Selectboard Meeting Minutes March 3, 2021 6:00pm Via Zoom

**Call to Order**: Andrew Baker called the meeting to order at 6:00pm. Other members present included Bob Manners, Margaret Payne, and Town Administrator, Terry Narkewicz

**Interview for the Treasurer/Collector Position**: Members of the Selectboard met with the sole applicant, Angel Bragdon for the newly created position. Angel currently serves as Treasurer for both the Town of Shelburne and the Mohawk Trail School District. She was hired by Shelburne in 2016 and earned her certification as a Massachusetts Municipal Treasurer. She has been taking some continuing education classes and intends to obtain her Collector’s Certification if she is chosen for the position. Angel explained that obtaining the Collector certification is a three-year process and in order to be eligible for some of the classes and final examination; one must currently serve as a municipal Collector. Members of the Board encouraged Angel if selected, to schedule time to work with the Collector so to obtain first-hand knowledge of the job. Following a series of questions and answers, Angel left the meeting. After a brief discussion, Margaret presented a motion to hire Angel Bragdon for the Treasurer/Collector position effective June 1st with an annual salary of $55,016. Bob seconded the motion. The motion passed unanimously.

**Other Business**:

**Bridge Street Improvements, Phase I RE: Contract Award General Contractor** - An online bid opening for the FY20 CDBG Infrastructure Project –Bridge Street Improvements, Phase 1 – was held on February 25, 2021. Six bids were received, of which A. Martins & Sons of Ludlow was the apparent low bidder at $553,301.00 base bid plus Alternates #1 and #2. GCG Associates (Project Engineer), after a review of the bid submittals and references, recommends that the contract for this project be awarded to A. Martins.

The total bid for the project does not exceed the CDBG funds available therefore, the Project has a healthy contingency fund. Over the past two years A. Martins successfully completed both phases of Deerfield Avenue Improvements projects, the Parking Lot and Upper Deerfield Avenue.

DHCD has not completed start-up activities for the FY20 CDBG (execution of its contract with Shelburne and approval of the Release of Funds) due to a delay caused by HUD. Therefore, Shelburne cannot execute the Notice of Award to A. Martins at this time.

Acting on the recommendation of Linda Overing, CDBG Consultant, Margaret presented a motion to award the contract for the improvements of Bridge Street Improvements, Phase 1 to A. Martins & Sons for the amount of $553,301.00, contingent on the execution of a contract for the FY20 CDBG with DHCD and completion of all grant start-up activities, and authorize the Chair to sign the Notice of Award at the appropriate time. Bob Manners seconded the motion; the motion passed unanimously by roll call vote.

**Next Meeting:** Members of the Selectboard agreed to meet on Tuesday, March 9, 2021 at 3:00pm with Highway Superintendent, Mark Shippee to revisit the overtime policy.

**Adjournment**: Bob presented a motion to adjourn the meeting at 7:00 pm. Margaret seconded the motion. The motion to adjourn passed unanimously by a roll call vote.

Respectfully transcribed,

Terry Narkewicz

Town Administrator