

**Selectboard
Meeting Minutes
September 8, 2021
Open Session via Zoom
6:00 p.m.**

The open session of the Selectboard of the Town of Whately was called to order on September 8, 2021, at 6:00 p.m. by the Chairperson Jonathan Edwards. Also present via Zoom were Selectboard members Joyce Palmer-Fortune and Fred Baron and Town Administrator Brian Domina.

Review and vote on the meeting minutes of August 25, 2021

A motion was made to approve the meeting minutes. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

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:

Julie Beauchemin (Greenjeans Farms) came before the Board seeking approval of a Host Community Agreement for a proposed marijuana cultivation facility at Long Plain Farms located at 149 Christian Lane. Brian informed the Board that he, Joyce and Julie discussed the proposed HCA in a zoom call the prior week and that the terms of the proposed HCA are the same as all of the previous HCAs that the Board has approved. Joyce cautioned the applicant to perform all due diligence before moving forward with the project. The Board discussed the proposed project, in particular the proximity of the proposed project to the elementary school. Jonathan questioned whether projects located in closer proximity to schools should pay a larger impact fee. Joyce and Fred were not inclined to impose additional costs on marijuana establishments based on their proximity to schools. A motion was made to approve the HCA for Greenjeans Farms. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

Old Business:

To discuss the days and times the Town Offices are open to the public

Brian recommended to the Board that the Town Offices remain closed to the public on Friday. The Treasurer-Collector and Town Clerk are both funded as part-time positions so its not possible to have those offices open 40 hours per week. In addition, Brian informed the Board that he continues to work Friday mornings and there have been very few people, 2 or 3 people, over the past six weeks that have come to the Town Offices on Friday morning. The Board discussed the recommendation and agreed to continue the summer hours for the foreseeable future with the Town Offices being closed to the public on Fridays.

To discuss vacancies on Town boards/committees/commissions – *Cultural Council, Council on Aging, Cemetery Commission, Housing Committee, Recreation Commission*

Brian informed the Board that vacancies continue on a number of boards, councils, committees and commissions. The Board discussed the difficulty the Town is having in filling positions. Jonathan suggested that a webpage of the vacancies be created with descriptions of the positions. Town staff will work on this, but in the mean time anyone interested in a vacancy can contact the Town Administrator.

New Business:

To discuss and vote to make offers of employment for the following positions:

Administrative Assistant – the applicant withdrew themselves from consideration prior to the meeting.

Assistant Treasurer-Collector – Brian recommended to the Board that it appoint Amy Schrader as the Assistant Treasurer Collector. This position is a 7.5 hour per week position that is responsible for processing the Town's payroll. The Board discussed the recommendation and a motion was made to appoint Amy Schrader as the Assistant Treasurer-Collector. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

Community Development Administrator – Assistant Town Administrator – Brian recommended that the Board appoint Hannah Davis to the Community Development Administrator – Assistant Town Administrator position. Brian informed the Board that he and Fred interviewed two candidates for the position and both were well qualified. Ms. Davis is a resident of Long Plain Road in Whately and has experience in municipal planning. The Board discussed the position and the recommendation then a motion was made to appoint Hannah Davis as the Community Development Administrator – Assistant Town Administrator. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

To discuss and vote to appoint a Selectboard member to the Frontier Capital Planning Committee

A motion was made to appoint Fred Baron as the Selectboard's representative to the Frontier Capital Planning Committee. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

To discuss and vote to request that the Secretary of the Commonwealth designate the Town of Whately as one voting precinct

Brian informed the Board that it needed to decide how many voting precincts will be in the Town of Whately. The Town Clerk recommends that the Town remain as a single voting precinct because it reduces the staffing needs and costs of running an election. The Board discussed the recommendation and a motion was made for Whately to remain as a single voting precinct. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

To discuss and vote to award the cemetery stone restoration project – phase IV contract to Gravestone Services of New England

Brian informed the Board that the Cemetery Commissioners received a single bid for the cemetery stone restoration work from New England Gravestone Services, LLC. Brian informed the Board that this same company had previously done cemetery stone restoration work for the Cemetery Commissioners. The Board discussed the recommendation and a motion was made to award the contract to New England Gravestone Services for \$13,200. Motion was seconded. Roll call vote: Jonathan – yes, Joyce – yes, Fred – yes. Motion passed.

Town Administrator Updates:

Brian passed along an update from Keith Bardwell, Highway and Buildings Superintendent that the Town's work installing a culvert at the Whately Center Woods parking lot has been completed. Brian estimated that the outdoor recreation area will be open to the public in the near future.

Brian informed the Board that the Source to Sea Cleanup will take place at Herlihy Park on 09/18/21. A group of volunteers will remove litter and debris from Sugarloaf Brook adjacent to the parking lot. The Board agreed that the Town will remove any trash and scrap metal that is hauled out of the ravine. The Board thanked the group for their work over the past several years.

Brian reminded everyone that the Center School Request for Interest, Ideas and Innovation (RFI) is available on the Town's website for download. Brian sought assistance in distributing the RFI to anyone that may be interested.

Brian informed everyone that the Frontier Emergency Dispensing Site (EDS), a collaborative of local Boards of Health, is holding flu clinics on 09/30/21 (senior high dose) and 10/03/21 (adult dose). Brian encouraged anyone interested to see the posting on the Town's website.

Brian informed the Board that the first senior exercise class was held at the Town Hall because the South County Senior Center remains closed; however, with all municipal buildings now being closed to the public the class will need to be held elsewhere until the municipal buildings are reopened.

Brian informed everyone of the planned remembrance ceremony scheduled for September 11, 2021 at the Whately Congregational Church.

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

None

The meeting was adjourned 7:13 pm

Respectfully submitted,

Brian Domina, Town Administrator

Document List Filed in the Selectboard Office

Selectboard Meeting Minutes dated 08.25.2021

Warrant WP22-06

Warrant W22-06

Proposed HCA between Greenjeans Farms and Whately (redlined and clean versions)

Email from Lois Hunt dated 08/26/21 re: resignation from Council on Aging

Resume from Christine Abercrombie – partially redacted

Resume from Hannah Davis – partially redacted

Single Precinct Authorization Form – Commonwealth of Massachusetts

Bid Package – New England Gravestone Services, LLC

Email from Ronald Grosslein dated 08.27.21 re: Source to Sea Cleanup