

**Call to order:** Chairman Manners called the meeting to order at 7:00 p.m. Other members present: John Payne. Joe Judd was absent.

**Media Present:** None

**Acceptance of Meeting Minutes:** John presented a motion to accept the meeting minutes of October 22, 2012 as presented. Bob seconded the motion. Motion carried unanimously.

**Noteworthy News:**

- Presidential Election is Tuesday, November 6, 2012. Polls are open from 7:00 a.m. until 8:00 p.m.
- The Department of Revenue has approved the Town's FY'2013 tax rate @ \$12.99.

**Department Liaison Reports:**

Police Department – John reported that he will be presenting revisions to the winter parking ban later in the evening. He also reported that Steve is doing well and will return to work in mid-December. The Department continues to run smoothly.

Town Office – Terry is waiting to receive cost estimates from the Tech School so the Board can decide whether to pursue a private bathroom for Town staff.

**7:15 p.m. Norman Beebe, Recreation Committee RE: Appointment of New Director –**

Emily Crehan of 28 Church Street is interested in serving as the Cowell Gym Director. She has been a resident of Shelburne for eight years. She has two small children, has been active at the elementary school, and works from home. She has met with the Recreation Committee on two occasions and feels as though the position is a good fit for her. She likes to be involved in her community; she has grant writing experience, and describes herself as patient. When asked what she envisions for the building, Emily indicated that she feels that the building needs more publicity. Working with the Recreation Committee, she would like to develop a fee structure for specific uses; publicize the building more, and make contact information readily available. She would also like to solicit feedback from the Community to see what programs they would like developed. Individuals have already suggested teen dances and birthday parties.

When asked about foreseeable problems, Emily indicated that she would like to develop a procedure for collecting money in a regimented way. She would also like to see the building cleaned on a regular basis and find ways to prevent potential vandalism. Norman indicated that the Committee is incredibly hopeful. Emily is committed to the building's care and oversight and will make herself available to the various groups who utilize it. Following the discussion, John presented a motion to appoint Emily to the position of Cowell Gym Director effective immediately. Bob seconded the motion. Motion passed unanimously.

**Cowell Gym Director Job Description** – the Recreation Committee reviewed the existing job description (last revised on 3/5/07) and presented changes to the Board for their consideration. Norman indicated that Committee revised the format and tailored the position's responsibilities to be more in keeping with their expectations of the Director. Bob and John reviewed the changes and agreed that they were in keeping with the Director's role. John presented a motion to approve the revised job description as presented. Bob seconded the motion. Motion passed.

**7:30 p.m. Matt Marchese, Planning Board Chairman RE: Request for Additional Funding for Clerical Position** (Planning Board Clerk, Elizabeth Kidder was also in attendance) – The Planning Board has been extremely busy developing a Wind By-Law, updating areas of the Zoning “Use” chart, and moving forward with finalizing updates to the Town’s Sub-Division by-law. Given the workload, it has become clear that the current budget for clerical assistance is underfunded. To date, the Planning Board Clerk has used 70 hours of their clerk’s total allocation; leaving a balance of 40 hours. Using an average of 13 hours per week, Matt explained that there will be enough money to cover the clerk’s hours through the month of December. He provided the Board with a breakdown of his budget request which included 14 meetings over the next eight months. This estimate does not include meetings of the Wind Advisory Committee. They will record their own minutes to minimize costs. Matt indicated that his request for an additional \$3,000 is based on a worse case scenario; he does not anticipate using the full amount. John asked whether a portion of the F.R.C.O.G. grant could be used to offset clerical expenses. Matt explained that it was clear from the beginning that the F.R.C.O.G. would receive the full \$5,000 allocation. John thanked Matt for bringing his request to the attention of the Board early and encouraged him to begin thinking about budgetary needs for fiscal year 2014. The Board recognizes that Liz is providing invaluable support to the Planning Board however; a transfer of funds will require a special town meeting. The Board will review the budget and see if they can find available funds.

**OLD BUSINESS:**

**Cowell Gymnasium RE: Mold Remediation Bid Award** – After careful review of the three bids received and a review of the reference checks provide by F.R.C.O.G.’s Chief Procurement Officer, Andrea Woods, John presented a motion to award the contract to Indoor Air Technologies of Victor, NY in the amount of \$18,400. Bob seconded the motion. Motion carried unanimously.

**Cowell Gym Surplus Equipment** – John reported that Jim Richardson is scheduled to remove a few metal desks and the big screen television. John will store the pool table and some games in his barn until the remediation work is complete. The remaining furniture will be disposed of before the work begins.

**Memorial Drive Winter Maintenance Agreement** – In a final attempt to reach an agreement, Joe will meet with Donna MacNicol and some of the abutters on Friday, November 9<sup>th</sup> in Greenfield.

**Louis Migliozi RE: Request to Donate 10+ Acres** – Mr. Migliozi offered to donate his Brook Road property in July of this year. In the absence of an offer from the Land Trust, John presented a motion to accept Mr. Migliozi’s offer providing that town meeting agrees and to request that the Land Trust place a conservation restriction on the property to assure that the property remains in its natural, scenic, and undeveloped condition. Bob seconded the motion. Motion passed unanimously. John will contact Mr. Migliozi.

**Barry Goldstein RE: Fire Escape Agreement** – Donna MacNicol is reviewing the agreement between the Town and Mr. Goldstein.

**Highway Laborer Position** – The Board will conduct interviews on Wednesday, November 7<sup>th</sup>.

**Senior Center Activities Coordinator Position** – The Board will conduct interviews on Tuesday, November 13<sup>th</sup>.

**Sonny Crawford RE: Request to Play Acoustical Music on Bridge Street** – Although the S.F.A.B.A.’s Executive Director, Mary Vilbon encouraged the Select Board to allow Sonny and other musicians to perform on Bridge Street without a permit, the Board felt that more time was

needed to consider what is best for the downtown. Following a brief discussion, the Board decided to take no action until spring. In the meantime, they will ask the Partnership to place the topic on their agenda so that representatives from Buckland and Shelburne can discuss.

**Senior Center Donation Account Earmarked for a Specific Purpose** – Joe will be working with Cathy Buntin to develop and implement a procedure for the receipt and disbursement of these funds.

**Winter Parking Ban** – For the last several months, John has been working with the Police Department to develop and implement a plan for winter parking. Unlike previous years, the new parking ban would go into effect after the Board of Selectmen and/or Highway Department declare a snow “event.” The Town would utilize a variety of methods (phone, email, flashing light, etc.) to notify residents of the “event.” With winter fast approaching John would like the Select Board, Highway Superintendent, and Police Chief to review and comment on the draft document. He is hopeful that the Board will approve and implement the plan in the next two weeks.

**NEW BUSINESS:**

**Highway Department RE: Purchase of Snow Fencing** – Highway Superintendent, Mark Shippee is requesting approval for the purchase of snow fencing to be erected in rural areas of Shelburne that are prone to snow drifts. The estimated cost for fencing is \$2,100. Bob and John approved the request.

**CORRESPONDENCE:**

**Sheila Velazquez, Highland Village RE: Alternate Sites for the Farmer’s Market** – The cost of renting Trinity Church’s Common has organizers of the Farmer’s Market looking for alternate sites. Sheila Velazquez is seeking input from both the Select Board and the Shelburne Falls Area Business Association. The Board came up with two possible locations: Buckland Shelburne Elementary School and the Arms Academy Field. Terry will provide Sheila with the appropriate contact information for both parties.

**PUBLIC COMMENT** – None

**ADJOURNMENT** – John presented a motion to adjourn the meeting at 8:50 p.m. Bob seconded the motion. Motion carried unanimously.

Respectfully submitted,

Terry Mosher  
Town Administrator