**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Offices**

**3 South Main Street Selectboard Office**

**May 13, 2014 Tuesday 7:00pm**

**Present**: Nancy Allen, Rick Marsh, Peter George **Absent:** None.

Steven C. Boudreau- Administrative Coordinator, **Others present**: Nicole LeBlanc-Barre Gazette, Tim Graves, Roy Nilson, Lynn Shaw, Melissa LeVangie, AFC Members Ross France, Clarisse Hart, Christine Durgin, Bob Bellefeuille, James Regan.

1. **Call to order**

 Chairman Peter George called the meeting to order at 7:00 pm. He announced the meeting was being

 recorded.

1. **Approval of Minutes**

 On a motion made by Rick Marsh, seconded by Nancy Allen it was voted unanimously to approve the

 Minutes of 5/5/2014 as corrected. On a motion made by Nancy Allen, seconded by Rick Marsh it was

 voted unanimously to approve the Minutes of 5/5/2014 Executive Session as presented. On a motion made

 by Rick Marsh, seconded by Nancy Allen it was voted unanimously to approve the Regular Session

 Minutes of 4/30/2014 as corrected

1. **Meetings–7:15PM with Tree Warden RE: Hourly Rate for Position & Tree Wood Policy Review**

 The Selectboard met with Tree Warden Melissa LeVangie to discuss the recently submitted revised invoice for services rendered by Tree Warden Melissa LeVangie. The Selectboard appreciated the efforts put into the position by Ms. LeVangie. She was requesting a rate per hour of $25.00 and her invoice totaled $1,875.00 for service rendered to date. Nancy Allen stated that she respected the work done by Ms. LeVangie but could not support the $25.00 per hour rate. Peter George and Rick Marsh said that they could support the $25.00 rate for the invoice submitted but that further discussions for a salary for next fiscal year needed to be worked out. The AFC noted that they were supporting an FY2015 salary total budget of $2,500.00 for FY2015 with no specific hourly rate but more like a yearly stipend and suggested that in the future the final terms of payment to appointed employees be agreed to before they are appointed. On a motion made by Rick Marsh, seconded by Nancy Allen, it was voted to pay the invoice from the tree warden in the amount of $1,875.00 and to approve and sign and file a Reserve Fund Transfer Request in that amount with the Advisory Finance Committee to fund the invoice payment for the Tree Warden.

 Vote was 2-AYE: Marsh & George, 1-NAY: Allen. The AFC approved the Reserve Fund Transfer request latter in the meeting to pay the tree warden invoice. The Tree Wood Policy discussion was asked to be postponed by the Tree Warden pending further input from the Forest & Shade Tree Committee and more work on the draft policy revision. Tree Warden LeVangie will notify AC Boudreau when she is ready to be placed on the Selectboard Agenda.

1. **New Business**

 **RE: Signatures for Payroll and Bills Payable Warrants New Business**

Selectboard Members reviewed the warrants and bills payable and affixed their signature as requested by the Town Accountant.

 **RE: Discussion of Business Certificates-** No action taken. No business certificates were submitted for approval by the Selectboard.

 **RE: Discussion/Vote to Set/Order Sign ATM & STM Warrants**

The Selectboard reviewed the proposed ATM & STM Warrants as drafted by AC Boudreau dated 5/13/2014 with all the members of the Advisory Finance Committee present. The STM Warrant was reviewed and suggested changes were incorporated into the final draft. It was noted by AFC Chair France that all money items on the STM would be paid for from Free Cash. On a motion made Nancy Allen, seconded by Rick Marsh it was voted unanimously to set and sign the Special Town Meeting Warrant for June 2, 2014 as amended. Attention turned to the discussion of the Annual Town Meeting Warrant for the June 2, 2014 Town Meeting by the Selectboard and the AFC Members. A number of suggested changes were made to the ATM warrant by the Selectboard and AFC. The suggested changes were incorporated into the final draft of the ATM Warrant by AC Boudreau. On a motion made by Nancy Allen, seconded by Rick Marsh it was voted unanimously to set and sign the Annual Town Meeting Warrant for June 2, 2014 as amended with changes. Discussion turned to the proposed draft FY2015 Budget as recommended by the AFC. Ross France went over the proposed budget document with the Selectboard. One the matter of salary scale adjustment the AFC was recommending a 2.75% increase in base pay for non union town employees for FY2015. The Selectboard discussed the matter of salary scale adjustments for FY2015. Nancy Allen stated that while she respected all town employees that she disagreed with the 2.75% increase in base pay made by the AFC. She cited a survey of salaries from the nine surrounding area towns that were only going up an estimated 1.00%- 1.50%. A motion was made by Nancy Allen, seconded by Rick Marsh to support a salary scale adjustment for non union town employees at 2.00% for FY2015. The motion failed to pass on a vote of 1-AYE: Allen, 2 NAY: Marsh & George. On a motion made by Rick Marsh, seconded by Nancy Allen it was voted to support a 2.75 % scale adjustment in base pay for non union town employees. Voted:1-NAY-Allen, 2-AYE, Marsh & George. The AFC requested a copy from Fire Chief Robinson of the training curriculum for the call firefighter force be sent to them as soon as possible. On a motion made by Nancy Allen, seconded by Rick Marsh it was voted unanimously to have the Selectboard members sign the final STM & ATM Warrants before 4pm 5/15/2014 or sooner. AFC Chairmen Ross confirmed the May 19, 2014 joint meeting with the Selectboard and the Moderator to discuss the STM/ATM Motions and related town meeting business. The joint meeting is to be held at Lower Town Hall at 7PM.

 **RE: Discussion Begin Annual Reappointments Process**

The Selectboard considered the list of annual reappointment terms to expire June 30, 2015. The matter was requested to be placed on hold for a future Selectboard meeting until at least two Selectboard meetings out. On a motion made by Nancy Allen, second by Rick Marsh it was voted unanimously to appoint Clarisse Hart ***nonvoting*** member to the Petersham Forest and Shade Tree Committee term to expire 6/30/2015.

 **RE: Discussion to Meeting Wednesday May 21, 2014 at 3:00PM to Award Highway Bids**

The Selectboard agreed to meet in special session on Wednesday May 21, 2014 at 3:00PM Town Offices

 to consider awarding the FY2015 highway bids only. No other items on the agenda.

 **RE: Discussion Approval and Signing of Country Store Retail Package Store License**

The Selectboard members affixed their signatures to the revised Country Store Retail Package Store License recently approved by ABCC for Wine & Malt Sales only.

1. **Correspondence Review-**No Selectboard review of the correspondence items took place. The correspondence items will be held over until the next meeting.

1. **Executive Session-None**

1. **Next Meetings**

 The next meeting of the Selectboard will be Monday May 19, 2014 at 7:00PM Lower Town Hall,

 Wednesday May 21, 2014 at 3:00PM Special Session at Town Office to consider the award of FY2015 Highway Bids only and at the call of the Chairman as needed.

1. **Adjournment**

 There being no further business, Nancy Allen moved to adjourn. Rick Marsh seconded the motion and it

 was voted unanimously to adjourn. The Selectboard meeting adjourned at 9:15PM.

 **Respectfully submitted**,

 **Rick Marsh, Clerk**

**Meeting Documents:** Selectboard Agenda 5/13/2014, Updated 5/13/2014 drafts of STM & ATM Warrants, Copy Disposal of Excess Roadway & Tree Materials Policy, Memo from Bill Purple: RE: West Street Cemetery Cost/Renovations Plan for Stone Wall, Email to M. LeVangie RE: Request to Meet & Revised Invoice for Services rendered, Copy of 5/12/2104 Draft FY2015 AFC Budget Recommendations.