

**Selectboard Meeting Minutes
December 13, 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 December 13, 2022, at 6:00 pm. Present were Selectboard members Joyce Palmer-Fortune via Zoom, Fred Baron, and Julie Waggoner. Also present were Town Administrator Brian Domina, Community Development Coordinator Hannah Davis via Zoom, Administrative Assistant Amy Lavallee via Zoom. Town Clerk Amy Schrader, Whately Historical Society representative Neal Abraham, and FRCOG representatives Rachel Stoler and Carol Foote.

1. Meeting Minutes: Review and vote to approve the meeting minutes from November 29, 2022

One correction to change the word “formed” to informed” under the Town Administrator Updates section.

Motion made to accept the Minutes from November 29, 2022, as amended. Motion seconded. All in favor. Joyce-yes, Fred-yes, Julie-yes.

2. Vendor & Payroll Warrants: Review past vendor and payroll warrants

No Comments

3. Public Comment: Listen to comments from the public related to items not listed on the agenda

Neal Abraham, 154 Chestnut Plain Road asked where he could view the Water Department’s minutes from their meetings as they are not posted on the Town website since 2014. He also asked when the new meter installations for the new town hookups were going to take place. He requested the Board speak with the Water Commissioners about better communication with residents regarding water shut offs, hydrant flushing, etc. Town Clerk Amy Schrader explained that all boards and committees, by law, must retain meeting minutes but do not have to post them publicly. The information can be obtained by filing a public records request with the Town Clerk and that to change this the Town would have to amend the current bylaw. The Town Clerk and Board agreed that this is an avenue worth pursuing and the Clerk agreed to draft a new bylaw to be voted on at the next Annual Town Meeting. The Board also agrees to draft a letter to the Water Commissioners regarding the timeline of the installation of the new meters on residents that have been switched over from the Whately Water District.

4. Scheduled Appointments:

- a. **(6:05 pm) Amy Schrader (Town Clerk) to discuss switching the Town’s official polling location back to the Whately Town Offices, 4 Sandy Lane, Whately, MA and for the Selectboard to vote on the polling location**

Amy discussed with the Board the prospect of moving all elections to the Town Offices instead of the Town Hall for logistical purposes. Amy can inform voting residents of this change when

she sends out the census. She looked at voting numbers to see if there was a significant change in number of voters from one location to the other but could not come to a firm conclusion because of too many variables.

Motion made to switch the Town's official polling location back to the Town Offices at 4 Sandy Lane. Motion seconded. All in favor. Joyce-yes, Fred-yes, Julie-yes.

b. **(6:10 pm) Neal Abraham (Whately Historical Society) to discuss the renewal of the Whately Historical Society's lease at the Town Hall and for the Selectboard to vote on whether to renew the lease**

Neal discussed with the Board a request to renew the Town Hall lease for 3 years instead of 1 year. The original purpose of the one-year lease was to try to identify costs that could be attributable to the WHS and set the rent payment accordingly. He stated that the Historical Society uses about ¼ of the downstairs footprint. The current rate has been \$1,600 per year. The current lease allows for the offset of the costs paid by the WHS through the transfer of net metering credits applied against the Town's electric bill.

Motion made to approve the proposed lease as presented. Motion seconded. All in favor. Joyce-yes, Fred-yes, Julie-yes.

(6:20 pm) Rachel Stoler & Carol Foote (FRCOG) to discuss the regional Mass in Motion grant funding received to support age friendly planning in Whately and the region

Rachel and Carol met with the Board to discuss with the Selectboard the regional Mass in Motion program and the activities and programs that benefit senior Whately residents. They would like to work with a group of Whately residents to plan for and implement services that make aging in place easier (e.g., transportation, health and wellness, etc.). The Board suggested that Rachel and Carol speak with the Board of Health and Valley Neighbors as those groups work with the seniors in town already on these same issues.

5. **COVID19:** None

6. **Old Business:**

a. **To discuss the warehouse space at the Town Offices becoming available on January 1, 2023**

The Board discussed with Neal the possibility of looking at the NUPRO space at the Town Offices that will be available after the first of January to see if it is something the Historical Society would be interested in utilizing. Neal spoke of the need for climate-controlled space, but he would investigate it as a possibility.

7. **New Business:**

a. **To accept the resignation of Lynn Sibley as Treasurer/Collector effective February 28, 2023**

Board agrees no vote on this is necessary. The Board will draft a letter in recognition of her 45 years of service to the Town.

b. To discuss filling the upcoming vacancy in the Treasurer/Collector position

Brian informed the Board that an advertisement for the upcoming Treasurer/Collector vacancy has been posted in the Greenfield Recorder, Daily Hampshire Gazette, MMA, and the Town website. The Board discussed that a group needs to be formed for interviews and screening of interested applicants. Fred volunteered to be on the hiring group. Brian is hoping to start the review of applications on January 3rd.

c. To discuss and vote on whether to renew the following licenses for calendar year 2023

- i. Alcohol
- ii. Common Victualers
- iii. Inn Holders
- iv. Entertainment
- v. Automatic Amusement Device
- vi. Class I & II Used Car Sales

Joyce reviewed the list and stated that there were no issues with any of the licensees during the preceding year.

Motion made to renew licenses as presented on the sheet titled “Whately License Holders – 2023 Renewals.” Motion seconded. All in favor. Roll call vote. Joyce-yes, Fred-yes, Julie-yes

d. To discuss the fiscal year 2024 budget planning process

Brian discussed with the Board the budget requests that were sent out to departments, boards, and committees this week. The Finance Committee and Selectboard will be meeting jointly on Tuesdays, dates TBD. The Board discussed the possibility of holding the Annual Town Meeting in May to give departments and committees more time for budget reviews.

e. To discuss and vote on a request for a special event permit for a fun run at the Whately Elementary School to be held on December 17, 2022

Sara Kells, 46 Long Plain Road informed the Board that this event is being held on behalf of the parent teacher organization (PTO) at the Whately Elementary School. It is the first one. They are expecting around 20 people. There will be no rain date.

Motion made to approve the Special Event Permit as submitted. Motion seconded. All in favor. Joyce-yes, Fred-yes, Julie-yes.

8. Town Administrator Updates: (Items likely to be discussed)

Town Offices modular offices installation complete: Brian informed the Board that the modular offices have been installed and look great. He invited the Board to look at the space when they have time.

Massachusetts Municipal Association Annual Meeting (01/22/23 to 01/23/23): MMA Annual Meeting will be held on January 22 and 23 in Boston. Brian stated that he plans to attend. If any Board members would like to attend, then please let Amy L. know and she will register them for the conference.

Updates by regional entities/organizations (SCEMS, Tri-Town Beach, SCSC): Fred mentioned that he read news about SCEMS, and Hatfield and it occurred to him that it might make sense for updates from our regional board representatives on a periodic basis. The Board agreed that a future topic of discussion should be regional representatives.

Cannabis Control Commission regulations on Host Community Agreements: The Cannabis Control Commission will soon be developing regulations for among other items, host community agreements and social equity requirements as they relate to municipalities. Brian will update the Board on changes when they become available. He also added that Toroverde, who was hoping to open a retail establishment at the Sugarloaf Shops, will not be opening and that the company is now trying to sell.

9. Items not Anticipated:

Brian shared that the Fire Department just received a \$10,400 fire safety grant to purchase a self-contained breathing apparatus.

The Selectboard received a letter from the chair of the Conservation Commission regarding increased activity at 71 Chestnut Plain Road and how it may affect the Aquifer Protection Overlay District that the property sits above. Because there are no wetlands the Conservation Commission has no oversight but encourages the Selectboard to request an inspection by the Building Inspector.

10. Adjourn:

Motion to adjourn at 7:43 pm. Motion seconded. All in Favor. Joyce-yes, Fred-yes, Julie-yes

Next Meetings: TBD & January 10, 2023

Next meetings December 27, 2022, and January 10, 2023

Documents

Meeting Minutes, November 29, 2022

Invoice Warrant Report, Warrant W23-13, 12/05/2022

Email from Neal Abraham to Brain Domina, RE: WHS Town Hall Lease, November 18, 2022

Lease, Town Hall, October 2021

Email from Rachel Stoler to Brain Domina, Good news about Mass in Motion funding for Whately age friendly work, October 31, 2022

Participant Agreement, Mass in Motion Municipal Wellness & Leadership Initiative, 12/10/2021

Attachment A, Nupro Interior Garage Space

Letter to Selectboard from Lynn Sibley, *November 29, 2022*

Whately License Holders-2023 Renewals

Special Permit Application-Candy Cane Fun Run, 2022

Email from ConComm to Joyce Palmer-Fortune, Brian Domina, FCCIP James Hawkins, *RE: Bay State Blasting-Maxam, December 11, 2022*

Email to Whately Selectboard and Town Administrator from Scott Jackson, *Increased Activity at the Baystate Blasting site off of Chestnut Plain Road, December 11, 2022*

Letter to Baltazar Contractors from James Hawkins, *December 8, 2022*