

**Selectboard  
Meeting Minutes  
September 27, 2022  
Town Offices  
Hybrid Session Via Zoom  
6:00pm**

The open session of the Selectboard of the Town of Whately was called to order on September 27, 2022, at 6:00 pm by the Chairperson, Joyce Palmer-Fortune via Zoom. Also present were Selectboard members Fred Baron and Julie Waggoner. Present were Town Administrator Brian Domina, Community Development Coordinator Hannah Davis via Zoom, Administrative Assistant Amy Lavallee, Highway Superintendent Keith Bardwell, Library Trustees James Ross and Robert Klinger, 250<sup>th</sup> Committee member Susan Baron, Planning Board member Brant Cheikes via Zoom.

**Meeting Minutes: Review and vote to approve the meeting minutes from September 13, 2022**

Motion made to approve the minutes from September 13, 2022. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**Vendor & Payroll Warrants: Review past vendor and payroll warrants**

No comments

**Public Comment: listen to comments from the public related to items not listed on the agenda**

Resident Robert Klinger requested the Selectboard and Highway Department to install stop signs at the intersection of Dickinson Hill Road and Haydenville Road and at the intersection of Westbrook Road with Chestnut Plain. Keith said he can get a list together of intersections missing stop signs and present it to the Selectboard for approval.

Joyce reminded residents that they can still sign up to join the Municipal Aggregation contract with Eversource to receive rates lower than what Eversource will likely provide this winter. Brian will post a link to the municipal aggregation website.

**Scheduled Appointments:**

**a. 6:05 pm - Keith Bardwell & Susan Baron to provide a summary of the celebrations and to recommend that the 250<sup>th</sup> Committee be disbanded**

Susan and Keith spoke with the Board regarding the outcome of the 250<sup>th</sup> Celebration and their request to disband the 250<sup>th</sup> Committee. Susan provided an overview of the revenue and expenses of the celebration. Susan indicated that the Committee raised \$127,000 in revenue with expenses totaling approximately \$85,000. The Committee is returning \$40,000 to the Town. Brian will find out if a Special Town Meeting is necessary to return the funds. The remaining \$3,300 held by the Whately 250<sup>th</sup> non-profit organization will be gifted to the Whately Historical Society as well as all items and souvenirs left over with the understanding

that any profit from the sale of remaining items goes to the Historical Society. The Historical Society will also take over maintenance of the Panorama at the Town Library and the quilt. The 250<sup>th</sup> is in the process of archiving the planning and events for future celebrations.

Susan and Keith as co-chairs of the 250<sup>th</sup> Committee thanked everyone who was involved in the planning and execution of events, and the many volunteers. The Selectboard thanked Susan and Keith for their hard work and all the volunteers that made the celebration a great success.

Motion made to disband the 250<sup>th</sup> Committee. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

### **COVID19:**

None

### **Old Business:**

#### **a. To discuss applying to the Community Compact Municipal Best Practices grant program**

This is a continuation from the last meeting. Hannah is looking for direction from the Board on priorities for best practices so the Town can submit a grant for funding to implement the best practices selected from the list presented. The Board discussed the potential selections and identified master planning and human resources as best practice focus areas.

Motion made to accept Master Plan and Human Resources Policies and Procedures for submission for grant funding. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

#### **b. To discuss and vote to award the weatherization work at the Whately Elementary School to Energy Source**

Brian informed the Board that he has requested a detailed scope of work from Energy Source for the weatherization work - but has not yet received it. Brian wants to review the scope of work with Bill Hildreth before asking the Selectboard to sign any agreement. He requested that the Board take no action on this item. The Board agreed to table this item until a future meeting.

#### **c. To discuss and vote to award the office buildout work at the Town Offices to Union Office Interiors**

Brian discussed with the Board that the Town only received one bid for the buildout work at the Town Offices. He requested the Board award the contract for the modular office work to Union Office Interiors for \$33,958. The money for this project was appropriated at a previous Town Meeting.

Motion made to award the contract to Union Office Interiors. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**d. To discuss a draft letter from the Selectboard to the Building Inspector regarding residents' letters expressing concerns about 148 State Road and the lot immediately to the north**

The Board continued the discussion from the last meeting about neighbor concerns regarding the business operating at 148 State Road and the lot immediately to the north. Brian drafted a letter to the Building Inspector seeking information about this situation. The Board suggested minor changes to the letter, adding a reminder to the Building Inspector that the Town did not approve a zoning change on the parcel in question. The Board also suggested rewording one sentence for clarification.

Motion made to accept letter as amended. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**7. New Business**

**a. To discuss and consider requests for CLFRF monies**

**i. Library Accessibility Project - unplanned project expenses**

Jim informed the Board that there was an additional expense of \$4,200 not budgeted for the ADA renovations at the library. The Board requested additional information about the proposed request. The Library Trustees will follow-up with Jones-Whitsett Architects.

**ii. MVP grant match (solar array at Town Offices)**

Hannah informed the Board that the MVP grant needs \$24,000 to meet the 10% match requirement.

Motion made to approve the use of \$22,391.00 of ARPA money for the Town Office energy project (MVP project). Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

Brian clarified that the amount should be \$23,066.00. Motion made strike previous motion and approve the amount of \$23,066.00 of CLFRF money for the town office energy project. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**iii. Treasurer-Collector software -add-on software**

Brian informed the Board that the upgraded Treasurer/Collector software cannot communicate with the Water Department billing software. The Treasurer/Collector and Water Department are looking for \$16,900 for additional software upgrades. The Board agreed to table the discussion until a response is received from the Water Department about splitting the costs.

**iv. Town Clerk - map/plan inventory and filing system**

The Board reviewed a request from the Town Clerk regarding a map inventory and filing project at a cost of \$18,000. The Board agreed to table the request until a more detailed estimate is obtained.

**b. To appoint Ruth Fairman to the Whately Cultural Council**

Nancy Talanian of the Cultural Council has requested that Ruth Fairman be appointed to the Cultural Council.

Motion made to appoint Ruth Fairman to the Cultural Council. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**c. To appoint Chris Williams to the Recreation Coordinator position**

The Recreation Commission is asking that Chris Williams be appointed to the position of Recreation Coordinator. This appointment needs to be contingent on receipt of Chris's resignation from the Recreation Commission. Brian, Julie, Wayne Hutkoski and Justin Davis reviewed the resumes received and agreed that Chris Williams is the best candidate for the Shr/week position.

Motion made to appoint Chris Williams to the Recreation Coordinator position with the caveat that he resigns from the Recreation Commission. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**d. To appoint Eli Snow-Rackley to the Whately Housing Committee**

Hannah Davis has requested that Eli Snow-Rackley be appointed to the Whately Housing Committee.

Motion made to appoint Eli Snow-Rackley to the Housing Committee. Motion seconded. All in Favor. Roll Call Vote: Joyce-yes, Fred-yes, Julie-yes.

**Town Administrator Updates: (Items likely to be discussed)**

**Town Hall window issue update** - Brian informed the Board that the test results came back, and the sample taken of the iridescent staining only had ancillary organic growth of mold and is most likely not the cause of the window issues. He will reach out to the manufacturer again.

**Dimaio property inquiry** - Brian received an inquiry from a realtor as to whether or not the Selectboard would be interested in selling the property. The client is not known, the proposed use of the property would be office space. The Board discussed the possibilities with the site including the possibility of Town garage location, bid sale, or auction. The Board might consider an eventual sale if other town uses of the property are ruled out.

**Center School RFP** - Brian spoke with Town Counsel on Friday about a sample long term lease. Brian received the lease right before the meeting and hasn't had an opportunity to review it. The Board agrees to discuss the draft RFP at next meeting.

**Water merger borrowing** - The Water Commissioners will be borrowing \$150,000. The remainder of the \$220,000 note plus interest will be paid down. Lynn Sibley will have the loan documents available for review and signatures at the next Selectboard meeting.

**Conway School of Design - possible planning projects** - Hannah informed the Board that Hannah is meeting with staff from the Conway School of Design regarding possible pro bona work on a watershed plan or climate resiliency plan for the Town. Hannah will update the Board at the next meeting.

**MVP grant project (solar array and education)** - Hannah informed the Board of an upcoming Energy Committee meeting on October 5, 2022. Hannah also informed the Board of some upcoming education and outreach activities.

**Complete Streets project (sidewalks) Open House (10/06/22) 6 pm to 8 pm** - Brian reminded the Board and residents of the Open House meeting scheduled on October 6, 2022, from 6 pm to 8 pm, to review engineering plans for the improvements at Chestnut Plain Road, the Whately Elementary School, and West Whately.

**Items not Anticipated:**

None

**Adjourn**

Motion to adjourn at 8:03. Motion seconded. All in Favor. Meeting adjourned at 8:03pm.

**Next Meetings: October 11, 2022, and October 25, 2022**

**Documents:**

*Meeting Minutes, September 13, 2022*

Vendor & Payroll warrants, WP23-07, W23-07

Whately 250<sup>th</sup> Celebration Financial Summary

Email from Community Development to Joyce Palmer-Fortune, Julianna Waggoner, F Baron, *SB Meeting Supplemental Materials*, September 26, 2022

*Town of Whately Elementary School Building Envelope Improvements*, Energysource, April 19, 2022

Modular Office Buildout, Attachment A Scope of Work

Modular Office Buildout, Attachment B Price Form

Draft Letter to Jim Hawkins from Selectboard, September 27, 2022

*Coronavirus Local Fiscal Recovery Funds Tracking*, September 26, 2022

Email from Robert Smith to Brian Domina, *ARPA Monies*, September 19, 2022

Whately Energy Reliance & Education Spreadsheet

Quote, Stiles Co, August 15, 2022

Email from Amy Schrader to Brian Domina, *CLFRF Request*, August 22, 2022

Letter to Amy Schrader from King Information Systems, August 17, 2022

Email from Amy Lavallee to Brian Domina, *FW: Another new member of Cultural Council*, September 12,  
**2022**

Email from Community Development to Brian Domina, *RE: Last minute SB agenda addition*, September 26, 2022