

Select Board
Meeting Minutes
Town Hall - Select Board's Conference Room
Monday, April 22, 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
Acting Chief Administrative Officer, Robert D. Landis – In person
Chief Administrative Officer Assistant, Nadine Cignoni –In person
Select Board Secretary, Lisa A. Anderson- In person

Joe Deedy led the Pledge of Allegiance.

Public Comment:

6:05 p.m. Interview with Holly Hebda for the Clerk position. Holly Hebda currently works in the T/C/C office as the assistant town clerk. Please use the zoom link to see the entire interview.

6:35 p.m. Interview with Christina Myette for the Clerk position. Christina Myette currently works as the Office Manager for D.P.W. Please use the zoom link to see the entire interview.

7:00 p.m. Approve three new appointments to the Fire Department Call Force for Dan Mahoney, Jack Bradway and Mike Neilson.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote Unanimously) approve the three Fire Department Call Force members Dan Mahoney, Jack Bradway and Mike Neilson.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

Payables, Payroll, and Minutes:

- The Board acknowledged the Payroll Warrant #2421, dated 4/09/2024, in the amount of \$287,745.10.
- The Board acknowledged the Payables Warrant #2424B, dated 4/16/2024, in the amount of 220,207.09.
- The Board acknowledged the Payables Warrant #2425B, dated 4/18/2024, in the amount of \$640.58.
- The Board acknowledges the Payroll Warrant SWP24, dated 4/22/2024, in the amount of \$11,047.91.
- The Board approved 4/6/2024 and 4/8/2024 open session meeting minutes in an omnibus motion.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the open session minutes from 4/6/2024 and 4/8/2024.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

- The Board approved the 4/06/2024 and 4/8/2024 Executive Session meeting minutes.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the 4/06/2024 and 4/8/2024 Executive Session meeting minutes.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale - Yes

Meeting Discussion Items, Action Items, Bills, Mail, Correspondence, Vendor and/or Personnel Contracts, Personnel Decisions, Policy Adoptions:

- The Board discussed whether we continue early voting or opt out for local elections. Mr. Moglin stated that we are all set for this year. This would be for next Mays election and future local elections. The Board has a document from the Treasurer Clerk Collector that show the presidential primary, how many people voted over the number of hours that it took to run it. Mr. Moglin reiterated that this does not change mailing voting or absentee voting.

Diane Gale asked the State is asking us to submit our financial information for potential Grant Funds, What are those Grant funds and do they continue.

Jessica Menzone answered that she would need the Board to opt into in-person voting and you vote for that to qualify for state funds. This would also be a vote that you would have to do yearly for local elections. Michelle Hill stated that this is the first time the State is given money back for local, if you choose to have either by mail or in person. The grants are usually for the State elections but for this year its starting for Local elections and hopefully once they start that, it would continue. As you opt into one or both. This would cover a portion of it.

Jason Perron asked is it worth it. Michelle Hill added that last year they decided to look at three years' worth of data before deciding. You really should have historical data to make a decision, and this is only your second year. Michelle believes it is already a day late to even opt out of anything. This is just a formality at this point.

Jessica Menzone stated that they would be doing the same exact hours for this upcoming election. Diane added that this would be about \$800 for 26% of the vote.

Doug Moglin wanted to be very clear that there are so many opportunities to vote now and many different ways to vote Mr. Moglin thinks the Board needs to just weigh out whether the time of staff plus the cost plus the other resources that are allocated to the early voting, if we were denying one person the ability to vote Mr. Moglin says we do it. Because there are so many ways to vote, I don't see much harm if you don't have early voting for the Local, that's my opinion.

The Board agreed they have one more solid year of data, and the new clerk will have all that data to bring back next year to the Board.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to not to opt out of mail to opt into in person which allows Town Clerk to apply for the State funds for the local election to be held in May 2024.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale - Yes

- The Board acknowledged the Southwick Fire and Police Associations Golf Tournament for May 25, 2024, at Edgewood Golf Course. Entry fee \$124.00 18 holes with a cart. Three food serving stations on course. Raffles and prize holes.
- The Board acknowledged and thanked Andrew and Diane Gale for their generous donation made in honor of K9 Jax and his partner Sergeant Krutka and K9 General and his partner Sergeant Westcott for \$650.00.
- **A MOTION** was made by Jason Perron. **Seconded by** Doug Moglin (Vote Unanimously) approved the donation for \$650.00 in honor of K9 Jax and his partner Sergeant Krutka and K9 General and his partner Sergeant Westcott.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Abstained
- The Board accepted and approved the deposit of \$75.00 into the Library Gift Account from Andrea Bugbee and James Wang to benefit the Library’s Summer Reading Program.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote Unanimously) approve the library donation of \$75.00 from Andrea Bugbee and James Wang to benefit the Library’s Summer Reading Program.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- The Board acknowledged the Pancake Breakfast to support the Civic Fund and The Southwick Food Pantry on Sunday April 28th, 2024, 8am to 11am at the Fire Department. Adults \$15, children 5 – 10 \$10, under 5 is free. Sponsored by the Southwick Police Association and Southwick Fire Association and Moolicious Farms.
- The Board signed the Memorandum of Agreement between the Town of Southwick and The Southwick Police Officers Coalition for Officer Kelly Miller.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Memorandum of Agreement between the Town of Southwick and the Southwick Police Officers Coalition for Officer Kelly Miller and for the Chair to sign.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale - Yes
- The Board Approved the hiring of a summer page help for the Library starting end of June for 8 weeks at \$15.00/hour.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the hiring of a summer page help for the Library starting end of June for 8 weeks at \$15.00/hour.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- The Board acknowledged the invitation to Southwick Cultural Council’s 23rd Annual Art Exhibition “Meet the Artist”, Friday April 26th at the Southwick Town Hall and the Art show is April 27th and April 28th 10:00am to 4:00 pm.
- The Board approved Change Order #014 for \$977.00 contractor Adams Plumbing & Heating, Inc. and Architect BLW Engineers, Inc, which is part of the Town Halls HCAC project.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Change Order #014 for \$977.00 for Adams Plumbing & Heating, Inc. and Architect BLW Engineers, Inc. for the Town Halls HVCP project.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- The Board approved Change Order #007 for decrease of \$92,400.00 contractor Adams Plumbing & Heating, Inc. and Architect BLW Engineers, Inc.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Change Order #014 for \$92,400.00 for Adams Plumbing & Heating, Inc. and Architect BLW Engineers, Inc. for the same project.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- The Board acknowledged the invitation from the American Legion Post 338 to participate in the Memorial Day Parade on May 27, 2024, gathering at 9:15am and 9:30 am in the parking lot across from Summer House. Parade would proceed at 10am to the town green at the war memorial following the service the parade will proceed in vehicles to the Old Cemetery to lay a wreath then continue to the New Cemetery for a short service to remember our servicemen and women who have lost their lives serving our Country.

New Business:

- The Board reviewed the DPW request to relocate all staff at 454 College Highway to 661 College Highway.

Mr. Brown stated that this is not a new concept, it has been brought before the Board in the past but that there are new changes that need to happen in the Town Hall, and this makes more sense at this time. Since the TCC office is getting split up and more space is needed and moving the DPW office staff to the DPW main building will help free up the office for whatever office that goes there. Mr. Brown gave many reasons why all their staff be in one building.

Mr. Moglin saw this movie before him a few times, and he spoke recently with Mr. Brown regarding this move. Diane Gale always thought it was a great idea. This would make the office more efficient to run its going to save time and money consolidation of efforts.

Mr. Brown added that they get 10 times more traffic up at the DPW building offices than they get here at Town Hall and right now it is just him in the Office. The only time we get a lot of foot traffic here at Town Hall is when we do bills and we do them twice a year. The office person can come back to town hall for office time with their computer for those few weeks if need be. Mr. Brown talked with Jessica Menzone regarding the sale of one day transfer station passes, they should be able to handle that without much interference. We do about 30 of those a year. Mr. Brown believes there will be very minimal disruptions to other departments if we take our staff out of this building.

Mr. Moglin asked what work would need to be done at the DPW building. Mr. Brown answered that they already have the space. We would just need to create some office areas, we could put some desks with partitions, there may need IT upgrades just so we have connections at each laptop, we already have printers and copiers down there. It is just getting the physical what's in the town hall office down to the DPW offices. We would be moving 2 people. We have a lot of file cabinets due to 2 sets of records; we are trying to go electronic for a lot of stuff. There are two different servers for DPW and office staff that do not comingle.

Mr. Perron stated that you don't have to convince him, it makes absolute sense. The Board all agreed that it should happen. Mr. Moglin asked Mr. Brown to put a schedule together and a plan.

- The Board discussed the proposition to relocate Park & Rec and Buildings and Grounds departments under Public Works.

Mr. Moglin said now is a good time to bring up the discussion regarding Park & Rec and Buildings and Grounds departments under the Public Works. Mr. Brown gave the Board a flow chart for discussion, showing how the departments would fit. Mr. Brown did talk to some of the staff both in buildings & grounds and Park & Rec. There would be another division for Buildings & Grounds and one for Parks.

Mr. Moglin stated that this would actually have to get a special act of legislature in order to authorize this because of how operating without a charter the DPW was exists via special legislation. This would have to go in front of a future town meeting to ask for that act in the first place and then for the legislature to act and then for the Governor to sign it. It needs more discussion and the other stakeholders involved obviously Park & Rec and buildings & grounds.

Diane Gale asked if we could get counsel on some research on this now to see if we can do it, on a part-time, interim basis. Can we schedule the next group to come in and tell us their thoughts on it.

- Review and discuss the ATM/STM Warrants for May 21, 2024, and set order of articles.

Mr. Moglin stated that we had a great turnout for residents to have their opinions heard and what was going to be a proposed bylaw, the way that meeting was posted was that we didn't think we could adequately vote that night based on how the meeting was advertised so Mr. Moglin committed at that meeting to bring back for a vote of this board tonight, so as we go through that I think we should vote on it anyway but in version three of the agenda versus Article 14 to take it off the town meeting warrant.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to strike Article 14 Hunting Bylaw from the annual town meeting agenda.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

Article 1 is the Election. Article 2 is the Town Report. Article 3 is the appointment of minor officers. Article 4 is the Select Board authority to sell or trade obsolete equipment. Article 5 gives us the ability to apply and except for Grants. Generally, 1-5 is handled on a consent basis as an omnibus motion. After reading all the Articles, Article 29 for the water department. Mr. Moglin would like to see this Article moved up somewhere because of its importance. Authorize a Select Board enter into a 5-year contract with the Springfield Water and Sewer Commission to purchase wholesale water. The Board agreed to move this Article to #14.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to set the Warrant Articles as presented except moving currently Article 29 to be somewhere near between the Opioid settlement and the long-term license agreement for the Legion.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

- Review the start time for STM 6:15 p.m. and ATM start time 6:45 p.m.

Celeste St. Jacques stated she suggested the start time at 6:30pm because she doesn't believe they will start it till 6:40pm just from experience but we can't start it early but we can start it late.

We don't want to be sitting around waiting five minutes like we did last year.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to set the start time of the Special Town meeting at 6:15 pm and the Annual will start at 6:30 pm at Regional School.

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

- Discuss the dates for Lt. interviews.

Mr. Moglin told the Board that he thought he would have the Chief's contract in front of them tonight, so the Lt. interviews will wait.

Chief Landis asked the Chair if they could pick a tentative date since the applicants would need time. Mr. Moglin stated that until the Lieutenant signs a contract to be the Chief of the Department there is no vacancy to post. Chief Landis restated the date can be changed but since there are a lot of moving parts, and you're looking at four applicants to come before you time is getting shorter and shorter, then that will put off your sergeants and the potential of another SRO and how those people fall in the play and schooling that's going to be required so Chief Landis is just recommending as the Chief if we could set a tentative date that we could push off if we had to if the contracts not done. Mr. Moglin suggested May 28th.

Jason Perron said that he wanted to talk about the Assessment center. Mr. Perron asked for it for the Police Chief and now he will ask for it again now for the Lieutenants and Sergeants. Mr. Perron stated that he will opt out of the Lt. process. It would take two to three weeks to set this up and he would not be involved in the Lieutenants position. Jason Perron went on to say you said you have never picked anybody egregiously, but this has nothing to do with that, it has to do with the way that public safety is going with assessment centers or tests. Jason Perron is asking again that he would like an assessment center for these positions.

Mr. Moglin asked how you can opt out of a process and then dictate the process. Mr. Perron said you can. Mr. Moglin would like to think about that. Diane Gales opinion on the discussion has not changed, and Mr. Perron opinion has not either.

The Board agreed for the tentative interview date would be May 28th and the deadline for submission would be the 17th of May.

- Approve the permit for the Ironman Race 2024 for June 9th.
- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the Ironman Race permit for June 9th, 2024.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes
- Review the Architect information for CPA application to CPC for Town Hall exterior masonry rehabilitation on Historic Building.

Mr. Moglin stated that this was a project of Mr. Stinehart and that he wanted to bring this up to the CPC. This showed up preparing for the roof project which is now done. We had a lot of water entering the building during the roof project when the gutters were off and it showed some serious weakness in the masonry and the style of construction that was used back when this building was built. Diane Gale stated it was a staggering amount, she was not expecting. It is all exterior according to the report. Mr. Moglin said that the Select Board would be the applicants and will put the application to present at a future CPC meeting.

Mr. Art Lawler explained that Mr. Stinehart approached some of the CPC members and they thought it was a very good thing to bring forward.

Mr. Lawler explained they saw deficiencies in the exterior vertical walls of the building when the gutters were removed. The Engineers did a an absorbency test on the masonry and they absorbed quite a bit of water. They also did a coating test. The water penetration is mostly at the lentils above the windows and doors of the exterior walls. It is work that needs to be done to protect the building. Mr. Stinehart asked Mr. Lawler to help fill out the CPC application.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to approve the CPC Application process to go forward.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

Any other New Business:

Diane Gale: To add to goals and objectives with your approval the not hunting bylaw, Diane Gale did make comment about the education seem to be about trespass laws and she would like to do some education on trespass laws in conjunction with the Police Department, Public Safety and post something on our website which led her to think that maybe we need an actual bulletin board page on our website not just the scrolling thing that nobody knows what they are. We can also put Jason Perron's DEI up on the bulletin board. Mr. Moglin has no problem with it going on the goals and objectives.

Old Business:

Review the Liquor License fees: Lisa will give updated information on Liquor Licenses and give the Board the surrounding towns fees comparison.

Review the Appointments process and status. Mr. Moglin stated that the Board needs to pick a date to post the statement if anyone is interested in serving on a Board or a Committee to go to the portal and submit their letter of interest. This Board can choose to appoint them without an interview process. Diane Gale stated that you are only looking to interview the new people not people that were already interviewed last year and got on board or committee. Mr. Moglin agreed yes, that is what he means.

Jason Perron wanted to know if there was a way to send out a notice that people will know when there is an open spot. Mr. Moglin stated that the Planning Board has at 7:30 a time that is always set aside for something. Maybe we have 6:05pm on our agenda that is set for any appointments. Mr. Moglin will go into the portal database and see what came in after we closed it last year. Diane Gale also asked if the records that she has been given is still good and Mr. Moglin stated absolutely they can add them to the portal.

COA Director Internal Posting: Internal posting is done. Posted outside.

High Speed Internet Sub Intermunicipal Agreement: No news. Will meet tomorrow the 23rd.

Marijuana Dispensary Webpage posting HC Process template RFI value TR scoring: Diane Gale just needs a go from this Board.

- **A MOTION** was made by Jason Perron. **Seconded by** Diane Gale (Vote-Unanimous) to give Diane Gale the go to move forward.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – Yes

Review Land License Agreement with the American Legion: On the Warrant for May 14, 2024.

61A, 61B: Proposed date is Tuesday June 3rd or Thursday June 10th. Lisa will reach out to the Boards and Committee Chairs to see what works for them.

T-Mobile Hometown grants: Jason Perron stated they were waiting for Mr. Sheil on what it will take for equipment.

Town Clerk: Internal posting done; two applicants interviewed. Discussion. Mr. Perron stated that this was probably going to be the hardest decision to make, honestly since he has been on this board as far as these two candidates so equally qualified, I don't know which way to go right now. Diane Gale stated that although the town experience is great on both parts, she believes Holly has more of the relevant experience in the thick of the job in the TCC she has experienced a lot of the juggling that is still going to be required. As far as the certification goes, she is already part way there. Holly gets points for her education and her life experience which gets her there faster. Diane Gale is leaning towards Holly Hebda.

Mr. Moglin asked how the points works towards the certification. Diane Gale explained that you need 50 points in order to take the exam. 10 points for an associate degree, 15 points for a bachelor's degree, Holly would have 2.5 points a year as an assistant. Holly also knows the staff that she would be working with. Mr. Moglin said we are very lucky to have two really good candidates. One applicant has been with us since 2021 and in the TCC office and the other candidate did just over a year in the TCC office before moving into the DPW office for a decade.

Diane Gale says she is confident to make a motion. Diane Gale made a motion to appoint Holly Hebda as the new Town Clerk. Mr. Moglin made a motion to appoint Christie Myette as the new Town Clerk, putting Mr. Perron on the spot. Mr. Perron seconded Mr. Moglin's motion for Christie Myette.

- **A MOTION** was made by Diane Gale. To appoint Holly Hebda to be the new Town Clerk. This motion failed due to no second.
- **A MOTION** was made by Doug Moglin . **Seconded by** Jason Perron (Vote-2-1) to appoint Christie Myette as the new Town Clerk.
Roll Call Vote: Doug Moglin – Yes, Jason Perron – Yes, Diane Gale – No.

Any other Old Business:

Diane Gale: Mrs. Drury who came to the Select Board for an appeal to her docks. We have worked out an arrangement with Conservation, they finally gave her an exception for her disability, her dock was put in this week. Chief Landis checked it out it is where it is supposed to be in accordance to the agreement however it brought forth the void in the agreement for this kind of accommodation so Diane and the Harbormaster would like to send a request for amendment to the LPP document to allow for such and this in red is what Diane is proposing with a cover letter. This would be sent to Conservation for them to consider these changes and incorporate them after legal counsel checks it and has them incorporate.

Chief Landis added that when Conservation for the LPP people when approving these permits, sometimes you'll have a non-compliant or non-conforming location but that the abutters don't argue so generally conservation or the LPP program will permit that said dock. There probably should be something in here for those instances where the abutters sign as part of the application process. It explains hardship and it does get into some things outside of handicap.

Mr. Moglin would like a Motion to send this from the Select Board, Diane Gale as lead, and include Chief Landis paragraph to illuminate this from happening.

- **A MOTION** was made by Jason Perron. **Seconded** by Mr. Moglin (Vote-Unanimous) to approve the document and cover letter to Conservation Commission and include Chief Landis suggestion.

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

Mr. Perron: added that he does have an appointment with Mr. Moll, with Mr. Grannells and Mr. Cheaver next Monday at 10:00 am.

Doug Moglin: Mr. Moglin did send a letter to Senator Warren office and they did call him back in regards to the Safer Grant for the Southwick Fire Department.

I also sent a letter, and we received a letter of support from Senator Marks and representative Boldyga for a municipal fiber network community compact Grant application that was submitted in the amount of half a million dollars. Which is double the \$250,000 a single community can receive because we were able to submit that grant along with the Southwick Tolland Granville Regional School District. The school buildings would be part of the mini fiber network so that enabled us to double up on our Grant application.

I would like to send a letter to the building inspector, I have noticed that once again non-campaign related the signs are mushrooming again.

I think we need to bring this back up to this board, we send a note to Conservation, but last part of the North Pond deal last year was that they were having a lot of problems with the rope swings and an study was done from an arborist identifying several diseased dying ill trees that were being used as rope swings which created a bit of a Hazard. Funds were made available and then by a vote of the organization they rescinded that funding and I think that Conservation hasn't acted on it since. I think we should continue to press them, if they are the caretakers of that land, and ask them to take action on what they said they were going to do and identify the funding source in order to make that happen.

- **A MOTION** was made by Jason Perron. **Seconded** by Diane Gale (Vote-Unanimously) to go into executive session and to not reconvene into open session at 8:40 p.m.

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

Respectfully submitted,

Lisa A. Anderson