

Town of Petersham Massachusetts
SELECTBOARD MINUTES
Posted Meeting
1 South Main Street
Wednesday February 6, 2019 1:00 PM

Present: Nancy Allen, Henry Woolsey, Rick Marsh.

Organizations/Representatives present: Roy Nilson-Petersham Common, Greg Vine-Athol Daily News

Others present: Kelly Garlock, Renee Wingertsman

1. 1:00PM Call to order.

Chair Nancy Allen called the meeting to order at 1:00PM at the Selectboard Office.

2. New Business

Nancy stated that the meeting was called because of the unexpected passing of the Town Administrative Coordinator Steve Boudreau. Each BOS member expressed their regret and offered condolences to the bereaved. He will be missed. All staff and department heads have been informed. Calling hours will be held from 3:00 until 5:00 Saturday, February 9 at the Varnum Funeral Home, 43 East Main Street in West Brookfield MA.

Greg Vine asked if we could give him any information regarding Steve's past employment, he was advised that we would have to look that up.

Greg Vine asked if we knew the cause of Steve's demise and was told he would need to speak with the family for that information.

Greg Vine asked if the Town Flag would be flown at half staff. He was told no.

Nancy stated that it was important to let everyone know that the office will be open and will conduct business as usual Monday through Thursday but will be closed on Fridays. Everyone please let us know of any upcoming events or activities.

The Board expects Sherry Berube, currently the Selectboard Office Assistant, to be responsive to the needs of the Town and be available to fill the Administrative Coordinator duties while the Board reviews the process. The Members of the Selectboard will assist with manning the office until the position is filled.

The BOS thanked the many staff and committee members for their offer of support in any way they could be helpful.

Henry noted that the office hours should be posted on the Town web site.

Rick stated that he did not feel it necessary to post the position vacancy at this time but the Board will check with Legal to make that determination. However if it becomes necessary to employ a second office assistant then that position should be posted.

Henry moved the Board sign and post the March 4 election warrant. Rick seconded and it was unanimously voted affirmative.

3. Adjournment

Henry moved to adjourn, Rick seconded. Meeting adjourned at 1:57PM

Respectfully submitted,

original on file signed by clerk

Rick Marsh, Clerk