

Call to Order: Bob called the meeting to order at 7:00 p.m. Other members present: John Payne. Joe Judd was absent due to illness.

Media Present: Chris Collins representing the Shelburne Fall Independent and WHAI radio. Mr. Collins recorded the meeting using an audio device.

Acceptance of Meeting Minutes: John presented a motion to accept the minutes of November 19th and November 27th as presented. Bob seconded the motion. Motion passed.

Noteworthy News:

Judging by the number of people in Town, Moonlight Magic appeared to be a great success.

Department Liaison Reports:

Police – John reported that Chief Walker is doing well. He hopes to return to work in an Administrative capacity this month; returning to full duty in January. Sergeant Bardwell reported that the department is running smoothly.

Highway – members of the Highway Department worked this past Saturday sanding roads following a small “nuisance” storm. The newest highway crew member, Richard Ormond began work this week.

Town Office – Bob reported that overall operations continue to run smoothly. Bob is organizing a staff training and Holiday luncheon for all town, highway, police, and senior center staff on Wednesday, December 19th. The training topic is: Creating a Respectful Workplace.

OLD BUSINESS:

Cowell Gymnasium Mold Remediation Project – Indoor Air Technologies arrived on site earlier this morning and spent the day preparing the site for mold remediation work. The work is isolated to the basement level therefore activities scheduled throughout the week in the gymnasium area will continue. Indoor Air Technologies will schedule remediation work in the bathroom areas when the building is not in use.

Memorial Drive Winter Maintenance Agreement RE: Final Draft – At the request of the Select Board, Attorney MacNicol revised the Agreement further clarifying the multi-year term of the document. Satisfied with those changes, John presented a motion to approve the final document as presented for the 2012/2013 winter season; effective immediately. Bob seconded the motion. Motion passed. Terry will forward the final draft to all abutters and schedule a signing date.

Expanded Connect CTY Services to Include Link to Town Website – Within the next couple of weeks, Connect CTY will provide a link for the town's website so that residents are able to sign up for town-related notifications.

Senior Center RE; Protocol for Donation Account – Joe will report progress at the next Board meeting.

Baystate Elevator RE: Quote for Repair of Elevator Phone – Bob recommended that the Board delay signing the Baystate Elevator Service agreement until he has had an opportunity to determine whether the town can repair the phone for less money. John agreed.

Proposed Glacial Pothole Observation Deck and Walkway – Joe met with a representative from the Department of Environmental Protection to view the proposed area of development last week. A representative from the Conservation Commission and the S.F.A.B.A. also attended. Mark Stinson of DEP did not identify any major wetland related concerns associated with the proposed project. Joe indicated that he would like to discuss the project at the next Board meeting to determine where to go from here.

7:15 p.m. Public Hearing RE: 2013 Community Development Block Grant – The purpose of the public hearing was to: a) discuss and adopt a Social Service Plan for the Town; b) review and approve a RFP seeking proposals from area non-profit agencies and organizations to provide a social service activity to be included in the Town’s 2013 Community Development Block Grant application; and c). review the preliminary plans and cost estimates for sidewalk improvements at Highland Village. Breezeway Farm Consulting published the hearing notice in the local newspaper and mailed several postcards.

a. John Ryan, representing Breezeway Farm Consulting reviewed the results of the 2012 Shelburne and Buckland Social Service Needs Survey which identified food pantry services as the number one priority of local social service agencies.

Public comment: Dino Schnelle, Coordinator for the West County Food Pantry stated that he recently attended a legislative breakfast and Congressman McGovern indicated that social service agencies should anticipate 15% - 20% reductions in funding sources. Those impacted will include programs like WIC, fuel assistance, and food pantries.

Also, the overall cost of food has also risen due to the recent drought. According to Dino, these two factors alone will significantly impact his program.

In closing, John Ryan recommended that the Board vote to designate food pantry services as the town’s number one social service priority.

Motion: John Payne presented a motion to designate food pantry services as the Town’s social service priority. Bob seconded the motion. Motion passed.

b). Request for Proposals 2013 CDBG Social Services: Members of the Board reviewed the draft document requesting proposals area social service agencies who will provide up to \$50,000 in food pantry services for an 18 month contract period beginning July 1, 2013. John Ryan explained that communities can apply for up to 20% of the total application to fund a social service program (the \$50,000 amount is well below that threshold). In prior years, Shelburne and Buckland have sought up to \$30,000 in food pantry services however; the demand for said services continues to grow.

Public Comment: If West County Food Pantry Services is the successful proposer, Dino Schnelle indicated that the increase in funding will allow his program to serve more families and offer a variety of classes relating to food preparation and preservation.

Motion: John Payne presented a motion to approve the draft “Request for Proposals” as presented which includes an increase in the Social Service project amount from \$35,000 to \$50,000; and includes an eighteen month contract period beginning July 1, 2013. Bob seconded the motion. Motion passed.

c). Review of Preliminary Plans and Cost Estimates for Shelburne’s Highland Village Phase 3 and Buckland’s Sears Street Improvement Project Phase 2.

John presented a preliminary conceptual plan for sidewalk and accessibility improvements at Highland Village. Cost estimates for said project (excluding engineering and clerk of the works services) is \$252,021. John also presented preliminary drawings and cost estimates for Buckland's Sear's Street Improvement Project (Phase 2). Cost estimates for the project (excluding engineering and clerk of the works services) is \$213,330.

Public Comment: None

Motion: None required.

Public hearing closed at 8:42 p.m. John Ryan reminded the Board of two joint public hearings scheduled for December 11, 2012 at 3:00 p.m. in Memorial Hall in Shelburne and at 6:30 p.m. at the Buckland Town Hall. Both hearings will provide an opportunity for residents and town officials to ask questions and make public comment on the proposed 2013 CDBG application. Weston and Sampson Engineers will attend both hearings and will review preliminary plans for both Buckland and Shelburne's projects.

A. Pereira Construction RE: Certificate of Final Completion – John Ryan presented six (6) copies of the Certificate for Final Completion for Grove and Clement Streets. Chairman Manners signed each of the copies.

A. Pereira Construction RE: Final Payment Requisition – John Payne brought forth a motion authorizing Bob to approve A. Pereira Construction's final payment requisition in the amount of \$35,084.21 for completion of Grove and Clement Streets. Bob seconded the motion. Motion passed. Bob signed each of the six (6) copies.

NEW BUSINESS:

Amendment #2 to Weston & Sampson Engineering Contract for FY'12 CDBG Projects – Acting on a recommendation brought forth by Breezeway Farm Consulting, John presented a motion to amend the Contract between the Town and Weston and Sampson Engineers (contract period September 18, 2012 to January 31, 2014) increasing the contract amount by a sum of \$7,000. Said sum will cover costs of preparing necessary documentation for the 2013 CDBG application; scheduled for submittal in February, 2013. Bob seconded the motion. Motion passed.

FY'11 CDBG Budget Amendment RE: Contract with West County Emergency Food Pantry Program – Upon hearing the recommendation of Breezeway Farm Consulting, John presented a motion to amend the West County Emergency Food Pantry Program's budget by a sum of \$1,120. Said amendment will allow the Agency to use surplus administrative funds to purchase additional food for distribution by the Center for Self-Reliance/West County Emergency Food Pantry for Shelburne and Buckland residents. Bob seconded the motion. Motion passed.

Set Rate of Pay for Part-time Winter Help RE: Snow Shoveling/Snow Blowing – Terry reported that both Joe Judd and the Highway Superintendent recommend that an hourly rate of \$14.40 be paid to part-time highway employee, George Sinistore for snow removal services near and around town-owned buildings using hand shovels and the town-owned snow blower. John presented a motion supporting the recommendation of an hourly rate of \$14.40 for the part-time position. Bob seconded the motion. Motion passed.

Vote to Enroll in the OBRA Plan for Part-time, Seasonal, & Temporary Employees – After hearing a presentation sponsored by Nationwide Retirement Systems last week, both Bob and John agreed that the town should enroll all part-time, seasonal, and temporary employees in the OBRA Smart Plan (an alternative to Social Security). Bob indicated that he apprised Selectmen

Judd of the presentation and after reviewing the plan details, Joe agreed that it was in the town's best interests to transition eligible employees. Following a brief discussion, John presented a motion to enroll all part-time, seasonal, and temporary employees employed by the Town in Nationwide's OBRA Program effective January 1, 2013. Bob seconded the motion. Motion passed.

Massachusetts Alcoholic Beverages Control Commission RE: Seasonal Population - In accordance with M.G.L. Chapter 138, section 17, members of the Board estimated and certified by signature that the increase in seasonal population in Shelburne as of July 10, 2013 will be less than 100. A vote was not required.

Transfer Station Holiday Closings – the transfer station will be closed on Tuesday, December 25, 2012 (Christmas) and Tuesday, January 1, 2013 (New Years).

Fiscal Year 2014 Budget Directives – Following a brief discussion, John presented a motion to set fiscal year 2014 budget directives as follows:

Salary increases will consist of 2.5% merit increases; plus a 2.5% step increase for eligible employees;

Operating Budgets – the Board is requesting level funded operating budgets; recognizing that in some areas of the budget, increases, are beyond department's control (fuel, postage, etc). Select Board and Finance Committee members shall evaluate those increases on a case-by-case basis. Bob seconded the motion. John recommended that Departments submit two budget scenarios: one with 2.5% salary increases; and the second illustrating 1.5% salary increases. Motion passed.

Part-time Administrative Assistance – if both the Highway and Police Department wish to hire part-time administrative services in the coming year, John suggested that each Department Head be challenged with leveraging funds from within their operating budgets.

CORRESPONDENCE: None

PUBLIC COMMENT: None

ADJOURNMENT: John presented a motion to adjourn at 8:10 p.m. Bob seconded the motion. Motion passed.

Respectfully submitted,

Terry Mosher
Town Administrator