

**Select Board**  
**Meeting Minutes**  
*Town Hall - Select Board's Conference Room*  
**Monday, March 4, 2024 @ 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 – In person  
Clerk, Diane Gale – In person  
Chief Administrative Officer, Karl J. Stinehart – Absent  
Chief Administrative Officer Assistant, Nadine Cignoni -In Person  
Select Board Secretary, Lisa A. Anderson- In person

Erica Johnson led the room in the Pledge of Allegiance.

**Public Comment:** On Zoom, Joanne LeBlanc, 38 Reservoir Road. I went to the Southwick Police Department to deposit medication and was shocked by a loud voice saying that she was my virtual assistant that could help me. Since we took our dispatch to Westfield, this is the only help we get at the Police Station now.

**6:05 p.m. Public Hearing; Proposed FY24 CDBG Application through Pioneer Valley Planning Commission. Review options with Erica Johnson and approve projects/program grant.**

Erica Johnson reviewed the three options with the Select Board.

**Option #1,** Infrastructure Improvements would be North Lake Avenue, including water, sewer, drainage, and roadway upgrades Total Cost Not to Exceed \$753,497.00. Project Infrastructure Delivery \$66,800.00 and General Administration \$129,703.00. Total Cost Not to Exceed \$196,503.

**Option #2,** North Lake Avenue project, including water, sewer, drainage, and roadway upgrades. Total Cost Not to Exceed \$441,000.00. Public Facilities: Town Hall Elevator Modernization. Total Cost Not to Exceed \$140,000.00. Public Social Services: Our Community Food Pantry, provides food and household supplies to income eligible residents of Southwick, Granville and Tolland. Total Cost Not to Exceed \$150,000.00. Project Delivery and Grant Administration by PVPC Total Cost Not to Exceed \$219,000.00.

**Option #3,** North Lake Avenue project, including water, sewer, drainage and roadway upgrades. Total Cost Not to Exceed \$595,497.00. Our Community Food Pantry, Total Cost Not to Exceed \$150,000.00. Project Delivery & Grant Administration by PVPC, Total Not to Exceed \$204,503.00.

Maximum Grant Award: \$950,000.00. The Board closed the hearing. After a discussion the Board voted.

**A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve Option #2 for the projects/program grant with Pioneer Valley Planning Commission.

**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

#### **6:10 p.m, Liquor License update for the Westfield River Brewery Co. Sergio Bonavita:**

Jason Perron explained why we asked Liquor License owners to come and give us an update. We had people approach us inquiring if there were any liquor licenses available. We have two new board members so it's nice for us to put a face with the name and business.

Mr. Bonavita apologized for missing last week's meeting. Mr. Bonavita stated that he has held a liquor license for 13 years. He first started out as a Farmer distillery, and a pouring license from the Town. Ever since COVID it isn't a day-to-day operation. The primary business was running a brewery, but COVID changed that. With COVID the business had to improvise and started doing weddings. Trying to get back to just being brewery and resume outside shows once a month and still do inside shows in the winter. Mother Nature was not interested in our shows last year, so we suffered a financial loss due to the constant rain. When there are outdoor events, they always provide at least one officer in the street for traffic control, and usually two officers walk around the concert. We look forward to doing it again this year but hopefully without the rain.

#### **6:20 p.m. Ethan Davidson, Eagle Scout project constructing 2 benches for Town Common**

Ethan Davidson told the Select Board members that he wants to build two benches to be set at the Memorial on the Town Common at the Congregational Church. Ethan also said he would like to provide plants around the bench area.

Doug Moglin asked how he will pay for the benches. Ethan answered through fundraising and going around and asking for donations, material. The entire project should cost between \$1750 - \$2000. Diane Gale asked if the original design from Tynic allows for additions. Jason Perron stated that he liked the idea and approves of the benches. Doug Moglin told Ethan that he needs to contact the Church and get their approval since it is on their property, then contact Tynic and have him review the plans to ensure they are compatible with the existing landscaping. Mr. Davidson was asked to come back to the Select Board when he has completed these reviews. Doug Moglin will get Ethan the numbers to the Church and Tynic.

#### **Payables, Payroll & Minutes:**

- The Board acknowledged Payroll Warrant #2418, dated 2/26/2024, in the amount of \$251,388.58
- The Board reviewed and approved the Open Session meeting from 2/26/2024.

**A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Open Session minutes from 2/26/2024.

**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

- The Board approved the Executive Session minutes from 2/13/2024.

**A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Executive Session minutes from 2/13/2024.

**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

- The Board approved the Executive Session minutes from 2/26/2024.

**A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Executive Session minutes from 2/26/2024.

**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

### **Action Items:**

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to authorize the Chair to sign the Discharge of Lien from a CDBG grant on Real Estate for 10 North Longyard Road.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve and adopt the Aggregation Plan to be submitted to the DOER/DPU for State Approval.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- The Board acknowledged the Notice of the 3/14/2024 FY25 School Budget Hearing at 5:00 p.m. at Powder Mill School in the Cafeteria at 94 Powder Mill Road.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to accept and approve the donation of \$14.80 into the Library's Gift Account.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the (2) M.O.A's between the Town of Southwick Police Officer Coalition for department members to donate Sick Leave time for medical or FLMA leaves.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to authorized the M.O.A. between the Town of Southwick DPW Local Union for department members to donate Sick Leave time for medical or FLMA leave.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

### **New Business:**

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to appoint Gene Kube to the Economic Development Committee member to fill a vacancy for a two-year term till 6/30/2026.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to review and approve the Housing Production Plan submitted by Planning Board.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Letter of Understanding with Planner/Stormwater Coordinator Jon Goddard for FY25 through FY27.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Agreements with U.P.S.E.U. units for DPW and Clerks contracts.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Agreements with U.P.S.E.U. units for DPW and Clerks contracts.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve and authorize the Department of Fire Services FY24 Firefighter Equipment Grant Agreement for \$10,101.05.  
**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

**Any Other New Business:** None.

### **Old Business:**

**Job Description hours and pay rate for C.O.A. Director:** Nadine Cignoni stated that the changes were made to the job description, the incumbent will remain at her current rate, and then reduce to 32 hours once the Park & Recreation Director position is filled, until then it remains at 40 hours.

Diane Gale said that the home visit was not taken out on the job description as previously asked. Doug Moglin stated it was made broader but once that change is made, we can then post internally.

**A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the job description along with the pay rate for the C.O.A. Director position with the added changes.

**Roll Call Vote:** Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

**Police Chief Internal Recruitment Process Announce Candidates and determine next timeline steps in process:** Doug Moglin would like to have the interviews for Monday April 1st, 2024, meeting. Nadine Cignoni will notify the candidates know and set up the times ½ hour apart for the interviews. The 8<sup>th</sup> would be a back up meeting.

**Board evaluations and appointed progress:** Diane Gale said we can take this off old business and she will let this board know when it is posted.

**HSIC IMA for WG&E for ISP:** The committee met with WG&E reduced the documents down and Doug Moglin and Mr. Sullivan will make the modifications to the draft agreement and it will then come back to the full HSIC before coming to the Select Board for approval.

**Marijuana dispensary, Webpage posting, HCA process and template RFI Evaluation and scoring:** Town Counsel has the documents. Diane Gale stated that this Thursday she will be working with Jessica Thorton from Planning Board for the last piece that Diane Gale can do herself, the timeline and all the documents that are required. Diane Gale stated that there are aspects where the Town is obligated to report on what we did or are doing to promote things so Diane Gale feels that we will need Town Counsel help.

Doug Moglin stated that in The MMA Beacon he saw that the CCC did release the Model HCA. They just haven't given it to anyone at this point, might be a couple weeks before you can actually get it. Diane Gale asked if we could post it all before it is approved by the Attorney General.

Hunting bylaw proposal related to private land and review by SPD: Mr. Moglin would like to have a public meeting to take interest on what people have to say, a public information session before we do a by-law. Diane Gale stated we should also include Chief Robert Landis to this open meeting. Diane Gale has received nothing but positive comments. Doug Moglin stated he is getting all the negative.

Bill Fraser, 100 Congamond Road would like to get a draft copy of any by-law if there is one before the meeting.

Roger Cataldo, 4 Field Street, most of the local towns already have this by-law and you can get information from the Environmental Police since it falls under their jurisdiction.

Celeste St. Jacques, 22 Deer Run, stated someone told me that certain things from the State are affected if you adopt this bylaw, like stocking lakes and things of that nature, maybe at the open session meeting Chief Landis can address this.

Jason Perron stated that he will reach out to the Environmental Police to see if he can get a couple of different bylaws already in place.

61A Policy Review: Diane Gale sent this policy back to Karl today and we need to decide how this would be published, or the process. Doug Moglin stated we should have a joint meeting with all the other interested boards, ConCom, Assessors, AgCom, Planning Board, CPC, Historical and Park n' Rec Commission. This is not a new bylaw, it is just changes to the process of the existing one. Doug Moglin stated with everything that the Board has going on we should push this to mid April. Lets send the Boards all an email looking for available times.

C.A.O. Recruitment Panel. We meet three times in March. Interviews will be in Executive Session.

Review of Land License for American Legion: Mr. Moglin stated that this is in the hands of Town Counsel and the Warrant Article is being drafted.

T-Mobile Grant: Jason Perron stated he has met today with Cara Cartello and there is definitely interest in it the Whalley Park shades. Mr. Perron is on the next agenda to discuss it with the Board.

Discussion and approval of Town Clerk internal Job Description and posting: Diane Gale had spoke regarding her changes, questions relating to the Job description. Mr. Moglin suggested we internally post it until Friday April 5<sup>th</sup>, 2024.

Master Plan Implementation Subcommittee. Mr. Moglin stated that he spoke with the Planning Board Chair regarding our letter that was sent to the Planning Board, and he did not agree with our tone of the discussion nor the letter that was sent.

### **Any Other Old Business:**

Mr. Moglin: stated that he would like to give the Planning Board Chair the opportunity to come before us at our meeting and give his views or for Mr. Moglin to go and discuss this with the Planning Board Chair further and bring back a compromise to this Board, what is this Boards pleasure.

Diane Gale stated that she went and looked at other MPI subcommittees and some have up to 12 members or more. We can't just let 5 members go at it, we need to give them a charge, what they report back, establish what it is they do and what authority they may or not have.

Will they be collaborating or just tracking people. Diane Gale also added that some of the MPIC members report back to Select Board and Planning Board jointly and all of them had to produce a town report for the Town's Annual Report.

Doug Moglin stated that when you have a member of the Planning Board and Select Board on the MPIC their job is to report back to their Boards. Mr. Moglin went on to say that the Master Plan is adopted by the Planning Board, but it has so many other boards and activities outside of the purview of the elected Planning Board that it should not be a subcommittee of the planning board. Mr. Moglin asked the Board members what they would like to see at this point. Mr. Perron and Diane Gale agreed since Mr. Moglin had the conversation started with the Planning Board chair that he can continue that conversation and bring the results back to this Board.

Jason Perron informed the Board that he would be throwing his hat in the ring to represent this Board. Diane Gale added that she believes alphabetically she would come first.

Mr. Moglin mentioned the MMA is having a class on Digitizing Municipal Records: Guidelines for Getting Started. It is great to see that Diane Gale, Jessica Menzone, Lisa Anderson and Nadine Cignoni are signed up for this class.

Email addresses on the website. Joanne LaBlanc asked about the email addresses that used to be on the Town website in our last meeting. Mr. Moglin found out that the people that had emails on the website were getting tons of spam emails. The emails for personnel at Town Hall are their first name initial followed by their last name @southwickma.gov. There is also form on each page that one can use to contact a Town office, Board or Commission.

Joanne LeBlanc also asked about the dark station at the Police department. Mr. Moglin stated that this was his biggest fear when changing to Dispatch. We all knew that there would be times after hours that both Fire and Police would have a dark station. The virtual assistant is there to assist you, and a button there that goes right to dispatch for help and dispatch has access to the doors in that area in case someone was in need of urgent need of a safe space that can be locked and unlocked by the dispatch.

Diane Gale: Ms. Drury was here earlier, but not now. Sabrina Pooler did have communications with the Chair of Conservation Commission, and they did not see the need to revisit this issue. Diane Gale asked Mr. Moglin if one of the Select Board members should reach out to the Conservation chair. Diane Gale included that it did go to Town Counsel and that Counsel said that they could make accommodations and exception based on these particular circumstances. Diane would just like to let Conservation know that we would like them to consider accommodations for this disability.

The select board members agreed that Diane Gale can make that connection to the Conservation Chair and if it needs to come back to the Select Board as the appeals board it will come back.

**A MOTION** was made by Jason Perron. **Seconded** by Diane Gale (Vote- Unanimously) to adjourn the Select Board meeting at 7:55 p.m.

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

Respectfully submitted,

Lisa A. Anderson

