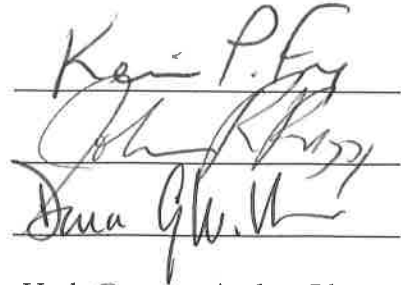


**BUCKLAND BOARD OF SELECTMEN**  
**MEETING MINUTES**  
**February 9, 2016, 6:30 p.m.**

Kevin P. Fox

John R. Riggan

Dena G. Willmore



Attendees: Kevin Fox, Rob Riggan, Dena Wilmore, Cheryl L. Dukes, Herb Guyette, Andrea Llamas

Rob Riggan opened the meeting at 6:30 p.m..

1. Appointments

6:30 p.m., Emergency Management Team – Herb Guyette, Emergency Management Director, and Cheryl Dukes - Discussion regarding Regional Emergency Sheltering. Neither Herb Guyette, Town Emergency Management Director, nor Cheryl Dukes, a member of the Emergency Management Team, supported the opening of a Regional Shelter at the Mohawk High School site at this time. Herb Guyette stated that the agreement would require staffing and support services that the Town does not currently have a sufficient means of supplying. Cheryl commented that there are a lot of very specific requirements in opening a shelter and that the Town didn't have enough trained personnel to meet those requirements and that could be a liability. Both Herb Guyette and Cheryl Dukes explained that the Emergency Management Team had been working on "warming stations" or personal care stations. They both felt that the Town could provide those, with sufficient agreements in place, at the Town Hall, the Buckland Public Library, and possibly the Mary Lyon Church – that was still in the works. There was a question raised as to whether the Town had signed the Regional Sheltering Addendum in 2012. Andrea Llamas said she would look into finding out if we had.

Rob Riggan suggested moving the order of the agenda to address items (c) and (d) first.

3. Agenda Items

c. Shelburne Falls Artisan's Parking Lot Lighting - Andrea Llamas explained that there had been some concerns brought to the Town Hall about the parking lot lacking any lighting. She explained that she met with Eversource representatives to see what the possible options were and then the Selectmen could decide what to recommend. Then it would be the usual pole hearing procedure. Kevin Fox suggested that maybe the Board should invite the neighbors in to see the proposal before going further with the proposal. Rob Riggan asked how would we accomplish that? Andrea Llamas suggested a post card mailing like what is done with a ZBA or Planning Board hearing. It was agreed that is would be done for the next Selectmen's meeting.

d. Highway Facility Project - Rob Riggan suggested that he would like to suggest that the Board put out the Request for Qualifications for a Project Manager and then continue discussions about a Building Committee or advisory group? Kevin Fox questioned if it was too early to get a project manager involved. Rob Riggan replied that he didn't think so as we do have a concept already to work from. Dena Wilmore stated that she thought a Project Manger would be helpful. She was interested in limiting the scope of the project so having a knowledgeable, but independent person saying, "You have to do this, or that" might be helpful. Kevin Fox asked how much money was this going to involve. Andrea Llamas answered that that would depend mostly on the scope of the work in the RFQ. Kevin Fox stated that we should look into the project manger services more, and that the Selectmen should be on the building committee along with local people.

**7:00 p.m., Sewer Commissioners Meeting** - Rob Riggan opened the Sewer Commissioners meeting at 7:10 p.m. Andrea Llamas explained that the sewer Usage certification is the statement that sets the final usage number that is used in the calculation of the rates. It contains all the "abatements" given for private water usage – i.e., secondary outside meters, where the water does not go into the wastewater system and is thereby excluded from treatment charges.

**Setting the Sewer Rate** - Andrea Llamas explained that this year the rate is falling to .0532 from FY15 rate of .0602. This appears to be primarily the result in a decrease in the costs of running the system (less expenditure last year at \$145,035 down from the previous year of \$161,787). Kevin Fox moved to set the sewer rate for FY16 at .0532; Dena Wilmore seconded. **VOTED** unanimously in favor.

**Discussion of the Sewer Warrant** - - Andrea Llamas told the Board that this is the warrant as a result of setting the rate that allows the Collector to issue the sewer bills and collect the payments. Kevin Fox moved to sign the Sewer Warrant; Dena Wilmore seconded. **VOTED** unanimously in favor.

Andrea Llamas explained that she would be putting an article on the Town Meeting Warrant to take \$25,000 from the Enterprise Fund to pay for Buckland's share of Reed Bed Maintenance. This was voted at Town Meeting a couple of years ago, but the accountant failed to carry over the unused article. The money was raised that year and then would have closed out to the Enterprise Fund so it now makes sense to take the money from the Fund to reallocate it back to the maintenance. The Enterprise Fund has a balance of \$242,872.

**Discharge Permit Renewal Request:** - Andrea Llamas explained that every three years the discharge permit needs to be renewed. The Town has done it under the umbrella of general permit from the EPA routinely. Kevin Fox moved to sign the discharge permit renewal application; Dena Wilmore seconded. **VOTED** unanimously in favor.

Rob Riggan closed the Sewer Commissioners meeting at 7:18 p.m..

b. **School Chapter 70 calculation (DESE)** – Response letter from Roger Hatch. In the letter Roger Hatch explained that he would work with the Town to take a different approach if the Town could provide him with the information to do the calculations. Right now the only information he has access to is using the Buckland 01338 zip code. He wants to know if we can figure out how many of the 1902 residents live in the 01370 zip code. Andrea Llamas will work with the Town Clerk to get that information and get it to Roger Hatch.

a. **2017 Town Budget** - Andrea Llamas informed the Selectmen that there were two potential Smith Vocational applicants in the process right now. The Selectmen discussed the estimation of revenues for the budget in relation to the affect on the levy limit overage that the budget shows right now. The Selectmen discussed an appointment to the MTRSD Steering Committee, a committee to look at a plan for the District. This committee was planning to start by looking at the ten-year old plan/report that was already done. Dena Wilmore stated that she had heard that Karen Blom, a member of the Finance Committee, was interested in serving. Kevin Fox moved to appoint Karen Blom to the Mohawk School Steering Committee; Dena Wilmore seconded. **VOTED** unanimously in favor.

4. **Town Administrator Updates** - Andrea Llamas reminded the Board that she would be representing the Town at the ZBA Hearing on Wednesday, February 10, 2016, for the change of use application for the new Highway Facility site. Andrea Llamas reminded the Board that the CDBG North Street Phase I bids were opened and a contractor had been recommended to Shelburne by engineers.

Andrea Llamas informed the Board that the CDBG-DR Clesson Brook Road Bridge Bid opening had been postponed to February 18, 2016.

Andrea Llamas informed the Board that the CDBG North Street Phase II Application will include all of the proposed work for North Street as costs estimates that have come in seem to allow for both phases to be done in one application. Application to be submitted Friday, February 11, 2016.

5. **Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting** - Kevin Fox moved to sign the Primary Warrant; Dena Wilmore seconded. **VOTED** unanimously in favor.

Dena asked if the Board supported the idea of sending out a message on the Blackboard Connect System the next day to alert residents that it was the last day to register to vote before the Primary on March 1, 2016. Kevin Fox and Rob Riggan stated they had no problem with that.

8. **Announcements** - Andrea Llamas announced that tomorrow, February 10, 2016, is the last day to register to vote for the Primary on March 1, 2016. The Town Clerk's office would be open 7:30 a.m. to 4:00 p.m. and then again from 7:00 p.m. to 8:00 p.m..

At 8:48 p.m., Kevin Fox moved to adjourn the meeting; seconded by Dena Wilmore. **VOTED** unanimously in favor. Meeting adjourned at 8:48 p.m..