**Select Board’s Meeting Minutes June 6, 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 May 23. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Department Liaison Reports:**

**Senior Center** – Margaret reported all is going well at the Center. It is hoped to soon move to having larger classes and programs.

**Police Task Force** – Andrew said the group met and will be setting up meetings with the Collins Center.

**Pratt Library** – The Pratt committee will be meeting this week.

**Village Task Force** – The group will be meeting later this week.

**Highway Department** – Work is proceeding on the Little Mohawk Road project despite some supply chain issues involving drainage pipe.

**Energy Committee** – The committee is moving ahead with the Mass Save Communities First grant project. The Committee also submitted a Green Communities application with the hopes of funding heat pumps for Cowell Gym.

**Appointments:**

**5:45 pm Alice Lee, Liquor License Hearing RE: Delicatesse, 8 Bridge Street** – The hearing was opened at 5:45 pm by Bob. Alice is seeking an On-Premise Wine and Malt Beverage Liquor License. She wants the license to help supplement the restaurant’s offerings and bring in additional income. Alice has no alcohol experience in Massachusetts, but worked for more than 10 years in New York restaurants, which served alcohol. Currently, Delicatesse has a small indoor dining space and also uses an enclosed outdoor dining area. Patrons would not be allowed to leave the outdoor area with alcohol. Patrons buying alcohol would exit the restaurant and walk down an adjacent driveway to the outdoor area. Since that would technically mean alcohol leaving the premises, it was thought that ABCC would not approve that. The alternative is to have Delicatesse staff serve the drink outside rather than having patrons carry their own drinks. Alice agreed to that idea. Alice is currently doing TIPS training and expects that probably two other employees will also have the training. There was no public comment. The hearing was closed at 5:53 p.m.

A motion was made by Andrew to grant an On-Premise Wine and Malt Beverage Liquor License to Delicatesse. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0. The necessary paperwork will be sent to ABCC. It generally takes four to six weeks to be approved.

**6:00 pm Roland Giguere, Moderator RE: Review of Annual Town Meeting Warrant** – While waiting for Roland to arrive, Will Flanders was present. Will had drafted amendment for the CPA article. It had been recommended that the article forming a CPA Committee be passed over until the CPA is approved in November. Waiting until next year to form the committee will not hold up the CPA process. Other changes regarding exemptions for the CPA would require withdrawing the current language and replacing it with the amended language.

Once Roland joined the meeting, articles that will require amendments were discussed. Town Meeting will take place under a tent at BSE. An area for non-voters will be designated. There will be no Covid restrictions. Voters will all have cards which will be used when an article requires a two-thirds majority, or at the moderator’s discretion. The Board went through the warrant and decided who would move each article.

**Old Business:**

**Assistant Assessor Vacancy** – Three applications have been received for the position, but none of them have any relevant experience. Former Assistant Assessor Paula Morse is providing office assistance on weekend for 6-8 hours per week. Terry had reached out to DOR and a couple of outsourcing companies that provide assistance with government vacancies. However, those agencies charge more than the town can afford. DLS has said that two assessors must be certified in order to sign various documents. At this time only Joel Dwight is certified. The DLS regional supervisor said she would personally reach out to retired assistant assessors and part time assistant assessors to try and find help. This will be a big learning curve for both the new assessors, when elected and the new assistant, when hired. The position is being advertised widely in both local and municipal venues.

**Ancient Glacier, LLC RE: Draft Lease of 19-23 Bridge Street** – There were no updates to report, pending Town Meeting approval of negotiating a lease. There was some discussion at the Town Forum, raising questions which will be explained at Town Meeting.

**New Business:**

**Bridge Street Phase II Bid Results** (Mike Carter, GCG Associates) **–** All bids for the project came in higher than expected. Mike said material costs are up at least 10%. Terry had reached out to the town’s water department asking them to reconsider increasing their $10,000 contribution to the project, considering that much of the project is water-related. The water commissioners will be meeting later this week. Options include rebidding the project, postponing it, or shortening the scope of work. It is not likely that prices will be going down. Some of the costs could be covered with ARPA funds. Terry recommended going with the lowest bid and alternate #1. That would leave the project approximately $118,257 short. If ARPA money was used, there would still be approximately $377,000 remaining in ARPA funds. A motion was made by Andrew to fund the base bid and alternate #1 with up to $118,257 in ARPA funds. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0. The Board awarded the bid to GEG Construction for a base bid of $715,258 and an alternate of $60,500.

**Resignation of Officer Brandon Lopez** – Officer Lopez has resigned to pursue other employment options following seven years with the Shelburne Police Department. A motion was put forth by Margaret to accept the resignation of Officer Brandon Lopez with thanks for his service. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0. The Board wished him well.

**MassDOT RE: Shared Streets & Spaces Grant Award $20,432.35 – Message Board** – The town was awarded the grant for the message board. Shelburne was the only town to apply for a solar-powered board, which probably made the application stand out from the rest.

**Fourth of July Parade –** The parade permit has already been approved by the Police Department. The parade will form at 11 am on the fourth at the former Buckland DPW yard and step off at noon. The route will be across the Iron Bridge, to Main Street, then Grove Street to BSE, where a chicken barbecue will be held. Both the parade and barbecue are sponsored by the Shelburne Grange. A motion was made by Andrew to approve the Fourth of July Parade Permit. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Per Diem Driver for Senior Center** – The Center has been looking for per diem drivers. A letter of interest had been received from Shelburne resident Ellen Jenkins Ellen has an extensive background in bus and CDL truck driving, as well as customer service. She would receive a wage of $16.50 per hour, which would be paid by FRTA. A motion was put forth by Margaret to support the hiring of Ellen Jenkins as a per diem drive for the Senior Center, at a rate of $16.50 per hour, paid by FRTA, contingent upon a background check, a clean driving record, and a CORI check. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Hazardous Materials Check** – Terry told the Board that Atlas, the company hired to check for hazardous materials, will be on site at 375 and 379 Main Street, on Wednesday morning. A police officer will accompany them.

**Any Other Business:**

**Next Meeting** – The next Board meeting would normally be on June 20. That is the Juneteenth holiday. It was decided to meet, if necessary, on Tuesday, June 21, at 5:30 pm.

**Outdoor Furniture Grant** – If voters at Town Meeting approve leasing the Singley property the grant funds for outdoor furniture must be spend before June 30. FRCOG’s Jessica Atwood is providing both Buckland and Shelburne with the names and contact information for suitable furniture vendors.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 7:07 pm a motion was made by Margaret to adjourn the meeting. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary