

**Selectboard
Meeting Minutes
March 10, 2021
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 March 10, 2021 at 6:03 p.m. by the Chairperson, Fred Orloski. Also present via zoom was Selectboard Members Joyce Palmer-Fortune, Jonathan Edwards, Town Administrator Brian Domina, and Administrative Assistant Amy Schrader.

Review and vote on the meeting minutes of February 24, 2021.

The Board voted to approve the meeting minutes of February 24, 2021.

Roll call vote: Fred – yes and Joyce – 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:

Quonquont Farms to discuss the seasonal liquor license fee for calendar year 2021 and bconsider renewal of the seasonal liquor license

Jenelle Wilkins (Event Manager), Allison Bell, and Leslie Harris virtually appeared before the Board to discuss their request for a waiver or adjustment of Quonquont Farms liquor license fee for the 2021 season. Jenelle requested a 50% reduction in fees. The Board had a brief discussion regarding other town license fees reductions granted. A motion was made to reduce the fee for their seasonal license by 50%. Motion was seconded. All in favor. Roll call vote: Fred -yes and Joyce -yes. Motion was made to approve the seasonal liquor license for Quonquont Farms contingent on receiving the required paperwork. Motion was seconded. All in favor. Roll call vote: Joyce – yes and Fred – yes.

COVID19 State of Emergency

To review, discuss and consider modifications to the following: *Directive on Town EmployeesReturning to Work During the COVID19 Pandemic; Order Closing Town Buildings to the Public Except by Appointment; Guidance on Holding Meetings for Town Departments, Boards, Committees, and Commissions and the Directive on Face Coverings; or any other issues related to COVID19.*

Brian informed the Board that there is some question as to whether the Selectboard needs to vote to open the library for in-person browsing by appointment only. Brian thinks that this decision is in control of the Library Trustees and they should consult with the Board of Health. The Board advises that the Library Trustees should follow the State’s and local Board of Health protocols and would leave this decision to the Library Trustees. The Board expressed the importance of contact tracing and face masks to help prevent the spread of COVID19 and protect the safety of library patrons.

To discuss and vote to reopen the Town Offices on a limited basis for three mornings per week from 8:00 am to 12:00 noon or otherwise by appointment

Brian informed the Board that this was a discussion that was continued from the last Selectboard meeting. Brian discussed the Town Offices COVID-19 safety protocols. The Board expressed the importance of practicing COVID-19 safety protocols with specific attention to mandatory face masks and appropriate PPE. A motion was made to open the Town Offices, effective Monday, March 15, 2021 on Mondays, Tuesdays, and Thursdays from 8:00 am-12 noon or otherwise by appointment. Motion was seconded. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

Old Business:

To discuss submitting an application to the Culvert Replacement Municipal Assistance Grant Program

Brian informed the Board that he included the submission from the previous year for the Christian Lane Culvert. This does not include construction costs. The same application will be submitted again for the next upcoming grant round due on March 18, 2021. Brian will get an updated design/engineering estimate and hope that it could line up with the MVP grant cycle. The brook is in the top 10% cold water stream crossing for replacement per the state. A motion was made to submit an application to the Culvert Replacement Municipal Assistance Grant Program. Motion was seconded. All in favor. Roll call vote: Jonathan – yes, Joyce -yes, and Fred -yes.

New Business

To review and discuss FY2022 operating budgets

The Board decided to table this discussion until a future meeting.

To discuss and vote to participate in the FRCOG annual fuel bids

Brian informed the Board that FRCOG operates a regional fuel bid program. The Town typically uses the regional bids for the purchase of gasoline only. Kieras (a local company) has always provided competitive pricing for diesel and # 2 fuel oil compared to the regional bids. The Board had a brief discussion regarding fuel bids, FRCOG's program, and the Town's past bid results. The Board voted to participate in the Franklin Regional Council of Governments Cooperative Fuel Purchasing Program for gasoline only.

To discuss and sign a letter endorsing the Historical Commission's application for the Veteran's Heritage Grant

Brian informed the Board that the Historical Commission is working on putting together a grant submission for the Veteran's Heritage Grant. An endorsement letter from the Selectboard would be helpful. They can get up to \$20,000 for a single project. This is a matching grant. The CPA funds would be the matching funds for this grant. This grant would be for construction. The Veteran's memorial committee has a tentative virtual public meeting date for March 29th, 2021 at 7:00 pm. The Board unanimously agreed to have Fred sign the letter endorsing the Historical Commission's application.

To discuss holding a Special Town Meeting in late March or early April and to sign a warrant ~~dg~~for the Special Town Meeting to be held; to discuss the logistics of holding the Special Townmeeting

Brian informed the Board that there is a need for the Water Department to appropriate additional funds for booster pumps. The Water Department does not have sufficient funds to make the additional booster pumps purchase. The Water Department hopes to have the booster pumps installed before June 2021. The Water Department currently has \$20,000 and could possibly need another \$20,000. Lynn (Town Clerk), Nat (Moderator), and Brian are proposing

to hold the STM on Saturday, April 10, 2021 at 1:00 pm. The recommended location would be the Town Office parking lot. The bid award to purchase the pumps cannot be approved until the money has been appropriated. There are a couple other items that can be added to the Town Meeting warrant that are non-controversial. One item would be special legislation for a special waiver for a part-time police officer to work pass the age of 65. The Board had a brief discussion regarding including the Veterans' memorial on the special town meeting warrant and if the CPC could finalize this project before April 10th. Brian stated that he would reach-out to the CPC to see if this timeline is feasible. The Board unanimously agreed to hold a special town meeting on April 10, 2021 at 1:00 pm at the Whately Town Offices.

To appoint Scott Jackson to the Open Space Committee

A motion was made to appoint Scott Jackson as the Conservation Commission Representative to the Open Space Committee. Motion was seconded. All in favor. Roll call vote: Joyce – yes, Jonathan – yes, and Fred – yes.

Town Administrator Updates:

Brian informed the Board that there is a contract from FRCOG for the Board to consider for \$12,500 – this is the amount of the Small Communities Conservation Assistance grant that the Town received to complete the Open Space Plan update. A motion was made to sign the FRCOG contract to complete the Open Space Plan update. Motion was seconded. All in favor. Roll call vote: Jonathan – yes, Joyce – yes, and Fred – yes.

Brian informed the Board that we are still working with Comcast and FCAT to broadcast live from the conference room when in person meetings resume. Brian and Amy met with Wassman AV (State Road) to discuss AV equipment needs for potential joint remote/in-person meetings. The Town is trying to figure out what the next steps are regarding future technology advancements.

Brian informed the Board that Hatfield is having their 350th Parade on May 30, 2021. Hatfield inquired if Whately would like to participate? Brian will forward Hatfield's request to the Police and Fire Department. The Board had a brief discussion regarding parade participation ideas with specific attention to the milk bottle, non-walking parade challenges, flat-bed trailer availabilities, and the Board's participation challenges. The Board discussed participation ideas for the Whately's 250th parade. The Board decided to table this discussion until their next Selectboard meeting. No decision was made at this time.

Jonathan stated that the Open Space Committee survey was in the Whately Scoop. Residents who want to fill it in print copies can drop it off at the Town Offices. The Committee is hoping for responses from residents that live in all sections of town. This is important for the future of open space in Whately. Jonathan asked that residents please visit www.whately.org to submit the survey electronically and that surveys be completed and submitted within the next two weeks.

The meeting was adjourned 7:00 pm

Respectfully submitted,

Brian Domina, Town Administrator

Next Meetings: March 31, 2021 and April 14, 2021

Document List Filed in the Selectboard Office

Selectboard Meeting Minutes dated 02.24.2021

Vendor Warrant WP21-19 dated 03.01.2021.

Payroll Warrant WP21-19 dated 03.01.2021.

Email from Jenelle Wilkins, Event Manager, Quonquont Farms, dated 02.26.2021

Order Reopening Town Buildings to the Public for Limited Hours and Appointments only dated 03.10.2021.

Application Form – Culvert Replacement Municipal Assessment Grant Application Form

FRCOG #2 Heating Oil, Gasoline, Diesel for FY2022.

FRCOG Agreement for Services with Attachment A and Attachment B – Whately Open Space and Recreation Plan Update