

**Palmer Town Council  
Meeting Minutes  
July 8, 2019**

1       **Call to Order**

2           The Palmer Town Council Meeting of Monday, July 8, 2019 was called to order at 6:30 pm by  
3           Town Council President Barbara Barry. Councilors Lorinda Baker, Jessica Sizer, Karl Williams,  
4           Matthew Lemieux and Michelle Sikes were present. Robert Lavoie was absent. Also present was  
5           Town Manager, Ryan McNutt and Executive Assistant, Nicole Parker.

6       **Old Business**

7       Rail Steering Committee Update; Ben Hood

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9       Ben Hood, acting Chairman of the Citizens For a Palmer Rail Stop group came in to update the Council on  
10       the progress of the east west rail stop and also discussed the value of Dr. Mullin’s Report that was put  
11       together for the Town.

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13       Resolution 2020-01 - transfer funds in FY 2020 General Fund Operating Budget to the Town  
14       Council Discretionary (Special Revenue) Fund.

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16       Motion was made to approve the transfer of \$19,689 from the FY 2020 General Fund Operating  
17       Budget (“Reserve” Account No. 011323-57800) to the Town Council Discretionary (Special  
18       Revenue) Fund (“Transfer In” Account No. 24111009-49700) by M.Lemieux. Seconded by  
19       K.Williams. Motion passed (7:0)

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21       Converse Middle School Reuse – tabled until August meeting

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23       Legion Field Bleachers: The Council requested that staff look in to repair costs and report back  
24       at next meeting regarding the safety of them

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26       **New Business**

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28       PHS Athletic Fields

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30       Present were several members of the public along with school employees and a PowerPoint  
31       presentation by Melissa Bernard Petraszewicz. She discussed the fact that the track cannot be  
32       used due to safety issues of the deteriorating condition. Palmer High School has not been able to  
33       hold a meet this year. The fields are also in very poor condition.

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35       They discussed existing conditions and ideas for building a sports complex in other areas of  
36       town. It was also relayed to the group to go right to the Town Manager with any concerns or  
37       reports for maintenance.

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1 After extensive discussion regarding building a new complex, repairing existing fields and track,  
2 it was decided to have the group and parents and school research more into what can be built and  
3 come back to the Town Manager to relay back to the Council.

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5 FY20 East West Rail Steering Committee Appointments

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7 Motion was made by L.Baker to appoint Mike Marciniec for the Planning Board. Seconded by  
8 K.Williams. Motion passed (6:0:1) Sizer

9 Motion was made by M.Lemieux to appoint Kelsey Sheehan as Community Member. Seconded  
10 by K.Williams. Motion passed (6:0:1) Sizer

11 Motion was made by M.Lemieux to appoint Jessica Sizer as Town Council Member. Seconded  
12 by R.Lavoie. Motion passed (6:0:1) Sizer

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14 Town Council Sub-Committees

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16 The Town Council decided to remove Green Community and Town Manager Evaluation  
17 categories for this year. B.Barry requested that everyone look over the committees and get back  
18 to her with the committees they are interested in so she can determine who will be on each  
19 committee.

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21 Town Council Rules – tabled until the August meeting

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23 **Town Manager Report**

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25 Ryan McNutt, Town Manager, reviewed his report, dated July 8, 2019 (attached)

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27 R.McNutt presented the Council with a letter dated July 8, 2019 regarding Town Council support  
28 for the Commonwealth purchasing land from a private individual on Forest Lake, with which the  
29 Commonwealth intends to preserve the land for recreational use along with the beach area.

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31 Motion was made to authorize B.Barry to sign letter on behalf of Town Council by L.Baker.  
32 Seconded by K.Williams. Motion passed (7:0)

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34 **Town Council Reorganization**

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36 B.Barry read the rules for Town Council Reorganization from Council Rules handbook.

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38 Town Manager, Ryan McNutt opened the floor for nominations for President.

39 R.Lavoie nominated B.Barry. With no other nominations, R.Lavoie cast the single vote for B.Barry.

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41 Town Manager, R.McNutt opened the floor for nominations for Vice- President.

42 M.Lemieux nominated L.Baker for Vice President. With no other nomination R.Lavoie cast the single  
43 vote for L.Baker.

44  
45 Town Manager, R.McNutt opened the floor for nominations for Clerk.

1 L. Lemieux nominated R.Lavoie. With no other nominations, L.Baker cast the single vote for R. Lavoie.

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4 **1. Adjournment**

5 Motion to adjourn at 8:30PM was made by K.Williams. Seconded by L.Baker. Motion passed (7:0)

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1 To: Palmer Town Council  
2 From: Ryan McNutt  
3 Re: Town Manager's Report – July 8, 2019

4 Greetings Councilors, Pleased to present my first Manager's report. I was able to meet with Mr.  
5 Blanchard on June 24<sup>th</sup> and 25<sup>th</sup> for transition briefing and general introductions. Mr. Blanchard was  
6 gracious and welcoming, as was all the staff, he was able to bring me up to speed on some of the most  
7 pressing items. Including:

8

9 1) An opportunity to acquire additional net metering credits to offset our municipal energy  
10 expenditures from the Hampshire Coalition of Governments. An array in Tewkesbury needed a  
11 public entity energy user to purchase the available credits. The net metering program  
12 guarantees 20% savings which for this transaction is equivalent to savings of \$13,000.  
13

14 Because the credit purchasing agreement needed to be effective July 1<sup>st</sup>, Mr. Blanchard asked  
15 me to review and provide a recommendation for action. After review and suggested changes for  
16 our legal counsel to include in the purchase agreement and after those changes were  
17 incorporated; Mr. Blanchard approved the net-metering purchase and the savings will be  
18 applied to our energy accounts. The Town will begin seeing the savings immediately.  
19

20 2) Monday July 1<sup>st</sup> I was sworn in by the Palmer Town Clerk as Town Manager. Introduced myself  
21 to employees, staff, and Department Heads. Was taken on tours of facilities around Palmer  
22 including the DPW yard and Wastewater treatment plant.  
23

24 3) One of the time sensitive issues Mr. Blanchard brought me up to speed is the issue of (2) state  
25 listed bridges with issues requiring repair or replacement. Main Street (Thorndike) Bridge and  
26 the Church Street Bridge. Working with Sarah Szczebak and Tighe & Bond we are exploring the  
27 feasibility of applying for a federal BUILD Transportation Discretionary Grant program. This grant  
28 application is due on July 15. I will keep the Council informed as to our determination for  
29 application and progress.  
30

31 4) Friday July 5<sup>th</sup> I met with Christina Petersen, Connecticut Valley District Land Agent  
32 Division of Fisheries and Wildlife regarding the Commonwealth's attempt to purchase the (2)  
33 Kerrigan Parcels at Forest Lake. The goal of the Commonwealth is to conserve and protect access to  
34 the lake and enhance the beach at the site. Town stands to gain the payment of back taxes from the  
35 parcels. A requested letter of support is included tonight.

36 5) Monday July 8<sup>th</sup> Linda Leduc and I met with the Quaboag Hills Chamber of Commerce for  
37 introductions.

38 Sincerely,

39

40 Ryan McNutt