Selectmen’s Meeting Minutes December 29, 2014 Memorial Hall 7 p.m.

**Call to Order**: Chairman Payne called the meeting to order at Memorial Hall at 7 p.m. Other members present: Robert Manners, Joe Judd, and Town Administrator Terry Narkewicz.

**Media Present:** None.

**Acceptance of Minutes:** Bob put forward the motion to accept minutes as read for December 15, 2014, Joe seconded the motion and the vote was unanimous.

**Noteworthy News:**

None to report.

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**Department Liaison Reports:**

**Police:** Joe reported it was a very quiet holiday season.

**Town Hall:** Discussed in Old Business.

**Pratt Building:** Bob said request for bids will be going out for the roof repair the first week of February and he expects work will begin sometime in April 2015. $180,000 earmarked for the roof repair must be used by the end of June 2015.

**Highway Department:** John said he and Mark have finished the four performance reviews for the highway department. John said he hopes to get remaining reviews completed in the upcoming week so salaries can be appropriately reviewed.

Also, it has been noted people have been using downtown trash receptacles for household trash. The highway deptartment will be posting signs on bins to discourage this practice.

**Broadband/High Speed Internet:** John reported he had attended a meeting with Massachusetts Broadband Institute (MBI). John said Shelburne is the most underserved town of 23 underserved towns. Mapping of the underserved towns is being reviewed and updated. John said the next step is to develop a strategy regarding use of the allocated $5 million that is intended to extend service as much as possible in the underserved towns. Once a strategy is devised and work is underway John said it is estimated that approximately 95 percent of the town would be able to receive broadband service from Comcast.

**Public Restrooms:** Discussed during Old Business.

**Public Comment:** None.

**Appointments:** None.

**Old Business:**

**Memorial Hall Roof Replacement RE Project Complete:** Bob said the project appears to be completed but he is waiting final confirmation from the contractor.

**Memorial Hall Bathroom RE: Single Unisex Bathroom:** Bob reported discussions with the architect and other tradesmen have led to the conclusion that the best option to bring the Memorial Hall bathroom up to ADA standards would be to construct a single accessible unisex bathroom; using a portion of the Town Administrator’s Office. There is $26,610 remaining in an account to pay for the remodeling project. Joe said the project needed to move forward regardless of any future plans for the building’s use. Bob made a motion to authorize the use $2,800 to pay for engineering and design for an ADA compliant unisex bathroom in Memorial Hall. Joe seconded the motion which carried unanimously.

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**New Business:**

**WMECO RE: Cowell Gym Re-Lamping Program:** In response to approval by WEMCO of a Retrofit Program application for the Cowell Gymnasium to improve energy efficiency Bob made a motion to accept the amount of $8,300 from WEMCO for the improvements and also approving $3,605.05 from the town’s energy efficiency account to make up the difference for the project. Joe seconded the motion which carried unanimously.

**Adoption of Proposed Employment Application:** Terry advised selectmen regarding the benefits of using a standard employment application instead of or in conjunction with the submittal of a resume. Selectmen will review the application and make a decision at the next board meeting January 12, 2015.

**Open Space RE: Mt. Grace Land Trust Estate Planning Grant ($350):** John reported the Open Space Committee had an unusually tight turn-around time regarding the grant saying the board likes to be able to review such grants. However, with the timeline and the small amount of money involved he and the board were comfortable with the outcome in this case. The funds, if awarded, are to be used by the Committee to look at unenrolled properties, 75 to 550 acres, to be enabled to better advise said landowners of the Land Trust Program.

**Other Business:**

**Pipeline:** John noted a new proposal has been filed for the gas pipeline expected to run through portions of Shelburne. The new proposal brings the pipeline further to the south-east corner of Shelburne and reduces the amount of land to be built on/under from the original plan.

**Remaining Temporary Easements:** Terry said in response to a previous request to remove a temporary easement (for sewer/water work) that had been in place for a number of years she went back over all town easements and had those remaining removed. Filing fees were $75 per removal. Terry said the issue is fully resolved and no future issue should arise.

**Discussion RE: Board Member Attendance in Regard to Votes Needed:** Joe said he felt if a board member was unable to attend a meeting votes should go forward unless they are “momentous” decisions. Bob and John agreed. John said for important decisions they could defer for one meeting.

**Discussion RE: Attendance of Outside Meetings Relating to the Select Board/ Wage and Scale Classifications/Town Audit/and Updating the Personnel Policy:** Selectmen had a general discussion touching on the various topics listed. No decisions or resolutions were made. John asked Terry to set up separate meetings for selectmen to meet outside the regular schedule to discuss the audit and personnel policies.

**Correspondence:** None.

**Public Comment:** None.

**Adjournment:** Bob made a motion to adjourn the meeting at 8:15. Joe seconded the motion which carried unanimously.

Respectfully submitted,

Cris Carl