

Select Board Meeting

June 30, 2023

Meeting Minutes

In attendance: Glenn Caffery, Erica Jensen, Katherine DiMatteo, Michele Giarusso

Meeting called to order at 10:00am.

MOTION: Erica nominated Glenn to serve as chair, Katherine second. Approved unanimously.

Appointments:

MOTIONS:

Agricultural Commission: Erica moved to appoint **Warren Facey, Jr.** for a 3 year term. Katherine seconded the motion. Approved unanimously.

Franklin Regional Council of Governments Member: Erica moved to appoint **Michele Giarusso** for a 1 year term. Katherine seconded. Approved unanimously.

Regional Emergency Preparedness Committee: Erica moved to appoint **David Pomerantz** for a 1 year term. Katherine seconded. Approved unanimously.

Franklin Regional Planning Board Representatives: Erica moved to appoint **Katherine DiMatteo** as the Select Board representative and James **Brodeur** Planning Board representative for 1 year terms. Katherine seconded the motion. Approved unanimously.

Franklin Regional Transit Authority Member: Katherine moved to appoint **Erica Jensen** for 1 year term. Glenn seconded. Approved unanimously.

Municipal Light Plant Advisory Board: Katherine moved to appoint **Erica Jensen** for 1 year term. Glenn seconded. Approved unanimously.

Discussions:

Next steps to find a co-director for Emergency Management. Erica will be resigning, and David Pomerantz does want to have a co-director. Erica suggested Ken Medvetz who has the background. Erica suggested asking Liz Kidder for suggestions. Until the new appointment of co-director, the Select Board Chair fills that role. Erica will give time as needed during the transition.

Planning Board Alternate: Michele pointed out that according to the Annual Town Meeting 2014 – Article 40 that was approved, both the Select Board and Planning Board appoint one alternate for a 5 year term. Warren Facey has expressed interest in being the alternate. Elizabeth will be resigning since she has not been able to attend the meetings. Alternates have to attend meetings where they are called up to participate in topics and votes. Select Board recommends Warren to be the alternate.

MOTION: Erica moved to appoint **Warren Facey, Jr.** for a 5 year term. Katherine seconded. Approved unanimously.

Town Clerk: Amanda Lynch is committed to supporting us through a transition until the end of July. She likes the idea of an assistant town clerk being trained to be the town clerk. She thinks we need a day to day person to do the responsibilities of the town clerk. Amanda begins her role as town clerk in Northfield as of July 10th. The Administrator of Northfield has indicated that it is time to cut our ties with Northfield. Dan Campbell may be available to be an assistant town clerk for us now that he has retired from Northfield. Posting of agendas but not writing the agendas is one of the frequent tasks for the clerk

or assistant to do. Amanda is willing to train a new town clerk or assistant. Either we have to hire a town clerk with all the necessary training and certifications or ask Amanda to be the official town clerk with the tasks done by the assistant. Need to appoint someone now to fill the role then work out details with Amanda.

ACTION: Glenn will reach out to Dan Campbell about his interests after the assistant town clerk position in Northfield is filled.

MOTION: Erica moved to appoint Amanda Lynch Town Clerk for 1 year term, Katherine second. Unanimous.

Zoning Board of Appeals: Jim Brodeur is willing to be reappointed, but he is also on the planning board.

ACTION: Glenn asked if this is a conflict, and he will call the State Ethics office to clarify. Michele will send letter to Andy Baker by regular mail.

Michele noted that in May 2016, an Energy Commission was voted at the Annual Town Meeting, but it has not been created. Glenn suggested we not take this up until there is a need for such a commission, similar to the Open Space Committee.

Police Services Advisory Committee: Need a Select Board and a citizen appointment. Erica suggested that Emily Yazwinski would be a good choice for the citizen appointment. Glenn will reach out to Emily.

MOTION: Katherine moved that Erica be appointed the Select Board representative for a 1 year term, Glenn seconded. Unanimous.

How best to reach out to citizens to volunteer for open seats. There is often conflicts for those that work during the day or have children who are home at night when some committees meet. Erica suggested that the committee chairs be at the ReadyFest in September scheduled for the 30th to try to attract citizens.

Access to Executive Session Minutes

Per advice from legal counsel, the Select Board are responsible to vote to give access to executive session minutes and related documents. Discussion about how and when to approve executive committee minutes and when they become public records.

MOTION: Katherine moved to grant Erica access to executive session minutes and related documents. Glenn seconded. Erica recused herself from voting. Katherine and Glenn approved.

Work Plan for the Year:

Glenn spoke to using Google Docs in compliance with Open Meeting Law and Records requirements. Glenn will set up a system for keeping a list of work plan items, and setting agendas that all the Select Board can access and make comments and edits. Erica will send examples of a year planning calendar and template for agendas.

Other business:

The Treasurer sent an email about salaries and increases for FY24 for the Select Board to review.

Questions raised and response in **bold:**

- EMS and fire calls – will there be increases for these positions? **These will remain the same as FY23.**
- COA helper – Linda Allis – for some reason Linda has been receiving pay via the Vendor Warrant. I believe she has been at \$15.00 for a few years. Should she be getting an increase and /or put on payroll rather than the vendor warrant? **No.** If she moves to the payroll warrant it should be as of January. **Please leave her pay process as is for now.** It is my understanding that the IRS prefers not to have employees receive both a 1099 and a W-2 in the same tax year.
- Fire Dept inspections for propane tanks, fire alarms in new homes or resale, other inspections as required – what are the pay rates for these inspections? It has always been a flat rate and somewhat based on the payment from the the party inspected. Clarification would be appreciated. **This is a work in progress and there are still outstanding questions to be resolved. For now, the flat rate will remain the same until the SB and LFD make decisions.**
- **SB has not reviewed the salary spreadsheet**

ACTION: Erica will respond to Susan.

Social Media Policy: Erica asked if this could be a priority in order to have a Facebook page for ReadyFest. Glenn suggested a narrow policy just for this. Need a strong moderator and have policies in place to control the use. Glenn is going to draft the policy with Sara. Policy will come forward on a short timeline and get a review from legal counsel. Katherine noted that the Library and Historical Commission has Facebook pages, and should they follow the policies? Will have to consider this. These are not official Facebook pages and can remain so if they don't wish to follow the policy.

MOTION: Erica moved to adjourn at Noon, Katherine seconded. Approved unanimously.

Respectfully submitted,
Katherine DiMatteo