**Select Board Meeting Minutes August 15, 2022 Zoom Teleconference 5:30 pm**

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

**Acceptance of Meeting Minutes:** A motion was put forth by Margaret to approve the minutes of August 8. This was seconded by Bob. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Department Liaison Reports:**

**Highway Department** – It is expected that paving will be done on Wednesday on Little Mohawk Road from Frank Williams Road to Reynolds Road. Residents are thanked in advance for their patience and understanding.

**Arms Library** – Margaret reported that a meeting between Buckland and Shelburne will take place next month to discuss shared expenses for the library.

**Village Task Force** – The task force met with a resident who is interested in starting a community garden and composting project.

Various constituencies are being gathered to start discussing a successor organization to the business association.

**Police Department** – Andrew said that the police did a good job during the Bridge of Flowers Road Race. There were a few grumbles about the bridge and road closures but most people were understanding.

Plans are moving ahead for a community engagement plan to discuss the shared police project.

**Exit Interview** – Andrew and Terry conducted an exit interview with Highway Department employee Chris Morey, who is leaving after seven years on the job.

**Pocket Park** – Grading has been done on the site and grass has been planted. The grass will need to be watered every day. The Highway Department will be asked to handle watering duties. Picnic tables are expected to arrive in mid-month.

**Town Hall** – Terry met with new Assistant Assessor Karen Tonelli. Karen has arranged a assessors’ meeting and will assist the two new assessors in getting certified. She has also reviewed the contract with Mayflower. Karen is qualified to much of the contracted work herself. Mayflower has been contacted and is willing to amend the contract.

**Appointments:**

**5:45 pm Chief Greg Bardwell RE: Adoption of Police Policies and Procedures Manual**– Board members have read highlights of the manual but no one has read the entire document, which is very large and complex. Greg has been working on it for five years. The policies come from the Mass Police Chiefs Association and are vetted through their legal department. The policies are then adapted by individual police departments and are tailored to department size an structure. A copy of the manual will be at Town Hall for the Boar to consult as needed. Andrew asked how the manual will work with shared police services with Buckland. Greg said the towns’ policies were very similar and he will be working on updating some of Buckland’s policies to resemble Shelburne’s A motion was made by Bob to accept the Police Policies and Procedures Manual for the town of Shelburne. as presented by Greg and is on file at Town Hall. This was seconded by Margaret. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Elizabeth Boltz RE: Street Use Permit for BSE Fundraiser –** Elizabeth is proposing closingBridge Street, Water Street, and Deerfield Avenue for a Fall Festival to be held on October 22 and 23. Proceeds would benefit BSE and Mohawk.Both Terry and Police Chief Greg Bardwell have concerns about closing so many downtown streets. It has been suggested that the festival be located on the BSE grounds where there is plenty of room and ample parking. The Board agreed that they were not in favor of closing downtown streets on one of the busiest tourist weekends of the year. A motion was put forth by Bob to disapprove the request from Elizabeth Boltz for a street use permit for a fundraiser on October 22 and 23. This was seconded by Margaret. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Old Business:**

**Ancient Glacier, LLC RE: Draft Lease of 19-23 Bridge Street** – Town Counsel is still reviewing the latest draft.

**Comcast Cable Television Contract Renewal** – This item was tabled.

**New Business:**

**Review of Film Permit Fee(s)** – Following the last filming in the village Andrew had asked for a review of fees. Shelburne’s current fee is $100 per day. Buckland charges $200 per day. Andrew didn’t want to exclude students or small groups from making films. He suggested keeping the fee the same but adding impact fees for groups that closed streets, required police details, or otherwise disrupted life as usual in the village. Bob suggested aligning the permit fee with Buckland and Margaret agreed, noting many films are shot on both sides of the river. Terry said that fees for students and small groups have been waived in the past. Andrew felt if a clause could be added to the film permit application about waiving fees, he would support raising the fee to $200 per day. Margaret suggested developing a policy on impact fees. Terry said large cities seem to have a tiered fee structure, but no town in this area has one. She added that the film fee permit already includes the use of streets and sidewalks and that film companies already pay police, fire, and water costs. Businesses are also compensated by film companies, but neighboring businesses, that also may be impacted, are not necessarily compensated. Terry will craft a disclaimer statement that film companies may be subject to additional fees. A motion was made by Margaret to align the film permit fees with those of Buckland, at $200 per day. This was seconded by Bob. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Any Other Business:**

**Next Meeting** – The next Board meeting will be on August 29.

**Correspondence:**

An engineer from MassDOT has responded to an inquiry concerning the schedule for resurfacing the Iron Bridge an repairing the walkway. Plans are underway for the work but MassDOT wants to speak with representatives from both towns regarding scheduling. The resurfacing will take a week and the bridge will be closed for that time. A letter has been composed, to be signed by the Selectboard Chairs of each town, asking MassDOT to keep the towns informed as to the schedule and noting that the towns’ preferred time would be late October or early November or early next spring. MassDOT was in town today looking at the walkway. Once a work schedule has been determined information will need to go out to businesses, residents, and event planners.

**Public Comment:** None

**Adjournment**: At 6:20 a motion was made by Bob to adjourn the meeting. This was seconded by Margaret. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary