**Selectboard Meeting Minutes January 8, 2024 Zoom Teleconference 5:30 pm**

**Call to Order**: Andrew Baker called the meeting to order at 5:30 pm. Others present: Selectboard member Rick LaPierre and Town Administrator Terry Narkewicz. Selectboard Chair Bob Manners was absent.

A motion was put forth by Rick to approve the minutes of December 18. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Veteran’s Service District** – Rick said the next district meeting will be on January 9, when the budget will be finalized. He plans to attend the meeting.

**Town Hall** – Rick met with Collector/Treasurer Angel Bragdon and Assistant Assessor Karen Tonelli to learn how the 3% CPA tax was calculated. The formula is not straight forward but it does work correctly.

**Police Department –** Chief Greg Bardwell is working on state and Federal year end reports. The department had more than 6,000 calls from January through November. The new cruiser should be in service very soon.

**Pratt Library Committee** – Andrew reported that the committee will be meeting this week.

**Appointments:**

**6:00 pm Energy Committee & John Walsh RE: Proposed Solar Array – Pole Barn** – Tom Johnson said he had learned that the substation closest to the pole barn has a 200 kw capacity. A representative from Eversource urged the town to hire a company that is fully aware of all opportunities for incentive funding and also thought the town should think beyond this project to what other places solar could and should be installed. Andrew said this project on the pole barn was the one voters had agreed to and the town must focus on that. Andrew suggested that the Energy Committee look at other possible solar sites. John Walsh said it was important to know the maximum amount of capacity with single phase and three phase power and make that decision early in the process. Regarding Federal tax credits, John has learned that the town would need to apply for a specific tax number for this specific project and eventually a rebate would be given. He added that no town in the state had attempted to get the tax credits as yet. Perhaps the Department of Revenue should be contacted. John also said that a third party to manage the project should not be necessary. He felt that was the role of the Energy Committee. Tom said the Energy Committee could have a role in choosing an installer/consultant, but they did not have enough expertise to handle all the details. It was hoped that a successful bidder would be able to handle the application process for tax credits. Mark Shippee said the specs for the pole barn included three-phase power. It was decided that since three-phase was in the specs, Mark should proceed with hiring an electrician to do the work. Terry has some RFP language from another town, she will add in notes from this meeting then have John Walsh, Jeff Boettner, and the Board review the draft.

**Old Business:**

**Proposed Solar Array for Highway Pole Barn Roof** – See appointments.

**Proposed Flag Policy for Consideration** – The document had been revised and now exempts theater marquee boards. A motion was made by Rick to accept the flag policy as amended. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**New** **Business:**

**Hill Cemetery Commission RE: Request to Appoint Launie York** – Rick said there was nothing about this commission on the town website. Terry indicated that there are a handful of cemeteries in town and perhaps there could be a cemetery page covering all of them. Joe Judd will be consulted. A motion was put forth by Rick to appoint Launie York to the Hill Cemetery Commission. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Cowell Gym Oil Tank Replacement Proposals** – Two proposals have been received. Rick thought the tanks may not be needed much longer if the heat pumps work. Terry felt there should always be a back-up heating system. One or both of the existing tanks have rusted legs. The two tanks should be replaced by one. The fuel has already been paid for. John Walsh said that theoretically, the oil system could be phased out at some point, but agreed that a backup system should be in place for a while. He recommended getting a Roth storage tank, which would not be subject to rust. Two quotes had been received for oil tanks. Terry will ask for another quote for a Roth tank.

It has been suggested that the eight heads in the gym that provide heat be protected with cages. Only one supplier, Fabrications Unlimited, has responded with a price of $400 to $500 per cage for a total of $4,000. A motion was made by Rick to authorize John Walsh to contact the supplier to manufacture and install cages at Cowell Gym with payment to come from the remainder of the ARPA funds and the balance from the Cowell Gym maintenance account. Andrew seconded the motion. The motion passed unanimously by roll call vote.

**John Walsh RE: Interim Cowell Gym Director thru June 20, 2024** – John said he had spent a lot of time at Cowell during the heat pump installation process and had grown fond of the building. He is willing to act as interim director until June 30 or until someone comes forward for the permanent position. If no one comes forward, John may consider the permanent position. Before he takes the interim position, he has a lot of questions needing answers. The Rec Committee has not yet made a recommendation regarding John. Terry recommended that there should be a meeting between John, the Rec Committee, and at least one member of the Selectboard to iron out various problems and find a way to streamline the communication process. Everyone agreed that would be beneficial. John said his greatest concern was communication. A motion was put forth by Rick to appoint John Walsh to the position of interim director of Cowell Gym, pending the recommendation of the Recreation Committee. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**FY’21 CDBG Contract Amendments for GCG Engineering & Breezeway Farm** –

Both of the contracts ended on December 31, 2023 and should be extended to allow for the completion of the Bridge Street Phase 2 punch list. The Board had reviewed this and felt no discussion was needed. A motion was made by Rick to extend the contract with GCG Associates to manage Shelburne’s Bridge Street Phase 2 project to June 30, 2024; and to authorize the Chair of his designee to sign the extension. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0. A motion was put forth by Rick to extend the contract with Breezeway Farm Consulting to manage Shelburne’s FY21Community Development Block Grant to June 30, 2024; and to authorize the Chair or his designee to sign the extension. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Joe Judd, Town Clerk RE: Request to Appoint Election Workers for 2024** – Joe had provided a list of election workers. The Board had no concerns. A motion was made by Rick to appoint the slate of election workers for 2024 as presented by Town Clerk Joe Judd. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Joe Judd, Town Clerk RE: Vote to Allow Early In-Person Voting** – The Board had reviewed Joe’s request. A motion was made by Rick that the Selectboard approve the request of the Town Clerk/Chief Election Official for the Town of Shelburne to hold Early In-Person weekday voting for the March 5, 2024 Presidential Primary Election on Monday, February 26, 2024, Tuesday, February 27, 2024 and Thursday, February 29, 2024, from 10 am to 2 pm each day for a total of 12 hours for the week. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0. Joe had also asked for Selectboard approval to offer early voting by mail for the annual town election and all elections in 2024. The Board agreed with the request and no further action was needed.

**Any Other Business:**

**Soil Testing** – Kay Cafasso would like to do soil testing at the pocket park. The cost would be $120 for three soil samples, shipping, and Kay’s time. Andrew felt it would be prudent to get this done. A motion was made by Rick to authorize Kay Cafasso to proceed with soil testing for the pocket park for a cost of $120. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Winter Plow Driver** – Mark Shippee would like to hire James Bragdon as a part time winter plow driver, replacing a long-time plow driver who is no longer available. Jim is already a part time town employee, as animal inspector. His licenses will need to be in order before his hiring is official. A motion was put forth by Rick to accept the recommendation from Mark Shippee to hire James Bragdon as a part time plow driver pending the appropriate paperwork. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Street Light Committee** – Jeff Boettner said the committee has almost completed its survey of all town street lights. Once that is done the committee would like to discuss its findings with the Selectboard. The committee is hoping to soon meet with Real Term Energy.

**Next Meetings** – The next Board meetings will be on January 22, and 29, at 5:30 pm via Zoom.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 7:05 a motion was made by Rick to adjourn the meeting. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary