

08.08.2022

Select Board Meeting & Finance Committee Joint Meeting Minutes

Town Hall - Select Board's Conference Room

Monday, August 8, 2022 @ 6:00 p.m.

All meetings of the Select Board are recorded

Location: Town Hall Auditorium

All meetings of the Select Board are recorded except Executive Session

Date of this meeting: August 8, 2022

Meeting Notice: This meeting held Pursuant to Chapter 20, Acts of 2021

Notice: Hybrid meeting with limited technology until new equipment comes

in the future. In the event of any technical difficulties, we will ensure a recorded tape of the proceedings is placed upon the Town Web page after the meeting.

The Public Body convened in Open Session according to M.G.L. c.30A, S21 (b) (1). The scheduled meeting of the Select Board was called to order by Chairman Russ Fox at 6:00 p.m.

ATTENDANCE: Chairman, Russell S. Fox – Present
Vice-Chairman, Doug Moglin - Present
Clerk, Jason Perron - Present
Chief Administrative Officer, Karl J. Stinehart – Zoom
Administrative Assistant, Robin A. Solek – Present

Chairman roll call attendance of Board Members present for meeting.

6:00 p.m. Public Comments:

Marcus Phelps, 28 Depot Street, thanked Mr. Moglin for his active participation in the Master Plan Survey. Please visit town website to participate www.southwickma.org

Dominic Feretra, 133 Berkshire Avenue, asked why there are no mail receptacles to receive mail along the center of College Highway only PO Boxes, cell service is inadequate, Town property taxes, now on a quarterly cycle. Should have a better payment plan in place for residents who do not live here all year long.

Diane Gale, Point Grove Road, suggested the Select Board have a time slot available on the Agenda to give informed answers to questions and concerns brought up by citizens under Public Comments.

Michelle Pratt, 152 Berkshire Avenue, discussed North Pond concerns. In her opinion, swimming at North Pond land preserve formerly (King's Beach) was utilized for public swimming. She stated that the conditions are far better than 30 years ago.

Zoom: Deb Herath, 3 Shore Road, Thanked the BOH for closing the Town Beach. Other areas should be tested.

For verbatim please visit www.southwickma.org 8/8/22 audio minutes.

6:05 p.m. Fincom & T/C/C re: Early Voting Elections: schedule, expenses and staffing requirements:

Michelle Hill, TCC, Jess Menzone, Assistant along with members of the Finance Committee discussed vote by mail process and need for additional staff. She stated that Southwick is the last town to still hold a Treasurer/Collector/Clerk combination. Please see the attached handout.

6:15 p.m. Review and make re-appointments or appointments to Boards & Committees as shown on attached list to the Agenda:

****Mr. Fox moved the 6:15 p.m. appointment to the end of the Select Board Meeting to allow the Fire Chief's presentation to Lizzy Karolides, SFD Yellow Helmet ****

6:30 p.m. SFD Yellow Helmet recognition Lizzy Karolides:

Fire Chief Anderson presented Lizzy Karolides with her Yellow Helmet. Lizzy graduated at the top of her class along with being the only female in her class. The Select Board congratulated her and wished her well. Congratulations!

Payables, Payroll and Minutes:

- Acknowledge Special Payables Warrant #2305B, dated 8/3/22, in the amount of \$10,787.52
- Acknowledge Payables Warrant #2304B, dated 7/26/22, in the amount of \$947,660.71
- Acknowledge Payroll Warrant #2303, dated 8/2/22, in the amount of \$270,608.34
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Open Session Minutes 7/25/22.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Fox, seconded by Mr. Moglin (Vote-Unanimous) to approve the Executive Session Minutes 7/25/22.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Meeting Discussion Items, Action Items, Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions, Payroll Actions, Old Business, New Business, Etc.-Possible Motions/Votes:

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve MOA with United Public Service Employees Union, Local 424, Unit Ma Div 107, and Southwick Library Employees for Union member hour's change.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to appoint SFD Fire Prevention Officer Brian Schneider.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve a 3 year IMA renewal with Agreement for Animal Control Services at Southwick Animal Shelter.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve 9/6/22 State Primary Election Warrant.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Fox seconded by Mr. Perron (Vote - Unanimous) to approve SL Bank Grant of Time for C. Bedor Buildings & Grounds.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- A notification from West Springfield Mayor Invitation to Ranch Golf Course for 10/3/22 WMASS Mayoral Cup Golf Tournament.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote – Unanimous) to approve Community Food Pantry Agreement under CDBG Grant FY21 Award.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote – Unanimous) to approve PVPC Financial Warrant #24 for services to administer the FY 19 Community Assistance Program in the amount of \$155.00.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote – Unanimous) to designate Carol Smith FRTA Representative along with the C.A.O. for FY 23.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote – Unanimous) to authorize Chairman to sign License of Agreement for DFG Boat Parkway near LMC North Ramp with MA. Division of Capital Asset Management/Maintenance.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
Mr. Moglin announced the Rotary Concert on Wednesday, August 10, 2022. The Concert is free to the public. Please bring a non-perishable item to donate to the Southwick Community Food Pantry.

New Business:

- Discuss MGL Ch.268A Special Municipal Designation request for Park and Recreation as a whole.
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote – Unanimous) to designate the Park & Recreation Commission as Special Municipal Employees.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- Review Southwick Planning Board Comprehensive Impact Statement Handbook. Mr. Moglin will review and bring any suggestions forward.
- Employee Handbook – Mr. Stinehart has met with Labor Counsel to review any updates, legal law updates and to finalize.
- Board of Health testing for ecoli at South Pond. Mr. Fox requested to speak to BOH Director for additional areas of the lakes to be tested as well. The Board Members were in agreement.
- Closing parts of Klaus Anderson Road for the next 8 -10 weeks for the new culvert. Try to avoid that area if possible.

Old Business:

- Decision of Seasonal Liquor License Application for New England Disc Golf
- **A MOTION** was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to approve the Season Liquor License for New England Disc Golf, located at 51 John Mason Road at the local level. The ABCC will determine the decision at the state level.
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.
- North Pond violations site waiting for Fish & Game Agreement – Becoming a serious problem. Working on dates end of August to organize a meeting with all interested parties. Requesting to refer as a shore line not a beach.
- Sewer System IMA with City of Westfield update
- Deputy Fire Chief Recruitment Process – Interviews on 8/22/2022
- High Speed Internet meeting tomorrow night 8/9/22.
- Citizen awareness of Board and Committee openings. Mr. Moglin announced that if any citizens have an interest on serving a Board or Committee, please visit the town webpage, Ch.15 for more information or contact the Select Board's Office @569-5995.

Review and make re-appointments or appointments to Boards & Committees as shown on attached list to the Agenda:

The Select Board made the following appointments:

Conservation Commission: Maryssa Cook-Obregon, Kevin Solek, Andy Reardon

A MOTION was made by J. Perron to re-appoint Maryssa Cook-Obregon and Kevin Solek to the Conservation Commission. There was no second, the motion failed.

A MOTION was made by D. Moglin, seconded by R. Fox to re-appoint Kevin Solek and appoint Andy Reardon to the Conservation Commission. (Vote Yes: 2; No: 1 J.P)

Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: No.

Economic Development: Jack Cote

A MOTION was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to appoint Jack Cote to the Economic Development Committee.

Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Historical Commission: Richard Marcil.

A MOTION was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to appoint Richard Marcil to the Historical Commission.

Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Lake Management: Deb Herath, Full Member, Rick Wylott & W.K. Phillips, Associates

A MOTION was made by Mr. Moglin seconded by Mr. Perron (Vote - Unanimous) to re-appoint Deb Herath, Full Member and Lake Management Canal, Rick Wylott & W.K. Phillips, Associates.

Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Please see attached list for additional appointments.

***Agricultural Commission, Building Inspector, Board of Appeals, Cable TV Advisory, Council on Aging, Cultural Council, Economic Development, High Speed Internet, Historical Commission, Lake Management, Lake Management Canal, Sealer Weights & Measures, Sewer Implementation Committee,
The Select Board will continue to address appointments and conduct interviews for vacancies.***

Mr. Moglin announced a zoom participant noticed a duplication in the Special Payables Warrant #2305B, dated 8/3/22 in the amount of \$10,787.50 and listed as Payables Warrant #2305B, dated 8/3/22 in the amount of \$10,787.52. The correct amount is \$10,787.52.

- **A MOTION** to go into Executive Session Pursuant to M.G.L. Chap. c. 30A, S21 (2) & (3) and Ch. 214, Section 1B at 7:17 p.m.
Litigation Matters and Strategy for Collective Bargaining with Town Accountant
Executive Session RE: M.G.L. Chap. c. 30A, S21 (2) & (3) Ch. 214, Section 1B and;
Roll Call Vote: R. Fox: Yes, D. Moglin: Yes, J. Perron: Yes.

Exception #2:

Move to go into Executive Session to conduct collective bargaining sessions, with nonunion personnel and to:
not to reconvene in Open Session

(Chair Must Declare).

Move to go into Executive Session to conduct contract negotiations with nonunion personnel, and to:
not to reconvene in Open Session

(Chair Must Declare). declare that an open meeting may have a detrimental effect on the bargaining position of the body, and to

not to reconvene in Open Session

(Chair Must Declare).

Exception #3: Move to go into Executive Session to discuss strategy with respect to collective bargaining and that the Chair Move to go into Executive Session to conduct strategy sessions in preparation for negotiations with nonunion personnel, and to

Not to reconvene Open Session

(Chair Must Declare).

Move to go into Executive Session to discuss strategy with respect to litigation, and that the Chair declare that an open meeting may have a detrimental effect on the litigating position of the body, and to:

not to reconvene in Open Session

(Chair Must Declare).

RE: Ch. 214, Section 1B

A person shall have a right against unreasonable, substantial or serious interference with their privacy. The superior court shall have jurisdiction in equity to enforce such right and in connection therewith to award damages.

Respectfully submitted,

Robin A. Solek
Administrative Assistant

8/8/22
SB meeting

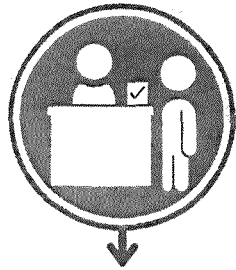
6:15pm

<u>Board Name</u>	<u>Term Length</u>	<u>Appointed By</u>	<u>First Name</u>	<u>Last Name</u>	<u>Calculated Start Date</u>	<u>Calculated End Date</u>	<u>Title</u>	
Agricultural Commission	1 Year	Select Board	Sage	Fury	7/1/2021	6/30/2022	Associate	DM JP RCV ✓
Agricultural Commission	1 Year	Select Board	Brett	Colson	7/1/2021	6/30/2022	Associate	✓
Agricultural Commission	1 Year	Select Board	Zachary	Barnett	7/1/2021	6/30/2022	Associate	✓
Agricultural Commission	3 Years	Select Board	Dennis	Clark	7/1/2019	6/30/2022	Member	NO resigned
Agricultural Commission	3 Years	Select Board	Maryssa	Cook-Obregon	7/1/2021	6/30/2022	Member	✓
Agricultural Commission	3 Years	Select Board	Ronald	Cecchini	7/1/2021	6/30/2022	Member	✓
Building Inspector	1 Year	Select Board	Kyle	Scott	7/1/2021	6/30/2022	Member	DM JP RCV
Board of Appeals	3 Years	Select Board	Paul	Gregoire	7/1/2021	6/30/2022	Member	✓
Board of Appeals	1 Year	Select Board	Michael	Parent	7/1/2021	6/30/2022	Associate	DM JP RCV
Board of Appeals	1 Year	Select Board	Thomas	Stapleton	7/1/2021	6/30/2022	Associate	✓
Cable TV Advisory	1 Year	Select Board	Paul	Connolly	7/1/2021	6/30/2022	Member	DM JP
Cable TV Advisory	1 Year	Select Board	Sue	Fox	7/1/2021	6/30/2022	Member	RE abstain
Cable TV Advisory	1 Year	Select Board	Thomas	Bengston	7/1/2021	6/30/2022	Member	✓
Conservation Committee	3 Years	Select Board	Kevin	Solek	7/1/2021	6/30/2022	Member	JP NO 2nd
Conservation Committee	3 Years	Select Board	Maryssa	Cook-Obregon	7/1/2021	6/30/2022	Member	ODM Kevin 2nd RE
Conservation Committee	3 Years	Select Board	Vacant	Vacant	7/1/2021	6/30/2024	Member	gale RCV
Council on Aging	3 Years	Select Board	Harvey	Hollm	7/1/2019	6/30/2022	Member	Andy Reardon JP DM JP RCV NO
Cultural Council	3 Years	Select Board	Steve	Brudzinski	7/1/2019	6/30/2022	Member	DM JP RCV
Cultural Council	3 Years	Select Board	Maria	Gallo	7/1/2019	6/30/2022	Member	✓
Cultural Council	3 Years	Select Board	Pauline	Thomas	7/1/2021	6/30/2022	Member	✓
District School Committee	3 Year	Select Board / School Committee	Vacant	Vacant	5/17/2022	6/30/2025	Member	ON hold
Economic Development	1 Year	Select Board	Amber	Bach	7/1/2021	6/30/2022	Member	DM JP RCV

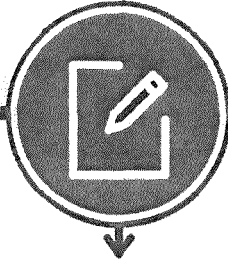
8/8/22
SB Meeting

Economic Development	1 Year	Select Board	Serena	Fuller	7/1/2021	6/30/2022	Member ✓	DM JP RCV
Economic Development	1 Year	Select Board	Michael	McMahon	7/1/2021	6/30/2022	Chairman ✓	
Economic Development	1 Year	Select Board	Craig	Samuelson	7/1/2021	6/30/2022	Member ✓	
Economic Development	1 Year	Select Board	Susan	Zidek-Krusen	7/1/2021	6/30/2022	Member	moved
High Speed Internet Committee	1 Year	Select Board	Douglas	Moglin	7/1/2021	6/30/2022	Chairman ✓	
High Speed Internet Committee	1 Year	Select Board	Christopher	Boyd	7/1/2021	6/30/2022	Member ✓	JP RF RCV
High Speed Internet Committee	1 Year	Select Board	Marelene	Quinlan	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	Alisha	Sullivan	7/1/2021	6/30/2022	Member	resigned
High Speed Internet Committee	1 Year	Select Board	James	Johnson	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	Jessica	Bishop	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	Bob	Boyd	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	Ian	Creswell	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	Jason	Giguere	7/1/2021	6/30/2022	Member ✓	
High Speed Internet Committee	1 Year	Select Board	David	LaBombard	7/1/2021	6/30/2022	Member ✓	
Historical Commission	3 Years	Select Board	Cassandra	Bach	7/1/2021	6/30/2022	Member ✓	DM JP RCV
Historical Commission	2 Years	Select Board	Vacant	Vacant	7/1/2021	6/30/2024	Member ✓	Richard Marcel
Lake Management	1 Year	Select Board	W.K.	Phillips	7/1/2021	6/30/2022	Associate ✓	DM JP
Lake Management	3 Years	Select Board	Deborah	Herath	7/1/2021	6/30/2022	Member ✓	
Lake Management	1 Year	Select Board	Rick	Wylot	7/1/2021	6/30/2022	Associate ✓	RCV
Lake Management Canal Commission	3 Years	Select Board	Deborah	Herath	7/1/2021	6/30/2022	Member ✓	DM JP
Lake Management Canal Commission	1 Year	Select Board	W.K.	Phillips	7/1/2021	6/30/2022	Associate ✓	RCV
Sealer Weights & Measures	1 Year	Select Board			7/1/2021	6/30/2022		DM JP RCV
Sealer Weights & Measures	1 Year	Select Board			7/1/2021	6/30/2022	✓	Dennis Clark
Sewer Implementation Committee	1 Year	Select Board	Freda	Brown	7/1/2021	6/30/2022	Member ✓	DM JP
Sewer Implementation Committee	1 Year	Select Board	Gerald	Patria	7/1/2021	6/30/2022	Member ✓	
Sewer Implementation Committee	1 Year	Select Board	Vacant	Vacant	7/1/2021	6/30/2022	Member	RCV
Sewer Implementation Committee	1 Year	Select Board	Brian	Pranka	7/1/2021	6/30/2022	Member ✓	
Sewer Implementation Committee	1 Year	Select Board	Randal	Brown	7/1/2018	Life Term	Member ✓	

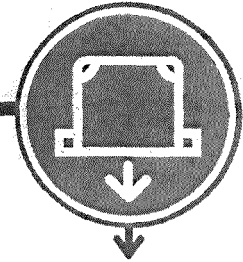
VOTER PROCESS PRIOR TO VOTE BY MAIL



Voter checks in at
the polls



Voter marks ballot



Voter deposits ballot
in tabulator

To: Select Board, Russ Fox Chairman

From: Treasurer, Collector, Clerk, (TCC) Michelle Hill

In FY2022, the town approved an additional staff member at a part-time level for the TCC office. The added position was for the FY22 change in tax collections and the overall need for the demands in the office.

Southwick is the LAST town to still hold a Treasurer/Collector/Clerk combination. With new election law changes, change in tax collections, and covid changes the staff is overwhelmed.

On June 22, 2022, "The Votes Act" was signed into law making new and temporary election processes permanent. These changes included but not limited to;

1. Primary Elections now have early voting along with State election
2. Local elections now will have early voting unless opt out
3. Last day to register to vote is on a Saturday.
4. Early voting is mandatory on the weekends.
5. Vote by mail is permanent and has several processing components and is time consuming!!!!

See chart for the mail in ballot process only. So for example, using the November 2020 State election and only the mail in ballots of 1800;

Average 7 mins for full ballot process x 1800 ballots / 60 mins = 210 ***hours just to process mailed in ballots***

Jessica and I endured the 2020 changes by working **extra** long hours. There is so much involved in every election process. With the new and now permanent changes, the TCC office can NOT continue without additional help. When elections are upon us, Jessica and I are the primary for the election but we are also pulled to assist in all other functions to include but not limited to the phones and counter. The current staffing levels are struggling with these demands, so I am requesting either a full time employee or add another part-time so combined with the current part-time, it equals the full time.

Sign In Sheet
August 8, 2022
Select Board Meeting

*Please Print *****Legibly******
Sign in Below

NAME	COMPANY/ADDRESS/PHONE/INFO (whichever)
Marcus Phelps	28 DEPOT ST
Jay Hotaling	45 Kline RD
Ginny Lamoureux	132 Oranville Rd
Andrew Gule	5 Forest Grove Rd
Kerly Parker	25 Castle St
Scott Snyder Prouse	25 Castle St
Sabrina Pooler	12 3rd Street
James Davis	8 North Pond
NORMAN CHEEVER	100 BERKSHIRE
Michelle Hill	TCC Staff
Jessica Menzone	TCC Staff
LAURA FLETCHER	20 GARGON TER
Melissa Bridges	28 Fernwood Rd

Sign In Sheet
August 8, 2022
Select Board Meeting

*Please Print *****Legibly******
Sign in Below

NAME	COMPANY/ADDRESS/PHONE/INFO (whichever)
MARYSSA COOK- OBREGON	126 S. LOOMIS ST.
Michelle D Pratt	15 Berkshire Ave
Christopher J Pratt	"
RAQUEL OBREGON	128 S. LOOMIS
Gregory Scott	126 S Loomis ST.
Celeste St Jacques	22 Deer Run