Board of Selectmen Meeting Minutes April 1, 2020 2:30 pm Teleconference Call

**Call to Order**: Chairman Marchese called the meeting to order at 2:35 pm. Participating in the conference call were Select Board members Robert Manners and Andrew Baker (Andrew joined the meeting at 2:39 pm). Town Administrator, Terry Narkewicz and Planning Board Chairman, John Wheeler were present also.

**Acceptance of the Meeting Minutes**: Bob presented a motion to accept the March 24, 2020 meeting minutes. Matthew seconded the motion. Roll call vote: Bob – yes, and Matthew – yes. Motion passed 2 to 0.

**Order of Business**:

Board of Health Appointment RE: Fred Vohr, 595 Bardwell’s Ferry Road – Board of Health members Jodi Stetson and Ron Kelter requested that the Select Board appoint Fred Vohr of Shelburne to the Board of Health. Members of the Select Board had an opportunity to review Mr. Vohr’s resume and agreed that his medical background would serve the Board of Health well. Andrew presented a motion to appoint Fred Vohr to the Shelburne Board of Health. Bob seconded the motion. Chairman Marchese called for a roll call vote. Andrew – yes; Bob – yes; Matthew – yes. The motion passed unanimously.

Joseph Giard, Transfer Station Attendant RE: Request for Additional Help on Saturdays – Given the volume of people utilizing the transfer station on Saturdays coupled with social distancing and other pandemic-related requirements in place, the Town’s attendant, Joseph Giard has requested additional help to keep the flow of traffic moving efficiently. Terry reported that the Town’s Assistant Transfer Station attendant, Jim Stacy is willing to help. Andrew presented a motion to authorize the Town Administrator to enlist assistance at the transfer station as needed. Bob seconded the motion. Chairman Marchese called for a roll call vote. Bob – yes; Andrew – yes, and Matthew – yes. The motion passed unanimously.

Proposed Postponement of Annual Town meeting & Town Elections – Given the circumstances surrounding the COVID-19 pandemic and the uncertainty of when it will end, members of the Board discussed potential dates for the postponement of both the annual town meeting and the town election. A recently passed House Bill (H.4598) amends the law to allow cities and towns to postpone town meeting beyond June 30 if the Governor’s state of emergency declaration is still in effect. If cities and towns are not able to adopt a final budget by June 30 due to a declared emergency, members of the Select Board must notify the Division of Local Services who may approve a budget for operational expenditures in an amount not less than 1/12 of the previous fiscal year’s budget. The Town Administrator recommended that the Select Board postpone annual town meeting until June 15, 2020. Members of the Board discussed the possibility of presenting financial articles only, leaving by-law changes, petition articles, and other housekeeping articles for a later date. Andrew presented a motion to postpone annual town meeting until June 15, 2020. Bob seconded the motion. Chairman Marchese called for a roll call vote. Bob – yes; Andrew – yes; Matthew – yes. The motion passed unanimously.

Town Elections – Acting on a request presented by Town Clerk, Joseph Judd (see recommended wording below), Andrew presented a motion to postpone Town Elections until June 23, 2020. Bob seconded the motion. Chairman Marchese called for a roll call vote. Andrew – yes; Bob – yes; Matthew – yes. The motion passed unanimously.

*By vote of Shelburne Board of Selectmen on April 1, 2020, the Annual Town Elections scheduled for Tuesday, May 18, 2020, shall be postponed until June 23, 2020, in order to protect the community and slow the spread of the Coronavirus. This order, requested by the Town Clerk and Shelburne Board of Registrars, is for the following reasons:*

*1. To protect the health and safety of the community and election workers;*

 *2. To allow voting accessibility and support for all community members, and especially high risk individuals;*

 *3. Out of a concern that the Town Clerk may not have a sufficient number of available trained staff the election process due to concerns surrounding the public health emergency and the contagious nature of COVID-19.*

Deerfield Ave Reconstruction Project – A. Martins & Sons will begin construction on Deerfield Ave. on Tuesday, March 31. The original design calls for a small sidewalk area with granite curbing on the east side of the street in front Chris Singley’s building. A shop owner (William Siebert) who rents from Mr. Singley requested that the town maintain a parking space in front of his wine shop for ease in pickups and delivery. The area in which Mr. Siebert currently uses is within the town’s roadway. Mr. Siebert contends that if the town eliminates the parking space, he will be forced to relocate his business. The matter was discussed amongst the Project Engineer Mike Carter, Highway Superintendent Mark Shippee, Town Administrator Terry Narkewicz, Grant Administrator, Linda Overing, and building owner Chris Singley. The Project Engineer proposed a modification of the plan to include a sidewalk area with granite curbing that is flush with the road surface that would better facilitate snow removal. The contractor would also delineate the area as a short-term loading zone. Andrew presented a motion to accept the design modification as presented. Bob seconded the motion. Chairman Marchese requested that the Town Administrator send a letter to both Chris Singley and his tenants to notify them of the design modification and to emphasize that the loading zone will not be specific to one business. Chairman Marchese called for a roll call vote. Bob – yes, Andrew – yes, and Matthew – yes. The motion passed unanimously.

Budget Meetings – Chairman Marchese suggested that the Town Administrator forward copies of the omnibus budget to each of the Select Board members for review. Each member will review every line item and present their questions to Terry. Terry will ask members of the Finance Committee to review the remaining capital budgets (Police and Highway) via telephone conference with respective department heads. Once complete, members of the Select Board will meet jointly with members of the Finance Committee for final review. All members of the Select Board agreed with the suggested approach.

**Any Other Business**:

Planning Board Chairman, John Wheeler RE: Planning Board Meetings – Planning Board Chairman, John Wheeler sought guidance from members of the Select Board concerning the Planning Board’s need to meet. In keeping with the Select Board’s recently issued guidelines, Chairman Marchese encouraged the Planning Board to meet only when needing to address time sensitive or urgent matters. Although an elected Board, Select Board members collectively agreed that the Planning Board should hold off on potentially “hot” topics (i.e. proposed zoning by-law changes) until the public could assemble without concerns for their health. John stated that the Board’s time sensitive matters include approval of a draft letter to the ZBA in response to proposed development plans for the former Mole Hollow building and approval of an ANR request. John indicated that the Planning Board has discussed bringing forward housekeeping articles only at annual town meeting resulting from the inability to hold public hearings.

Select Board Member, Bob Manners RE: Health Concerns – Bob reported that he sought COVID-19 testing earlier in the day after presenting with a fever for three days. He hopes to have results within a few days. Participants of the teleconference expressed well wishes. *Subsequently, Bob reported that his test results were negative.*

Closing remarks: Chairman Marchese stated that the Town is working very closely with the Town’s Regional Health Agents, posting updates regularly on the town’s website, and sending town-wide messages if need be. He asked that residents please heed the COVID-19 warnings, as people of all age groups are susceptible. Should Shelburne receive notification of a confirmed case, established protocols are in place.

**Adjournment**: Andrew presented a motion to adjourn the meeting at 3:33pm. Bob seconded the motion. Motion passes unanimously.

Respectfully submitted,

Terry Narkewicz

Town Administrator