**Select Board Meeting Minutes January 31, 2022 Zoom Teleconference 5:30 pm**

**Call to Order**: Bob Manners called the meeting to order at 5:30 pm. Others present: Selectboard members Margaret Payne, Andrew Baker, and Town Administrator Terry Narkewicz.

**Acceptance of Meeting Minutes:** A motion was put forth by Andrew to approve the minutes of January 18. This was seconded by Margaret. Roll call vote: Bob – yes; Andrew – yes; Margaret – yes. Motion passed 3-0-0.

**Department Liaison Reports:**

**FRCOG** ­– Andrew had attended a recent FRCOG budget meeting. Shelburne’s assessment is up by 9% for a total of increase of about $3,000 making a total assessment of $66,000. A grant for streetscape furniture that FRCOG had applied for on behalf of Shelburne has been approved. The amount is not yet known.

**Police Department** – The working group will be meeting later this week. More proposals from Buckland will be studied.

**Senior Center –** Indoor activities have been reduced due to the COVID surge. To-go meals have been increased. The Center is working on a survey, with Life Path, regarding Age-Friendly Communities.

**Town Hall** – Terry reported that the elevator has been repaired with new circuit boards.

Terry reminded residents that a town bylaw requires individual residents to clean up after snow or ice storms. A few walkers, primarily from Highland Village, have reported concerns about icy sidewalks.

**Emergency Planning Committee** – Bob reported that following a meeting of the committee contingency plans are in place in case the town is affected by rolling blackouts. The committee also discussed a budget for the EMD and the possibility of a capital expense for office needs for the EMD.

Following a meeting with the ZBA, Bob has reached out to Attorney John Richardson, who represents Residence@ Mill Falls. The Selectboard will need to meet with Atty Richardson.

**Highway Department** – Bob said a resident had asked about the cost for the MLK Day storm. The cost for sand, salt, plowing, and over time came to approximately $5,500. Bob said that was the typical cost for a storm.

**Appointments:**

**5:45 pm Board of Health RE: Mask Mandate Review** (Ron Kelter, Fritz Vohr, Jody Stetson) – The Board of Health gets information on COVID numbers on a daily basis. Some regions are seeing the number of cases drop, but Shelburne is not seeing a drop as yet. The Board of Health felt the mask mandate should continue. They would plan to meet again in about a month to assess. In the meantime, if numbers trend down in Shelburne the Board of Health will decide about the mask mandate on their own. A motion was made by Andrew to continue with the mask mandate as advised by the Board of Health. This was seconded by Margaret. Roll call vote: Bob – yes; Andrew – yes; Margaret – yes. Motion passed 3-0-0.

**6:00 pm Memorial Hall Association RE: Proposed Renovations Upstairs** (Jim Kessler, Richard Warner) – Jim is the new President of the Memorial Hall Association. He said that a plan had been in place to raise funds for the renovation of the hall, but that was interrupted by the pandemic. The Selectboard had agreed to provide $150,000 for renovations, to be given in installments, dependent on Town Meeting approval. Some of that money has already been appropriated. Jim wondered if ARPA funds could be used towards the renovation. He hoped that the Memorial Hall Association could be involved in any discussions regarding renovating the hall and concerning the use of the town’s record storage area. The association is thinking about starting the first phase of renovations. The first phase would include renovation of the green rooms, repair to the roof where it is leaking, and the installation of a bathroom between the green rooms. These tasks could be done with minimal disruption to the functioning of the Town Hall and its staff. Richard said the association was not sure if these plans made financial sense. The association hopes to get a Mass Cultural Council matching grant and the fear is if money is spent too soon it could compromise the grant. The Board was supportive of renovations starting provided the workers used the fire escape as an entrance and installed a porta-potty. Terry questioned how the pipes to a second-floor bathroom would be kept from freezing, as the hall is not normally heated when not in use. Richard said the water to the bathroom would be turned off when not in use. Bob cautioned that as this is a town building the association would need to go through a bid process and pay the prevailing wage. The association was aware of that and said it would take at least three or four months before the project was approved by the board of directors and then go through the bid process, before work could start. Terry said the project would qualify for ARPA funds, but noted that there were many other qualifying projects as well, and nothing has been decided. Richard asked if it would be appropriate to ask the town for another installment of funds. Terry said Memorial Hall renovations were part of the town’s capital plan.

**Old Business:**

**Senior Center Expansion RE: West County Senior Services District** – Margaret said that the working group has completed a revised district document and has also created an executive summary of the document. She asked for the Board’s reaction to the documents. It is hoped that there can soon be a meeting of the Selectboards of the three member towns. P3, the consultant hired to help with the process, has put the document out for review by independent counsel. After that review it will be further reviewed by the Town Counsels of the member towns. Bob thought the document might be too ambitious to get in place by Town Meeting. Margaret said that was the main purpose of the executive summary as the document is a lengthy and has to meet certain standards in order for the legislature to enact it. The plan has the support of our Representatives. The working group has tried to incorporate the comments previously brought by the towns. Margaret said the document is not requesting any money, it is creating an entity which could be a way of accessing state funding. Two members of the public had questions. Suzette Agey-Nichols said her main concerns were when the public meetings would beheld and when can the public see the document. The document is on the websites of all three towns and once Town Councils have reviewed it, public meetings will be held. Lynne Kelsey thought putting the document on a website was not enough, rather it should be mailed to everyone. Bob and Terry both questioned how things such as health insurance, and retirement benefits for district employees would be handled. Margaret thought the district could hire a treasurer or outsource those things.

**Proposed Police Regionalization Efforts** – This was discussed under liaisons.

**Covid-19 Rapid Antigen Test Kits** – At a previous meeting the Board had discussed whether the town should purchase COVID tests. Since then it has become possible for every household to obtain four free tests from the Federal government. The Board agreed that the town did not need to purchase tests, as they are now readily available.

**New Business:**

**Community Development Strategy Document RE: Final Review & Adoption** – While this document is no longer required for CDBG it is a good idea to do it. Board members had been given copies of the document with the changes proposed by various boards indicated in red. Andrew asked for more time to review the document.

**FRCOG RE: District Local Technical Assistance Program - 2022 –** The document had been circulated among boards and committees so they could indicate the programs where assistance would be welcomed. The Selectboard then chooses their top three selections to present to the FRCOG. Police Chief Greg Bardwell has asked for help with shared services for the Police Department. The Senior Center and the Health Agent had asked for assistance with age and dementia-friendly community planning. The Open Space Committee chose to ask for help with updating the Open Space and Recreation Plan. The Planning Board asked for help updating the Master Plan Economic Development section. After discussion, it was decided that since planning for Age-Friendly Communities was already underway, the other three options would be priorities. A motion was made by Andrew to approve DLTA projects for Open Space, Planning and Police projects, with Age-Friendly Communities as an alternate. This was seconded by Margaret. Roll call vote: Bob – yes; Andrew – yes; Margaret – yes. Motion passed 3-0-0.

**Michael Perreault, FRTA RE: Community Representatives on the Advisory Board** – MGL requires that each community, on a rotating basis, select a Rider Representative to serve on the FRTA Advisory Board. This is Shelburne’s year to choose. Two people had submitted their names as being interested. The recommendation was to go with Samantha Kivlin. A motion was put forth by Margaret to approve Samantha Kivlin as the Rider Representative to the FRTA Advisory Board. This was seconded by Andrew. Roll call vote: Bob – yes; Andrew – yes; Margaret – yes. Motion passed 3-0-0.

**Cowell Gymnasium RE: Energy Resources Proposal for Energy Efficient Upgrade** – Eversource had hired a consultant, Energy Resources, to do site visits and come up with a heating alternative to cut down on the use of fossil fuels at the gym. The proposal included a suggestion for a heat pump system which would cost about $144,000. Eversource would then give a rebate of $10,460. It was hoped that the Energy Committee could use the proposal and apply for Green Communities funding in April. Energy Committee member John Walsh, as well as the town’s Dept of Energy Resources representative, agree that the proposal is missing necessary components. The Energy Committee will be reviewing the proposal and getting back to the contractor.

**Schedule an Executive Session to Discuss Possible Disciplinary Action** – In addition to possible disciplinary action for a town employee, the Board needs to go into Executive Session to discuss land negotiations with Residences@Mill Falls LLC. The Board decided to hold these sessions on February 17, with one beginning at 9:30 am and the other at 10:30 am.

**Any Other Business:**

**Shelburne Falls Village Summit Meeting, February 1, 2022, at 6 pm via Zoom**

**Next Meeting** – The next Board meeting will be held on February 14, at 5:30 pm.

**Open Meeting Law Complaint** – A complaint has been received and forwarded Board members and Town Counsel. The Board has 14 days in which to review and respond to the complaint. The complaint alleges that the Board authorized the installation of holiday lights on the Mt Massamet tower outside of an open meeting. The Board has never entertained that discussion either in or outside or a meeting. The town owns the tower but the cabin on top is leased to DCR. The town has an agreement with DCR that the state will maintain radio equipment and pay electrical expenses. The lights are under the full control of DCR. Terry is working on a response to the complaint. It will then be reviewed by Town Counsel and then shown to the Board. The Board can make recommendations about the lights, but it is ultimately up to DCR.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 7:20 pm a motion was made by Margaret to adjourn the meeting. This was seconded by Andrew. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary