

Selectboard

January 9, 2019

Town Offices

Open Session

6:00 pm

The open session of the Selectboard of the Town of Whately was called to order on January 9, 2019 at 6:07 p.m. by Selectboard member, Joyce Palmer-Fortune. Also, present were Selectboard member Fredrick Orloski, Town Administrator Brian Domina and Administrative Assistant Amy Schrader.

The Board voted to approve the meeting minutes from December 9, 2018.

Roll call vote: Fred – yes, Joyce – yes. All in favor

**Comments from the public**– Fred Orloski mentioned that on December 22, 2018 the Whately Fire and Police Association held a Town wide Holiday parade. The Holiday parade was planned and scheduled at the last minute but the community participation was positive. Fred thanked the Whately Fire and Police Association for coordinating the Holiday parade. Paul Antaya (resident) stated that it was very nice to see all the equipment at one time. Joyce Palmer-Fortune suggested that next year the Parade should be advertised in the Whately Scoop and on the Town's website.

#### **Old Business –**

**Police Detail Rate Request** - Brian discussed that at the last meeting Chief Seigne was here and asked the Board to revise the Police Detail Rate. Chief Seigne's request was to keep the rate consistent with the Mass State Police. The Board had a brief discussion as to how the Police Detail Rate would be monitored each year. Fred made a motion to approve the Whately Police Detail Rate to \$50.00 a year which is the same as the Massachusetts State Police Rate. The Detail Rate would be the same as the Mass State Police Rate and the Board needs to be informed of the rate increase. Fred, yes – Joyce, yes. All in Favor.

**Haydenville Road reconstruction project** – Brian informed the Board that this is a project to reconstruct from the Williamsburg Town line to the intersection of Masterson Road. This section will be milled and repaved. There will be another 1,100-foot section going towards Chestnut Plain Road which would be for guardrail improvements. The Board reviewed the environmental improvement plan and had a brief discussion regarding the feasibility of the project, the environmental setbacks, and the transportation bond bill. The next step is further design of the project to identify what the environmental set-backs would be. Our Highway Superintendent, Keith Bardwell, submitted some minor comments to MassDOT.

**Hazard Mitigation Planning Contract**– Brian informed the Board the Town's Multi-Hazard Mitigation Plan is about to expire. The Plan was originally drafted in 2005. A current hazard mitigation plan is a requirement for the Town to remain eligible for any MEMA/FEMA grants. FEMA through MEMA provides the funds to update

the Town's plan. In the past, the money has gone directly to FRCOG. MEMA has to give the money directly to the Towns. The Town will be engaging the assistance of FRCOG staff to help coordinate the process. The cost to have FRCOG's assistance is \$9,000 along with an in-kind match of \$3,000. The Town will need to setup a local hazard mitigation planning committee in the near future. The previous committee consisted of the Highway Superintendent, Fire Chief, Police Chief, EMD (Lynn), Town Administrator, EMS Director, and Selectboard Chair.

**Revised FRSD Capital Plan Proposal** – Fred discussed the FRSD sub-committee's proposed final plan. The impact on the Town of Whately for 10 years would average \$24,000. This amount could change depending on the Town's percentage of Frontier budget. Paul Antaya (Finance Committee Chair) stated that many of these items were not placed in any budget in years past. The Board questioned if the funding for the track at Frontier Regional can use CPA money. If so, the CPC needs those numbers in the next 3 weeks. The Town of Whately's share of the track is \$72,000. There was lengthy discussion regarding the borrowing amount and what number should be presented to CPC. No action was taken at this time.

#### **New Business -**

**Re-appointment of Rick Adamcek as the Animal Control Officer for 2019** - Joyce made a motion to re-appoint Rick Adamcek as the Animal Control Officer for 2019. Jonathan seconded motion. All in Favor.

**Appointment to the Board of Registrars of Voters** – Jonathan made a motion to appoint Amy Schrader to the Board of Registrars of Voters. Joyce seconded motion. All in Favor.

**Appointment to the Whately Recreation Commission**- Joyce made a motion to appoint Justin Davis to the Recreation Commission. Motion was seconded. All in Favor.

**Board of Assessors Vacancy** – The Selectboard accepted the resignation of Katherine Fleuril from the Board of Assessors. A motion was made and seconded to appoint Cathleen Grady to the Board of Assessors to fill the remainder of Katherine Fleuril's term. All in Favor.

**Whately Voting Delegate at the MIIA Annual Meeting** – Joyce made a motion to appoint Brian Domina as the Whately voting delegate at the MIIA annual meeting. Motion was seconded. All in Favor.

**FRCOG's request for Community Compact support for the regional accounting program** – Brian informed the Board that Whately participates in FRCOG's regional accounting program. Our former part-time accountant, Ray Ellsworth, recently retired and FRCOG is having a difficult time filling the part-time non-benefitted position. As of right now, the Town does not have an accountant. FRCOG is requesting state Community Compact funding to create a regional town accountant training program. Bob Dean, Director of Regional Services at FRCOG, arranged with the Department of Local Services and DLS maybe willing to help FRCOG setup a town accountant training program. The grant would achieve two things, it would allow FRCOG (at least for duration of the grant) to fill the part-time accountant position with a full-time benefitted accountant position and also create a regional accountant training program. There was a brief discussion on whether the Town should research hiring a private contractor or continuing working with FRCOG. Jonathan made a motion to support the FRCOG'S request for a Regional Accountant Training Program. Joyce second motion. All in Favor.

**Efficiency and Regionalization grant application to analyze the costs and benefits of a shared human resources administrator**

– Brian discussed that Conway is looking for support for a regional grant application to study whether a need exists for a shared HR employee between the four town and the school district. The Board had a brief discussion as for the need for a shared HR employee. Joyce made a motion to support the Efficiency and Regionalization Grant Application. Jonathan seconded motion. All in Favor.

**FRCOG- District Local Technical Assistance Requests** - The purpose of this project is to engage the community in creating a broadly shared vision for future economic development in Whately. The Board had a lengthy discussion on how-to prioritize the top three to five planning projects and regional projects. The Board a drafted a priority list.

Planning Projects –

- 1 – Ensure a Safe Infrastructure Through Improved Visibility
- 2 – Zoning Bylaws and/or Town Ordinance Development
  - a. Other: Historic Public Building Use
- 3 – Recreational Marijuana Assistance
  - a. Public Education & Outreach Assistance
  - b. Development of local Board of Health regulations and other policies to prevent youth use
- 4 – Open Space and Recreation Plan (OSRP) Update

Regional Projects –

- 1 – Explore feasibility or continue work to establish new shared services
  - a. Facilities Management of Municipal buildings and grounds
  - b. Fire Services
  - c. Information Technologies - back-up
  - d. Shared Town Risk Manager/ OSHA compliance officer
- 2 – Age and Dementia Friendly Region
- 3 – Support local substance abuse prevention policies for young people

A suggestion was made to get feedback from the Planning Board. Brian stated that he would follow-up with the Planning Board and make any necessary changes.

**Whately Superintendent/School Committee letter re: Urban Grown** – The Board had a brief discussion as to how the odor is going to be detected and who the school can contact if issues arise. Brian proposed that if there's an odor present or any issues arise, the Teachers can contact the Principal and then the Principal can contact him. Jonathan stated that he thinks the School isn't aware of the efforts that the Board has put in when drafting the Host Community Agreement on Education. The School Committee should be invited to play a part in spending the money generated by the Host Community Agreements. Jonathan asked Brian to draft a response Letter to the Whately Superintendent and School Committee.

**Complete Streets grant award**– Brian informed the Board the Town submitted a tier 3 grant application for 8 or 9 different Town projects. The biggest project was the reconstruction of sidewalks along Chestnut Plain Road from the Center School/Cemetery up to the Town Hall/Haydenville Road area. That part of the grant

application was awarded to the town for \$209,000. Jonathan questioned why the sidewalk reconstruction doesn't extend to the Church. Brian discussed that there was a limited on the total project cost that the Town could apply for. The Town couldn't afford to apply for both sections. The reconstructions of the sidewalks also include ADA Compliant ramps on the sidewalks and crosswalks. Fred recommended holding a community meeting regarding the sidewalk design. The Board had a brief discussion regarding the future of our downtown area and how these projects impact the Town as a community. The grant award needs be spent by June 30th, 2020.

**FY 2020 budget planning (operating and capital)** – Brian discussed that last year the Board held joint meetings with the Finance Committee during the budget review process. The joint meetings were successful last year. Brian suggested to continue joint meetings this year. Brian stated that the first official Finance Committee meeting is January 29th. Brian discussed getting the CIPC involved in the budget review process earlier and having a more pro-active approach. The CIPC is going to conduct site visits at each of the facilities. The Board had a lengthy discussion as to how to The CIPC studies the need for capital projects submitted by town departments, boards and committees. Jonathan suggested that these Capital Improvement projects should be on a budget schedule. The Board had a brief discussion regarding the Town to look into solar for town use. Fred suggested that the Energy Committee should create a proposal of cost savings of solar vs. electricity use.

#### **Town Administrator Updates –**

Brian discussed that the Hampshire County Group Insurance trust is proposing plan changes again. The Town is looking at a preliminary 5% increase in Health Insurance. The first step is the Selectboard makes a vote and then a letter goes to the union.

Brian discussed that the Board needs to sign the manganese filtration contract. The contractor, Dankrius Builders has 180 days to complete the project.

Brian informed the Board that the Zoning Board of Appeals is holding a special permit hearing on January 31 for the proposed marijuana retail company, Toro Verde. On January 15<sup>th</sup>, the Planning Board is having their first site plan review for that project. The proposed retail establishment location is at 424 State Road, Whately, MA (Sugarloaf Shops).

Brian informed the Board that the Blue School is scheduled for a closing date the week of January 21<sup>st</sup>.

Brian discussed that Colonial Power would like to a representative from each town to discuss proposed supply options.

Items not anticipated within forty-eight (48) hours of the meeting.

Adjourn – Fred made a motion to adjourn – 8:30 pm. Motion was seconded. All in Favor.

Next Meeting Dates: January 30, 2019 and February 13, 2019

Respectfully submitted,

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Brian Domina, Town Administrator

**Document List on File in the Selectboard Office**

Selectboard Meeting Minutes dated 12/12/2018

Police Detail Rate spreadsheet dated 12/2018

Letter from Hoyle, Tanner & Associates Inc. dated 12/20/2018

FRCOG's Agreement for the Hazard Mitigation Plan Update

Frontier Regional's Capital Improvement Plan

Letter from MDAR dated 12/27/2018

Email from Lynn Sibley, Town Clerk, dated 12/17/2018

Email from Fred Orloski dated 01/02/2019

Email from Bob Dean, FRCOG's Director of Services dated 12/27/2018

Letter from FRCOG dated 12/27/2018

Email from Tom Hutcheson, Town of Conway, dated 01/07/2019

Letter from Linda Dunlavy, FRCOG's Executive Director, dated 12/27/2018 with DLTA Application

Email from Mark Cappadona, Colonial Power, dated 01/07/2019

Letter from Connecticut River Conservancy dated 12/19/2018