

Select Board
Meeting Minutes
Town Hall - Select Board's Conference Room
Monday October 30, 2023 @ 6:00 p.m.
All meetings of the Select Board are recorded

Roll Call Attendance:

ATTENDANCE: Chairman, Doug Moglin – In person
Vice-Chairman, Jason Perron – Absent
Clerk, Diane Gale – In person
Chief Administrative Officer, Karl J. Stinehart – Remote
Chief Administrative Officer Assistant, Nadine Cignoni -In person
Select Board Secretary, Lisa A. Anderson- In person

Public Comment: None.

6:05 p.m. Pole Hearing for Verizon New England, Inc. & Eversource Energy for 1 and 18 Hudson Drive

Mr. Moglin made a disclaimer be it known that the Pole Hearing at 1 and 18 Hudson Drive tonight, 18 is for Whalley Computer Associates, which Mr. Moglin is an employee of. If there is anyone that has an issue with Mr. Moglin presiding over the Pole Hearing for Verizon at 1 and 18 Hudson Drive, please speak up.

- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to open the Pole Hearing for Verizon New England, Inc. & Eversource Energy.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.

The Chairman read the ad for the Pole Hearing. Mr. Don Voner with Verizon was present for the pole hearing. Mr. Voner stated that this is just two new poles to support 1 and 18 Hudson drive, the poles will support the load. The poles are clear from any new driveways going in.

Mr. Moglin asked if there is anyone for or against that would like to speak.

Patricia Reardon from 23 Woodside Circle, owner of 1 Hudson Drive, stated they have all their permits for expansion, and this will help with the new service.

Anyone opposed to this application. None.

- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to Close the Pole Hearing.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.

- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to adopt what was read for the pole hearing for 1 and 18 Hudson Drive as read in the hearing notice.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.

- The Board acknowledged Payables Warrant #2409B, dated 10/3/2023, in the amount of \$343,506.93,
- The Board acknowledged Payroll Warrant #2408, dated 10/10/2023, in the amount of \$285,246.80.
- **A MOTION** was made by Diane Gale. **Seconded by** Doug Moglin (Vote-Unanimous) to accept the open session minutes from 10/16/2023 as amended.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.
- **A MOTION** was made by Diane Gale. **Seconded by** Doug Moglin (Vote-Unanimous) to accept the Executive Session Minutes for 10/16/2023.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.
- The Board regrettfully accepted the resignation of Mark Krynicki from the Capital Expenditures Committee. Mr. Moglin stated they will do a certificate for Mr. Krynicki and we will need to fill that spot which is a Select Board appointee so we will post to fill this vacancy.

6:15 p.m. Appointment with Jessica Menzone for Clerk Position

The Chair and C.A.O. were tasked to find someone interested in the Clerk, Collector, Treasurer position. He believes he found a candidate for the Clerks position, and because it is a department head it needs to come back to the Board for a vote.

Diane Gale stated she has no concerns about the agreements. In speaking with Michelle Hill, she had nothing but good things to say. Mr. Stinehart concurs with Diane's statements that it is great to have someone come back that has continued to professionally develop themselves.

Ms. Menzone, is excited to come back to town.

Mr. Stinehart informed the Board that once they sign the agreement, the Chairman of Finance and Chairman of the Board of Assessors will also have to sign since it still falls under the original special act. Once the position is split under a new pending Special Act of Legislature then we will have to secure the services of a separate Professional Town Clerk.

- **A MOTION** was made by Diane Gale. **Seconded by** Doug Moglin (Vote-Unanimous) to accept the agreement and to appoint Jessica Menzone for this position as the Town Clerk, Collector and Treasurer through FY27.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.

ACTION ITEMS:

- Select Board to determine the Town Annual census insert stuffers (see attached flyer samples. We have Code Red information, and in addition to the Code Red is Diane's suggestion of Did You Know.

Mr. Stinehart stated that we had a LEPC meeting last week, and it was reinforced that we should have the general public update their code-red information for additions and deletions.

This would be an educational campaign putting it out there to explain to people what it is all about, we would customize that form through the emergency management director who is very much involved in advocating for this system and wanting to have good database so that we can get a hold of people. Maybe the second flyer could have another way of incorporating both that are being sought for consideration.

Chairman Moglin asked the Town Clerk when this is due, and Michelle Hill stated they need to go to the printer by the end of November, first of December. Let's carry this under old business for next week.

- Pioneer Valley Planning Commission submitted invoice number 27 in the amount of \$2,048.11.
- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to accept the invoice for \$2,048.11 from Pioneer Valley Planning Commission.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes

NEW BUSINESS:

- FY25 School Budget Roundtable is scheduled for 12/6/2023 at 5:30pm at Woodland School.
 - Sewer adoption rates. At our last meeting we adopted new sewer rates. There are a couple related policy decisions that the Sewer Commissioners need to adopt. One was the adoption of a sewer multiple unit residential rate cap. Any residential PR property of 10 units or more commonly referred as apartment complexes, the rate shall be capped at the tier two rate per 1,000 gallons regardless of actual usage in excess of 30,000 gallons. The designated as elderly complexes of 10 units or more the elderly rate shall be applied and shall not be subject to a minimum, this was adopted on October 30, 2023.
 - **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to accept the two new Sewer Policies for multiple units and senior discount.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes
- This also drove the elderly rate to 65 and older, which also stipulates that you are not supported by anyone else in the home property and is the owner of the home as recorded at the Assessor's office.
- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to approve the elderly rate application form.
Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes

- 2024 Municipal Cyber Security Awareness Grant Program. Mr. Moglin stated that we did this last year, it is online training available to all Municipal employees or if you have

an email with the Town, you get signed up for this. The schools also did it last year along with the Police and Fire Departments. Mr. Moglin also stated that now that Fire, Police and Town Hall are all in one domain, it is a good idea for everyone to take this again with the new lessons.

- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to support the Submission of a 2024 Municipal Security Awareness Grant.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes

Mr. Moglin believes we should table the next item, which is to discuss the Liquor License decreased use by certain establishments in the Town, until Mr. Perron is available. We also have a chart with the outstanding Liquor Licenses that are allocated for both Beer and Wine, Cordials and off premises seasonal. Mr. Perron had concerns that there may be some licenses that are outstanding and are not being used. We will carry this to next week.

- EDC Proposed Mission Statement and there is an invitation from EDC to have the Select Board attend their meeting on November 15, 2023. The proper protocol is for EDC to attend a Select Board meeting and Mr. Moglin has a conflict on the 15th of November. Can EDC attend our Select Board meeting on November 13th.
- Holiday Gathering on December 15th, 2023, at Town Hall. This is for employees, boards, commissions, committee members at 4:30 pm. Mr. Moglin suggested the Vice Chair be in charge of the holiday party and work with Lisa.

Other New Business:

Karl Stinehart: Just want to make sure now that the necessary votes, wait for the special act to be acted on by the legislature for the Town Clerk, Collector position, the town has funds to look at the floor plans so at this point having a working group of people about changing what office space will be necessary to carry out the split. The Board okayed to have Mr. Stinehart work with the facilities and ground supervisor, the Clerk of the Works, the Building Inspector and a designated member of the finance committee and someone through the Assessor's office that has familiarity with their operations. Need to know what our options will be, have a plan as part of our budget program. No objections from Mr. Moglin and Diane Gale to go forward with this task.

Mr. Moglin: We previously discussed that we did not need to form a revolving account for EDC but then there was discussion about having charges for certain events that would require us to take in monies. Mr. Moglin read the law but would like to read it again, it said it had to come in with the Town with the fiscal year that it couldn't be done mid-year. He believed we should get it ready for the Annual meeting to have an article when we renew the other revolving funds, and we will be in compliance with Mass General Law.

OLD BUSINESS:

- Need a motion to reject the Police Department Cupola bids from 9/27/23 those bids were way to high.
- **A MOTION** was made by Diane Gale **Seconded by** Doug Moglin (Vote-Unanimous) to reject the bids from the Police Dept. Cupola bids received up to 9/30/23.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes

- Marijuana we will table till a full board.
- Noble Steed table for full board.
- American Legion Land Lease we will table till a full board.
- Town Administrator job, set names and appoint and job description review. The interviews are scheduled for 11/6/2023.
- T-Mobile Grants Applications
- Protocols carry until we have 3 select board members.
- Southwick Town Meeting review. Mr. Moglin recognized the Moderator present and asked if she has anything to add for the Town meeting coming up on December 5, 2023.

Celeste St.Jacques at 22 Deer Run. Ms. St. Jacques asked what time we will start the meeting on December 5th. Mr. Stinehart stated we put 6:00 pm on the draft. Ms. St. Jacques also stated that she will need some hand counters, so if we know of anyone that is interested, they can email me the email address is on the town website. Ms. St. Jacques also stated that when we have over 300 people if you just wave your hand, it's hard to see and if you have special needs you need to come to the microphone, and if you have special needs or need any kind of assistance please reach out and we will make sure we accommodate you. Ms. St. Jacques doesn't want any to not be able to attend the meeting.

Mr. Stinehart reminded the Board that the Planning Board is working with the Town Counsel to further refine their draft related articles on Zone change bylaw. The Tea House is straight forward language, and the 3% retail Marijuana sales and the two votes for the community preservation for the pickle ball. The general salary for the Conservation Coordinator is just housekeeping.

Mr. Moglin suggested moving article 3 to be the first article, if article 3 were to fail the Town could immediately move to table article 1. Article 1 would then be article 2.

Select Board members agreed to STM Warrant order of articles.

Other Old Business:

Doug Moglin: The Master Plan Advisory Committee voted to disband itself. Now it's up to the Planning Board to hold a public hearing on the Master Plan. The Master Plan suggests that a Master Plan Implementation be formed, consisting of a planning board member, a select board member and three members of the public being residents, but it was also suggested that a business owner be able to be on even if they are not a resident of the Town of Southwick. This committee would be an ad hoc advisory board to the Select Board with a term of 3 years. The first set would be staggered.

Mr. Moglin would like to thank the Civic Fund for putting on a fantastic farm parade, very well attended, AgCom had a great float, ComCon had a float. Diane Gale stated she would have had ducks and chickens but the wheel on her wagon broke.

Thank you to the Girl Scouts for putting on the Trunk A Treat at Whalley Park. There were 800 tickets turned in for the vote, 500 ice cream scoops. Thank you to the Police, Fire Library, AgCom Selectman Perron and Mrs. Perron they had their own little trunk or treat. Was great to see Town Boards and Committees take part.

No Executive Session tonight.

Seeing as we finished in under an hour Mr. Moglin asked if there was anyone who would like to add a public comment.

Mr. Deedy asked if the bids for the Cupola were too high, can anyone see them. Mr. Moglin stated that they are public. Mr. Deedy also stated that this board is taking a few steps back that he noticed tonight, when you make motions for things a year or so ago we would never be able to do it that way, we'd have to spell everything out because people sitting in the audience would torture us, it just seems like some of the motion tonight are just kind of breezed through, like the PVPC probably should be more spelled out what we're spending the money because people don't really know, so maybe we could just go back to a few more words.

- **A MOTION** was made by Diane Gale. **Seconded by** Doug Moglin (Vote-Unanimous) to adjourn at 6:54 pm.

Roll Call Vote: Doug Moglin – Yes, Diane Gale – Yes.

Respectfully submitted,

Lisa A. Anderson

