**Selectboard Meeting Minutes May 6, 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 22. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Police Department** – The Police Advisory Committee is still in need of an at-large community member.

**Emergency Management Committee** – EMD Tom Williams will have an informational display, with information on the Emergency Operations Center, at Town Meeting. He is still looking for more volunteers.

**Veterans Service Center** – The next quarterly meeting will be held on September 10.

**Town Hall** – Rick will be meeting with Terry and Treasurer/Collector Angel Bragdon at the end of the month to discuss tax collections and town-owned property.

**Highway Department** – Andrew met with Mark Shippee regarding the overtime call back issue. Some draft language regarding the call back issue will be on the agenda for a future meeting. The crew has been busy. Paving has been completed on Maple, Mechanic, and Church Streets. The crew is now doing patching on the rest of Mechanic Street.

**Appointments:** None

**Old Business:**

**RFP for Proposed Solar Array for Highway Pole Barn Roof – Proposals Due May 7, 2024 at 1 pm** – Bob Dean, of FRCOG, will drop off the proposals after reviewing them to be sure they are complete. Between May 8 and 16 the Board needs to review the proposals and decide if they want to interview anyone or make a selection. Cost proposals will be received on May 17. A meeting with the Board, Terry, and John Walsh to review the proposals was scheduled for May 13, at 2 pm.

**Police Services Advisory Committee Representation** – The committee is still in need of an at-large member. No one has come forth as yet.

**Christopher Curtis RE: Letter of Support Deerfield River Woodland Partnership Grant** – At the last meeting Rick had several questions. Chris has since provided the answers and Rick is now in support of the grant. A motion was made by Rick to approve a letter of support for the Deerfield River Woodland Partnership Grant. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**New** **Business:**

**Assigning Annual Town Meeting Warrant Articles** – Rick and Andrew decided who would move each article at Town Meeting. Many articles will be moved by the Selectboard, others will be moved by other boards or committees.

**Pocket Park Proposed Rules** – At the last meeting a non-resident came before the Board saying he had landowner permission to use the park on a regular basis. Rick felt that since the town is leasing the park there should be a set of rules for its use. He said other towns have rules and committees to enforce them. It was agreed that there should be a full, three-member Selectboard when the rules are created but in the meantime, Rick made a motion to place a temporary moratorium on any organized or regular use by any group until such time as the full Selectboard can adopt park rules to ensure its availability for the enjoyment of the general public. Andrew was not ready to second the motion. He felt it was a good idea to get ahead of this issue but the resident, last week, was just describing what is already happening. If there are rules, should there be a park committee to enforce the rules and schedule use of the area? Terry felt the group mentioned last week was claiming the space for each Sunday from 4-7 pm and suggested that perhaps, like parade permits, the Selectboard should approve scheduled uses. Andrew said he was not sure that there was a problem that needed to be solved and said since the pavilion would not be finished until early June and could not be used until then, that a third Selectboard member would be in place by the time the pavilion is usable. Pocket park rules will be on the agenda for the June 3 meeting.

**Kate Conlin, New England Forestry RE: Woodlands Partnership Grant** – Kate is looking for a letter of support for a grant to study the region’s emergency response capabilities as it relates to forest land, tourism, municipal financial sustainability, the role that ecosystem services might play in remediating these challenges, and identifying potential solutions. A motion was made by Rick to sign a letter of support for the above grant. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Schedule Joint Meeting w/Finance Committee & Auditors** – The auditors had no findings this year and there was no need for a management letter. The Finance Committee would like the town to fully comply with the complete inventory of all assets requirement. This would be discussed a joint meeting. Terry will coordinate a date.

**Any Other Business:**

**Tom Williams RE: Purchasing Items** – Tom wants to purchase customized safety vests. He has found them on Amazon and is asking to open an Amazon account. Terry said the town already has several creditors, and suggested that the EMD use one of them. Terry said in the past individuals have purchased items and then were reimbursed. The problem is that the town is tax-exempt and cannot reimburse for sales tax. She said the town has a credit card but, she is not sure that it is tax exempt. Tom will look into that.

**Tom Johnson, Energy Committee RE: Appointment of Todd Allen** – Tom has asked that Todd Allen be appointed to fill a vacant position on the Energy Committee until the end of the fiscal year, at which time he could be reappointed to a full term. Todd is a retired electrical engineer who would bring technical expertise to the committee. A motion was put forth by Rick to appoint Todd Allen to the Energy Committee. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Norman Beebe, Recreation Committee RE: Support for Woodlands Partnership Grant** – Norm would like the support of the Board as he applies for a $22,000 Woodlands Partnership Grant. The grant would be used to improve and expand trail access and to restore the outdoor tennis courts. A motion was made by Rick to approve a letter of support for the Woodlands Partnership Grant as proposed by the Recreation Committee. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**End of Year Budget Transfers** – The accountant has prepared a list of accounts that will be running a deficit balance at the end of the year and internal budget transfers that would move funds from other accounts to erase those deficits. A motion was put forth by Rick to approve the internal, year-end budget transfers as presented. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Notification of Streetlight Purchase** – Pending Town Meeting approval, a letter notifying the Department of Public Utilities and Eversource of the town’s intention to purchase the streetlight system has been prepared. A motion was made by Rick to approve the letter pending Town Meeting approval of the streetlight purchase. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

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

The next Board meeting will be on May 20, at 5:30 pm via Zoom.

**Correspondence:** None

**Public Comment:** None

**Adjournment**: At 6:35 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