**Selectboard Meeting Minutes June 2, 2025 Zoom Teleconference 5:30 pm**

**Call to Order**: Rick LaPierre called the meeting to order at 5:30 pm. Others present: Selectboard members Andrew Baker, Rod McBride, and Town Administrator Terry Narkewicz.

A motion was put forth by Andrew to approve the minutes of May 19. This was seconded by Rick. Roll call vote: Andrew – yes; Rick – yes; Rod – abstain. Motion passed 2-0-1. A motion was made by Andrew, seconded by Rod, to approve the minutes of May 30. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Department Liaison Reports:**

**Highway Department –** Road patching has been happening this week. A hot box, loaned from the Town of Heath, is being used to keep the patch material warm. Two candidates for the highway laborer position will be scheduled for road tests as soon a s possible. Currently there is $130,000 remaining in unallocated Chapter 90 funds. That will be used for a full depth reclamation on Carpenter Road. Other road funds may be coming in, but there are no guarantees as yet.

**Mohawk Trail Regional School District Personnel Negotiations Subcommittee**: Rick reported that an agreement on wages and a contract has been reached. It will now go to the Unit B union members for a vote.

**Franklin Regional Transportation Authority Advisory Board:** The annual meeting was held, new officers and committees were chosen, and a $5,734,000 budget was approved. The free fixed-route fares will become permanent. Demand-response fares will be paid by grant money. The next meeting will be September 18.

**Police and Police Services Advisory Committee:** The next meeting will be on June 4. The area of focus will be on finding an Administrative Assistant for the Chief.

**P.V. Veterans Services Advisory Board:** The next meeting will be October 7.

**Memorial Hall Theater Project** – The chairs have been removed. The dumpster has also been removed. Andrew reported that more than 150 of the 400 chairs were either sold or given away, raising a bit over $2.000. The funds will be placed in a Memorial Hall donation account and will be used to offset renovation costs. Construction will tentatively start in mid-June. A pre-construction meeting will be scheduled.

**Pocket Park –** Andrew had met with Dick Hillman who will do the needed work of reshaping the contours of the property, Andrew will update the landscaping specs and get those to Terry. A gardening company will be sought and benches will be purchased.

**Appointments:**

**5:45 pm Eversource/Verizon Pole Hearing RE: Smead Hill Road –** The hearing was opened at 6:45 p.m. by Rick. No one from Eversource was present. It was decided to pause the hearing for a few minutes to see of an Eversource rep would appear.

After waiting for a few minutes, with no one from Eversource appearing, a motion was made by Andrew, seconded by Rod to approve adding a pole to an area on Smead Hill Road. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**6:00 pm Tom Williams, EMD RE: Proposal to Use Cowell Gymnasium as Heating/Cooling Shelter –** Tom made the case for having Cowell Gym as the town’s primary emergency shelter as well as being a heating/cooling center. It’s in a good location, above the flood zone, has plenty of parking, is handicap accessible, has bathrooms, and kitchen facilities are nearby at Trinity Church. Tom said that installing shelves in the current business association storage area, would provide additional space. Shelves are estimated to cost $5,528. The Highway Department will be asked to move the current scissor wall back by four feet to make more room and to get the door on the other side of the mini-split head. The Rec Committee was concerned that the gym not be the primary heating/cooling center, but they were agreeable to it being one of the centers. It was agreed that smaller locations, such as the Senior Center or the Arms Library were better places for a heating/cooling center, but the gym was the best place for an emergency shelter. John Walsh said if Cowell was to be a shelter, more seating would be needed and there should be a way to protect the gym floor. A motion was made by Andrew, seconded by Rod, to designate Cowell Gym as an emergency shelter and a backup heating and cooling center, as needed. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0. A motion was put forth by Andrew, seconded by Rod, to authorize the EMD to organize storage space and install shelving in the business association storage space at Cowell Gym. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Old Business:**

**Town Hall Generator Installation – Propane Hookup** – The new generator has been installed. It will service the first floor allowing the lights, phones, and computers to keep functioning in the case of a power outage. Rick met with three propane companies. The current tank is owned by Osterman/Superior Plus. It has two feeds, one to the second floor and the other to the former restaurant next to Mocha Maya. Osterman said a third meter, serving the first floor, could be put in. Osterman’s bid for pipes and fittings was $1,165. A motion was put forth by Rod, seconded by Andrew, to accept the $1,165 bid from Osterman/Superior Plus. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Highway Laborer Position Update** – The Board met to interview two candidates. The next step will be the equipment demonstrations.

**Transfer Station Mirror Tags** – More than 216 tags have been issued. The Board discussed what to do about business owners who have businesses in town, but live elsewhere. The policy has always been that the transfers station is for residential use only. If any business is allowed to use it, that would open it up to all businesses. The Board agreed to continue with the current policy of residential use only.

**Planning Board Admin Assistant Position** – At the last meeting the Board had agreed to post the position internally and to advertise it on the town website. Susan Durkee was the only applicant. The Planning Board had recommended that she be hired. A motion w made by Andrew, seconded by Rod, to hire Susan Durkee as part time Administrative Assistant to the Planning Board. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**New** **Business:**

**One Day Liquor License Requests @ Apex Orchards, Four Phantoms Brewing Company 8/30/2025, Brick & Feather Brewery, Inc. 9/7/2025 and 10/19/2025** – All the paperwork is in order and previous events at Apex have been held with no problems. A motion was put forth by Andrew seconded by Rod, to grant the three, one day liquor licenses, pending receipt of a certificate of insurance from Four Phantoms. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Vote to Terminate Senior Center Staff effective July 1, 2025** – The staff are town employees until June 30. On July 1 they will become employees of the new senior center district. They need to be terminated by the town so they can be hired by the district. A motion was made by Andrew, seconded by Rod, to terminate the senior center staff, effective July 1, 2025. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Larry Flaccus RE: Request to Appoint Three Candidates** – The Open Space Committee had voted unanimously to recommend the appointment of Erika Looman, Ted Sicker, and Helen Payne Watt to the committee. A motion was made by Andrew, seconded by Rod, to accept the recommendation of the Open Space Committee and appoint Erika Looman, Ted Sicker, and Helen Payne Watt to the committee. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Re-Organization of the Board** – It was decided to return to the traditional order of selecting Board officers. For FY’26 Rick will be Chair, Andrew will be Vice Chair, and Rod will be Clerk. A motion was put forth by Andrew, seconded by Rod, to accept the rotation of officers as described. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Assignment of Liaisons to Departments and Regional Groups** – Liaisons were suggested as follows: Highway, Andrew; Police and Police Services Advisory Committee, Rick; Town Office, Rod. A motion was made by Andrew, seconded by Rod, to approve the FY’26 liaisons as listed. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

Regional committee liaisons were suggested as follows: FCCBIP, Rod; FRCOG, Andrew; FCSWMD, Terry; FRTA, Rick; FRPB, John Wheeler and Paul Hollings; Vets Service Center, Rod; Pratt Building Committee, Andrew. Andrew suggested that Selectboard and Finance Committee members from Shelburne and Buckland should meet to discuss their various shared services. He also mentioned that the Sewer Commission will be seeking a new administrator. A motion was put forth by Andrew, seconded by Rod to approve the liaisons to regional groups as listed, effective July 1, 2025. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Any Other Business:**

**Woodlands Partnership Representative** – Larry Flaccus has resigned as Shelburne’s representative to the Woodlands Partnership of Northwestern Massachusetts, effective as of May 28. The Open Space Committee discussed, and voted unanimously, to recommend that Helen Payne Watt become the new representative. A motion was made by Rod, seconded by Andrew, to appoint Helen Payne Watt as Shelburne representative to the Woodlands Partnership. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Next Meeting** – The next Board meeting will be on June 16, via Zoom.

**Correspondence:**

**Emergency Medical Services Leaders RE: Future of EMS Services** – Representatives from eight area towns recently met and agreed the current system of EMS is not financially sustainable and regionalization is needed. The group would like to apply for a grant to fund a study on regionalization. They asked for Selectboard support. A motion was made by Andrew to support the seeking of a grant for an EMS regionalization study. This was seconded by Rod. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Public Comment:** None.

**Adjournment**: At 6:55 pm a motion was made by Rod to adjourn the meeting. This was seconded by Andrew. Roll call vote: Rod – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary