**Select Board Meeting Minutes August 29, 2022 Zoom Teleconference 5:30 pm**

**Call to Order**: Andrew Baker called the meeting to order at 5:34 pm. Others present: Selectboard members Margaret Payne (joined at 5:37), Bob Manners, and Town Administrator Terry Narkewicz.

**Acceptance of Meeting Minutes:** A motion was put forth by Bob to approve the minutes of July 18 and August 15. This was seconded by Andrew. Roll call vote: Bob – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Highway Department** – It is expected that Little Mohawk Road will be paved from Route 2 to the Colrain line in the next two weeks. Residents are warned that the paving may take more than one day. Superintendent Mark Shippee has received three quotes for the pole barn. The tractor used for roadside mowing is being repaired. Mowing will resume soon.

**Senior Center** – Director Julie Moreno has been called for jury duty. She has a plan for coverage while she is gone.

**Town Hall** – Early voting has been taking place in the meeting room at Town Hall.

**Pocket Park** – Two picnic tables have been placed in the park, with two more to be coming soon.

**Police Department** – Andrew reported a flurry of emails regarding sharing police duties with Buckland. The consultants are creating an outreach plan and are hoping that the Selectboards of both towns will endorse the plan up front.

**Energy Committee** – The committee had a tent at the Shelburne Grange Fair and reported that they did a brisk business.

**Appointments:**

**5:45 pm Linda Overing, Breezeway Farm RE: Bridge Street Phase II Update & Future CDBG Application** – It was hoped that Bridge Street Phase 2 would start after Labor Day, but that will not be happening due to a national shortage of pipe. The pipe will be ordered but orders are taking months to be filled and even if the pipe arrives it will be too late to start the project this fall. GCG, the engineers, are working on a revised contract with GEG, the contractor for the project. An extension of the grant will probably be needed. The trees in the project area will be evaluated this fall. If the materials arrive and the weather cooperates the project could begin in late March or April. A work schedule could be ready next month. An explanation about the timing of the project will go out to the public, explaining the supply chain difficulties.

In 2020 the Board approved using excess grant funds to return to the Highland Village project. That project originally included work on both kitchens and bathrooms. However, only the bathrooms were done. The excess funds, approved in 2020 were used to get designs for the kitchens. The work would cost close to $1 million, which is more than a normal CDBG. DHCD is raising the grant amount to $1.3 million, which may be a one-time amount. Linda has discussed resuming the Highland Village project with the Franklin Regional Housing Authority and they are interested in pursuing it. The downside is that since costs have gone up, it may not be possible to do renovations on all three Highland Village buildings at once. Andrew asked if there was any other project that could make us of the one-time funding windfall, such as the Senior Center. Linda and Margaret both said the final specifications and all other funding would have to be in place before anything could be done with the Senior Center and that will not happen soon enough to take advantage of the extra funding.

**Old Business:**

**Ancient Glacier, LLC RE: Draft Lease of 19-23 Bridge Street** – Terry has spoken with Susan Stark, one of the owners of the property. Insurance is one area of the lease that still is not settled. A follow-up meeting with Ancient Glacier, LLC and Donna MacNicol will be scheduled in the coming days.

**Comcast Cable Television Contract Renewal** – Nothing new to report.

**New Business:**

**Highway Department RE: Schedule to Meet with Superintendent to Discuss New Hire, On-Boarding Process, Supervision, Training, etc.** – Andrew wanted to meet with Mark Shippee to review the on-boarding and training process. Advertising has begun for the open position at the Highway Department and a handful of applications have been received. Bob thought an in-person meeting was needed to review the hiring and training process. Andrew said there was a process but wondered if it was being followed. This matter had come up as part of comments in a recent exit-interview. It was not specific to a person, but perhaps expectations need to be made clearer. A meeting will be arranged between Mark Shippee and the Board.

**Maureen Moore RE: Request to Serve on the Shelburne Cultural Council** – A letter of interest has been received from Maureen, expressing her desire to serve on the Cultural Council. The Board felt she would bring a wealth of artistic perspective to the group A motion was made by Bob to appoint Maureen Moore to serve on the Cultural Council. This was seconded by Margaret. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Larry Flaccus, Open Space RE: Request to Appoint Laurie Wheeler & Peggy Warwick** – Both Laurie and Peggy have written letters if interest and the Open Space Committee has recommended that both be appointed. A motion was put forth by Margaret, to appoint Laurie Wheeler and Peggy Warwick to the Open Space Committee. This was seconded by Bob. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

**Any Other Business:**

**Next Meeting** – The next Board meeting will be on September 12.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 6:15 a motion was made by Bob to adjourn the meeting. This was seconded by Margaret. Roll call vote: Margaret – yes; Bob – yes; Andrew – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary