**Town of Petersham Massachusetts**

**SELECTBOARD MINUTES**

**Regular Meeting-Town Hall Lower Level**

**1 South Main Street**

**Tuesday September 12, 2017 6:30PM**

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

**Other Organizations/Representatives present:** Steven C. Boudreau-Administrative Coordinator, Roy Nilson-Petersham Common, John Woolsey- Handicapped Access to Petersham Town Hall Committee, Jana Dangler- Handicapped Access to Petersham Town Hall Committee, Polly Pillsbury- Handicapped Access to Petersham Town Hall Committee, Roy Nilson- Handicapped Access to Petersham Town Hall Committee, Stephanie Selden- Handicapped Access to Petersham Town Hall Committee, Ashley Arsenault-Athol Daily News Reporter.

**Others present**: Mark Bishop, Janice Olson, Linda & Dennis Duguay-Petersham Resident 9 Old Hardwick Road

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.

1. **Minutes: Review/Approval of Minutes of August 8, 2017 & August 22, 2017**

 The review and approval of August 22, 2017 minutes were placed on hold until next meeting pending further edits from each Selectboard board member.

 Rick Marsh motioned to open the minutes of August 8, 2017 review. On a motion made by Rick Marsh, seconded by Nancy Allen it was voted to approve the minutes of August 8, 2017 as amended, Henry Woolsey abstained from vote.

1. **Meetings:**

 **6:04 PM** Linda and Dennis Duguay of Petersham residents of 9 Old Hardwick Road asked to be recognized by the Chair. They requested an opportunity to be on the Selectboard agenda to discuss a town tree damage claim to their property. Chair Allen acknowledged their request and said she would do her to accommodate their request to be heard at the 9/26/2017 meeting with the Tree Warden present. She requested that Linda and Dennis Duguay please provide the Selectboard Office with any copies of written materials and pictures regarding tree damages for the next Selectboard meeting as soon as possible.

 **6:35 PM Meeting with Handicap Access Committee for Town Hall re: project updates and next steps; committee member appointment.**

The Selectboard met with John Woolsey, Jana Dangler, Stephanie Selden, Roy Nilson, and Polly Pillsbury of the Handicap Access for Town Hall Committee. John reviewed a number of items from his 9/12/2017 memo to the Selectboard. i.e. Grant Application Requirements, Matching Funds, Selectboard Action Items, and Grant Filing Deadline. John requested to have the Selectboard provide the following items for inclusion in the MOD Grant to be filed by his committee by the November 17, 2017 deadline. They were, an updated ADA self evaluation & transition plan from consultant James Mazik, a letter of intent from the Selectboard to participate in the Community Compact Cabinet program with the Commonwealth, and a letter of intent to seek a transfer of funds as a state MOD grant match to support the installation a lift a town hall at the June 2018 town meeting. The Selectboard agreed to provide the requested item before the MOD Grant filing deadline. The Selectboard thanked the committee members for their efforts on behalf of the town.

 4. **New Business:**

 **RE: Discussion/approval Town Hall temporary ramp configuration & estimate; review of donor's donation to the project, any other updates as available.**

 The Selectboard met with Stephanie Selden Petersham resident to discuss her revised temporary ADA Ramp Donation Memorandum of Understanding (MOU) outlining the donation of $15,000.00 to the town to fund a temporary ADA compliant ramp for Petersham Town Hall. The Selectboard reviewed the revised MOU with Ms Selden. She said she was fine with the revised MOU as was the Selectboard so she affixed her signature to the revised MOU. On a motion made by Henry Woolsey, seconded by Rick Marsh, it was voted unanimously to approve and sign the MOU and to accept a gift of $15,000.00 from Petersham Resident Stephanie Selden to purchase and install a temporary ADA compliant ramp to service Petersham Town Hall. The Selectboard reviewed two proposed revised designs for a temporary ADA ramps that will be submitted to Amramp for pricing soon. Nancy noted that she recently spoke with Tom Duffy of Amramp to solicit an updated pricing quote for the two ADA ramp designs she said was pending.

 **RE: Discussion Nichewaug Inn & Academy project updates as available.**

At 8:40 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 that the actual amount of the recently approved change order covering unforeseen asbestos containing materials removal was $22,229.18, less than the authorized $25,000.00 amount in a recent vote and that the removal work was now underway. Henry noted a Nichewaug Inn criminal trespassing break in was addressed by the Petersham Police Department on August 27, 2017 with assistance of the Central Massachusetts Law Enforcement Council (CEMLEC) SWAT Team with two criminals apprehended and no apparent damaged to the Nichewaug Inn. Henry noted the water testing results from the basement pump out had not been received yet. Nancy Allen returned to chair the meeting at 8:45PM.

 **RE: Discussion/ approval of Town Hall shutters installation estimate.**

The Selectboard reviewed a proposal from Osgood Painting regarding the installation of the re-painted 39 town hall shutters in the amount of $2,400.00. On a motion made by Rick Marsh, seconded Henry Woolsey it was voted unanimously to accept the proposal dated 8/29/2017 in the amount of $2,400.00 submitted by Osgood Painting and authorize the Chair to sign the proposal on behalf of the Selectboard.

 **RE: Discussion/approval signing of Broadband project utility surety bond applications.**

Chair Nancy Allen presented a request to have the Selectboard approve and purchase two surety bonds for the broadband project, both providing bonding on the project in the amount of $300,000.00 required by Verizon and National Grid as advised by our MIIA insurance provider with each bond costing $3,000.00 each. On a motion made by Rick Marsh, seconded by Henry Woolsey, it was voted unanimously to approve the purchased of two surety bonds (at $3,000.00 each for $300,000.00 in coverage each, for Verizon & National Grid) for the broadband project and to authorize the chair to sign the bonding application on behalf of the Selectboard.

 **RE: Discussion/approval for annual Transfer Station residents' sticker sales beginning immediately for Oct. 1, 2017 - Sept. 30, 2018.**

On a motion made by Rick Marsh, seconded by Henry Woolsey it was voted unanimously to authorize the sale of transfer station stickers beginning Wednesday September 13, 2017 and to allow for sale of stickers at the transfer station on Saturday September 16, 2017 9am -2pm, Saturday September 30, 2017 9am – 2pm and possibly (if available) Saturday October 7, 2017 by Office Assistant Sherry Berube.

 **RE: Discussion/approval appointment of Board of Health, Health Agent, thru June 2018.**

 On a motion made by Rick Marsh, second by Nancy Allen, it was voted to appoint Stephen Loring of 80 East Street as Petersham Board of Health- Health Agent with term to expire 6/30/2018. Henry Woolsey abstained from the vote.

 **RE: Discussion Request support letter for Montachusett Regional Planning Comm. grant application for MA Dept. of Energy Resources' Affordable Access Regional Coordination (AARC) Grant.**

The Selectboard reviewed a request from MRPC for a letter of support for the grant application for MA Dept. of Energy Resources' Affordable Access Regional Coordination (AARC) Grant with a sample letter attached to the request. On a motion made by Rick Marsh, seconded by Henry Woolsey, it was voted unanimously to approve a letter of support for the MA Dept. of Energy Resources' Affordable Access Regional Coordination (AARC) Grant to be drafted and signed by the Chair on behalf of the Selectboard.

 **Annual Employee Performance Reviews for Selectboard Direct Reports Discussion**- Rick Marsh asked that the subject matter be placed on the next Selectboard Agenda 9/26/2017 for follow up discussion.

1. **Correspondence Review-**Nancy Allen summarized aloud the correspondence folder items.

Nancy highlighted a response from Carolyn Kirk of the Massachusetts Executive Office of Community Development regarding the MBI grant funding to fiber underserved towns i.e.; Petersham’s requests for grant funding. The EOHCD response letter will be taken up by the Petersham Municipal Broadband Light Plant Board on Wednesday September 13, 2017.

**6. Questions from Public and Press-** Mark Bishop asked if he had Selectboard permission to dispose of a discarded hassock on town land across from his home. He was told the highway department would handle the disposal of discarded hassock. Roy Nilson updated the Selectboard on his mission to get the Assessors to recover any lost phone pole revenues owed to the town after the recent pole survey done by Matrix Design showed a phone pole discrepancy. Nancy Allen noted a copy of his email request to the Assessors seeking possible pole revenues due to the town was in the correspondence folder.

**7. Next Meetings**

The next Selectboard meeting was confirmed for Tuesday September 26, 2017 6:30PM at Lower Level Town Hall and at the call of the Chair as needed.

**8. Adjournment.**

Rick Marsh motioned for adjournment, seconded by Henry Woolsey, and it was voted unanimously to approve the motion to adjourn at 9:00PM

 **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 September 12, 2017

 Copy of email Osgood Painting Shutter installation proposal received 8/29/2017

 Copy of signed MOU TH Temporary ADA Ramp Donation & ADA proposed Ramp Designs dated 9/12/2017

 Copy of email from R. Wingertsman RE: S. Loring appointment as BOH Health Agent dated 8/29/2017

 Copy of email from L. Parmenter of MRPC RE: Letter of Support for MRPC grant Application received 9/6/2017

 Copy of memo # 3 to Selectboard from Handicap TH Access Committee RE: MOD Grant Requirements received 9/12/2017

 Copy of letter to Chief Coley from Selectboard RE: Job Well Done 8/29/2017 N. Inn Trespass break in dated 9/12/2017

 Copy of letter from C. Kirk COM EOHCD RE: Response to MBI Grant Funding Request received 9/11/2017

 Copy of standard contract form COM RE: Recycling Grant received 9/11/2017

 Copy of email from Congressman McGovern RE: TIGER Discretionary Grants Notice received 9/7/2017

 Copy of letter from CEMLEC SWAT Team RE: August 27, 2017 N. Inn Criminal Trespass Incident received 9/7/2017

 Copy of letter for T. Thomas Supt of RC Mahar RSD RE: FY2018 Final Assessment notice received 8/23/2017

 Copy of letter from MassDOT Gov. Baker RE: FY18 Chapter 90 allotment of $252.089.00 received 9/5/2017

 Copy of letter from MIIA RE: Workers Comp Audit Notice received 8/29/2017

 Copy of email from SCB to D. Robinson & Jean Joel RE: Public Record Request received 9/11/2017

 Copy of September 2017 COA Newsletter received 8/24/2017

 Copy of news release Senator Gobi RE: District Office Hours dated 9/5/2017

 Copy of letter from Congressman McGovern RE: Municipal Listening Sessions received 9/8/2017

 Copy of email from R. Nilson to Assessors RE: Lost Pole Revue received 9/12/2017

 Copy of letter from MMA RE: Legislative breakfast Meetings received 8/23/2017

 Copy of email from NCM Chamber of Commerce & Development Corp RE: Letter of Support Request received 8/24/2017

 Copy of letter fromWilcox & Barton D. Foss RE: Application for payment # 4 approval dated 8/24/2017

 Copy of letter from ABW RE: Contract Time Extension to 9/29/17 N. Inn Asbestos Project received 8/24/2017

 Copy of letter of thanks to A.Weatherbee RE: PCS Storage Area dated 8/22/2017

 Copy of letter to Osgood Painting RE: Notice of award TH Painting of Shutters dated 8/24/2017

 Copy of letter to P. Pillsbury RE: Appointment to Handicap Access to TH committee dated 8/24/2017

 Copy of letter to A. Wierman RE: Resignation form COA dated 8/24/2017

 Copy of August 2017 ACO Call Log received 9/1/2017

 Copy of signed by BOS & AFC Reserve Fund Transfer Form RE: PPD & PFD Pump Replacement dated 8/24/2017

 Copy of email from MRPC RE: Request for Support Affordable Access Grant Application Support received 9/11/2017