**The Selectmen’s Meeting Minutes January 6, 2020 Memorial Hall 7:00 pm**

**Call to Order**: Chair Matt Marchese called the meeting to order at 7 pm. Others present: Selectboard members Bob Manners and Andrew Baker, and Town Administrator Terry Narkewicz.

**Acceptance of Minutes**: A motion was put forth by Andrew to accept the minutes of the December 23 meeting. This was seconded by Bob and unanimously approved.

**Noteworthy News**:

* The Highway Department will be collecting Christmas trees in the village on Friday, January 10, beginning at 7 am, weather permitting. Trees should be placed curbside. Rural residents wishing to dispose of trees may bring them to the town highway garage site, located on Colrain-Shelburne Road.
* A meeting with the engineer for the proposed Bridge Street improvement project will be held on January 13 at 3 pm, with a snow date of January 14, at 3 pm. The meeting will take place at Memorial Hall. This is an opportunity for businesses in the affected area to have input. The community is invited.
* A Special Town Meeting will take place on January 22, 2020, at 6:30 pm, in Memorial Hall.

**Department Liaison Reports**:

**Town Hall** – The Collector mailed tax bills just before the Christmas Holiday. Taxes are due February 1.

**Appointments:**

**7:15 pm Joe Judd, Town Clerk RE: Elections** – Joe explained that the town has outgrown the Town Hall meeting room as a place to hold elections. The space has become very crowded for large events. Joe has looked into several alternative sites for elections. Any site chosen would also need to have secure storage space for the town voting machines, voting booths, and other related election equipment. An election is likely to disrupt whatever location is chosen for two or three days due to the need to set up the area and calibrate the voting machines on the day before, and dismantle the equipment on the day after the actual election. Buckland-Shelburne Elementary School was an option but it was felt that a three- day disruption would be too much. The Buckland-Shelburne Community Center was an option, but the storage space is lacking. At this point, the Cowell Gym offers the best option for an election space. There are options for secure storage spaces including the current office, the taproom, and the former girls’ locker room. Joe will continue to negotiate with the Rec Committee about use of the building. In the meantime, elections will continue to be held at the Town Hall meeting room. Joe asked if it would be possible to offer Town Hall employees the option of taking the day off on election days, since those days are disruptive. Andrew suggested that employees could make up their time on an alternate day..

**7:30 pm Finance Committee & Moderator RE: Review of Special Town Meeting Articles** (Sylvia Smith, Moderator, John Redeker, Kristen Whitsett, Jackie Walsh, Finance Committee) – The group discussed the 10-article warrant. Article one concerns unpaid invoices from previous years. Article four asks for funds to cover the electricity and distribution charges for the EV Charging Stations. Although the town receives some revenue from the stations, it is not enough to cover the costs. Articles 5 and Article 6 authorize the Selectboard to apply for, accept, and expend a MassWorks grant, and to pay a part-time grant writer to prepare the grant application. All of the expenses on this warrant will come from transfers from Free Cash. Article 8 would transfer the remaining free cash to stabilization, which would contain $463,000 if all the articles pass. Article 9 would rename the Board of Selectmen as the Select Board. Article 10 would allow the Assistant Assessor to receive an additional $500 per year now that she has received certification as a Massachusetts Assessor.

Most of the discussion focused on article 2, which asked for $28,000 for unanticipated costs associated with the police station renovation. Kristen mentioned that this was the third time that the Town has sought additional funds. Finance Committee members asked whether $28,000 was enough to complete the project leaving $2,700 in contingency funds. The Finance Committee recommended seeking $33,000 for unanticipated expenses such as an exterior sign, landscaping, etc. Article 3 requests $12,000 for interior furnishings for the police station. Finance Committee member Debbie Andrew was unable to attend the meeting therefore, she submitted her thoughts in a memorandum. She asked that the Town encourage “rigorous limiting” of change orders and encouraged the Town to utilize the pro bono services of Project Manager, Jeffrey Dome for future projects.

**Old Business:**

**Police Station Renovation Project – Painting scheduled this week** – Painting is underway. The alarm company is in the process of installing the fire/security alarm system and flooring is scheduled for installation next week..

**New Business**:

**Ron Kelter, Jodi Stetson RE: Board of Health** – Terry and Phoebe Walker have met with Ron and Jodi about becoming members of the Board of Health. Both of them have since sent in letters of interest. Ron is a retired physician and Jodi is a nurse. Phoebe, representing the FRCOG comprehensive health program, will help the new Board of Health be acclimated. Matt thanked Ron and Jodi for stepping up to help the town. A motion was made by Bob to appoint Ron Kelter and Jodi Stetson to the Board of Health. This was seconded by Andrew and unanimously approved.

**2017 CDBG Contract Amendment RE: Shelburne Housing Authority** – This item was passed over.

**Correspondence:** None

**Any Other Business:**

**Chapter 90 Supplement** – A letter has been received from MassDOT announcing that Shelburne will receive an additional $20,836 in Chapter 90 funds.

**President’s Day –** Due to the President’s Day holiday the Board will not meet on February 17, but will instead meet on Wednesday, February 19.

**Solar Project** – The solar project at the Highway Garage is starting this week.

**Public Comment**: None

**Adjournment**: At 8:15pm a motion was made by Andrew to adjourn the meeting. This was seconded by Bob and unanimously approved.

Respectfully submitted,

Faye Whitney, Recording Secretary