**Select Board Meeting Minutes July 18, 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 (joined 5:32), and Town Administrator Terry Narkewicz.

**Acceptance of Meeting Minutes:** A motion was put forth by Margaret to approve the minutes of June 21. This was seconded by Bob. Roll call vote: Margaret – yes; Bob – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Senior Center** – New Director Julie Moreno has been working on many projects including internal accounting, a Facebook page, creating an adventure club and a book club. She is working with Ashfield seniors on a weekly basis and has been working on grants.

**Town Hall** – The building is now open to the public each day.

**Police Task Force** – The group has met with the people from the Collins Center who are developing a community engagement plan, which will include a series of public meetings.

**Arms Library** – Andrew reported that the library has had an issue with a patron who refuses to wear a mask. There are legal ramifications to be dealt with, an attorney and the police are now involved.

**Village Task Force** – The task force is now functioning on its own as both the FRCOG and the CDC have ended their involvement. Task Force membership is now complete.

**Pocket Park** – Work is continuing on a draft lease. The site will be graded and picnic benches will be installed in August.

**Highway Department** – Work on Little Mohawk Road is continuing and is on schedule. Bob said that the patience of drivers on the road is appreciated. Mark Shippee is in the process of getting quotes for the pole barn. The crew is doing roadside mowing and trimming.

**Sewer Commission** – Andrew recently attended a retirement celebration for Chief Operator Dan Fleuriel. Dan has served the sewer district for decades and will continue to offer occasional assistance. Andrew said it has been a pleasure working with him. The plant is being left in good hands with new Chief Operator Lisa Provencher. Andrew said the sewer district is pursuing a grant for solar and other upgrade projects are in the works.

**Appointments:**

**5:45 pm Joseph Rae RE: Entertainment License Request** – Joe is seeking an Entertainment License for his business, Shelburne Falls Brewery & Pub LLC, at 42 South Maple Street. He asked that the license be granted for the hours of 10 am to 10:30 pm for both indoor and outdoor activities. He said bands would be scheduled only once in a while so as not to disturb the neighborhood. Joe said the abutters seemed to be okay with the idea. The license would be good until the end of the calendar year at which time it could be reviewed for possible renewal. The Board agreed that a trial period until the end of the year would give the neighborhood time to provide feedback. Terry pointed out that Sunday entertainment hours are regulated by the Commonwealth and entertainment cannot start until noon. Joe indicated that some activities might start before noon on Sundays. Bob said both the Board and Joe must abide by state law and Joe was cautioned not to push the Sunday start time to before noon. The only member of the pubic present was Jeff Boettner, who said he was enjoying the business so far. The hearing was closed at 5:52 pm

A motion was put forth by Andrew to approve the entertainment license as requested by Shelburne Falls Brewery & Pub. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**6:00 pm Jeff Boettner, Energy Committee RE: USDA Rural Pilot Program Opportunity** – Jeff explained a grant opportunity. The Committee was approached by a group from UMass that is working with the CDC on a grant for five towns to bring net metered energy to low income families in rural settings. It was thought that Shelburne would be a good fit for the program. Each town would get $200,000 for solar installations and $50,000 for administration. Each town is individually making proposals for how the funds would be used. In the first round of grants, the five-town proposal was 14th out of 85 proposals and the five-towns were invited to be in the next round of grants. A letter of support from the Board is needed. The project Shelburne would be working on is getting solar panels on the town barn and up to four ground mounted poles nearby. The grant would pay for half of the roof panels and the town would get all of the power generated. The pole mounts would be paid by the grant with 80% of the power going towards net metering. The only concern, raised by Bob, is that Colrain-Shelburne Road is a scenic road and the ground mounts may need to be screened. The grant will probably be awarded by the end of the year and the project could be installed by the Fall of 2023. A motion was made by Margaret to approve a letter of support for the USDA Rural Pilot Program and to support the work of the Energy Committee in continuing the grant process. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

 **Old Business:**

**Assistant Assessor Vacancy** – After an exhaustive search Karen Tonelli, a former town employee and now Director of Assessing in Montague, has agreed to step into the role until the end of the calendar year. She will work 10 to 12 hours per week running the assessor’s office, acclimating the new assessors, and determining the effectiveness of Mayflower’s services. Karen will be starting on July 20 and is open to continuing the role beyond the end of the year.

**Ancient Glacier, LLC RE: Draft Lease of 19-23 Bridge Street** – Town Counsel will be reviewing the most recent draft. The main issues seem to have been addressed.

**New Business:**

**Joe Judd, Town Clerk RE: Constable Assignment** **–** A change in the voting laws requires that a police officer or constable be present at polling places. The Selectboard is supposed to assign the officer or constable unless they give that responsibility to the Town Clerk. A motion was put forth by Andrew to allow the Town Clerk to assign constables to work at polling places. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Call-In Policy Highway Department** – Currently if a Highway Department employee is called in after hours to work, the employee is guaranteed to be paid for two hours of work even if they do not work that long. The department is now requesting that employees be paid for a minimum of three hours of work. After polling other towns, Terry learned that most communities either have no minimum amount of pay or pay for two hours. Margaret questioned why employees are not simply paid for the amount of time they work. Bob said crew members are called in for extra hours about 10 to 20 times per year. Both Andrew and Margaret asked to have solid details on how many times crew members were called in and how that affected the payroll. Bob will have that information for a future meeting.

**Annual Appointments & Re-Organization of the Board** – A motion was made by Andrew to approve the appointments, as presented, of members of the Technology and Cable TV Advisory Committee, the 911 Coordinator, the Emergency Management Planning Committee, the Energy Committee, and the Sewer Commissioners for one-year terms. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

A motion was put forth by Andrew to approve the appointments, as presented, of members of the Conservation Commission, the Council on Aging, the Cultural Council, the Open Space Committee, and Registrars of Voters for three-year terms. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

A motion was made by Andrew to approve the appointment Noah Grunberg as a member of the Zoning Board of Appeals for a five-year term. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

A motion was made by Andrew to approve one-year appointments, as presented, for the following officials: Animal Control, Board of Health, Regional Public Health Nurse. Building Commissioner, Chief Procurement Officer, Emergency Management Director, Cowell Gym Director, Accounting Services, Fence Viewer, Field Drivers, Forest Fire Warden, Fred W. Wells Trustee, Highway Superintendent, Highway Crew Members, Inspector of Animals, Measurer of Wood & Lumber, Parking Clerk, Planning Board Clerk, Plumbing &Gas Inspector, Police Chief, Sergeant, and Patrolman. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

A motion was put forth by Andrew to approve the one-year appointments, as presented, of Reserve Police Officers from Shelburne, Ashfield, Buckland, Charlemont, and Conway. Bob recused himself as he is a Reserve Officer in Charlemont. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – abstain. Motion passed 2-0-1.

A motion was made by Andrew to approve one-year appointments, as presented, for the following: Selectboard Recording Secretary, Senior Center Director, Senior Center Outreach. Sewer Commissioner’s Clerk, Town Administrator, Transfer Station Attendants, Treasurer/Collector, Veteran’s Agent, Veteran’s Grave Officer, and Electrical Inspector. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

As Vice Chair of the Selectboard, Margaret would normally be made Chair at this time. However, she asked that Andrew become Chair in her place. She will remain Vice Chair. A motion was put forth by Margaret to approve the following Board positions: Chair, Andrew Baker; Vice Chair, Margaret Payne; Clerk, Bob Manners. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Department Liaisons will remain the same for FY’23. In regard to committee representation, Margaret will be the representative to the Pratt Committee, Bob will be the representative to the FRTA, and the other representatives will remain the same as in FY’22. A motion was made by Andrew to approve the liaison and committee assignments as presented and discussed. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Any Other Business:**

**Next Meeting** – Due to upcoming vacations, the next Board meeting will be on August 8.

**Early Voting** – Town Clerk Joe Judd has requested that the Town Hall be used for early voting for both the September Primary and the November Election. Early voting will be done during three business days and one Saturday. One or two election workers will be on hand in the rear meeting room. A motion was made by Andrew to allow the Town Clerk to use Town Hall for early voting. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Reopening Memorial Hall** – The Memorial Hall Association would like to reopen the hall. The Health Agent said he had mixed feelings about the idea. It is hard to tell what COVID may look like during the fall and winter. He felt the hall could be reopened if the association was agreeable to a possible last-minute closing if needed. Terry said new filters had been installed in the roof AC unit. The elevator is functional but does not meet new state safety standards. If it is not repaired and inspected for safety by December31it can’t be used. One cost estimate for repairs is $5,400. Other quotes have not been received. Terry was surprised that renovations to the Hall have not been started. Andrew will find out about that. Questions arose concerning whether masks would be required and if thorough cleaning would be done after each use. Those were thought to be reasonable requests. Terry mentioned that next spring Bridge Street renovations will involve removing the handicap access ramp to the building and wondered how that might affect the use of Memorial Hall. Terry will discuss all this with the Memorial Hall Association president.

**Delicatesse Liquor License** – The requested liquor license has been retuned from the ABCC with “no action taken.” An ABCC inspector was concerned about the lack of a public bathroom, which the owner can fix by opening the private on-site bathroom. The other issue was that that ABCC requires continuous access from the restaurant to the back patio where the liquor would be served. A roped off area could be used to provide the access but the Board was concerned about using part of the sidewalk for that and possibly limiting handicapped accessibility on the sidewalk. Board members will visit the area before the next Board meeting to get a better understanding of what might be done.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 7:25 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