**Selectboard Meeting Minutes April 22, 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 April 4, April 8, and April 16. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Emergency Management Committee** – Rick reported that the committee met last week. The emergency operations center is now fully functional and all radios have been moved from the fire station. Six volunteers have started training and two more will start training next week.

**Veterans Service Center** – The service center is partnering with the VA and GCC for an event on April 29 at GCC. Topics to be discussed are health care enrollment, VA transportation, veterans service claims and Pact Act changes,

**FRCOG** – Andrew attended a recent meeting. A study is being done of people still not connected to high speed internet. In Shelburne, everyone has access to high speed but a few residences have not connected out of choice. FRCOG has done its annual wage classification study for the county. Andrew asked whether this study would be beneficial to the police department. Terry indicated that the police department wants an expanded study with incentives.

**Appointments:**

**5:45 pm Steve Howland RE: Use of Pavilion at the Pocket Park** – Steve has been conducting jam sessions at the park on Sunday afternoons from 4 to 7 pm. He has received permission from the landowners but wondered if the Selectboard, as lessee, had any questions. He hopes to put up a sandwich board sign and possibly install some hooks on the west side of the pavilion to hang a curtain to block the sun. Steve said he was basically just letting the Board know his group was using the area and asked if they had any questions. Rick said that after reviewing the lease he didn’t feel it was up to the Selectboard to schedule events. He did not want any hooks, etc. in the new pavilion. Steve agreed not to place hooks in the pavilion and said that in the several years of using the area, there had only been one time conflict. Andrew said that it was his understanding that if admission was charged it would increase the town’s liability, but he thought the Board could allow the use of the park in a scheduled way. It was suggested that a procedure for park use should wait until the Board had a third member.

**6:00 pm Review of Draft Annual Town Meeting Warrant with Finance Committee** (Terri Mitchell, Todd Dubreuil, Matt Popoli, Finance Committee) – The Board and Finance Committee reviewed the warrant. The only substantive discussion was on the articles concerning changes to the school district regional agreement. Despite asking for clarification, the actual impact of the changes is still unknown. Terry will ask school committee members for a brief summary explaining the changes.

**Old Business:**

**RFP for Proposed Solar Array for Highway Pole Barn Roof – Project Advertised 4/17**– Proposals are due by May 7, at 1 pm. A mandatory walk through for bidders will take place on April 24.

**Police Services Advisory Committee Representation** – The committee is still in need of an at-large member. No one has come forth. Terry had reached out to some people with no success.

**New** **Business:**

**Joe Judd RE: Memorial Day Committee Appointment** – Joe had presented a list of names for the committee. Veterans would be Doug March and John Chadwick, community members would be Jackie Goodman and Joe Judd, with one other community member still being sought. A motion was made by Rick to accept the recommended appointments to the Memorial Day Committee. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Sewer Commissioners RE: Community One Stop for Growth** – Sewer district costs are usually divided equally between Shelburne and Buckland. The exception is expenses for the pumping station which belongs only to Shelburne. The equipment there is aging ad needs repair or replacement. Sewer administrator Heather Butler is willing to put together a One Stop for Growth grant application to help with costs, but town approval is required. A motion was put forth by Rick to authorize the town to submit a One Stop for Growth grant on behalf of the sewer district. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Chis Curtis RE: Letter of Support for Woodlands Partnership Grant** – The grant would be for a feasibility study to assess the Deerfield River’s eligibility to become a National Wild and Scenic River. Rick thought this might ultimately mean that the Federal government would have control and management over the river and its banks, and would be opening the door to letting a Federal agency have input in decision-making. Andrew thought the result would be access to Federal financing. Terry will ask Chris Curtis to attend the next meeting to answer questions.

**Highway Laborer/Equipment Operator Position** – A candidate for the position has been interviewed, found to be well qualified, and his references a have all checked out, A motion was made by Rick to offer the position of highway laborer/equipment operator to Todd Senecal. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Highway Superintendent Search** – A notice of resignation has been received from Highway Superintendent Mark Shippee, effective as of July 27. It was decided to advertise the position right away in the hope of getting someone on board while Mark is still available to help with the transition. Terry said in the past a search committee had been formed to review resumes and bring forth recommendations. It was decided to see how many resumes are received and decide on the need for a search committee at a later date.

**Transfer Station Policy Review** – The only change to the existing policy is the addition of the following: “The Town strongly encourages residents to dispose of ‘food waste’ composting materials in our collection bin.” The updated policy is on the town website and will be posted at the transfer station. A motion was brought forth by Rick to accept the Town of Shelburne’s Transfer Station Policy as updated on April 22, 2024. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Tom Williams, EMD RE: Request to Designate Police Station/Municipal Bldg. as Emergency Operations Center** – Now that the radios have been moved in, the building is ready to go. A motion was made by Rick to designate the Police Station/Municipal Building as the Emergency Operations Center. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Recreation Committee RE: Award of Landscaping Proposal** – A grant to pay for improvements to the ballfield at Arms Academy has been secured. Three bids for the work were sought. The bid from Canepari’s Landscaping, at $13,312.50, was the lowest and most comprehensive. A motion was put forth by Rick to accept the bid of Canepari’s Landscaping to rehabilitate the Arms Academy ballfield. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Bridge Street Bazaar RE: Porch Music Festival** – This town-wide event will feature free music at venues throughout the village from 11 am to 6 pm, on Sunday, July 14. The organizers asked that the permit fee be waived. A motion was made by Rick to waive the permit fee for the Porch Music Festival. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Any Other Business:**

**Open Space Committee Request** – The Open Space Committee has been working with a surveyor regarding easements for a new trail. They would like permission to speak with Town Counsel for one hour. The request was approved.

**Spare Transfer Station Attendant** – Rick Grant, a seasonal employee of the Highway Department is willing to serve as the spare transfer station attendant, under the supervision of the Highway Superintendent. A motion was put forth by Rick to appoint Rick Grant as spare transfer station attendant. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Next Meeting** – The next Board meeting will be on May 6, at 5:30 pm via Zoom.

Annual Town Meeting will be on May 7, at BSE, starting at 6:30 pm.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 6:57 pm 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