

Selectboard Meeting Minutes February 13, 2023 Zoom Teleconference 5:30 pm

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

Acceptance of Meeting Minutes: A motion was put forth by Margaret to approve the minutes of January 30. This was seconded by Bob. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

Department Liaison Reports:

FRCOG – Bob had attended a recent meeting where the FRCOG budget was approved. He reported that Shelburne’s assessment would not see a drastic change. Congressman Jim McGovern had let the COG know that with the COVID emergency ending soon, some in Congress are looking at possibly trying to get some ARPA funds back if the funds are not spent or allocated.

Highway Department – Bob said the application process for a small bridge grant has been started. There is also some thought of applying for another MassWorks grant for Old Greenfield Road.

Town Hall – Terry said that the annual audit has been pushed back due to scheduling conflicts. She has attended her first OSHA training for the solid waste district. Terry is working with Northeast IT and the town’s insurance company, reviewing cyber liability insurance. There will be some changes made in the next few weeks. There will be an increase in cost due to adding extra layers of security.

Energy Committee – Andrew said the committee recently sponsored a program at the Buckland Shelburne Elementary School regarding heat pumps. It was well attended.

Village Task Force – The group continues to work on a revitalization of shelburnefalls.com

Police Department – The group will be meeting this week and scheduling a date for the next public forum. The forum will focus on an intermunicipal agreement.

Tax Title Lots – Andrew has been in contact with someone from Habitat for Humanity who will be doing a site review of the three small properties to check suitability for affordable housing.

Appointments:

5:45 pm John Walsh & Terry Narkewicz RE: Cowell Gym Heat Pump Proposal – John and Terry have been in discussion with Eversource and the FRCOG procurement department, looking for the most efficient way to proceed. They came up with a plan that precludes bidding, and has local vendors whose references have been checked. The heat pumps would also include cooling and dehumidification. The current oil burner will not be decommissioned, it will be kept as a backup heat source, but it may not be used much or at all. A motion was put forth by Bob to accept the proposal from Advanced Energy Group for installation of a heat pump system at Cowell Gym for a total of \$176,969.72. This was seconded by Margaret. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0. Terry said that \$2,000 had been set aside from the Green Communities grant for administration. She suggested that the money be reserved for John Walsh who would be overseeing the work. A motion was made by Bob to award the administrative portion of the Green Communities grant, \$2,000, to John Walsh for oversight of the heat pump installation at Cowell Gym, pending no conflict of interest. This was

seconded by Margaret. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0. John suggested that the electric hot water system be changed to a heat pump system. He did not have a price on that, but said it could be covered by contingency. A motion was put forth by Margaret to allocate a total of \$10,000 from ARPA funds to cover the final costs for heat pumps at Cowell Gym, as well as a contingency. This was seconded by Bob. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

6:00 pm Arms Library FY'24 Budget Presentation (Deb Andrews, Terry Mitchell, Matt Popoli, Todd Dubreuil, Finance Committee; Laurie Wheeler, Sheryl Gilmore, Dan Alden, John Cornman, Arthur Samuelson, Arms Library) – The proposed \$40,656 operating budget, which is an increase of 7.65%, seemed reasonable to Bob and Margaret. The way the budget is split between Buckland and Shelburne needs to be negotiated between the two Selectboards. At this point, the budget split between the two towns is not changing. The library had done some research about usage, but the results were inconclusive. Deb Andrew said the FRCOG could help with data. Margaret said determining the allocation of expenses was more complicated than just usage, other factors are involved.

Capital expenses were for about \$300,000 which included new windows and a new elevator. Bob said the library seemed to have done nothing to set aside funds for capital expenses and now the town was faced with a large request. It was suggested that CPA funds might be available for the windows, but not for several years. The elevator failed just a few weeks ago. It has been repaired but the library has been told that if it fails again it will not be able to be fixed as many of its parts are now obsolete. Laurie said the library will start to look into grants and fundraising for the elevator. Margaret said the elevator funding request was more of an alert to the town, than a request for immediate funds. If the elevator stops working the building will no longer be ADA compliant.

6:30 pm Joe Judd, Town Clerk RE: New Changes for Ethics Training – Joe recently attended a class involving ethics training. Ethics training has been monitored by the Town Clerk for many years. The state will now be doing the monitoring and will be sending out notices to those elected and appointed officials and town employees who are not in compliance. A letter explaining the changes will soon be going out to all involved and Joe will be sending the state a list of all people from Shelburne who need the training. The Board agreed that Joe will be the administrator if the new system.

Old Business:

Relocation of Veteran's Memorial at BSE – Margaret said the site near the potholes would be a more “thoughtful” location for the memorial, feeling the site in front of Town Hall might be too busy. Bob thought that was a good point and would support that location.

Proposed Pavilion at 19 Bridge Street – The concrete piers should be installed soon. Some pavilion designs should be ready for review in the coming weeks.

Frankton Road Intersection RE: Citizen's Request for Modifications – Bob learned of a similar intersection elsewhere in the county that is being redone at a cost of \$6.4 million for design, engineering, and reconstruction. That could be a ballpark figure of what Shelburne could be up against.

Discussion of West County Senior Services District Board of Managers Appointees– Each town is to have two managers. One must be from that town's Council on Aging and the other must someone not on the COA. Margaret has been talking to people about the positions and is awaiting responses. The other Board members were asked to give her names if they knew of

anyone who might be interested in the positions. A list of interview questions for potential appointees is also needed.

Eversource Streetlight Conversion – The Main Street pilot program is still waiting for 28W LEDs.

New Business:

Tom Williams, EMD RE: Vision & Goals for 2023 – Tom has submitted a report explaining his vision and goals. He has an office at the police station and is working on making it a place that could be the town's emergency operating center. Tom received a MEMA grant to cover the cost of an AED for the police station, a white board, and a portable emergency generator. Police Chief Greg Bardwell supports the idea of a generator and has a place to store it. Terry asked if the portable generator would require electrical upgrades and would it be compatible with a standby generator, if the town were to eventually get one. She thought any electrical upgrades should wait until the status of a standby generator was decided. Margaret felt some of Tom's goals were ambitious and that more people were needed to help. Tom's goal would be to move the EOC from the Fire Station to the municipal building. Bob said both locations have different benefits and drawbacks. A motion was put forth by Bob to authorize the use of the MEMA grant as outlined and to authorize the EMD to begin the process of moving the EOC to the municipal building once all components are in place. This was seconded by Margaret. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

Veterinary Emergency Hospital RE: Invoice from October 10, 2020 – Terry was surprised to receive an invoice for emergency care for a dog involved in a motor vehicle accident over two years ago. Unbeknownst to the town, the dog had been brought to the veterinary hospital by Shelburne's Fire Chief where it was evaluated, euthanized, and cremated. Kyle Dragon, the town's ACO will work with the veterinary hospital so to redirect the billing to the animal's owner. Terry and Bob will work with Animal Control to come up with protocols in the event such a situation arises again.

Mountain Lodge Lease with Town of Shelburne – It was recently realized that the Senior Center lease had expired and changes had been made to the lease without negotiation with the town. The revised lease shows an annual rent increase of \$900 from \$8,100 to \$9,000 and the Senior Center will pay for all utilities instead of paying for 90%. The Senior Center Director and the Board felt the increases were reasonable and that the Masons had been generous to the town. A motion was made by Margaret to sign the two-year Mountain Lodge lease as presented. This was seconded by Bob. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

Hager's Farm Market RE: Lease of Land – The three-year lease for four acres of town-owned land is due to expire on April 30. The Hagers are interested in continuing the arrangement. The town has always charged \$100 per acre which is below the average value of orchards. Margaret and Bob said changing the rate would be a decision between financial benefit to the town and supporting a local business. They suggested a small increase. Andrew mentioned that part of the property, not used as an orchard could be a location for a solar installation. This item was tabled. Margaret. Roll call vote: Bob – yes; Margaret – yes; Andrew – yes. Motion passed 3-0-0.

Any Other Business: None

Correspondence:

Susan Harris, 371 Main Street RE: Redevelopment of 375 & 379 Main Street – Susan sent a letter asking the town not to develop the two properties. The properties have town water but not town sewers. One of the lots is too small for a septic system but if the two lots were combined a septic system could be built.

Margaret Payne RE: Decision not to seek Re-Election – Margaret will continue on the Selectboard until the next election but she will not run for the position again. She said she had mixed feelings and was grateful for the time spent on the Board. Bob and Andrew said they have enjoyed working with her and that there were more meetings left in which to work together.

Next Meeting – The next Board meeting will be on February 27, 2023.

Public Comment: None

Adjournment: At 7:50 a motion was made by Margaret to adjourn the meeting. This was seconded by Bob. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

Respectfully submitted,
Faye Whitney, Recording Secretary