

## Select Board Meeting Minutes 1/24/2022 7:00 pm via ZOOM

**Present:** Select Board members Robert Agoglia, Tara Loomis, and David Shanabrook; Tom Fanning, Dana McDonald and Robert Rowell.

**Absent:** Susannah Carey

**Open:** Select Board Chair Robert Agoglia opened the meeting at 7:00pm. All town officials and the public were introduced.

### Minutes

Motion to approve 11/15/21 minutes, aye Robert Agoglia, aye David Shanabrook, aye Tara Loomis, roll call unanimously passes.

Motion to approve 12/6/21 minutes, with spelling of quarantine corrected, aye Robert Agoglia, aye David Shanabrook, aye Tara Loomis, roll call unanimously passes.

Motion to approve 1/10/22 minutes, aye Robert Agoglia, aye David Shanabrook, aye Tara Loomis, roll call unanimously passes.

### Community Preservation Committee - Increase Size of Committee, Key Vacancies for Historical & Conservation Commissions, & Contractor Payment Process

Tom Fanning explained why he would like the Select Board's support to expand the size of the CPC from 7 to 9; the CPC also needs to get their Conservation Commission member appointed. Joe Larson, who is the Historical Commission representative is stepping back and has handed over the Chair responsibilities to Carl Martini. However, they need an additional member to assist as they have 10 open projects due to the inactivity because of the COVID-19 pandemic. A change in the by law is needed in order to increase membership. There was a further discussion around the logic of expanding membership and Tom Fanning outlined the work everyone is doing and the need to have representatives from both the Historical Commission and the Conservation Commission. There is a space currently open on the CPC for a member of the Conservation Commission which was discussed 5-6 months ago. According to Dana McDonald, the CC is also stretched with its own work but agreed to raise the vacancy at the CC's next meeting. Tom Fanning also asked that the Select Board consider producing a direct mailer to the town outlining all the vacancies and recruit potential volunteers. Robert Agoglia agreed to have the SB consider the idea. Lastly, Tom Fanning acknowledged that the CPC needs to tighten up its accounting practices and asked that the CPC approve invoices before they are paid. This would allow for better project oversight as well as strengthen the role of the CPC in managing its financing. It

was agreed that the procedure going forward would be that the CPC member assigned to a project would receive the invoices directly from the contractor and would submit these to the Town Treasurer for payment.

### **Review & Approve the 2022 Annual Town Meeting & Election Calendar**

The Select Board reviewed the Town Meeting and the Election calendar that was put forth by the Town Clerk and Town Administrator. Robert Agoglia read through the dates and deadlines.

Motion to approve Annual Town Meeting and Election Calendar, aye Robert Agoglia, aye David Shanabrook, aye Tara Loomis, roll call unanimously passes.

### **Social Media & Cell Phone Use Policies for Town of Pelham**

Currently the Town of Pelham does not have any policies addressing town employees use of Social Media and Cell Phones. Susannah Carey provided us with three examples from other entities: The Town of Deerfield, the Town of Maynard and FRCOG. The Select Board all agreed that we should do some additional research and come back to this item for further discussion and create a policy for our town.

### **Town Officials:**

Robert Rowell (Assessor): nothing to contribute

Dana McDonald (Conservation Commission): The Conservation Commission has reached an agreement to hire and share a Conservation Agent. Each town will contribute \$12,500 and receive 10 hours a week of service. There is a possibility that Shutesbury may want to partner with us as well and that would raise both the salary and hours of service. The CC will be meeting with the Finance Committee in two weeks and will address the salary for the next fiscal year and determine whether the residual salary from the previous agent is adequate and can be used now. Each town will have two members on the hiring committee.

Robert Agoglia confirmed with Dana McDonald that there will be new signs, addressing the leash laws, at the conversation trail entrances that clearly reflect the current bylaw and the signage at Buffam Falls clearly states the Conservation's new policy that dogs must be leashed at all times on the conservation land of Buffam Falls. Dana McDonald acknowledged that this is happening and that they are working on the language and plan to use signage that can be easily changed and/or replaced if the bylaw changes again but that the signs at Buffam Falls will be permanent.

### **Public Comment- None**

### **Liaison Reports**

Building Inspector; Select Board member Tara Loomis; No report

Fire Department; Select Board member Tara Loomis; Moving forward with posting the Fire Chief Position. Collecting recommendations for the hiring committee.

Highway Department; Select Board member Robert Agoglia; New HVAC system in the Community Building is fully operational and integrated with the boiler. Oil consumption was significantly reduced. Our carbon footprint is being reduced. The Town should consider using an all green producer, 100%.

Police Department; Select Board member David Shanabrook; No report

Town Offices; Select Board member Robert Agoglia; We are limping along without Susannah Carey. All of the bylaw changes that need to be codified are moving along and we will be caught up soon.

Tree Warden; Select Board member David Shanabrook; no report.

**Old Business:** Robert Rowell asked about the IT Advisory committee. Robert Agoglia wants to table discussion until SC returns. Robert Rowell mentioned that a person he was going to recommend, Brian Ecclestone passed away.

David Shanabrook asked for guidance on next steps with FRCOG. Robert Agoglia would welcome a presentation before the SB. DS agreed to see if we can get them to come to a meeting and if not DS will put forth a summary.

**New Business:** None

### **Adjournment**

Motion to adjourn at 8:09pm, aye Robert Agoglia, aye David Shanabrook, aye Tara Loomis, unanimously approved.

### **Documents Examined**

Annual Town and Election Information Calendar, Town of Deerfield Social Media Policy, Town of Maynard Social Media Policy, FRCOG Personnel Handbook

Respectfully Submitted,  
Tara A Loomis, Clerk