**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Hall Lower Level**

**1 South Main Street**

**Tuesday February 9, 2016 6:30PM**

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

**Other Organizations/Representatives present:** Steven C. Boudreau-Administrative Coordinator, Roy Nilson-Petersham Common Website, Ashley Arsenault- Athol Daily News, Eleanor Downer- Barre Gazette, Ross France-AFC, Don Clarkson-AFC, Bob Bellefeuille-AFC, Eric Mandel-AFC, Tim Graves – Highway Dept, Lynn Shaw- Cemetery Commission, Ann Townsend –Cemetery Commission, Jayne Arata- Petersham Memorial Library Director.

**Others present**: Mark & Claudette Bishop, Garrett Knapik, Tom & Michele Cahill, Paul & Shelia Youd, Janice Olsen, Anne Perkins, Chris Mandel, Ellen Anderson, Karen Davis, Mick Huppert, Stephanie Selden, Richard McCrae.

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.
2. **Minutes: Review/Approval of previous meeting Minutes of January 19, 2016 & February 3, 2016.**

**1/26/2016 Minutes:** On a motion made by Rick Marsh, seconded by Henry Woolsey the minutes of 1/26/2016 were opened for review. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to approve the 1/26/2016 minutes as amended.

**2/3/2016 Minutes**: On a motion made by Rick Marsh, seconded by Henry Woolsey the minutes of 2/3/2016 were opened for review. On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to approve the 2/3/2016 minutes as amended.

**6:30 PM: RE: Discussion of Nichewaug Inn & Academy Property Project: Continuation of Review & Discussion of Planning Consultant Selection per Request for Proposals & Interviews** Nancy Allen recused herself from the meeting at 6:33PM moved to rear of the room and turned the chair over to Vice Chair Henry Woolsey.

Vice Chair Woolsey reviewed aloud the correspondence received from interested Petersham citizens on the matter of the Nichewaug Inn Consultant. Selectboard Member Marsh was still supporting the Albert Rex Team as his choice for consultant. Henry Woolsey was still supporting the Ted Carman Team as his choice for Nichewaug consultant. Vice Chair Henry Woolsey solicited comments and questions from the assembled audience. It was decided that Vice Chair Woolsey would query Town Counsel Doneski to seek advice on how to break the impasse on the Nichewaug Inn consultant choice and the Selectboard will meet again at 6:30pm on 2/16/2016 to consider the matter.

1. **Meetings:** Nancy Allen returned to the chair the meeting at 7:10PM

**Joint Meeting with Advisory Finance Committee for Budget Reviews of FY2017 Budgets:**

**7:10 PM Memorial Library**

The Selectboard and AFC met with Petersham Memorial Library Director Jayne Arata. The FY2017 PML Budget request was $9,190.00. The FY2016 budgeted amount is $9,050.00. It was explained that FY2017 Budget requested amount was the amount that the Massachusetts Library Board required to meet the municipal appropriation requirement for FY2017. FY2017 PML Budget request was taken under advisement by the Selectboard and AFC.

**7:20 PM Veterans Agent**

The Selectboard and AFC considered the FY2017 Veterans Service Budget submitted by the Northeast Quabbin Veterans Service District Agent Neil McGuirk received 11/3/2015. The FY2017 Budget requested for the regional district operational assessment $3,654.91 and expected veteran’s benefits payouts of $9,000.00. It was noted that the Massachusetts State Government will reimburse the town 75 percent of all eligible veterans’ benefits paid by the town. The FY2017 Veterans Agent Budget request was taken under advisement by the Selectboard and AFC.

**7:30 PM Cemetery Commission**

The Selectboard and AFC met with Lynn Shaw-Chair of Cemetery Commission and Ann Townsend Treasurer of Cemetery Commission. They presented the FY2017 Cemetery Commission Budget Request. The Budget was summarized in a memo to the Selectboard and AFC. The amounts requested were $20,523.00 for Care of Cemeteries Landscaping Contract, $50 for office supplies, $200 for printing services, $100 for other expenses. The requested total came to $20,873.00 for FY2017. The FY2017 Cemetery Commission Budget request was taken under advisement by Selectboard and AFC.

**7:45 PM Zoning Board of Appeals**

The Selectboard and AFC considered the FY2017 Budget submitted by the Zoning Board. It was level funded at FY2016 budgeted level. The total budget request for FY2017 was $1,460.00. The FY2017 Zoning Board of Appeals Budget request was taken under advisement by Selectboard and AFC.

**7:55 PM Selectboard**

The Selectboard budget was presented by AC Boudreau. All FY2017 Selectboard Managed Budgets met budget guidance at level funded except the following: Central Telephone was up from $11,000.00 in FY2016 to $13,500.00 requested in FY2017 due to chronic underfunding over the past few fiscal years, Care of Common Contract was up slightly from FY16 $6,696.00 to FY2017 requested $7,680.00 due to a new contract bid award, Health Insurance and Health Insurance Retirees FY2017 Budget request are being held pending better budget estimates from the MIIA Health Care Trust. The Town Hall /Office Expense budget was down from the FY2016 budget of $28,140.00 to a FY2017 requested amount of $26,696.80 .The FY2017 Selectboard Managed Budgets request was taken under advisement by the AFC.

**Planning Board, Historic District Commission & Historic Commission Budget Discussion**

The Selectboard and AFC discussed the Planning Board, Historic District Commission and Historic Commission FY2017 Budgets submission. The Planning Board requested $0.00 dollars for FY2017, The Historic District Commission and Historic Commission requested level funded FY2017 budgets at $252.00 and $85.00 respectively. The FY2017 Planning Board , HDC and HC FY2017 Budget requests were taken under advisement by Selectboard and AFC.

1. **New Business:**

**RE: Discussion/ Vote to Open & Set Close Date for June 6, 2016 Annual & Special Town Meeting Warrants**

Henry Woolsey motioned, seconded by Rick Marsh and it was voted unanimously to open the Petersham 2016 Special and Annual Town Meeting Warrants effective Tuesday March 1, 2016 at 12 noon and closed the Petersham 2016 Special and Annual Town Meeting Warrants on Monday May 2, 2016 at 12 noon, with all requested warrant articles with the required number of signatures of registered Petersham voters as required by law included on all warrant articles to be submitted to the Petersham Selectboard office during regular business hours at 3 South Main Street Petersham, MA.

**RE: Discussion Revision of Highway Dept. Supt. Retirement Date Request**

On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to rescind the prior Selectboard vote on the effective date of March 31, 2016 for the retirement of Highway Supt Tim Graves and approve a revised date of retirement to be effective April 9, 2016.

**RE: Discussion Montachuset Regional Planning Comm. (MRPC) Request for Metro. Planning Org. (MPO) Representatives from Towns**

Selectboard Member Nancy Allen volunteered to be the Petersham representative to the MRPC MPO Group. Selectboard Members Marsh and Woolsey had no objections. AC Boudreau will notify MRPC regarding Nancy Allen membership as MRPC MPO representative for Petersham.

**RE: Discussion Administrative Coordinator Request for Day Off 2/12/2016**

All Selectboard members approved without objection a day off for Administrative Coordinator Steven C. Boudreau on Friday February 12, 2016. Office Assistant Sherry Berube will cover the office from 8am – 12noon.

**RE: Discussion Request for Approval of Business Certificate and Business Certificate Renewals**

Rick Marsh motioned, seconded by Henry Woolsey, and approved unanimously subject to filing of completed application and payment of all fees the following business certificates to expire in 3 years time from the specific dates

as listed:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name or DBA** | **Individual Name(s)** | **Street Address** | **Mailing Address if different** |  | **LIC. #** | **Expiration** |
| Grace Note Farm | Kent & Donna Byron | 66 North Main St |  |  | 40-13 | 3/1/2016 |
| James Ermini | James Ermini | 16 North Main St. |  |  | 70-13 | 3/1/2016 |
| Added Value Painting Services | Robert Frenette | 15 Spring St | P.O. 481, Gardner 01440 |  | 31-13 | 3/8/2016 |
| Petersham Chiropractic | Doreen Frost | 30 Hardwick Rd | P.O. 753 |  | 34-13 | 3/13/2016 |
| Sylvia's Garden and Antiques | Laurie & Todd Coombs | 1 South Street |  |  | 58-13 | 3/20/2016 |
| Cooley's Maple Sugar House | Dwight Cooley | 140 South Street |  |  | 27-13 | 3/23/2016 |
| Francis Misiuk | Francis Misiuk | 20 Woodward Road |  |  | 33-13 | 3/23/2016 |
| Heidi's House Cleaning | Heidi Shortis | 67 Hardwick Road | P.O. Box 154 |  | 32-13 | 3/25/2016 |
| Sweetwater Farm | Karen Davis | 95 Maple Lane |  |  | 36-13 | 3/28/2016 |
| Room to Create | Karen Bellefeuille | 90 Popple Camp Road | P.O. Box 51 |  | 39-13 | 4/23/2016 |
| Lapointe Builders | George LaPointe | 43 Birch Drive |  |  | 52-13 | 4/24/2016 |
| Lisa Freden LMHC | Lisa Freden | 4 New Salem Road | P.O. Box 743 |  | 46-13 | 4/26/2016 |

1. **Correspondence Review**

Nancy Allen summarized aloud the correspondence folder items.

1. **Questions from Public and Press**

None presented.

1. **Next Meetings**

The next Selectboard meeting date was confirmed for Tuesday February 16, 2016 6:30PM Town Hall Lower Level and at the call of the Chair as needed.

1. **Adjournment.**

Rick Marsh motioned for adjournment, seconded by Henry Woolsey, and it was voted unanimously to approve the motion to adjourn at 8:40PM.

**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 2/9/2016 Agenda

Copy of letter from L. Buell RE: Nichewaug Inn Consultant dated 2/5/2016

Copy of Email from J. Cayea RE: Nichewaug Inn Consultant dated 2/4/2016

Copy of email from M. Hinton RE: Nichewaug Inn Consultant dated 2/5/2016

Copy of email from R. McCrae RE: Nichewaug Inn Consultant dated 2/5/2016

Copy of letter from Petersham Committee RE: Nichewaug Inn Consultant dated 2/6/2016

Copy of Letter from M. Erie RE: Nichewaug Inn Consultant dated 2/3/2016

Copy of email from A. Perkins RE: Nichewaug Inn Consultant dated 2/9/2016

Copy of email from B. Harris of MRPC RE: MPO Delegate dated 1/27/2016

Copy of letter from T. Graves RE: Request for Revised Retirement Date received 2/1/2016

Copy of letter from PERAC RE: OPEB Benefits Report received 2/8/2016

Copy of email from S. Berube RE: Perkins Farm Bus Certificate dated 2/1/2016

Copy of email from S. Berube RE: List of Bus Certificates to be approved received 2/1/2016

Copy of suggested motion 2016 STM & ATM Warrant Open /Closed Dates Notice

Copy of CR Recipe Posting for GVR Bridge Project dated 2/1/2016

Copy of Whitewater Notice RE: New Total Coliform Rule received 2/1/2016

Copy of MDAR Notice RE: Animal Inspector D. Bachrach received 2/1/2016

Copy of letter &Check from Athol, MA Dept of planning/development RE: CDBG Loan Program payback received 2/8/2016 Check amount $10,780.00

Copy of letter from FCHCC RE: New Organization Name Notice received 2/5/2016

Copy of letter from COM HHS RE: Home Loan Modification Program received 2/4/2016

Copies of Letter/ Emails from Senator Gobi RE: FY2017 State Budget & various press releases on various bills recently passed in Massachusetts Senate received 2/5/2016

Copy of News article from Greenfield Recorder RE: MBI received 2/4/2016

Copy of email from Suburban Coalition RE: Chapter 70 Resolution received 2/1/2016

Copy of email from R. Colon MassDOT & Congressman J. McGovern RE: Complete Street Grant Program received 2/1/2016

Copy of notice from US Census Bureau RE: Governmental Units Survey dated 2/5/2016

Copy of certified citizens petition warrant article request Music on Common received 2/1/2016

Copy of Treasurer Cash Book dated January 2016 received 2/3/2016

Copy of email from L. Shaw RE: Snakes on Quabbin Island received 2/3/2016

Copy of M3 Interchange Newsletter received 2/3/2016