

Selectboard Meeting Minutes October 10, 2023 Zoom Teleconference 5:30 pm

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

Acceptance of Minutes: A motion was put forth by Rick to approve the minutes of September 25. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

Department Liaison Reports:

Veterans Services – A new veteran’s service officer, Jeffrey Cocoran has been hired. Rick said the Veterans Service Office will be closed from October 23 to 26, for annual training.

Town Hall – It has been determined that in case of mailing tax bills to incorrect addresses, tax penalty payments may be waived.

Pocket Park – Andrew met with an arborist and the Bridge of Flowers gardener about transplanting trees from the bridge to the pocket park. The arborist rejected the idea as being very expensive with little chance of the transplants being successful. There is one tree at the Shelburne entrance to the bridge that could be saved, but it is not known if that tree would be affected by the upcoming construction.

Highway Department – The pole barn should soon start to be constructed. The work is expected to take three or four weeks. Once that is done the next step is the rooftop solar project.

Pratt Committee – Andrew reported that work is continuing on creating a list of building maintenance and capital projects. Two big items would be replacing the elevator and the historic windows.

Appointments:

5:45 pm Sara Davis RE: Request for One Day Liquor License – Sara represented Fabric of Life a group that is helping to organize Barnfest, which will be held on October 14 from 1 to 5 pm. Headwaters Cider will be at the event and wants to do samples and sales of hard liquor. Barnfest would need a one-day license for that to happen. A roped off serving area is required and a certificate of insurance for liquor liability is needed from either Barnfest or Headwaters. A motion was put forth by Rick to approve the request by Fabric of Life for a one-day liquor license with the conditions that insurance be obtained and liquor served only in a roped off area. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

6:00 pm Chief Greg Bardwell RE: Job Description Revisions & Traffic Officer Policy – Greg had shared 10 new job descriptions with the Board. Some of the positions are currently held, others are potential. Chief, sergeant, patrol officer, and detective are currently held positions. Potential positions are accreditation manager, training officer, police prosecutor, records access officer, juvenile officer, and firearms instructor. Some of the jobs would involve a vertical move, others are lateral. Some of the jobs are already being done. The new descriptions codify the rules. With the larger combined department Greg felt it was better to have everything in writing.

A traffic control officer is separate from the police department. Such an officer would assist with events such as parades, help out during disasters, and do private details. No firearms are carried

by traffic officers. They are appointed annually by the Selectboard, paid per diem, and all expenses, such as uniforms, are paid by the officers. The roles of a traffic control officer are now being done by police officers but being able to utilize extra people during events would be helpful. Rick said he had no concerns and thought written descriptions were a good idea. Greg said the new job descriptions would supersede those created by a consultant several years ago. Terry wanted to take some time and compare the new and old descriptions. Greg mentioned that at some time he would like to have a wage classification study done. Terry asked about the status of the police oversight committee, which was part of the shared services agreement. It was thought that Buckland was searching for committee members. Terry will check on this and Greg will look at the agreement regarding composition of the committee.

Old Business:

Streetlight Committee RE: Discuss Proposed Role – Tabled until a future meeting.

West County Senior Services District Board of Managers Appointments – Two people have applied to be the at-large member from Shelburne. Bob will follow up with the Senior Center Director to discuss how to proceed in making a decision. Sylvia Smith is the only Council on Aging member to apply. A motion was made by Rick to appoint Sylvia Smith as the Shelburne Council on Aging member to the West County Senior Services District Board of Managers. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

Community Preservation Act Committee – The Attorney General's Office has approved the required bylaw so appointments can now be made. The various committees have made appointments as follows, Conservation, Susan Berger; Planning, Will Flanders; Recreation, Mary Lou Gallup, Open Space, Joan Lapierre. Edith Bingham has agreed to serve on the committee as the historic preservation representative. Still need are someone from the Ag Commission, an affordable housing representative and two members at large. A motion was made by Rick to appoint Edith Bingham to a three-year term on the CPA Committee as a specialist for historic preservation. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0. Now that five members have been appointed, the committee could start to meet. FRCOG is willing to help get the committee started. Terry will try to setup a meeting.

Town-Owned Tax Title Property, Brook Road RE: Proposed Auction – Tabled until a future meeting.

MTRSD Proposed Special Town Meeting Warrant Articles RE: Selectboard and Finance Committee's positions (Jason Cusimano, Willow Cohen, school committee) – The Finance Committee has unanimously voted against supporting the amendments. Rick's opinion was that while the overall intent of the amendments is good, the difficult part is the change in wording regarding maintenance and capital costs. He saw no problem in putting off a vote until Annual Town Meeting. Andrew supports the amendments and is willing to accept the school committee's promise to change the language about capital costs back to what it was. If Shelburne defeats the amendments all eight district towns will need to vote again. Rick said there was no guarantee that the language could be changed back. Jason said he was no longer sure the language should be changed back. He thought dollar amounts should be included in the definition of capital costs. Jason felt that all eight towns should be involved in any changes regarding capital costs. He added that capital requests have to go through many layers of scrutiny. He thought that the amendments should be passed as they are, since no one has voiced any objections to how the number of students is counted.

New Business:

Generator Bids for Municipal Building, 623 Mohawk Trail RE: Vote to Allocate Additional \$13,200 in ARPA Funds & Award Low Bid & Pay Engineer – Palmeri Electric was the low bidder at \$44,300. A motion was made by Rick to award the generator contract to Palmeri Electric as bid, at \$44,300. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0. A motion was put forth by Rick to allocate \$13,200 from ARPA funds to complete the generator project and pay the engineering fee. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

ARPA Fund Request for Pocket Park – At this time \$7,520 remains in ARPA funds. Andrew would like to use that to move forward with the pocket park. The pavilion should be completed this fall and the funds would help towards further development of the area or be used as a match for the Commonwealth Spaces grant, if that is received. There could be more funds left in ARPA depending on the final accounting of the Cowell Gym project. Rick suggested waiting until the exact ARPA figure is known. Andrew agreed with that approach, noting that further development of the park is not likely to happen until next spring or summer.

Energy Committee Request to Appoint New Member – Philip Bragdon – Rick thought normal protocol was to receive a letter expressing interest from the applicant. A letter of recommendation had been received from Tom Johnson, Chair of the Energy Committee. Rick said he had asked the Energy Committee to try to find a member from the rural area of town for the sake of getting more diverse opinions and perspectives. Rick said Doug Engle was planning to resign from the Energy Committee in order to join the Streetlight Committee but that had not yet happened. Tom said Phil Bragdon was well known in town and would be a good addition to the Energy Committee. Tom said he would be delighted to have someone from rural Shelburne but for now Phil has volunteered and the committee needs more people. Tom assured Rick that Doug Engle was planning to resign. It then seemed possible that there would still be room for a rural representative. A motion was made by Rick to appoint Philip Bragdon to the Energy Committee. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

Norman Beebe, Recreation Committee RE: Request for a Professional Cleaning @ Cowell – While the building is cleaned once a week, a thorough cleaning of walls, ceilings etc. has not been done in a long time. It was agreed that the Rec Committee should seek proposals from various cleaning services and get cost estimates. Once that is done the Rec Committee should come to the Board with a description of the work and its cost. At this time a funding source is unknown.

Harvey Schaktman RE: Request for Reimbursement \$265 – During the Bridge Street Phase 1 project, an exterior drain pipe on Harvey's building was damaged and leaking. The contractor repaired the drain pipe on three separate occasions but to no avail, in heavy rain, the pipe would leak. Following two site meetings and several discussions, Dan Fleuriel of the sewer district agreed to insert a camera into the street drain in order to find the cause and do repairs. In the meantime, Harvey contracted a private plumber to do the work. The town had agreed to fix the problem and saw no need to pay for the plumber contracted by Harvey. A motion was put forth by Rick to deny the request of Harvey Schaktman for reimbursement. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

2022/2023 Food Pantry Contract Approval – EOHLC clearances have been received. A motion was made by Rick to award the West County Emergency Food Pantry contract as part of

the FY22/23 CDBG. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

Any Other Business:

2001 International Dump Truck Sale – The town’s new truck has arrived and the 2001 International dump truck is being retired. The Town of Hawley is interested in purchasing the 2001. The Selectboard has the right to dispose of property worth \$5,000 or less without going out to bid. Hawley is interested in paying \$5,000 for the truck. A motion was put forth by Rick to authorize Highway Superintendent Mark Shippee to sell the 2001 International for \$5,000 “as is”. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

School Officials’ Attendance at STM – Jason Cusimano asked how many school officials should plan to attend the Special Town Meeting which will be voting on three amendments to the district agreement. Jason, and fellow school committee member Willow Cohen will be there. It was suggested that Superintendent Sheryl Stanton should attend and if possible, school committee chair Martha Thurber.

Next Meeting – The next Board meeting will be on October 23, at 5:30 pm via Zoom.

Correspondence: None.

Public Comment: None.

Adjournment: At 7:25 a motion was made by Rick to adjourn the meeting. This was seconded by Andrew. Roll call vote: Andrew – yes; Rick – yes. Motion passed 2-0-0.

Respectfully submitted,
Faye Whitney, Recording Secretary