

**BUCKLAND SELECTBOARD  
NOTICE OF MEETING  
Buckland Town Hall  
17 State Street  
Wednesday, February 13, 2019, 5:30 p.m.**

**Listing of Topics**

**1. Appointments**

5:45 p.m.: Linda Overing, Breezeway Farm Consulting Re: Award of William Street Phase I Construction Contract

6:00 p.m.: Public Hearing: FY2019 Community Development Block Grant Application

6:30 p.m.: Whit Sanford, Shelburne Falls Partnership - Updates

**2. Agenda Items**

- a. Fiscal Year 2020 Budget
- b. Update on Town Administrator Search
- c. Update on Highway Facility Project
- d. Annual Performance Evaluations
- e. Discussion – Potential for Ban on Single Use Plastic
- f. Discussion - Change Orders for Highway Facility Project
- g. Resignation – Highway Department Driver/Laborer

**3. Documents to Sign**

- a. Selectboard Meeting Minutes: January 8, 2019, January 17, 2019
- b. ABCC Renewal Certification 2019

4. Town Administrator Updates

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

6. Public Comment

7. Volunteer Recognition

8. Announcements

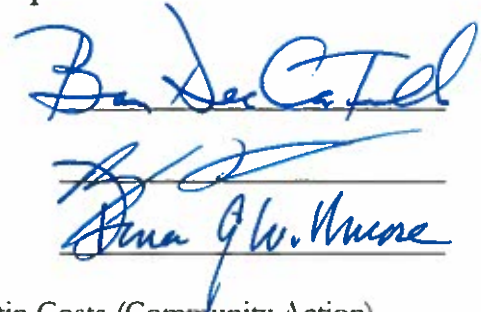
9. Adjourn the Meeting

**BUCKLAND SELECT BOARD  
MEETING MINUTES  
Buckland Town Hall  
Wednesday, February 13, 2019, 5:30 p.m.**

Barry Del Castilho

Zachary J. Turner

Dena G. Willmore



Attendees: Barry Del Castilho, Zack Turner, Dena Willmore, Justin Costa (Community Action), Sergeant Kurt Gilmore, Marilyn Kelsey, Robert Markel, Linda Overing (Breezeway Farm Consulting), Cindy Skelly, Bill Storti (Weston & Sampson), James Sullivan (Falls Cable Access), Phoebe Walker, Jayne Webb, Dennis West

Zack Turner opened the meeting at 5:30 p.m.. The meeting was rescheduled due to weather conditions on February 12, 2019.

**2. Agenda Items**

- a. **Fiscal Year 2020 Budget Update** – Bob Markel indicated there was no information from Franklin County Tech or the Senior Center. Dena Willmore indicated there was no COLA in the budget yet. Bob Markel is doing a state-wide COLA survey; average is 2.1%.
- c. **Update on Highway Facility Project** - Dena Willmore indicated we had hoped to begin the project; however, electric work is needed, and we are dealing with Eversource. Hopefully we can start with remediation in two weeks.
- g. **Resignation – Highway Department Driver/Laborer** – David Rich resigned due to health concerns.
- b. **Update on Town Administrator Search** - Barry Del Castilho indicated Bernie Lynch was here on Wednesday; spoke with department heads and the Screening Committee. Bernie Lynch is working on revising the job description, an advertisement, and Town profile. Dena Willmore moved to appoint Barry Del Castilho, Karen Blom, Bob Dean, Sue Roberts, and Jon Wyman to the Town Administrator Screening Committee; Barry Del Castilho seconded. **VOTED** unanimously in favor.
- d. **Annual Performance Evaluations** – Dena Willmore indicated the Board needs to evaluate the Police Chief. Bob Markel will forward the Police Chief's self-evaluation to Zack Turner.

**Appointments**

**5:45 p.m., Linda Overing, Breezeway Farm Consulting Re: Award of William Street Phase I Construction Contract** – Linda Overing indicated the bids were opened on January 31, 2019; there were nine bidders. GEG Construction was the low bidder with good contingency. Dena Willmore moved to award the Fiscal Year 2018 construction contract for William Street Improvements to GEG Construction, Inc., for the amount of \$561,697.75; Barry Del Castilho seconded. **VOTED** unanimously in favor.

Back to Agenda Items:

- f. **Discussion – Change Orders for Highway Facility Project** – Dena Willmore indicated we are beginning to get documents that will require signatures such as change orders, small contracts for remediation. Zack Turner suggested having a standing Friday meeting at 5:00 p.m. to address these issues.

c. **Discussion – Potential for Ban on Single Use Plastic** – Bob Markel gave the Board information. Zack Turner reached out to advocacy groups for assistance. Will bring more information to our next meeting.

**6:00 p.m., Public Hearing: Fiscal Year 2019 Community Development Block Grant**

**Application** - A Public Hearing to solicit comments and input regarding the FY19 CDBG grant application was held on Wednesday, February 13, 2019, at the Buckland Town Hall, 17 State Street, Buckland. The Public Hearing was rescheduled from February 12, 2019, due to weather conditions, and William Street residents and parties of interest were duly informed. A sign-in sheet is attached.

Zack Turner opened the Public Hearing at 6:00 p.m. Bill Storti, Weston & Sampson project engineer, indicated if funded, this would be Phase II of the William Street infrastructure project. It will extend the water line to loop from State Street to North Street, which will improve flow; it will put in catch basins to capture the water currently running down William Street to North Street. Also, curbing which will help direct drainage while grading will help keep storm water from running into driveways. William Street resident Phoebe Walker said she was glad to see this project proposed so all of William Street will be repaired.

Linda Overing indicated William Street Project Phase I has been bid and will begin in April. Phase II would start about the same time next year if funded.

Justin Costa, Community Action, thanked the Town of Buckland for including the West County Emergency Food Pantry in the grant application. The Food Pantry promotes healthy choices; distributes food three days per month at the Shelburne Food Pantry site; Buckland residents also have access to the Food Pantry in Greenfield. The Food Pantry also provides referrals for Mass Health, SNAP, fuel assistance, and free tax assistance. 100 people from Buckland usually participate. Linda Overing recommended level funding for the Food Pantry at \$25,000. Shelburne is also submitting an application for \$25,000.

Dena Willmore moved to approve the Fiscal Year 2019 CDBG application as presented and to authorize the Chairperson to sign all related documents; Barry Del Castilho seconded. **VOTED** unanimously in favor.

At 6:20 p.m., Zack Turner moved to close the Public Hearing; Dena Willmore seconded. **VOTED** unanimously in favor.

**3. Documents to Sign**

a. **Selectboard Meeting Minutes – January 8, 2019, January 17, 2019** – Dena Willmore moved we sign Meeting Minutes; Barry Del Castilho seconded. **VOTED** unanimously in favor.

b. **ABCC Renewal Certification 2019** – Dena Willmore moved to sign the ABCC Renewal Certification 2019; Barry Del Castilho seconded. **VOTED** unanimously in favor.

4. **Town Administrator Updates** – Treme case not continued; closed. FY2020 Budget – Expected revenues - \$5,040,598; budget requests - \$5,002,611. Complete Streets – New application process starts April 1. Green Communities – Jim Barry stopping by to inspect window inserts. Could use Green Communities and MAPC grant to convert 95 streetlights to LED. Community Paradigm Associates (search for Town Administrator) – Cannot pay from salary line item; move to expense account; \$7,500 would have to be transfer from Reserve or some other accounts. Transfer Station – cited for not having a sanitary facility for attendant. Carson's Cans delivered a unit for \$110.00/month. Open Space Plan – FRCOG funded Town request using DLTa grant monies. Shelburne Meeting – Meeting with Terry Narkewicz on February 14. Nilman Bridge - \$91,000 grant

for engineering; work must be completed by June 30. Dena Willmore moved we authorize the Chair to sign any paperwork required; Barry Del Castilho seconded. **VOTED** unanimously in favor. OPEB Actuarial Study will cost \$5,500.00. Highway Garage Borrowing – Met with Bound Counsel to discuss steps required. Treasurer working with project manager regarding cash flow schedule.

**6:30 p.m., Whit Sanford, Greater Shelburne Falls Area Business Association Partnership – Updates** – Whit Sanford said GSFABA cannot go on with limited funding. Hope to hire a part-time Director. The railyard project is a multi-year project. Holiday Lights – Nan Paretti is working on a design; will do a fundraiser for 2019 decorations. Partnership Meeting on February 19 at 6:00 p.m.. Working on definition of economic development.

Whit Sanford left the meeting at 6:58 p.m.. Sergeant Kurt Gilmore entered the meeting at 6:58 p.m..

5. **Items Not Anticipated by Chair 48 Hours in Advance of Meeting** – Appoint James Heleneck and Shawna Williams as Part-Time Officers – Sergeant Gilmore checked references, etc. They will both be a good fit for the department. Dena Willmore moved we appoint James Heleneck and Shawna Williams as Part-Time Reserve Officers; Barry Del Castilho seconded. **VOTED** unanimously in favor.

Sergeant Gilmore left the meeting at 7:05 p.m..

6. **Public Comment** – Marilyn Kelsey spoke about debt concerns for a new Senior Center. Debt translates into more taxes.

6. **Volunteer Recognition** – Richard Hillman – recently resigned from the Highway Facility Project Committee.

7. **Announcements** – Send in your street listing; license your dogs. Meeting on February 19 regarding a new Senior Center.

At 7:21 p.m., Dena Willmore moved to adjourn; Barry Del Castilho seconded. **VOTED** unanimously in favor. Meeting adjourned at 7:21 p.m..