

**BUCKLAND SELECTBOARD  
NOTICE OF MEETING  
Buckland Town Hall  
17 State Street  
Tuesday, February 11, 2020, 5:30 p.m.**

**Listing of Topics**

**1. Appointments**

5:45 p.m.: Whit Sanford, GSFBA MA Development Grant Application  
6:00 p.m.: Jan Ameen, FCSWMD, DEP Recycling Contract Review and Approval  
6:30 p.m.: Linda Overing, Breezeway Farms Consulting: CDBG FY20 Application  
CDBG19 Bid Award  
CDBG FY17 Close Out

**2. Agenda Items**

- a. Personnel
  - i. Board of Assessors, Director's Salary Merit Increase
  - ~~ii. Fiscal Year 2021 COLA Table~~
- b. Elections:
  - i. State Primary Warrant, Approval
  - ii. Town Election Nomination Papers Availability
- c. Council on Aging
  - i. Legislative Budget Support Letter Request
  - ii. Senior Center Expansion Committee, site selection correspondence
- d. Acceptance of Pool Fund Donation – Robert and Marie Bartlett
- e. Winter Roads expense policy

**3. Documents to Sign**

- a. Use of Town Hall Application, Deborah Yaffee, Tai Chi Training, March 28, 2020, and May 17, 2020, 7:45 a.m. - 5:30 p.m.
- b. Use of Town Hall Application, Alex Morse for Congress; Organizing Summit, Feb. 29, 2020, 1 to 3:30 p.m.

**4. Town Administrator Updates**

**5. Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting**

**6. Public Comment:**

**7. Volunteer Recognition: The Finance Committee for holding a half day budget meeting here last Saturday.**

**8. Announcements: Rabies Clinic on Sat. Feb. 29, 2020 from 10 a.m. to noon at Shelburne Veterinary.**

**9. Adjourn to Executive Session under Chapter 30A, Section 21 (a) 2: To conduct strategy sessions in preparation for negotiations with nonunion personnel. Not to return to open session.**

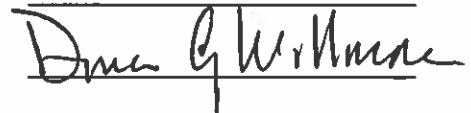
**BUCKLAND SELECT BOARD  
MEETING MINUTES  
Buckland Town Hall  
17 State Street  
Tuesday, February 11, 2020, 5:30 p.m.**

Barry L. Del Castilho



Zachary J. Turner

Dena G. Willmore



Attendees: Barry Del Castilho, Zack Turner, Dena Willmore, Jan Ameen (Franklin County Solid Waste Management District), Heather Butler, Elizabeth Cerone, Justin Costa (Food Pantry), Pamela Guyette, Marilyn Kelsey, Rebekah McDermott (Shelburne Falls Water District), Linda Overing, Marion Scott, James Sullivan (Falls Cable)

Zack Turner opened the meeting at 5:30 p.m..

**2. Agenda Items**

a. **Board of Assessors, Director's Salary Merit Increase** – Heather Butler said the Board of Assessors at their February 10, 2020 meeting voted to increase the Director's hourly rate of \$22.41 per hour to \$25.00 per hour and wanted to hear the Select Board's thoughts and possible support at Annual Town Meeting. Marion Scott said Pamela Guyette does an outstanding job and would like to see her fairly compensated. Elizabeth Cerone said Ms. Guyette's hourly rate has not been increased in six years. Barry Del Castilho moved to support the base rate increase and subject to a COLA; Dena Willmore seconded. **VOTED** unanimously in favor.

Elizabeth Cerone, Pamela Guyette, and Marion Scott left the meeting at 5:50 p.m.. Jan Ameen entered the meeting at 5:53 p.m..

b. i. **State Primary Election Warrant** – Barry Del Castilho moved to sign the State Primary Election Warrant; Dena Willmore seconded. **VOTED** unanimously in favor.

ii. **Town Election Nomination Papers Availability** – Zack Turner announced the various positions for which papers may be taken out with the Town Clerk.

c. **Council on Aging Legislative Budget Support Letter Request** – Heather Butler said the Expansion Committee asked for a letter of support to our State Representatives for supplemental funds, and that the Finance Committee will not be writing a letter of support this year. Barry Del Castilho said there have been discussions regarding ownership of the Senior Center; the letter asks for a continuation of site expansion and selection process. Heather Butler will get more information as to who would get the funding and what will it be spent on. To be discussed at another meeting.

**1. Appointments**

**5:45 p.m., Whit Sanford, GSFABA, Massachusetts Development Grant Application** – Due to illness, appointment was postponed.

**6:00 p.m., Jan Ameen, FCSWDM, DEP Recycling Contract Review and Approval** – Jan Ameen said the State owns the Municipal Recycling Facility in Springfield which is overseen by the Department of Environmental Protection. The current vendor is Waste Management; the contract was awarded in August. Contract information was released in October. There was no language about annual appropriation, and the DEP agreed to add the language. There was no termination

clause with no way to get out, and that language is now in the contract. Instead of receiving revenue for recyclables, there is a \$94.50 per ton charge beginning July 1. Buckland had 118 tons last year which would cost approximately \$11,000. RDP funds could be used toward that amount. To reduce costs, towns could collect glass separately, however towns would have to get another roll off container for the glass. Jan Ameen recommended signing the contract. Dena Willmore moved we sign the contract; Barry Del Castillo seconded. **VOTED** unanimously in favor. Jan Ameen said she is working with our representatives to find funding to help towns handle the costs.

Jan Ameen left the meeting at 6:20 p.m.. Justin Costa entered the meeting at 6:20 p.m..

ii. **Senior Center Expansion Committee, Site Selection Correspondence** – Sites being considered are (1) the Masonic Building and (2) the Buckland Police Station. There was discussion about site selection process and bringing it back for thought and review. Heather Butler suggested getting a price for an appraisal. Barry Del Castillo asked about the value of a clean site *vs.* what remediation would cost. Zack Turner suggesting meeting with Ashfield and Shelburne about shared services in mid to late March.

d. **Acceptance of Pool Fund Donation – Robert and Marie Bartlett** – Dena Willmore moved we accept their donation; Barry Del Castillo seconded. **VOTED** unanimously in favor.

e. **Winter Roads Expense Policy** – Dena Willmore said we should consider what should be going toward Winter Roads Expense, i.e., what items can be included. Heather Butler felt it is all in or all out.

Rebekah McDermott entered the meeting at 6:25 p.m.. Linda Overing entered the meeting at 6:28 p.m..

#### 4. **Town Administrator Updates**- As attached.

**6:30 p.m., Linda Overing, Breezeway Farm Consulting Re: CDBG FY20 Application, CDBG FY19 Bid Award, CDBG FY17 Close Out** - Zack Turner opened the Public Hearing at 6:30 p.m. Linda Overing gave an outline of projects and distributed a budget for the FY20 CDBG application. The Board had voted in December to include Lower Ashfield Street Improvement Project and Food Pantry in the application.

The total amount requested is \$756,798.00. \$696,798 is for the Lower Ashfield Street project, for construction, engineering services and Clerk of the Works. Infrastructure Program delivery is \$1,250.00. The application will include continued support for the Food Pantry Program in the amount of \$25,000, Food Pantry Delivery Program for \$500.00 and General Administrative Expenses for a total \$43,250.

Justin Costa, West County Emergency Food Pantry, which operates under the umbrella of Community Action Pioneer Valley, expressed thanks for being included in the grant application and provided an information sheet. He said fall 2019 was very busy with a 35% increase from the previous year; about 250 people per month served at the Pantry. He indicated that the increase in users has continued into the first quarter of 2020. Over thirty per cent of food delivered is fresh produce, even in winter, which clients can pick up each week. Linda noted that Buckland residents may also utilize the Community's Action's food pantry site in Greenfield if they find it convenient. The Food Pantry staff also helps clients with information about other Community Action services, such as WIC, SNAP and Fuel Assistance.

The Lower Ashfield Street project will run from the Pan Am railroad tracks to Clement Street. The Town used funds from the FY17 CDBG to hire GCG Associates to evaluate the conditions and prepare plans for upgrades. There was a meeting with property owners in May and a presentation of

the final plans at a BOS meeting by the engineer in September. Sidewalks and pavement are in poor condition and will be replaced as well as a small, old clay section of sewer. The major impact of the project will be connecting the 12" water main on Upper Ashfield Street under the railroad tracks, down Lower Ashfield Street to Conway Street. This will greatly improve water services to downtown as well as the Salmon Falls Building and the rest of Lower Ashfield Street, where properties currently are fed by an old 2" galvanized iron pipe. Rebecca McDermott, Shelburne Falls Water District, said the infrastructure improvements are very important for Buckland's water flow capacity. Water must be pumped up to Buckland's Crittenden Hill tank and the pumping route is indirect because of the lack of a connection between Conway Street and Ashfield Street. This delay in filling the tank reduces available water and thus flow and pressure to Downtown. The upgrade will help our fire fighters and people's homes as well as allow Salmon Falls Building to put in a sprinkler system. A fire hydrant will be installed on Lower Ashfield Street to help protect homes as fire hoses cannot be extended from Green or Upper Ashfield Street across the railroad tracks to Lower Ashfield Street

There were no questions.

At 6:55 p.m., Zack Turner moved to close the Public Hearing; Barry Del Castilho seconded. **VOTED** unanimously in favor.

Barry Del Castilho moved to approve the Fiscal Year 2020 CDBG application as presented and to authorize the Chairperson to sign all related documents; Dena Willmore seconded. **VOTED** unanimously in favor.

Dena Willmore moved to award the construction contract for William Street Phase 2 and Town Hall Parking Lot Improvements to A. Martins & Sons, Inc., for the amount of \$226,666.75; Barry Del Castilho seconded. **VOTED** unanimously in favor.

Heather Butler said bids came in slightly over what our grant allowance is. \$52,000 grant match fund can accommodate this, and we can use it as a match. Asphalt prices have gone up.

Justin Costa, Rebekah McDermott, and Linda Overing left the meeting at 6:55 p.m.. Marilyn Kelsey entered the meeting at 6:55 p.m..

### **3. Documents to Sign**

a. **Use of Town Hall Application, Deborah Yaffee, Tai Chi Training, March 28 and May 17, 2020, 7:45 a.m. – 5:30 p.m.** – Dena Willmore moved to sign Request to Use Town Hall; Barry Del Castilho seconded. **VOTED** unanimously in favor.

b. **Use of Town Hall Application, Alex Morse for Congress; Organizing Summit, February 29, 2020** – Dena Willmore moved to sign the Request to Use Town Hall; Barry Del Castilho seconded. **VOTED** unanimously in favor.

5. **Items Not Reasonably Anticipated by Chair 48 Hours in Advance of Meeting** – None.

6. **Public Comment** – Marilyn Kelsey asked why the Finance Committee would not send a letter of support for the Senior Center; the Finance Committee would have the answer to this. She read part of an article regarding Bernardston.

7. **Volunteer Recognition** – The Finance Committee.

8. **Announcements** – Rabies Clinic to be held on February 29 at the Shelburne Falls Veterinary Hospital; details and fees on Town website. Cemetery Association Meeting on Saturday, February 22, 2020.

At 7:03 p.m., Dena Willmore moved to go into Executive Session under Chapter 30A, Section 21(a) 2: to conduct strategy sessions in preparation for negotiations with nonunion personnel; to return to open session only to adjourn.

Roll Call: Zack Turner – yes, Barry Del Castilho – yes, Dena Willmore – yes.

Out of Executive Session at 7:23 p.m..

At 7:24 p.m., Dena Willmore moved to adjourn; Barry Del Castilho seconded. **VOTED** unanimously in favor. Meeting adjourned at 7:24 p.m..

**SELECT BOARD, TOWN OF BUCKLAND  
TOWN ADMINISTRATORS UPDATE  
FEB. 11, 2020**

**TIP Public Hearing**

MassDOT has scheduled a public hearing for the Conway, South, Summer and Conway Road for March 31<sup>st</sup> at 6:30 p.m. here in Town Hall. A notice will be in the newspaper and letters to residents will be going out soon.

**Senior Center:**

The two Town Administrators from Ashfield and Shelburne and I met with Daniel Pallotta from P3. He is going to coordinate a meeting with FRCOG and one member of each Select Board. Zach has already confirmed he will participate from Buckland. If a date hasn't been set yet I expect it will be soon.

**Budget:**

I am working with the Finance Committee and department heads to finalize a draft of the FY21 budget. Ben Murray has spent hours fine tuning last year's spreadsheet document and a new link was sent out to everyone this morning.

**Highway Garage:**

The Highway crew has been busy moving into their new space in between treating and plowing roads. We have some materials that won't be moved that we will bring forward as surplus property for your recommendation for disposal or sale.

**Recreation Sign:**

Attached are several sample designs for the new sign at the Recreation Area and Cricket Field. The color is set as blue and white but we are looking for input on shape and wording.

**IWorQ**

We have signed a contract with IWorQ, the company we will work with to track our highway management and expenses. Steve and I will both be trained on the system starting next week with the intent to have everything online in three to four months.