

Selectboard Meeting Minutes May 22, 2023 Zoom Teleconference 5:30 pm

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

Acceptance of Meeting Minutes: A motion was put forth by Bob to approve the minutes of May 8. This was seconded by Andrew. Roll call vote: Bob – yes; Andrew – yes; Rick – abstain. Motion passed 2-0-1.

Department Liaison Reports:

Highway Department – Bob said the crew has been busy with grading roads and general maintenance. There is a drainage issue on South Maple Street that became apparent when the Water Department was flushing hydrants. The area is marked with cones and a barrel until it can be fixed. The truck, which was ordered last year, may soon be built. The new chipper has still not arrived. A skim coat of paving will be done on Peckville and Roberts Roads on June 1 or 2.

Town Hall – There has been no news on the elevator repair. An electrician, hired by United Elevator must complete work on the electrical panel before work starts.

Bridge Street Phase 2 – The first coat of paving should be completed by June 5 or 6. Next, sidewalk replacement will begin. The contractors are expected to be gone by the end of June. The new trees will be planted in the fall.

Police Department – The department is busy transitioning to the new shared police services structure which will go into effect on July 1st.

Village Task Force – A Mass Cultural Facilities grant will provide a team of consultants from BSC Group and Cambridge Econometrics who will be assigned to the Rural Downtown District Pilot Project. The team will work with the towns of Buckland, Shelburne, Greenfield, and Turners Falls to examine the needs of their downtowns and explore models that can provide sustainable support. Terry and Andrew attended the kick-off meeting on May 18th.

Energy Committee – John Walsh, who has been the point person for the Cowell Gym heat pump project, indicated that that project should begin in mid-June.

Appointments:

6:00 pm Liquor License Amendment Hearing RE: Alice Lee, Delicatessen. 8 Bridge Street – The hearing was opened at 6 pm by Andrew. Alice was previously granted a beer and wine liquor license and last year she had asked to be able to use the adjacent parking lot to serve alcohol. The request for outdoor alcohol service was denied due to possible violations of the open container bylaw. Alice has now turned a window on the east side of the building into a serving window so all transactions will be able to take place within the confines of her property. A server will be stationed in the outside area, at all times to serve the alcohol and keep an eye on things. No food or drinks will be anywhere but inside the building or in the adjacent fenced in area. Alice explains that the adjacent area, which was formerly a parking lot, has only two ways in and out and one of those will be roped off. It was explained that the area is no longer used for vehicles except sometimes in the winter months. Alice would only be using the outside area during the warm months. The staff are already trained to serve alcohol. Bob felt this was a creative idea. Terry had done a site visit and thought the arrangement was a great solution, which would provide up to 20 extra seats. The name of the business and its corporate structure is also changing. Rachel Crocker-Mager and Roxanne Crocker-Mager are becoming co-owners of the

business. The business name will be changed to Juice Box LLC. Public comment was from Tom Whiteside who supported the plan and said the owners were responsible, well-intended, and capable people. A motion was put forth by Rick to approve the amendment to the On-Premise Wine & Malt Liquor License for Delicatessen. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0. The hearing was closed at 6:13 pm

Old Business:

Streetlights – Tabled until August 1, 2023. Andrew mentioned that a preliminary proposal has been received from a company that does maintenance and installation of lights.

Pavilion Project 19 Bridge Street – The pavilion is on hold until fall. Andrew has sketched a preliminary design for landscaping. He said Josh Simpson seemed open to the idea of planting trees on the site. Andrew has met with several people to try and assemble rough costs for landscaping, in preparation for applying for a Commonwealth Places grant.

West County Senior Services District Board of Managers Appointees – No one from Ashfield or Buckland has stepped up to serve on the Board of Managers. Until someone creates a format for moving forward, the senior center staff will remain as Shelburne employees.

Franklin County Tech School Seeks Shelburne Representative to Serve on District Committee – Nothing new to report.

Relocation of Veteran's Memorial at BSE – The Arms Library Trustees are willing to host the memorial on Main Street. Bob felt that it was a good site but the Board needs to decide if that is where the memorial should be placed and how it is going to get there. A vendor is needed as well as funds to pay for the move. Andrew's only concern was that the location could also be used for a bus shelter. A motion was made by Rick to approve the move of the veteran's memorial from BSE to the Arms Library property, pending finding a vendor and the funds to move it. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

New Business:

VFW Post 8503 RE: Memorial Day Parade Request – The request for the annual parade had been signed off on by the police. A motion was made by Bob to approve the VFW's request for the annual Memorial Day Parade. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Commonwealth Places Grant Application – Pocket Park Proposal – Andrew recently discovered this grant opportunity, which is due on June 2. He is writing the grant himself. The matching grant is for up to \$50,000. Andrew has proposed three funding sources; the cultural district grant of about \$7,500, ARPA funds with about \$29,000 remaining, and CPA funding. Andrew has made a preliminary landscape design sketch but funding has to first be secured. He hopes to plant trees and create pollinator-friendly gardens. The site would also need to be ADA compliant. Eventually, a stage might be constructed. For now, all that was needed was Board authorization to proceed with the grant. There will be plenty of opportunities for public input over the next year. A motion was made by Bob to authorize the Selectboard to apply for a Commonwealth Places matching grant for the purpose of the pocket park. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Pole Barn Installation Bid – Northern Construction Service, LLC (sole bidder) – The bid was for \$175,750, which was extremely high. Terry recommended rejecting the bid. Bob said both he and Mark Shippee felt they had done due diligence and that there was local interest in bidding on the project. Funds are not available to cover the bid. Chapter 90 funds could be used

but that would greatly limit the amount of work that could be done on the roads. FRCOG is ready to re bid the project. A motion was put forth by Rick to reject the bid from Northern Construction Service LLC for the pole barn. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Hitchcock Brewing Company RE: (4) One Day Liquor License Requests @ Apex

Orchards, August 26, 27, September 3 and 17 – A similar request was made last year and all went well. Hitchcock is licensed through the state and has a great reputation. Bob added that this will help a local farm. A motion was made by Rick to approve the four one-day liquor licenses for Hitchcock Brewing Company. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

FY'21 CDBG – Food Pantry Services Contract RE: Request for Extension & Budget

Amendment – A request to extend the contract to September 30, 2023 has been received. Also, several line items within the grant expenses have changed, however the total expenses remain the same. A motion was put forth by Bob to approve the request to extend the FY'21 CDBG Food Pantry Services Contract and to approve line item changes, as presented. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Heather Butler, Buckland Town Administrator RE: Interim Sewer District Administrator

– The state Ethics Commission has been asked if Heather could serve as both town and sewer district administrator on an interim basis. Ethics said it was possible with waivers from both Selectboards. Buckland has granted the waiver. This would be an interim position for one year. A motion was put forth by Bob to approve Heather Butler for a one-year interim sewer district administrator as well as Buckland town administrator. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Municipal Vulnerability Preparedness Planning Grant RE: Award of Proposal (Tricia

Yacovone-Biagi) – Tricia had sent bid requests to three vendors. She received the bids and would like to award the bid to Weston and Sampson. Tricia listed five reasons why she felt Weston and Sampson was the best choice: they will have the planning grant done by March 2024; they have offered to write the MVP action grant at no charge; they have creative ways to engage the community in the process; they have provided a list of references; and they have done more MVP grants than the other bidders. A motion was made by Rick to accept the recommendation to award the planning grant proposal to Weston and Sampson. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Greg Bardwell, Chief of Police RE: Request to Advertise Two Full-Time Positions – Greg was not able to attend the meeting but Board members have reviewed his memo and job descriptions. A motion was put forth by Rick to approve Chief Bardwell's request to advertise for two full time officer positions. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Any Other Business:

Information in Tax Bills – The Treasurer had said that the town is required to send information on the CPA along with the next tax bills but that information can go on the back of something else. This means there is room for an insert, written by Cynthia Boettner, which explains ways people can learn about what is going on in Shelburne. The insert also mentions streetlights and how people can comment on that issue. A motion was made by Rick to include the insert, written by Cynthia Boettner, with the next tax bills. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

MassSave Projects – Andrew mentioned that Cynthia is the staff person for the Energy Committee and she has been helping people access information for the MassSave Communities First project. Cynthia said 14 audits have been completed with 10 more to be scheduled. Two weatherizations have been completed with three more to be scheduled.

Letter of Support – Whit Sanford had requested that the Board sign a letter of support for a grant application for the Buckland pocket park. A motion was put forth by Bob to send a letter of support for the Buckland pocket park grant application. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Next Meeting – The next Board meeting will be on June 5, 2023.

Correspondence:

Mass Cultural Council RE: Mass Cultural Facilities Fund Grant Award \$187,000 – The grant is to be used for renovations to Memorial Hall. The funding agency will not send a contract until the town provides a full match for the grant. The town has allocated \$110,000 of the \$150,000 it committed. Terry has reached out to the Memorial Hall Association with no response as yet.

Public Comment: None

Adjournment: At 7:06 a motion was made by Rick to adjourn the meeting. This was seconded by Bob. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Respectfully submitted,
Faye Whitney, Recording Secretary