanie Selden to the Petersham Town Hall Access Committee with a term to expire 6/30/2017. Nancy Allen explained that the Selectboard would ask the Town Clerk to open a link for the committee on the town web site and as is standard for any newly formed committee, the Selectboard would post the first meeting agenda based on a date agreed to by all five members.

 **RE: Town Hall Painting Project: Discussion review of exterior painting bids.**

The matter was placed on hold for further Selectboard consideration at the next Selectboard meeting.

 **RE: Discussion of FY18 health insurance rates for employees & retirees as available.**

The Selectboard considered the FY2018 MIIA Health Benefits Trust proposed health insurance rates for active and retired employees. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to accept the rates for FY2018 and authorize the Chair to sign the rate form on behalf of the Selectboard. The new rates will go into effect June 1, 2017. The new rates will increase 7.58% across the board.

 **RE: High Speed Broadband Project: MLP Public Information Meeting on Saturday, April 8.**

Nancy Allen announced that there will be an informational meeting on April 8, 2017 3pm-4pm at Town Hall Lower Level to discuss the broadband program. All interested Petersham residents are encouraged to make note of the meeting and attend if interested.

 **RE: Discussion review surplus equipment/property list from town departments as available.**

The Selectboard reviewed the list of equipment that was submitted by the Police Department and Highway Departments and Selectboard for declaration as surplus by the Selectboard. Henry Woolsey moved, seconded by Rick Marsh and it was voted unanimously to declare surplus the equipment submitted by list from the Petersham Police Department and Petersham Highway Department and two Town Hall oil tanks submitted by the Selectboard.

 **RE: Review Selectboard meeting dates for upcoming months.**

The Selectboard established the following dates for meeting during April 2017– June 2017:

 **April 2017**

 Tuesday April 04, 2017 **NO MEETING**

 Tuesday April 11, 2017 6:30PM

 Tuesday April 18, 2017 6:30PM

 Tuesday April 25, 2017 6:30PM

 **May 2017**

 Tuesday May 02, 2017 **NO MEETING**

 Tuesday May 09, 2017 6:30PM

 Tuesday May 16, 2017 6:30PM

 Tuesday May 23, 2017 6:30PM

 Tuesday May 30, 2017 6:30PM

 **June 2017**

 Monday June 05, 2017 **Time TBD**

 Tuesday June 06, 2017 **NO MEETING**

 Tuesday June 13, 2017 6:30PM

 Tuesday June 20, 2017 6:30PM

 Tuesday June 27, 2017 6:30PM

 **6. Correspondence Review**

 Nancy Allen summarized aloud the correspondence folder items.

**7. Questions from Public and Press**

 No questions from Public or Press.

**8. Next Meetings**

The next Selectboard meeting was confirmed for Tuesday March 28, 2017 6:30PM at Lower Level Town Hall and at the call of the Chair as needed.

**9. Adjournment.**

Henry Woolsey motioned for adjournment, seconded Rick Marsh, and it was voted unanimously to approve the motion to adjourn at 9:15PM

 **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 3-21-2017 Agenda

 Copy of Town Hall Access Committee applicants and information received by 3/9/2017 deadline

 Copy of MIIA HBT FY2018 Insurance Rate Form & Draft Notice to employees signed by Chair 3/21/2017

 Copy of April – June 2017 Calendars & 2-17 COM SoS Holiday Schedule for BOS Meetings

 Copy of updated AFC & Selectboard FY2018 Budget meeting Schedule from N. Allen received 3/21/2017

 Copy of RC Mahar FY2018 Budget Version -2 Summary received 3/20/2017

 Copy of Town Hall Painting 20217 Tally Sheet compiled 2/27/2017 by N. Allen

 Copy of Broadband information dated 3/21/2017

 Copy of cover email and list of surplus equipment from PHD & PPD dated 3/20/2017

 Copy of FY2018 2-Assessor ATM warrant Articles request received 2/7/2017

 Copy of email to BOS from H. Woolsey RE: W & B Asbestos Monitoring Proposal dated 3/17/2017

 Copy of meeting notice received 3/17/2017 RE: Meeting of Joint Superintendency Union SC

 Copy of email from Mass DOR RE: Monty Tech E & D Certified Amount $1,066,068.00 received 3/20/2017

 Copy of FY2018 Monty Tech Assessment to Petersham received 3/13/2017

 Copy of letter to NE Quabbin Veterans Service District RE: Recertification through 7/1/2019 received 3/10/2017

 Copy of email to MIIA RE: Dividend Check payment request dated 3/20/2017

 Copy of letter from COM MOD RE: Grants Notice for Accessibility Improvements received 3/20/2017

 Copy of Wood Bank Notice mailer to public received 3/21/2017

 Copy of notice RE: Stand Up for Transportation Rally received 3/20/2017

 Copy of various press releases North Quabbin CC dated 3/20/2017

 Copy of Treasurer Cash Book February 2017 received 3/7/2017

 Copy of email to J. Nolan Cabot Risk RE: Nichewaug Liability Insurance Binder dated 3/3/2017

 Copy of email to J. Nolan Cabot Risk RE: Nichewaug Liability Insurance Binder dated 3/8/2017

 Copy of appointment letter to M. Bishop RE: CIPC dated 3/1/2017

 Copy of letter to J. Cayea RE: Resignation dated 2/28/2017

 Copy of new release dated 3/1/2017 RE: Tow Hall Access Committee Request for Volunteers

 Copy of notice Selectboard hours of operation March 13, 2017- March 17, 2017 posted 3/2/2017

 Copy of meeting notice RC Mahar RSD 3/7/2017 Agenda received 3/2/2017