

**Selectboard
Meeting Minutes
June 24, 2020
Town Offices
Open Session via Zoom
6:00 p.m.**

The open session of the Selectboard of the Town of Whately was called to order on June 24, 2020 at 6:05 p.m. by the Chairperson, Fred Orloski. Also present via zoom were Selectboard Members Joyce Palmer-Fortune and Jonathan Edwards, Town Administrator Brian Domina, and Administrative Assistant Amy Schrader.

Review and vote on the meeting minutes of June 10, 2020 and June 15, 2020.

The Board voted to approve the meeting minutes of June 10, 2020 and June 15, 2020.

Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

Review past vendor and payroll warrants

The Board had no comments or questions on past vendor and payroll warrants

Comments from the public on items not listed on the agenda

none

Scheduled Appointments:

Whately Board of Water Commissioners to provide an update on the Mandatory Outdoor Water Conservation Restriction and to discuss the status of other projects (manganese filtration system, water merger) - The Whately Board of Water Commissioners, Georgann Default and George Bucala, along with Water Superintendent Wayne Hutkoski, appeared before the Board to discuss the status of the outdoor water restriction and status of other projects.

Wayne Hutkoski, Water Superintendent, discussed the town's average pumping capacity with specific attention to the average daily water usage and the unforeseen water usage increase. Due to the unforeseen water usage increase, a mandatory water ban was put into place. If the daily water usage continued to operate at the increased rate, the Town would have been out of water in a day and a half. The southern end of Long Plain was running off of the Town of Hatfield's water supply for Thursday, Friday, Saturday, and Sunday which gave the Town time to replenish its tanks.

The Town's pumps are currently shut off at night and gaining water during the day. The water ban was changed today from no outdoor water use to an odd/even arrangement. Odd house numbers are only allowed to use water outdoors on odd numbered days between the hours of 4:00 pm to 10:00 am. Even house numbers are only allowed to use water outdoors on even numbered days between the hours of 4:00 pm to 10:00 am. This water restriction will go into effect tomorrow, Thursday June 25, 2020.

Wayne is currently talking to an Engineer at Berkshire Design Group to install a booster station at the Water Treatment Plant on Chestnut Plain Road. Wayne's hoping to have the booster pumps in by the end of July. The Board inquired if the Water Department knew the manganese filtration system would

impact its pumping capacity? George stated that the Engineer's didn't think that there would be any restriction and that we would be able to pump 200 gallons a minute. The Water Department has only been able to pump 150 gallons a minute. The filter company also said there wouldn't be a restriction like that. Whately is the first Town to use this type of filtration system. The filters are restricting the water flow but the manganese filters are filtering properly. Jonathan suggested that the Water Department explain the current water restriction situation to the residents.

The Board and Water Department discussed potential tank filling options with specific attention to bypassing the manganese filters and/or filling the tanks with half filtered water and non-filtered water. Wayne stated that he would ask MassDEP to see if they would allow that. Wayne discussed the challenges of continuing to work with the current engineering firm and potentially using different engineers for future projects. The Board suggested putting the filtration distribution issues onto the engineers to come up with a solution and contacting local state representatives to assist the town. Wayne stated that the Booster pumps would be the solution to the flow problem.

The Board/Commissioners had a brief discussion regarding the Water Department's outreach efforts and provided some suggests that included; Whately PD Facebook page, social media communication, issuing 1st warning, robocalls, and other outreach methods. Fred suggested that Wayne review his Town water user list along with the robocall list to see who is missing and then put an article in the Scoop.

Fred encouraged Town residents to sign up for the robocall with a landline or cell phone to be able to get updated Town information with specific attention to Water Department changes in the next two year. Residents can sign up to be put on the robocall list at www.whately.org under ConnectCTY.

Fred inquired what the status report/schedule is for the Whately Water Merger project? Wayne stated that he did hear back from the engineer last week. The engineer will be sending the appropriate paperwork to MassDEP. Brian stated that one of the important steps that needs to happen is the amendment to the aquifer overlay district. The amendment was approved at last night's Annual Town meeting.

The Board/Commissioners had a lengthy discussion regarding strategies to move this project along and possibly creating a subcommittee to get this project done. Brian stated that the Town needs approval from MassDEP before it can start construction. Fred volunteered to be on the subcommittee with Wayne and Brian to address this. George stated that the Water Department will talk to MassDEP to see how long it will take to get approval and will let the Selectboard now. The Board thanked the Water Commissioners and Wayne for attending their meeting.

COVID19 State of Emergency

To discuss, review and consider modifications to the following:

- i. **Directive on Town Employees Returning to Work During the COVID19 Pandemic**
The Board took no action and will revisit this on July 15, 2020.
- ii. **Order Reopening Town Buildings to the Public for Limited Hours and Appointment Only**
The Board took no action and will revisit this on July 15, 2020.

To discuss whether to issue tag sale permits for the remainder of the calendar year – Brian informed the Board that he inquired with the Board of Health as to whether the Town should issue tag sale permits? The Board of Health provided a social distancing informational flyer that tag sale hosts should display. The Board had a lengthy discussion regarding the town's authority to issue tag sale permits and the Board of Health's tag sale social distancing recommendations. Fred expressed concern that some of the recommendations listed on the informational flyer are too restrictive. Brian stated that he will make the appropriate edits to the social distancing informational flyer to make clear which recommendations are mandatory as opposed to best practices. After much discussion, a motion was made to allow tag sales held in compliance with the recommendations. It is expected that posting the guidelines is a must. Motion was seconded. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

Old Business:

To provide an update on Whately's Community Choice Power Supply Program – Brian informed the Board that the Whately Community Choice Power Supply program mailings have gone out from Colonial Power. The Town's robocall also went out to notify residents. The Energy Committee will have an open session on June 30, 2020 to answer questions. There is information on the website under the news tab. Fred inquired if Colonial Power will provide data as to the number of residents who enrolled in the program. Jonathan stated that the Energy Committee will reach out to Colonial Power for that information.

To discuss the need for additional storage space at the Highway Garage due to the mandated closure of the mezzanine storage area by the Department of Labor Standards - Brian informed the Board that he was hoping Keith Bardwell (Highway and Building Superintendent) would be present for this meeting. Brian is not sure what types of items they're looking to store and thought it was seasonal equipment. The very rough estimated cost of the storage container is not to exceed \$4,000. Brian stated that he thinks the location of the storage container would be behind the Highway Garage. Joyce inquired if what the Highway Department is trying to store can be stored at our Sandy Lane location? The Board had a brief discussion regarding the Highway Department's storage needs and potential locations for the storage container. Brian stated that he does not feel it's appropriate for the Board to approve this request without speaking to Keith. This decision needs to be made before the end of the fiscal year. After a brief discussion, the Board decided to schedule a Zoom Meeting with Keith Bardwell (Highway and Building Superintendent) for June 29, 2020 at 5:00 pm to discuss this request. No decision was made at this time.

To discuss and vote to enter into a new lease with NUPRO for space at the Town Offices – Brian informed the Board that NUPRO's lease is a good source of revenue for the town. The current lease is \$1,800.00. This will be the third 18 month lease the Town has had with NUPRO. Brian discussed potential lease terms with specific attention to utility costs and space utilization. Brian suggested raising the lease by \$200.00, making the monthly rent \$2,000.00. After a brief discussion, a motion was made to have the Town's starting offer to be \$2,000 per month. Motion was seconded. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

New Business:

To discuss and vote to award a contract for fuel (diesel and heating oil) for fiscal year 2021 - The Board voted to award the contract for diesel fuel and # 2 fuel oil to Kieras Oil of North Amherst. Kieras Oil was the lowest bidder. The gasoline contract was bid out through the Franklin Regional Council of Governments earlier in the year. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

To discuss and make Selectboard appointments for fiscal year 2021 - The Board had a brief discussion regarding FY21 Selectboard's appointments with specific attention to the Franklin County Cooperative Inspection Program, open ended appointments, and the Energy Committee's term lengths. The Board suggested contacting Lynn Sibley, Town Clerk, and/or Amy Schrader to inquire about Board/Commission vacancies. A motion was made and seconded to appoint the persons for the positions as set forth in the document. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

Town Administrator Updates:

Brian informed the Board that a pre-construction meeting was held for the Williamsburg Road Bridge Replacement Project. The Contractor has to submit for the final chapter 85 approval.

Brian informed the Board that he's hoping to get the Chestnut Plain Road Sidewalk Project out to bid for early July.

Brian informed the Board one of the Highway Department's employees has accepted a position with a new employer. Brian will have conversation with Keith on how he would like to fill that vacancy.

Brian informed the Board that he received an email from the Police Chief regarding the use of body cameras. Chief Sevigne discussed his request for three body cameras, storage device, and laptop for video storage needs. Chief Sevigne discussed the importance of body cameras with specific attention to quantity needed, policy training, surrounding Town utilization, and data reporting/storage. Brian suggested to the Board that since this was not a specific agenda item the Board should discuss this at its next meeting and take formal action at that time.

Items Not Anticipated within forty-eight (48) hours of the meeting:

Joyce stated that she has received very positive feedback from residents about the Annual Town Meeting. The Board thanked the Town employees for their efforts.

The meeting was adjourned 8:01 pm

Respectfully submitted,

Brian Domina, Town Administrator

Next Meetings: July 15, 2020 – The Center School Committee is eager to meet with the Selectboard and the Community Policing Plan discussion is due in July. Fred would like to discuss how to proceed with the Center School Committee. Fred suggested holding off on the Center School's presentation until Jonathan is available.

Document List on File in the Selectboard Office

Selectboard Meeting Minutes dated June 10, 2020

Vendor Warrant W21-01 dated June 6, 2020 and June 22, 2020

Payroll Warrant W20-2 7 dated June 6, 2020 and June 22, 2020

Directive on Town Employees Returning to Work During the COVID19 Pandemic dated May 27, 2020

Order Reopening Town Building to the Public for Limited Hours and Appointments Only dated May 27, 2020

Email from Board of Health Chair, Fran Fortino dated June 15, 2020

Tag Sale Flyer

Email from Jeff Ethier, NUPRO, dated June 16, 2020

NUPRO Lease dated December 22, 2018

Kieras Oil, Inc Fuel Bid dated June 19, 2020

Dead River Company Fuel Bid dated June 22, 2020

Email from Police Chief Sevigne dated June 20, 2020