**Select Board’s Meeting Minutes May 23, 2022 Zoom Teleconference 5:30 pm**

**Call to Order**: Bob Manners called the meeting to order at 5:30 pm. Others present: Selectboard members Margaret Payne, Andrew Baker, and Town Administrator Terry Narkewicz.

**Acceptance of Meeting Minutes:** Margaret had a correction to the minutes regarding her involvement with the Senior Center, which will be made. A motion was put forth by Margaret to approve the minutes of May 9, as corrected. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Department Liaison Reports:**

**Pratt Library** – Andrew said that the Pratt Committee would be meeting this week, following a long hiatus.

**Police Department** – Andrew had recently met with the Shared Police Department Working Group. The group is now working with technical assistance support staff from the Collins Center, who are paid by the recently awarded grant. They are in the process of helping to draft an interim one-year MOU to extend the current shared police services. The current MOU is between Buckland and Police Chief Greg Bardwell. The new MOU will be between Buckland and Shelburne.

**Highway Department** – Mark Shippee has asked about the status of a possible grant for a message board. He was told the grant decision should be made before Town Meeting.

Materials for the Little Mohawk Road project are arriving and are being staged. Tree work along the road is being done.

The crew has been cleaning up downed trees from a recent storm.

**Emergency Management Planning Committee** – The committee took part in a recent table top scenario conducted in Greenfield. They are actively participating in regional activities and planning.

**Appointments:** None

**Old Business:**

**Pre-Town Meeting Forum, May 26 at 6:30 pm Buckland-Shelburne Elementary School Cafeteria** – Terry has created an agenda for the meeting. A reverse 911 call will go out, reminding residents of the forum, which will be a hybrid meeting and also recorded by Falls Cable. Six topics will be the focus of discussion. Margaret will present information on the Senior Center District. Andrew will handle the Community Preservation Act and the pocket park lease. Byron Gilchrest will speak on the Mole Hollow land swap. Chief Bardwell will talk about shared police services. Planning Board members will address questions on zoning bylaw changes. The plan is to keep presentations short to allow time for questions.

**Senior Center Outreach Coordinator Position –** The Board had voted at the previous meeting to offer the position to Theodore “Teddy” Doucette. Margaret reported that he had started work and was settling in.

**Assistant Assessor Vacancy** – Terry reached out to Mayflower and learned that they charge $5,500 per month for eight hours a week of office coverage. That is too expensive for the town. The ad for a new assistant assessor has drawn three responses, none have any relevant experience. Paula Morse has offered to come in on weekends to keep the office running. However, she has asked for an hourly increase from $20.50 to $26. She would have no benefits. A motion was put forth by Andrew to hire Paula Morse to assist the Board of Assessors on a contract basis for $26 per hour through June 30. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Ancient Glacier, LLC RE: Draft Lease of 19-23 Bridge Street** – Andrew met with Susan Stark, one of the owners of the property, to discuss finances. Ancient Glacier has asked for an annual lease payment of $3,500. This will be reflected on the Town Meeting warrant.

**New Business:**

**FY’20 CDBG Contract Amendment for Food Pantry Services –** The total dollar amount is not changing. Some line item amounts have been changed. A motion was made by Margaret to accept the amended contract for FY’20 CDBG Food Pantry services. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**FY’23 Budget and Warrant Articles RE: Final Review** – The warrant will be reviewed with the Moderator, on June 6. Terry explained that only two items had changed since the Selectboard last reviewed the budget and warrant. Borrowing for the Little Mohawk Road project will have a higher interest rate than first anticipated. This will cause the interest account number to rise from $5,000 to $8,600. The other change involves Residences @ Mill Falls. After meeting with Byron Gilchrist Town Counsel has advised that instead of the entire parcel being gifted to the town, the town should accept two easements for the two garden areas. The Board felt these changes were reasonable. Bob asked if the Board wanted to indicate its support for any or all of the warrant articles, especially the six non-routine articles. Board members agreed that, while their personal opinions might differ on some of the articles, they all felt it was vitally important that the residents of the town make the decisions. Terry mentioned that the Finance Committee was probably proposing that the school budget article be reduced. If that amendment were to pass, but the other district towns approve the full school budget, Shelburne will need to pay the difference. That fact will need to be made clear at Town Meeting.

**Any Other Business:**

**Town Meeting Preparations** – Terry has seen to the rental of a tent and portable, handicap-accessible bathrooms. Falls Cable will assist with the sound. What is needed is help, on Saturday morning, to set up tables and chairs, which will come from the school cafeteria. The Highway Department may provide assistance, but that is not certain. Margaret and Andrew volunteered to help.

**Little Mohawk Road Bids** – Three bids were received for the reconstruction of Little Mohawk Road. The low bidder, at $875,803.85, was Warner Brothers. It was recommended that the bid be awarded to Warner Brothers. The length of the project has been shortened due to the cost of asphalt. Paving may now end near Reynolds Road. A motion was put forth by Andrew to award the bid for the Little Mohawk Road reconstruction to Warner Brothers, in the amount of $875,803.85. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Haz Mat Assessment of Tax Title Properties** – Terry has reached out to a company that does hazardous waste assessment. A quote has been given for $4,500 to assess the two Main Street properties that have been taken by tax title. Funds would come from the Refuse Account. The town can’t go out to bid for demolition of the properties until it is known what hazardous materials might be involved. If hazardous waste is found, its cleanup will be part of the bid specs and it could wind up being an expensive cleanup. A motion was made by Andrew to appropriate $4,500 from the Refuse Account to conduct a hazardous materials assessment of the two Main Street tax title properties. This was seconded by Margaret. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

**Arrowhead Septic System** – The owner of Posada restaurant had planned to buy the Arrowhead Shops building and expand the restaurant from 35 to 60 seats. Terry has been contacted by both the owner of the building and the restaurant owner concerning the septic system. A FRCOG representative has analyzed the septic system and determined that the system can’t handle any more than that. It appears that there is nothing the town can do to help the situation. Terry will follow up with the building owner to see if there might be new technology that could help.

**Bridge Street Trees** – Margaret asked if there is a plan to keep the newly planted trees watered. The Tree Warden had agreed to water them every three to four days. Terry will reach out to others on the Tree Committee to make sure there is a plan for summer watering. The trees are guaranteed for a year but that would likely not hold up if the trees are not watered appropriately. Andrew said if Town Meeting agrees to lease the Singley lot and accept the two garden areas at Mill Falls, someone would need to be hired to do maintenance and the trees could be part of that. In the meantime, someone needs to take on the responsibility.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 6:35 pm a motion was made by Margaret to adjourn the meeting. This was seconded by Andrew. Roll call vote: Margaret – yes; Andrew – yes; Bob – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary