Selectmen’s Meeting Minutes May 15, 2017 Arms Library 7:00 pm

**Call to Order**: Vice-Chairman, Andrew Baker called the meeting to order. Others in attendance included: Robert Manners and Town Administrator, Terry Narkewicz. Joseph Judd was absent while attending to town elections.

**Media Present**: Diane Broncaccio, The Recorder

**Acceptance of Minutes** – Bob brought forth a motion to accept the meeting minutes of May 1, 2017 as presented. Andrew seconded the motion. Motion passed.

**Department Liaison Reports**:

Highway Department – the newly acquired street sweeper is working well. Applications were due for the Highway Laborer Position on May 11th. Five applications were received, two have since withdrawn.

The Board will discuss at their next meeting when full Board is present.

Police Department – Selectboard member Joseph Judd and Police Chief, Greg Bardwell have reviewed the job descriptions for Chief of Police and Sergeant. They both agree that each job description clearly defines the duties, responsibilities, and requirements to achieve competent position fulfillment.

**7:05 pm Linda Overing, Breezeway Farm Consulting, Inc. RE: Executive Session for Purpose of Negotiating a Grant Related Settlement for Damages to Colrain Property –** Acting on a recommendation made by Counsel, Donna MacNicol, Bob presented a motion to enter in executive session for purpose of discussing a settlement. Andrew seconded the motion. The Board agreed to reconvene in public session following the executive session. A roll call vote was taken: Bob – yes; Andrew – yes.

Public session reconvened at 7:20pm

**Old Business**

**Finance Committee’s Tax Incentive Financing Policy** – Terry forwarded Andrew’s suggested revisions to Finance Committee. The Board is awaiting their response.

**Final Review of Capital Planning Program** – The Capital Planning Program created by FRCOG Consultant, Joe Markarian is awaiting the Selectboard’s and Finance Committee’s final approval. The document will be reviewed at their June 12th meeting.

**Town Treasurer RE: Adoption of Chapter 32B, Sections 21 and 22** – The Hampshire Council of Governments requested that member town Selectboards adopt MGL Chapter 32B, sections 21 and 22 to allow municipal groups to make changes to health plans. Once adopted, actual changes must first be negotiated with any union or bargaining group. While there are no immediate plans for changes, the HCOG is looking at increasing the dollar amounts of copayments and/or deductibles as a means of keeping health insurance costs manageable. Bob presented a motion to adopt MGL Chapter 32B, sections 21 and 22 as recommended by the Town Treasurer. Andrew seconded the motion. Motion passed.

**Green Communities Designation** – Town meeting voters authorized the Selectboard to pursue a Green Communities Designation. The Board hopes to submit Shelburne’s application to DOER in October. One of the criteria involves adopting the Stretch Code. Terry spoke with Building Inspector, Jim Hawkins who believes that the Stretch Code should be adopted as a zoning by-law. Bob presented a motion to request that the Planning Board begin work on the by-law. Andrew seconded the motion. Motion passed. Terry will contact Patricia Smith of the FRCOG to obtain more information on the remaining criteria.

**New Business**

**Parking Study Committee –** Terry reported that DHCD’s Massachusetts Downtown Initiative Program Coordinator, Emmy Hahn met with various town officials on Thursday last week to introduce the consultant, Liza Cohen of Nelson Nygaard who will be assisting the town with its parking study. The initial kick-off meeting was attended by Joe Judd, Terry Narkewicz, Chief Bardwell, Mark Shippee, Planning Board member, Cam Stevenson, Planning Board Clerk, Liz Kidder, and Carmela Lanza-Weil.

The purpose of the initial discussion was to get a sense of what the town would like to accomplish during the 6 to 8-month process. The consultant indicated that it would be beneficial to coordinate a housing study at the same time. Terry will speak with FRCOG’s Land Use Planner Alyssa Larose regarding the housing study. Andrew requested periodic updates on the parking study particularly upon 50% completion.

**Petition Requesting the FRCOG Executive Council to Layout Bardwells Ferry Road –** the Massachusetts Department of Transportation contracted with Parsons for design and construction phase services for the replacement of the Dragon Brook Bridge over Bardwells Ferry Road. After researching all known records available, a survey consultant determined that more than likely Bardwells Ferry Road was laid out as a County Road however, they could not find official layout documents to support their finding. In order to facilitate the Project, Attorney Donna MacNicol recommended that the Town petition the Executive Committee of the Franklin Regional Council of Governments and request a layout of the road. Town Administrator, Terry Narkewicz prepared the petition request for the Selectboard’s signature. Bob presented a motion to seek an official layout of the Bardwells Ferry Road from the FRCOG’s Executive Committee. Andrew seconded the motion. Motion passed.

**Other Business**

**2018 Heavy Duty Truck, Body, and Plow Bid** – Andrea Woods, FRCOG’s Chief Procurement Officer handled the bidding on behalf of the town. Two bids were received. After review of both bids, Andrea recommended the low bidder, Patriot Freightliner – Western Star of Westfield, MA. Bob presented a motion to accept the bid submitted by Patriot Freightliner – Western Star, in the amount of $203,867.00 for the purchase of a 2018 heavy duty truck, body, and plow. Andrew seconded the motion. Motion passed.

**Western Mass Rod & Gun Club, Inc. RE: Change of Manager and Beneficiary** – at the request of the Selectboard, officers of the Western Mass Rod & Gun Club, Inc. have filed for an amendment to their liquor license which includes a change in manager and an up-to-date list of officers. Bob presented a motion to accept the application as filed and forward to the ABCC for final review and approval. Andrew seconded the motion. Motion passed.

**Correspondence**

**ZBA Notice of Hearing RE: Ancient Glacier LLC, May 18, 2017 @ 7:30 pm** – members of the ZBA will conduct a public hearing on May 18th at the request of Ancient Glacier, LLC who seek a Finding, a waiver of all parking requirements, and/or zoning relief as required in accordance with the Shelburne Zoning By-laws Section 10.1.2 for the reconstruction of a new structure located at 19-23 Bridge Street (Map 41, Lot 95).

**Adjournment** – Bob presented a motion to adjourn at 7:55 pm. Andrew seconded the motion. Motion passed.

Respectfully submitted,

Terry Narkewicz

Town Administrator