

Selectboard Meeting Minutes October 23, 2023 Zoom Teleconference 5:30 pm

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

A motion was put forth by Andrew to approve the minutes of October 10. This was seconded by Rick. Roll call vote: Rick – yes; Andrew – yes; Bob – abstain. Motion passed 2-0-1.

Department Liaison Reports:

Town Hall – Town Clerk, Joe Judd spoke to Rick about the possibility of changing the town seal. Joe contends that the town seal has an incorrect date on it. The seal says the town was incorporated in 1768 but the correct year is 1775.

Veterans Services – Rick attended the quarterly meeting of the Upper Pioneer Valley Veterans Service District. The new veteran's service officer, Jeffrey Cocoran, is a Shelburne resident. The budget for Veteran's Services is expected to show a moderate increase for next year.

Highway Department – Work on the pole barn has started. Brook Road will be closed next week to allow the department to repair damage caused by the July washouts. The new highway truck has arrived and has been lettered. Some roads will be patched in the next week or two.

Appointments:

6:00 pm Municipal Vulnerability Preparedness Plan – Public Listening Session Hosted by Weston & Sampson (Doris Jenkins, Joanna Nadeau, Weston & Sampson; Tricia Yacovone-Biagi, MVP coordinator) – This session was to present the results of a September meeting and to give the community a chance to have involvement in order to create a well thought out plan. The core team is made up of Tricia, Fire Chief John Taylor, Planning Board member Will Flanders, COA member Sylvia Smith, EMD Tom Williams, and Cultural Council member Jacqui Goodman. The core team hopes to be able to apply for an MVP Action Grant next spring. The MVP program is a state program to develop practical and cost-effective solutions to climate change. Climate change includes changes in precipitation, rising temperatures, decreased snowfall and increases in hurricanes and nor'easters. The top hazards identified in Shelburne were extreme weather, flooding, extreme temperatures, and drought. Four adaptations are possible, relocation, protection, accommodation, and programmatic. The ideas generated at the first MVP meeting in Shelburne were organized into the top five action items. These were: improve connections and communication with vulnerable populations, create a resilient drainage plan, create a resilient roadway improvement plan, create a resilient land use plan, and improve town wide emergency communication infrastructure. John Harrington was skeptical about the usefulness of this project, saying he thought the police and highway departments were already making future plans. Doris said the idea was to help towns become proactive rather than reactive. Tricia said no town funds had been spent on this project but a \$36,000 planning grant had been received. The next steps are to issue a draft summary report of findings by November. Then a final summary report of findings by March. Finally, an MVP action grant could be submitted by April 2024.

6:45 pm ACO Kyle Dragon RE: Dog Hearing – Violation of Hearing Order Nolan – This is the second hearing regarding dogs owned by the Nolan family on Zerah Fiske Road. The first was on September 11. On October 11 Kyle was contacted by a Mr. Coleman who reported that while riding his bicycle on Zerah Fiske Road two large dogs came out into the road. The dog owner

apologized said her children had let the dogs out. On October 17 Kyle visited the premises and spoke with the owner. Dog runs and tie-outs have been put in place but not everything is in compliance with the Selectboard's orders. Kyle has now issued a \$500 fine for violation of the Selectboard's order and a second failure to restrain citation. The next step could be to order that the dogs be removed from the property or the Board could issue a notice of correction with the understanding that another violation will get the dogs removed. Kyle said the tie-out system, if appropriately used, should contain the dogs, but said that the tethering law needs to be obeyed in cold weather. Rick felt if tethering isn't appropriate for cold weather the kennel should be required. It was noted that the dogs have caused stress for bikers, but there have been no actual injuries. Ann McBride, a school bus driver, said she has become acquainted with the dogs and said they are not at all vicious but are sweet and gentle. Pat Stevenson said she has been surrounded by the dogs while walking and found it intimidating. A motion was made by Rick to notify the Nolans that the previous notice will be continued with a deadline of December 15 to have a kennel in place, and further if the Board is notified about another incident it will result in another hearing at which time the dogs could be removed from the property. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0. At this time dog owner Kelly Nolan asked to speak. She said she was trying to retrain both the dogs and her children about the new routine of the dogs needing to be tied. She said the dogs were protective of the children and meant no harm. Bob said dog hearings are one of the most difficult things the Board has to do. He asked Kelly to be in contact with Kyle.

Old Business:

Streetlight Committee RE: Discuss Proposed Role (John Walsh, Tom Johnson) – The role of the Streetlight Committee, as discussed by the Board, will be to oversee and work with Real Term Energy as the audit is performed, to collect as much data as possible, and to present proposals for Annual Town Meeting. The committee should also give regular updates to the Selectboard. Rick thought a side-by-side comparison of town-owned and Eversource provided streetlights should be available for voters to study before town meeting. The new committee has not yet met, but is expected to meet in the next two weeks. Todd Dubrueil will represent the Finance Committee on the Streetlight Committee. Town Counsel has expressed some concern about the roles of the Selectboard and the voters in making specific decisions.

West County Senior Services District Board of Managers Appointments – Two people have applied to be the at-large member from Shelburne. A motion was made by Rick to appoint Christine Baronas to the at-large position on the West County Senior Services Board of Managers. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Town-Owned Tax Title Property, Brook Road RE: Proposed Auction – As more information is pending, this was tabled until a future meeting.

Chief Greg Bardwell RE: Proposed Job Description Revisions & Traffic Officer Policy – The Board had studied the in-depth document of job descriptions and the Chief had answered questions. A motion was put forth by Rick to accept the outlines, as provided by Chief Bardwell, for new jobs descriptions and a Traffic Officer policy. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

ARPA Fund Request for Pocket Park – The hoped-for grant funding has been denied. This makes ARPA funding more crucial, said Andrew.

Pocket Park Pavilion Project – Work on the pavilion has resumed as of October 23.

New Business:

S.F. Fire District RE: Request for Staging Areas – Bridge of Flowers Construction– The Fire District has requested use of the parking lot behind Hearty Eats and possibly the Cross Street lot for staging areas during the upcoming construction. The Board did not feel either area was a good choice. The parking lot behind Hearty Eats is fully utilized and it would not be fair to the businesses in the area to take away that much parking. The Cross Street lot has just been refurbished following the Bridge Street construction project and if that lot was used there would have to be a requirement that it was left in as good a condition as when the project started. The lower lot on Deerfield Avenue and the Buckland rail yard were suggested as more appropriate spots. The Board saw no need to rush on this decision and decided to wait until the project went out to bid and a contractor was chosen. Then the Board could talk directly with the contractor.

EMD Tom Williams RE: Appointment of Laurie Wheeler to Emergency Planning Committee – Laurie had expressed interest in joining the committee and Tom asked that she be appointed. A motion was put forth by Rick to accept the recommendation and appoint Laurie Wheeler to the Emergency Planning Committee. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

2022/2023 CDBG Grant Administration RE: Request for Proposals Award – After advertising for the position, Breezeway Farm was the sole proposer, with a proposal of \$45,500. A motion was made by Andrew to approve a contract with Breezeway Farm Consulting to manage Shelburne’s FY22/23 Community Development Block Grant; and, to authorize the Chair or his designee to sign the contract. This was seconded by Rick. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

FY22/23 CDBG – Approval of Subgrantee Agreement with HRA for Highland Village Kitchen Improvements Project – A motion was put forth by Andrew to approve a contract with Franklin County Regional Housing and Redevelopment Authority to manage the Highland Village Kitchen Improvements project as funded by Shelburne’s FY22/23 Community Development Block Grant; and, to authorize the Chair or his designee to sign the contract. This was seconded by Rick. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

West County Arts & Culture RE: Moonlight Magic Street & Bridge Closure – The request was to close the Iron Bridge and Bridge Street for Moonlight Magic. A motion was made by Rick to approve the request for closure of Bridge Street on November 24 for Moonlight Magic, contingent upon the police chief’s review and approval. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0. It was noted that in the past, the event has made use of the pocket park. This will not be possible this year as the park is now a construction site.

Jan Ameen, Franklin County Solid Waste District RE: Request to Use \$750 in Recycling Dividend Funds for BSE Silverware Purchase – Since the pandemic BSE has been using plasticware, which adds to the waste stream. The waste district has suggested that Buckland and Shelburne each use \$750 of their recycling dividend funds for the purchase of silverware for the school. Andrew wondered what had happened to the old silverware. A motion was put forth by Andrew to use \$750 of recycling funds for the purchase of silverware, contingent upon Buckland doing the same. This was seconded by Rick. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Part-time Winter Help/Snow Removal RE: Recommendation to Hire – A letter of interest has been received from Richard Grant. His references were all favorable. The position would be as a part-time Highway Department worker, under the supervision of Mark Shippee. A motion was made by Rick to accept the recommendation to Hire Richard Grant for the position of part-time highway worker for snow and ice removal. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Any Other Business: None

Next Meeting – The next Board meeting will be on November 6, at 5:30 pm via Zoom.

Correspondence:

Bob Dean, FRCOG RE: MIP Accounting Software Agreement – The annual cost of accounting software, as provided by FRCOG will be rising due to a change imposed by the company that owns the software. Bob Dean is hoping to get a one-year extension of the current price.

Doug Engle RE: Resignation from Energy Committee – A motion was made by Andrew to accept the resignation of Doug Engle from the Energy Committee. This was seconded by Rick. Roll call vote: Rick – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

FY'24 Community One Stop for Growth Application – The town's grant application has been denied. Feedback and comments about the application can be received after a written request is made.

Division of Local Services RE: Free Cash Certification – Free Cash has been certified at \$428,114. Bob called that a wonderful number.

Public Comment: None.

Adjournment: At 7:35 a motion was made by Rick to adjourn the meeting. This was seconded by Andrew. Roll call vote: Andrew – yes; Rick – yes; Bob – yes. Motion passed 3-0-0.

Respectfully submitted,
Faye Whitney, Recording Secretary