**Selectboard Meeting Minutes June 17, 2024 Zoom Teleconference 5:30 pm**

**Call to Order**: Andrew Baker called the meeting to order at 5:32 pm. Others present: Selectboard members Rick LaPierre and Tricia Yacovone-Biagi (joined 5:36 pm), and Town Administrator Terry Narkewicz.

A motion was put forth by Rick to approve the minutes of June 3 and June 12. This was seconded by Andrew. Roll call vote: Rick – yes; Andrew – yes. Motion passed 2-0-0.

**Department Liaison Reports:**

**Police Department** – The damaged cruiser will be assessed to determine what parts might be transferred to a new vehicle. Once that is done a quote for a new cruiser will be prepared.

**Emergency Management** – The first training session for emergency operation center volunteers is being conducted. The EMD is gathering information on a beaver problem in the pond next to the highway garage. A publications rack, with emergency information, is now located in the Senior Center. New traffic control cones and a sign have been ordered.

**Pratt Library Board** – A board meeting has been scheduled for this week.

**Highway Department** – Andrew spoke with Mark Shippee and updated him on the hiring of his replacement. Jeffrey Johnston, currently highway boss in Heath, will be taking over in Shelburne on July 15. The crew has been grading dirt roads, mowing along roadsides, painting crosswalks, and preparing for the rebuilding of Old Greenfield Road. Mark will soon be meeting with the Conservation Commission.

**Appointments:**

**5:45 pm Mike Edwards, UMass Collins Center RE: Draft ADA Transition Plan** – The audit of town facilities will be used to make a plan for dealing with ADA problems. Mike said that realistically, towns can never fix everything due to finances. Shelburne has no obvious ADA issues with the staff doing everything they can to accommodate ADA requests. It was noted that in the case of construction of renovation, the Building Inspector is not necessarily pro-active on ADA compliance and the town should always consider the full scope of projects. The audit included six town-owned buildings and the downtown business district. Administratively, Shelburne is too small to have an ADA coordinator. That role is currently part of the Town Administrator’s job. It was recommended that a separate email account be established for ADA requests, though it is not a requirement. Mike said if recommendations were made and the town choses to meet requirements in a different way, that needs to be documented. Regarding programming, if a program is offered in a space that is not ADA accessible it can be offered in another location, such as on a website. The town needs to engage with people making requests and work with them. Mike said as BSE was not town property the town has some discretion under ADA for temporary events at the site. Priority remediation’s were listed. Mike mentioned the town might be able to get a grant for the Arms Library elevator through the Mass Office on Disability, though it is too late for this year’s grants. The next steps in ADA compliance were explained. Mike suggested the following process for adopting the plan: put the ADA report on the agenda, table it for a month while asking for public comment, then vote on adoption of the report.

**6:30 pm Public Hearing RE: Proposed Streetlight Shut-Off** (Jeff Boettner, Streetlight Committee Chair) – The hearing was opened at 6:30 pm by Andrew. Jeff said the committee chose about nine lights to shut off. After talking with neighbors, four of those lights will remain on. The committee wants to get the remaining five lights removed so they will not need to be purchased. Jeff said the lights could be turned back on in the future, but it would be a long process. As the streetlight conversion process moves ahead there will hopefully be another opportunity for public review. Any feedback should go to Jeff as Chair of the Streetlight Committee. Jill Connolly said she was “delighted” this was happening. Tom Johnson thanked the committee and wished more lights were going to be turned off. He had a specific request for a light near his home to be shielded. A motion was made by Rick to remove five streetlights, numbers: 78/14, 78/11, 10/8, 10/5, and 46/B1. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew –yes. Motion passed, 3-0-0. Andrew thanked the Streetlight Committee for a very engaged and public process.

**Old Business:**

**Pocket Park Use/Rules for Consideration** – Rick thought there should be posted rules for use of the park. He had looked into what other towns in the area do and found all have rules. Now that there is a full Selectboard, this topic has come up again. Rick felt it was unwise to wait until there is a problem. It’s better to have something in place. Rules can’t be enforced if they don’t exist. Rick had a list of seven rules. Tricia agreed that parameters should be set for the park, but felt starting each rule with “no” might seem unfriendly to tourists. She suggested rephrasing the rules. Andrew suggested just a list of prohibited items. He said the rules should be listed but felt some of them were unenforceable. A lengthy discussion followed concerning whether groups or individuals could reserve times to use the park. This had come about when one group said they planned to use the park for three hours every week. It was decided that there would be no organized, reserved use of the park by any group except for town wide events such as the road race or Moonlight Magic. Other uses will be first come, first served. A motion was put forth by Rick to adopt the seven suggested rules of use for the pocket park with rephrased language, removing the “no’s” and “allowed’ s.” This was seconded by Tricia. After discussion the motion was amended to remove the rule about moving the picnic tables. Roll call vote on the amended motion: Rick – yes; Tricia – yes; Andrew –yes. Motion passed, 3-0-0.

**Letter to DPU RE: Intent to Purchase Streetlights** (Jeff Boettner) – Now that the vote to remove five lights has been taken, Jeff and John Walsh will draft a letter to DPU and come back with it to the Board for signatures at a future meeting.

**West County Senior Service District RE: Fiscal Officer** – The fiscal office position been discussed with Town Treasurer/Collector Angel Bragdon. Terry noted that the senior district is a very separate district from the town and would require separate books, bank accounts, audits, etc. It seems like a lot of work that should not be done on town time. The Board agreed that the district should search for a separate vendor. If Angel wanted to apply for that job, it would have to be on her own time, with her own equipment and materials. A motion was made by Tricia that the Board does not want the Town of Shelburne to become the fiscal agent for the West County Senior Services District. Roll call vote: Rick – yes; Tricia – yes; Andrew –yes. Motion passed, 3-0-0.

**New** **Business:**

**Robert Miller, MD RE: Offer to Sponsor New Stairs at BSE Band Shell** – The Board thought this was a great offer and would provide safer access to the stage area. A building permit will be needed. Will the stage area now need to be handicap accessible? Mike Edwards (see 5:45 appointment) said the band shell was not part of the town ADA audit since it belongs to the school district. He said the new stairs could trigger accessibility codes and may require that a ramp be installed. Dr. Miller will be asked to speak with the school district about the stairs and ADA implications.

**Paul Bennett RE: Request to Use Pavilion for “Porch Music Festival”** – Rick said this was a well-received event, in character for the village. Tricia said it met the criteria as a town wide event. Andrew abstained from the vote due to a family connection with Paul Bennett. A motion was put forth by Rick to approve the request to use the pavilion at the pocket park for the Porch Music Festival. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew –abstain. Motion passed, 2-0-1.

**Steven Finck RE: 4th of July Parade Request** –This is the annual parade, which has always been well organized and well received. A motion was made by Tricia to approve the request for the 4th of Jul parade. This was seconded by Rick. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0.

**Annual Appointments of Boards, Committees, & Election Workers** – Board members have reviewed the list of appointments. After appointments are made appointment letters are sent out at which time individuals can accept or refuse the positions. Starting with one-year appointments, it was discussed whether a non-resident could be appointed to a committee. This will be discussed further in the future. A motion was put forth by Rick to approve the list of one-year appointments with the following changes: on the Emergency Management Committee Mark Shippee will be replaced by Jeff Johnston and Rick LaPierre will be replaced by Tricia Yacovone-Biagi. Tom Johnson will be removed from the Energy Committee and the appointment of David Kearney to the Memorial Day Committee will be postponed. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0. A motion was made by Rick to appoint those listed and highlighted to three or five-year terms as designated, with the exception of Joe Palmeri as ZBA alternate. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0. A motion was put forth by Rick to appoint Joe Palmeri to a one-year term as ZBA alternate. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0. A motion was made by Rick to appoint the listed people to one-year appointed terms with Jeff Johnson replacing Mark Shippee as Highway Superintendent. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0. A motion was put forth by Rick to appoint the list of election workers and registrars as presented. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0.

**Reorganization of Board & Representation to Various Committees** – It was decided that as of July 1, Rick would become Board Chair, Tricia would be Vice Chair, and Andrew would be Clerk. Andrew will be liaison to the Highway Department, Rick will be liaison to the Police Department, Tricia will be liaison to the Town Hall and Senior Center. A brief discussion resulted in finding no need for liaisons to the Rec Committee or School Committee as those are elected committees. Representatives to various committees will remain the same except that Rick will now attend FRTA meetings and John Wheeler will be the only representative to Franklin County Planning Board meetings. A motion was made by Rick to accept the Selectboard reorganization and committee representations as presented and discussed. This was seconded by Tricia. Roll call vote: Rick – yes; Tricia – yes; Andrew – yes. Motion passed, 3-0-0.

**Any Other Business:** None

**Next Meeting** – The next Board meeting will be on July 1, at 5:30 pm via Zoom. Due to vacation schedules it was decided to skip the scheduled July 15 meeting and meet on July 29

**Correspondence:**

**Jillian Ellis, 19 Main Street, Speeding Concerns on Main Street** – Ms. Ellis is concerned about speeding and suggested the use of speed bumps. Rick brought this matter up with Police Chief Greg Bardwell who reported that in the past 16 months there have been 99 documented incidents on Main Street including motor vehicle accidents, complaints, and violations. Other incidents that have not been documented will soon be included in future data and a plan will be developed. A response to Ms. Ellis will say that steps are being taken to address the issue. Andrew said he had also received complaints about speeding on Church Street and noted that is the only street in the village that allows parking on both sides. Rick will follow up on all of this with the Chief.

**Public Comment:**

Jeff Boettner said he had also heard complaints about speeding on Water Street.

**Adjournment**: At 8:57 pm a motion was made by Rick to adjourn the meeting. This was seconded by Tricia. Roll call vote: Rick – yes; Andrew – yes; Tricia – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary