Selectmen’s Meeting Minutes October 21, 2013 Memorial Hall 7:00pm

**Call to Order**: Chairman Judd called the meeting to order. Other members in attendance: Bob Manners. John Payne was absent.

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

**Acceptance of Minutes**: Bob made a motion to accept the minutes of October 7, 2013 as presented. Joe seconded the motion. Motion passed.

**Department Liaison Reports**:

Town Office – Wooliver Roofing is scheduled to examine the Town Hall roof. Members of Memorial Hall Association recently reported a leak. Two new computers are on order (one for the Town Clerk and the other for use by All Town Boards). The Board of Assessors will also receive a new computer however; they will consult with the Department of Revenue to obtain specifications before ordering. Terry is scheduled to meet with Data Management Consultant next week to begin work relative to a uniform data back-up system for Town Hall. Finally, Bob has scheduled a staff luncheon tomorrow.

Highway Department – Working with the Highway Superintendent, the Police Chief, and a representative from WMECO, Joe has identified five (5) possible locations where a flashing light can be installed to warn residents that a parking ban is in effect. The locations are as follows: Memorial Hall, Hope and Main Streets; Hope and Mechanic Streets; Maple and Bridge Streets; and the municipal parking lot that runs parallel to Bridge Street. Joe indicated that the lights will cost approximately $240 each. He would like to speak to residents living near the above-mentioned locations before moving forward. Bob spoke in favor of the lights indicating that it appears to be the easiest “low tech” solution. He also suggested creating a pamphlet containing information about parking bans and designating safe parking areas for residents to use. The newest highway employee, Samantha Armakovitch of Halifax, Vermont began working for the department this week. Samantha is a graduate of the Franklin County Technical School with a background in welding and fabrication. The highway crew is working on a section of Taylor Road.

Senior Center – Joe is meeting with Director, Cathy Buntin to discuss a bulk mailing for the Friends Group.

SFABA Partnership Composting Dumpster –VFW representatives would like the composting dumpster located in their parking lot moved. Joe has been working with Solid Waste Management District Director, Jan Ameen to find a new location. They are considering the cul-de-sac area on Deerfield Ave.

**Public Comment**: Kay Berenson of Taylor Road thanked the Selectmen for finally addressing Taylor Road.

**7:15pm Nancy Eisenstein and Kay Berenson RE: Appointment to Cultural Council** – Laurie Wheeler, Co-Chairman of the Shelburne Cultural Council recommended the appointment of Nancy Eisenstein, 137 Bridge Street and Kay Berenson, 3 Taylor Road. Nancy owns Boswell Books and has worked collaboratively with Laurie in other areas. She is interested in the arts and has a background in event coordination. Kay explained that she became interested in serving on the Council after she was approached by a member. She too is interested in the arts and promoting of the arts. She has prior experience evaluating grant applications and has held several other volunteer seats in the community. Following a brief discussion, Bob presented a motion to appoint Nancy Eisenstein and Kay Berenson to the vacant seats on the Cultural Council. Joe seconded the motion. Motion passed.

**7:30 p.m. John Ryan, Breezeway Farm Consulting, Inc. RE: Public Hearing - 2014 CDBG Grant Application** – John reviewed the results of the Social Needs Survey for the towns of Buckland and Shelburne. Respondents indicated that their number one priority was the continuation of the Food Pantry. The four other programs that received the highest ranking included: Elder Services; Job Training; Elder Self-Sufficiency; and Family Services. Dino Schnelle, representing the Food Pantry Program was present for the discussion. He indicated that 65% to 68% of the Food Pantry participants are from the towns of Buckland and Shelburne. 60% to 70% of the Program is funded using CDBG funds.

John also discussed the Community Survey that will be available for residents in the Towns of Buckland, Colrain, and Shelburne. They will be available on the town website, at the transfer station, and the Town Hall. Surveys are due in early February.

Lastly, John will return to the Selectboard’s next meeting to review proposed changes to the Community Development Strategy Document and adopt the final document. He indicated that the 2014 Community Development Block grant application is due February 14, 2014.

Joe closed the public hearing at 7:42 p.m.

**OLD BUSINESS:**

**Proposed Police Department Relocation –** Discussion was tabled.

**Winter Parking Ban** – See Highway Department Liaison report.

**Uni-Bank Proposal RE: On-line Payment Program** – Both Bob and Joe agreed that the Uni-Bank Program was a nice option and should be offered to residents wishing to pay on-line for a variety of items including property and excise taxes. Before making a final decision, both agreed to wait until the full Board was present.

**NEW BUSINESS:**

**2013 CDBG Projects RE: Award of Grant Administration Services –** Terry reported that the Town received one proposal from Breezeway Farm Consulting, Inc. of New Salem, MA. Given the town’s success while working with John Ryan and Linda Overing, Terry recommended that the Board award the contract for Grant Administration Services to Breezeway Farm Consulting, Inc. Bob presented a motion to award Breezeway Farm Consulting Inc., the contract for Grant Administration Services. Joe seconded the motion. Motion passed.

**2013 CDBG Projects RE: Award of Engineering and Resident Inspection Services** – John Ryan of Breezeway Farm Consulting, Inc. reported that the town received two proposals from Lenard Engineering of Auburn, MA and Weston and Sampson Engineers, Inc., of Rocky Hill, CT. Officials from both the towns of Buckland and Shelburne reviewed the proposals and Breezeway Farm Consulting conducted reference checks. Although both firms were ranked as “highly advantageous,” Weston and Sampson Engineers, Inc. had a much better understanding of the projects; particularly Sears Street in Buckland. Bob and Joe agreed that the town has had great success working with Weston and Sampson Engineers; Inc., in the past. Following the discussion, Bob presented a motion to award the contract to Weston and Sampson Engineering, Inc. Joe seconded the motion. Motion passed.

**FY’11 CDBG RE: Contract Extension for Grant Administration** – In order to carry out the implementation of the FY’11 Siding Replacement Project at Highland Village, the contract for Breezeway Farm Consulting Inc., requires an extension through June 30, 2014. DHCD has approved the project and the extension of the performance period. Bob presented a motion to extend the contract for Breezeway Farm Consulting, Inc. through June 30, 2014 in order to complete the Highland Village Siding Project. Joe seconded the motion. John Ryan noted that there will be no additional costs associated with the extension. Motion passed unanimously.

**FY’13 CDBG RE: Execution of Contract with Community Action Food Pantry** – Acting on a recommendation made by John Ryan of Breezeway Farm Consulting, Inc., Bob presented a motion authorizing Joe Judd as Chairman to execute a contract with Community Action in the amount of $50,000 to support the operation of the Center for Self-Reliance/West County Emergency Food Pantry to Shelburne and Buckland residents (execution of contract is contingent upon Attorney MacNicol’s review). Joe seconded the motion. Motion passed.

**OTHER BUSINESS:**

**MIIA Grant Program** – Terry requested that the Board support an application to MIIA’s Loss Control Grant Program. If successful, the town would hire a consultant to conduct a comprehensive review of the personnel policies. Both Joe and Bob agreed that the Program was worthwhile. Bob signed the application as Procurement Officer and Joe signed as Chairman

**CORRESPONDENCE**: None

**PUBLIC COMMENT:** None.

**ADJOURNMENT**: Bob presented a motion to adjourn the meeting at 7:55 pm. Joe seconded the motion. Motion passed.

Respectfully submitted,

Terry Mosher

Town Administrator