

Selectboard Meeting Minutes June 20, 2023 Zoom Teleconference 4 pm

Call to Order: Bob Manners called the meeting to order at 4 pm. Others present: Selectboard members Rick LaPierre, Andrew Baker (joined 4:06 pm), and Town Administrator Terry Narkewicz.

Acceptance of Meeting Minutes: A motion was put forth by Rick to approve the minutes of June 5. This was seconded by Bob. Roll call vote: Bob – yes; Rick – yes. Motion passed 2-0-0.

Department Liaison Reports:

Police Department – Rick, as new liaison to the department, had a tour of the police station and was very impressed by the amount of work members of the department had done as volunteers. Rick had a good meeting with the Chief and established a line of communications.

Town Hall – Rick has met with Terry and also with Joe Judd. He will be meeting with the Treasurer/Collector next.

Veteran's Center – Rick has reached out to them but has not connected as yet. He discovered broken links between the veteran's website and the town website, and those have been fixed.

Emergency Management – Bob said the emergency planning committee met recently. The main topic was upcoming training for town employees regarding the incident command system.

Highway Department – The new chipper has finally arrived. The crew has been working on patching and summer maintenance. Bid requests for the construction of the pole barn are due July 20, 2023.

Senior Center – Bob met with director Juli Moreno. Work is continuing on the phone and computer systems. They are waiting to hear about a grant for I pads and an instructor to assist seniors with technology. The Adventure Club is a new group that has several activities planned.

Village Task Force – The group will need \$2,000 to hire website people to get the shelburnefalls.com website back up and running.

Energy Committee – Andrew said the committee is starting to finalize a proposal for private management of the street lighting system.

Memorial Hall Association – Having received a Mass Cultural Council matching grant of \$187,000, a capital campaign is being developed.

Pocket Park – Terry and Andrew met with people from the Bridge of Flowers. The pocket park may not be the best place for plants from the bridge. Trees from the bridge were inventoried. The water district has said larger trees should not be on the bridge as they could interfere with the water lines. There are nine trees on the bridge. Some of them might be donated to the pocket park.

Appointments:

4:15 pm Whit Sanford RE: Various Fundraising Projects – Whit has been raising funds for various projects for many years, including for holiday lighting, business grants, and the Buckland pocket park. Last year the Cultural District' annual \$15,000 all went towards the Buckland pocket park because, Whit said that no one from Shelburne approached her to raise funds. This year, she is asking groups in both towns what projects they might wanting funding for. Andrew said that since Buckland received all the funds last year, this year he would like the entire

\$15,000 to go to the Shelburne pocket park. Whit said she was trying to prioritize the village, not either town.

4:30 pm Crystal Stinson, Bridge Street Bazaar RE: Porch Fest Music Series – July 9th –

Also present was Paul Bennett, who along with his family, started Porch Fest during the pandemic. It is now in its fourth year and has grown. This year there will be 12 residential locations and eight business locations. There will be a range of music including folk, string, and reggae. Crystal wanted to know what permits might be required. There is no organizing committee, just volunteers. The event is free, there are no tickets, and there is nothing being sold. Musicians are allowed to accept tips. Terry said no permits or licenses would be required for residences and perhaps the downtown businesses could get one license to cover them all as long as the businesses have the permission of the building owners. No streets or sidewalks will be impacted. Andrew thought that since this is a free, small-scale, low impact event, a license could be granted and the fee could be waived. A motion was made by Rick to approve a permit for the July 9, 2023 Porch Fest, which would cover all participating businesses. This was seconded by Bob. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0.

4:45 pm Alice Lee Thompson RE: Transfer of Liquor License (Delicatessen to Juicebox Bar, LLC – The hearing was opened by Bob at 4:45 pm. Alice had earlier amended her liquor license but the ABCC wanted the license transferred since the business was changing from a sole proprietorship to a LLC. There was no public comment. A motion was made by Andrew to approve the transfer of an On-Premises Wine & Malt Liquor License from Delicatessen to Juicebox Bar, LLC at 8 Bridge Street, with an alteration of the premises to include outdoor seating. This was seconded by Rick. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0. The public hearing was closed at 4:50 pm.

5:00 pm Chief Greg Bardwell RE: 2016 Cruiser & Patrolman Positions – A few weeks ago an officer had vehicle trouble while driving the 2016 cruiser. It turned out the vehicle was leaking transmission fluid and it was towed. It was discovered the cruiser had multiple things wrong which would cost \$5,000. The repair was authorized by Greg. Once the parts arrived and were being replaced, it was discovered that the transmission was cracked and would cost an additional \$5,754 to fix. In the past year the vehicle has had \$10,000 worth of repairs. It has 88,000 miles on it and is scheduled to be replaced next year. Greg thinks it should be replaced now, but was asking the Board for guidance. It would take several months to get a new cruiser, but the department could cope without it for a while. The purchase would need to be voted at a Special Town Meeting which could be held in August or early September. Greg had received a quote of \$70,000 for a new cruiser but by using equipment from the old cruiser, it was reduced to \$63,000. Everything possible will be transferred from the old cruiser and that vehicle will then be sold. A motion was put forth by Rick to authorize the Chief to retire the 2016 cruiser, without more repairs, and approve the purchase of a new vehicle using the vehicle stabilization fund, pending a Special Town Meeting vote, when such a meeting can be scheduled. This was seconded by Andrew. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0. Six applications for the patrolman's position have been received. Greg has a list of recommendations to help narrow the field down to three candidates. He would prefer to have someone who has already been through the full time police academy and someone who may have already had experience with either the Shelburne or Buckland departments. It was decided that Sergeant Tim Budrewicz, Terry, Rick, and Greg will do the initial review of the applicants.

Old Business:

Patrolman Positions – See above discussion.

Streetlights – Tabled until August 1, 2023.

Pocket Park Project, 19 Bridge Street – Discussed under liaisons.

West County Senior Services District Board of Managers Appointees – Shelburne has two people willing to serve on this board but no one from Ashfield or Buckland has stepped forward. Terry said once the Board of Managers is formed, it will need to submit a plan to Shelburne, which will likely take a year. Senior Center employees will remain as Shelburne employees for FY'24.

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

Relocation of Veteran's Memorial RE: Negus & Taylor Estimate – An estimate has been received from Negus and Taylor for \$1,798. This includes moving the memorial, pouring a concrete pad, and cleaning the memorial. The money could come from the veteran's account. A motion was made by Andrew to authorize Negus & Taylor to move the veteran's memorial from BSE to the area near Arms Library for the quoted amount of \$1,798. This was seconded by Rick. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0.

Public Comment Portion of the Board's Agenda – Rick felt that the public comment agenda item should have a small qualifier, perhaps adding the words “as time allows, at the discretion of the Chair, time may be limited in regard to comments.” This would tell people that there is a potential for limitation. A motion was put forth by Rick to approve the above wording and add it to the Selectboard agenda. This was seconded by Andrew. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0.

New Business:

Newsletter Guidelines – Rick felt that the town newsletter was the responsibility of the Selectboard. It has a town email address and it asks all departments and boards for input. He felt it was irresponsible not to have a set of best practices regarding content. He had sent a list of guidelines and best practices to the Board. Andrew had not read Rick's document and asked to put the discussion off until the next meeting so he could read it and also to allow Tricia Yacovone-Biagi, who has been editing the newsletter, time to read the guidelines. Andrew said his original intention had been for the newsletter to be a community newsletter, not just a municipal document. Rick said if it were to continue as a municipal newsletter he thought it should be done fairly and should be reviewed by the Selectboard. If it is to be a community newsletter it should not be going out from the email of a Selectboard member. Further discussion was tabled until the next meeting.

Brolin Winning, Shelburne Springs RE: Request for Entertainment License – Brolin could not be present but he had sent a letter explaining the details of his request. Shelburne Springs would like to offer live entertainment at their establishment at 904 Mohawk Trail. The hope is to offer live music and other entertainment for their guests and the general public. Music would be performed on the east side patio or inside in the lobby. Entertainment would be over by 10 pm at the latest and might be offered on Thursdays through Sundays. A motion was made by Rick to grant an entertainment license to Shelburne Springs. This was seconded by Andrew. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0.

Any Other Business:

Memorial Hall Capital Campaign – Bob asked if Andrew had checked with Ethics about his being part of the Memorial Hall Capital Campaign Committee as well as being a Selectboard member. Andrew said he would check, but said his role was advisory and he was acting as a liaison from the Board regarding the public portion of the funding. He said he would not be asking anyone for money.

Energy Committee Appointment – The Energy Committee has recommended that Doug Engle be appointed to the committee. Board members did not know Doug but respected the recommendation of the committee. A motion was made by Andrew to appoint Doug Engle to the Energy Committee. This was seconded by Rick. Roll call vote: Andrew –yes; Bob – yes; Rick – yes. Motion passed 3-0-0. Committee member Emily Devoto will be leaving the committee as she is soon moving to Buckland.

Flea Market Discussion – The discussion between the Board, Town Counsel, and others is tentatively scheduled for Thursday, July 13, at 4 pm.

Next Meeting – The next Board meeting will be on July 17, 2023, at 5:30 pm.

Correspondence: None

Noteworthy News from the Selectboard for Town Newsletter – Terry has been sending a list of items to the Board that she felt should be in the newsletter under the heading “Town Hall News.” Rick suggested perhaps in addition having “Selectboard News.” Items would include things the general public might have interest in. It was decided that as Town Hall liaison, Rick and Terry will work together to submit items to the newsletter.

Public Comment: None

Adjournment: At 5:44 a motion was made by Andrew to adjourn the meeting. This was seconded by Rick. Roll call vote: Bob – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Respectfully submitted,
Faye Whitney, Recording Secretary