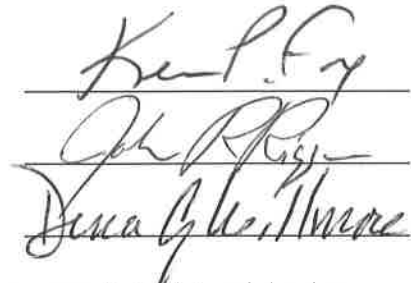


BUCKLAND BOARD OF SELECTMEN
MEETING MINUTES
Buckland Town Hall
February 14, 2017, 5:30 p.m.

Kevin P. Fox

John R. Riggan

Dena G. Willmore



Attendees: Kevin Fox, Rob Riggan, Dena Willmore, Diane Broncaccio (*The Recorder*), Michael Carter, (GCG Associates), Justin Costa (Community Action), George Dole (Jones Whitsett Architects, Inc.), Christopher Lenaerts, Andrea Llamas, Linda Overing, John Ryan, James Sullivan (Falls Cable)

Rob Riggan opened the meeting at 5:30 p.m..

2. Documents to Sign

- a. **Greater Shelburne Falls Area Business Association Event Requests** – Dena Willmore moved to approve the Street Use Permits for the Bridge of Flowers Road Race on August 12, 2017, the Iron Bridge Dinner on August 20, 2017, and Moonlight Magic on November 24, 2017, and the temporary liquor license for the Bridge Dinner on August 20, 2017; Kevin Fox seconded. **VOTED** unanimously in favor.
- b. **Certificate of Vote to Withdraw from Wired West** – Dena Willmore moved to sign the Certificate of Vote to withdraw from Wired West; Kevin Fox seconded. **VOTED** unanimously in favor.
- c. **State Contract – DEP Grant Program** - This is for funds use for the purchase of recycle bins, etc.. Dena Willmore moved to signed the State Contract for the DEP Grant Program; Kevin Fox seconded. **VOTED** unanimously in favor.
- d. **Municipal Attachments Policy** – Andrea Llamas said Verizon is devising a policy for treatment of their poles; the Board will review for the February 28, 2017 meeting.

3. Agenda Items

- a. **Fiscal Year 2018 Town Budget** – (i) Salaries/COLA – Andrea Llamas said the Finance Committee is considering a salary adjustment for the two senior Highway Laborer/Drivers. Dena Willmore moved we move the base pay to \$18.75 as of July 1, 2017; Kevin Fox seconded. **VOTED** unanimously in favor. COLA – Discussion of COLA effect on budget; there is an increase of 9.4% for health insurance. Andrea Llamas will get figures from prior years as requested. (ii) Irene Debt Funding Proposal – Six years into the borrowing for Tropical Storm Irene. Discussion on how to get interest down. Kevin Fox proposed paying down one-quarter of the debt every year on the four years remaining; take out of Stabilization. Will put an article on the Annual Town Meeting Warrant.

Christopher Lenaerts entered the meeting at 5:53 p.m..

1. Appointments

6:00 p.m., Jim Cerone, Building Inspector Re: Highway Facility – George Dole submitted a proposal for the scope of work to keep the Highway Department in the Highway Facility. Costs could be covered by Stabilization. Andrea Llamas said incorporate the minimum and go forward for a building permit. It was decided to appoint a Building Committee; interested people should call or email the Town Administrator. Jim Cerone said the Occupancy Certificate comes after the work is done.

Jim Cerone and George Dole left the meeting at 6:40 p.m...

6:30 p.m., Public Hearing, John Ryan and Linda Overing – Fiscal Year 2017 Projects for CDBG Application

– Rob Riggan opened the Public Hearing at 6:40 p.m.. Linda Overing said the Selectboard had decided to go forward with a CDBG application at their January 10 meeting for the Green Street project and the West County Food Pantry. Tonight's hearing will discuss specifics of what is proposed. She said Green Street residents, the Sewer District Supervisor, the Highway Superintendent, Michael Carter (GCG Associates,) and Selectman Rob Riggan met today at 4:00 p.m., on Green Street, to hear input from the residents.

Michael Carter, Project Engineer with GCG Associates, displayed the street design. He said Green Street is in poor condition. There is an 8" water main which creates a bottle neck in the water system; it will be replaced with a 12" water main from Sears Street intersection to Ashfield Street and with 8" water main and a hydrant from Sears Street to the Pomeroy Terrace end; drainage from the hill is a big problem and more catch basins will be added. The reconstructed road will have a new crown that will be direct runoff to the catch basins. The narrow sidewalks should be replaced with wider ones that are ADA compliant. There will be granite curbing on both sides, which also will improve drainage. The road is approximately 780 LF.

Linda Overing indicated the project budget will be \$517,000 with the engineering and oversight costs. Town Contribution is \$18,850 from several appropriations and the Water District staff has recommended a \$10,000 contribution. There are bonus points for community contribution.

Justin Costa, Community Action, spoke about the West County Emergency Food Pantry; the Food Pantry serves 109 Buckland residents, 17 meals per person per month. There are weekly produce pick-ups which is a quarter of the food being distributed. He is putting together outreach materials to spread the word. Linda Overing said our goal is for level funding for the Food Pantry. Shelburne is submitting an application for \$25,000. Buckland is applying for \$25,000, too. The total amount of our application is \$552,387.50.

Mr. Riggan closed the Public Hearing at 6:58 p.m.

Kevin Fox moved to approve the FY17 CDBG application as presented for the reconstruction of Green Street and support of the West County Emergency Food Pantry; Dena Willmore seconded. **VOTED** unanimously in favor. Kevin Fox moved to authorize the Chairman of the Board to sign all FY17 CDBG application related documents; Dena Willmore seconded. **VOTED** unanimously in favor.

Diane Broncaccio, Michael Carter, Justin Costa, Linda Overing, and John Ryan left the meeting at 6:58 p.m. Took a short recess; back in session at 7:03 p.m..

b. **Highway Department** – Dena Willmore indicated we have to do what is necessary to keep our employees in the Highway Facility legally. Form the Building Committee and go through the design process. Christopher Lenaerts read an email from his wife, Andrea Donlon (attached). Dena Willmore moved we approve the contact from Jones Whitsett Architects, Inc.; Rob Riggan seconded. Discussion about analysis and specifications for us to meet the requirements per the Building Inspector. Rob Riggan – Yes, Dena Willmore – Yes, Kevin Fox – No. Kevin Fox moved the Building Committee be comprised of one Selectboard member, one Finance Committee member, three at-large community members, and Andrea Llamas and Steve Daby to act as advisory non-voting members; Dena Willmore seconded. Dena Willmore amended the motion to have five at-large community members; Kevin Fox seconded. **VOTED** unanimously in favor.

Christopher Lenaerts left the meeting at 7:32 p.m..

c. **Comcast/MBI Buildout Update** – Andrea Llamas and Rob Riggan attended a meeting to understand what they are building out; list is attached. Comcast is in the pole phase – “make ready”. We can ask for the cost of build out for unserved. This is a separate item - cost for driveways over 300’ which is standard operating procedure.

d. **Winter Roads Expense** – Andrea Llamas reported we have spent \$65,000 on materials.

e. **Zoning Bylaw Draft Violation Notice** – Andrea Llamas this gives the Building Inspector a mechanism for fines. Modeled on the State violation form. Andrea Llamas will check with the ZBA about first and second offense clarification.

f. **Bridge of Flowers Crosswalk** – The artist proposed using white on the outside of the design for visibility; have the artist recheck the measurements.

g. **Saint Joseph Parish – Church Bell** - Andrea indicated we received a letter St. Joseph’s Church; having the bell reinstalled as it has not been used for quite a while. Will send them a letter congratulating them and wishing them well.

h. **FMEA Reimbursement** – FEMA indicated they received our response.

4. **Town Administrator Updates** – Andrea Llamas will attend a TIP meeting at FRCOG on February 28; we are well on our way for 25% design. EMPG – For emergency sheltering. Kevin Fox moved we sign the EMPG agreement; Dena Willmore seconded. **VOTED** unanimously in favor.

5. **Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting** – Dena Willmore spoke about a letter to Senator Neal about the zip code issue; ask that Buckland be included in the list for one zip code only. She will check on public input.

6. **Public Comment** – None.

7. **Volunteer Recognition** – Thanks to Dan Fleuriel who took care of two Town Hall plumbing emergencies.

7. **Announcements** – None.

At 8:24 p.m., Kevin Fox moved to adjourn; Dena Willmore seconded. **VOTED** unanimously in favor. Meeting adjourned at 8:24 p.m..