

**Call to Order:** Bob called the meeting to order at 7:00 p.m. Other members present: Joe Judd and John Payne.

**Media Present:** Diane Broncaccio, The Recorder

**Acceptance of Minutes:** John made a motion to accept the minutes of November 5, 2012 as presented. Joe seconded the motion. Motion passed unanimously.

**Noteworthy News:**

- Town staff shall enjoy a two days off in honor of the Thanksgiving holiday (Thursday, November 22<sup>nd</sup> and Friday, November 23<sup>rd</sup>, 2012).
- Moonlight Magic Festivities will take place on Friday, November 23<sup>rd</sup> from 3:00 p.m. until 9:00 p.m.
- Presidential Election Participation – 86% of the town's registered voters cast ballots on Election Day.
- Tropical Storm Sandy – Bob thanked Shelburne residents for their patience and cooperation during the storm and extended heartfelt wishes to those areas still recovering from the devastating effects of the storm (New York, New Jersey, Connecticut).

**Department Liaison Reports:**

Police – The department continues to run smoothly. Officer Wilkins helped John remove the last of the police-related items from the Cowell Gymnasium.

Highway - The department continues to prepare for winter. The Board offered Shelburne resident, Richard Ormond the highway laborer position last week. Rick has accepted the job and providing that he passes the mandatory pre-employment physical, he will begin working for the town within the next few weeks.

Town Office – Terry is working with phone consultant, Paul Mervine to establish an information line for residents to obtain information when a parking ban is in effect. The Town Hall is also experiencing a rodent problem. Terry will install high frequency chirpers with the hopes of deterring unwanted pests.

**7:15 p.m. John Ryan, Brezeway Farm Consulting RE: 2013 Community Development Strategy Document** – The first order of business was to adopt target areas. John Ryan recommended that the Board adopt two specific areas. Acting on John Ryan's recommendation, Joe presented a motion to adopt the following areas: the Downtown Target Area (Census Tract 415.02, Block Group 4), a part of the Town Target Area, and the entire Town of Shelburne (Census Tract 415.02, Block Groups 1 and 4) as a Target Area. John seconded the motion. Motion carried unanimously. Next, the Board reviewed the list of priority projects. After incorporating a few minor changes, Joe brought forth a motion to adopt the list of thirteen priority projects as presented. John seconded the motion. Motion carried unanimously. There were no public comments voiced during the hearing.

In the third and final vote, Joe presented a motion to adopt the Community Strategy Document in its entirety. John seconded the motion. Motion passed unanimously.

John presented a motion to close the public hearing. Joe seconded the motion. Motion carried unanimously.

**2013 Community Development Block Grant Application** – Using the list of priority projects in the Community Development Strategy document, the Board discussed potential projects for the next application. During the discussion, they established that the following projects were not eligible for CDBG funding for various reasons: Arms Library restoration work; facilitation of Mass Broadband work; Preservation of the Town's rural character; and a new Police Department facility. Given that the Town has addressed many of the infrastructure needs, the Board agreed to seek funding for continued improvements at the Highland Village Complex (handicapped accessible sidewalks, feasibility study for

the replacement of the building's envelope, back-up power supply, and a fire sprinkler system). In addition to modernization improvements at Highland Village, the Board will support continued funding for the Food Pantry Program. Tracy Miner, Director of Asset Management at the Franklin Regional Housing and Redevelopment Authority thanked the Town for the work accomplished so far and expressed appreciation for any additional assistance provided. John presented a motion recommending that the Selectboard submit an application on behalf of the Town to the Department of Housing and Community Development seeking grant funds for program year 2103. Priority projects to be included are: Highland Village handicapped accessible sidewalks; a feasibility study for the replacement of the buildings envelope; and continued support for the West County Food Pantry Program which will benefit the residents of Buckland and Shelburne. Joe seconded the motion. Motion carried unanimously.

**7:45 p.m. Chris Myers, Emergency Management Director RE: Emergency Preparedness** – Chris met with the Board to discuss areas of emergency preparedness that need improvement. The top two concerns are the need for an Emergency Operations Plan and the need for additional phone lines at the Emergency Operations Center.

Chris explained that Shelburne has a variety of plans on file which include the “Comprehensive Emergency management Plan” which lists static facts that are outdated and dangerously misleading; the “Tropical Storm Irene after Action Report/Improvement Plan” which discusses long range improvements; and the “Hazardous Mitigation Plan” which discusses how to make the Town less vulnerable. Despite these well-intentioned reports, the Town does not have an action plan that defines how emergency officials, town representatives, and volunteers will come together in the event of an emergency. The plan should consider every conceivable emergency including a school shooter. Chris believes that participating in the creation of the plan is just as important as implementing the action plan. Participants should include Select Board members, department heads, fire department personnel, Board of Health, Conservation Commission, Highland Village, Senior Center, and Buckland-Shelburne Elementary School. Without an action plan, Chris believes that the Town is vulnerable and at risk of losing local control should the state or federal officials decide to take charge. Once the action plan is developed, Chris suggests periodic reviews to ensure that the information accurate. Bob asked Chris to begin thinking about a meeting agenda and they tentatively planned on meeting again in January.

The second immediate need is the installation of at least two additional phone lines at the Emergency Operations Center. The Fire Station's Comcast telephone service was disabled during the last storm and cell phones proved to be unreliable. Chris suggests that the Town have two additional Verizon lines added to the Little Mohawk Road location to improve communication. Chris obtained cost estimates from Verizon for the installation of an additional line. He will continue to pursue the best options for the Town.

Members of the Board thanked Chris for the invaluable amount of work that he has accomplished in such a short time.

#### Other Emergency Preparedness News:

Chris met with the executive committee of the Congregational Church in Shelburne Center and they have agreed to allow the Town to use the church as a warming center during emergencies.

Trans Canada Meeting – Chris attended a meeting last week sponsored by Trans Canada. Chris felt that the meeting was very open and informative. In light of Tropical Storm Irene, Trans Canada has changed their policies and enhanced communications. They are also considering joining the HHAN network for broader levels of communication.

#### **OLD BUSINESS:**

**Cowell Gym Mold Remediation Work** – Joe indicated that he spoke with Jennifer English of Indoor Air Technologies. They estimate that the timeline for the work will be a period of 5 to 10 days. It is unclear whether the building will be closed during the remediation work. Joe will know more in a few days.

**Abide Environmental** – Joe reported that Abide Environmental removed the asbestos tile from the storage room area on Monday.

**Cowell Gym Disposal of Surplus Materials** – John reported that Jim Richardson should be recognized for the great service he provided to the Town by removing and disposing unwanted surplus materials. Despite the fact that there was very little profit, Jim contributed his time as a good neighbor.

**Memorial Drive Winter Maintenance Agreement** – Joe and some of the abutters of Memorial Drive met with Attorney MacNicol to discuss contentious areas of the agreement. Because of that meeting, all parties agreed to remove the indemnity clause and change the term of the lease. Both Bob and John had an opportunity to review the revised draft. Bob indicated that he was happy with the lease in its revised state. John felt that the section pertaining to the lease term needed clarity. Joe agreed to raise the concern with Donna MacNicol and will bring final changes back to the December 3<sup>rd</sup> meeting.

**Winter Parking Regulations** – Following a brief discussion, Joe presented a motion to adopt the newly revised winter parking regulations and suggested that the Board implement the changes immediately. John seconded the motion. Motion carried unanimously.

Joe will continue to work with the Town's Connect CTY representative so that residents are able to receive town notifications via text messaging and emails.

**Senior Center RE: Creating a Donation Account Earmarked for a Specific Purpose** – Joe will work with Cathy Buntin to develop protocol for this account.

#### **NEW BUSINESS:**

**Baystate Elevator RE: Quote for Mandatory State Re-Test of Arms Library Elevator** – Baystate Elevator Company accompanied a State Elevator Inspector to Shelburne on October 24, 2012 to perform mandatory testing on the town's elevators. The Town received notification last week that the Arms Library elevator failed to pass the safety test due to an inoperable handset inside the elevator. The notice from Baystate Elevator Company indicates that the group will return to Shelburne for a retest on or about January 24, 2012. The cost of said inspection is \$887.60. Terry contacted Kathleen Pietroniro-Roy of Baystate Elevator Company and indicated that the Town would be more than happy to replace the inoperable handset however; officials would not be willing to sign the quotation for the \$887.60 re-test. When asked what the consequences might be, Ms. Pietroniro-Roy indicated that the state has the authority to shut the elevator down. Before taking any action, Bob will contact the library to discuss replacing the handset and Terry will contact Senator Ben Downing to see what recourse the Town has.

**Wireless Internet Connection at Memorial Hall** – Joe reported that the Conservation Commission asked about installing a wireless router at Town Hall. Bob explained that he and the Town Hall staff are taking a broad look at all aspects of computerization in preparation for annual town meeting. He will add a wireless router to the list of potential needs.

**FY'12 CDBG Contract Amendment for Weston & Sampson Engineers, Inc.** - Acting on a recommendation made by John Ryan, John presented a motion to amend Weston and Sampson Engineers, Inc. contract increasing the contract amount by a sum of eighteen thousand dollars (\$18,000) to complete survey and engineering design of Highland Village Phase III. Joe seconded the motion. Motion passed unanimously.

**FY'12 Sub-Grantee Agreement Amendment for Shelburne Housing Authority** – Acting upon a recommendation made by John Ryan, John presented a motion authorizing the Shelburne Housing Authority to contract with a Public Housing Authority "House Doctor" to perform work associated with the siding replacement project. Joe seconded the motion. Motion passed unanimously.

**Budget Directives for Fiscal Year 2014** – Bob asked fellow Board members to begin thinking about budget directives for fiscal year 2014. John will contact a FRCOG representative to determine the inflation rate.

#### **OTHER BUSINESS:**

**Proposed Development of Glacial Pothole Area** – Joe and members of the Conservation Commission will meet with Mark Stinson, an environmental analyst from the Department of Environmental Protection on Tuesday, November 20, 2012 to view the area and discuss the proposed project.

#### **CORRESPONDENCE:**

**Janet Binder, 17 Water Street** – Janet expressed gratitude for all of Town Officials who “watched” over the residents of Shelburne during Tropical Storm Sandy. She sincerely appreciated the telephone messages and the number of hours that people dedicated to addressing the needs of the town, its residents, and ensuring everyone’s safety.

**PUBLIC COMMENT:** None

**ADJOURNMENT:** John presented a motion to adjourn the meeting at 9:08 p.m. Joe seconded the motion. Motion passed unanimously.

Respectfully submitted,

Terry Mosher  
Town Administrator