

**Selectboard Meeting Minutes    January 29, 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.

A motion was put forth by Rick to approve the minutes of January 22. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Veterans District** – Now that the FY’25 budget has been finalized, the group will not be meeting again until June.

**Police Department** – In 2023 the department received 6,213 calls, 3,678 from Shelburne and 2,535 from Buckland. It was speculated that the discrepancy in numbers was due to Shelburne having a much longer stretch of Route 2 with the attendant traffic stops and accidents. The new cruiser is to arrive on February 1. Chief Greg Bardwell has submitted a grant for body-worn cameras to the Small Rural and Tribal Body-Worn Camera Program, which is a Federal micro-grant program. The police department extended its deepest condolences to the family and friends of Bob Manners

**Town Hall** – The annual audit will begin during the first week of February. Terry is seeking proposals for audits for the next three years as the current contract will be ending this year. Sandri Energy will be replacing the oil tank at Cowell Gym this week.

**FRCOG** – Andrew reported that the FRCOG budget has been finalized. It is level funded.

**Appointments:**

**6:00 pm Michael Edwards, UMass Collins Center RE: Draft ADA Transition Plan** – This meeting has been postponed to a later date.

**Old Business:**

**Proposed Solar Array for Highway Pole Barn Roof (Schedule Working Meeting)** – This meeting will be scheduled once John Walsh returns from vacation. Terry indicated that FRCOG’s new chief procurement officer is Laura Phelps. She will be asked to review the draft RFP and advertise the project once finalized.

**New Business:**

**CDBG RE: GEG Construction Contract Change Order #4 – Contract Extension** – This extension will allow punch list items to be completed. Those items include reinstalling signage, refacing the handicap ramp, putting in new light bulbs, and repairing lights damaged during construction. A motion was made by Rick to approve Change Order #4 to the contract between the Town of Shelburne and GEG Construction for Bridge Street Phase 2 improvements, which will extend the project completion date to May 31, 2024. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Tom Williams, EMD RE: Selectboard Representation to the Emergency Planning Committee** – This position had been held by Bob Manners. Rick agreed to take it on.

Andrew noted that Tom had applied for a grant and questioned why it hadn't come before the Board, Terry said the grant was a standard \$2,700 amount that was awarded each year. Tom had used the previous years' money for a variety of emergency management projects. Technically, Tom should have brought this request to the Selectboard before submitting an application however, the grant has already been awarded. Terry will request a copy of the application so that the Board can review what the funds will be used for.

**FRCOG RE: 2024 District Local Technical Assistance Priorities** – Terry had created a chart showing the priorities of the Planning Board and Emergency Management Director, who were the only ones to submit requests. Rick was disappointed that other boards had not submitted requests but felt that there were few options applicable to Shelburne. Rick's top three options were public information and warning, wage and classification study, and business sector assistance to provide support and access to small business assistance resources. Both the Planning Board and EMD had also listed information and warning as priorities. Andrew's choices were also for the public information and the wage classification study, He was not sure of the business assistance choice saying that with no business association or other umbrella group, he was not sure what the businesses actually wanted help with. Terry mentioned that Shelburne is currently part of a four town grant funded project concerning revitalizing downtowns. Rick was unaware of that project and suggested choosing the zoning bylaw development regarding clean energy as a third choice. Andrew said in the future he would like to see a full town solar study which charted both future energy needs and the potential for building solar facilities. That was not an option for this year. A motion was made by Rick to respond to the DLTA requests with Shelburne's top three choices being 1) public information and warning; 2) wage and classification study; and 3) zoning bylaw development regarding clean energy. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Any Other Business:** None

**Next Meeting** – The next Board meeting will be on February 12, at 5:30 pm via Zoom.

**Correspondence:** None

**Public Comment:** Jeff Boettner liked the three DLTA choices made by the Board. He said he was glad Rick had brought up business assistance and said some sort of business association is needed.

**Adjournment:** At 6:10 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