Town of Colrain

Select Board Meeting

55 Main Road/Town Office Building

6:00 P.M.

MINUTES OF APRIL 27, 2020

**Present** Eileen Sauvageau, Mark Thibodeau, Joe Kurland

**Others Present** Denise Allard and Mark Cappaena, Colonial Power Group; Michael Shuipis, Chair, Broadband Advisory Committee; Nina Martin Anzuoni, Board of Health; Chelsea Jordan-Makely, Library Director; Lynn DiTullio and Elizabeth Erickson, Energy Committee; David Nims; Betsy Shuipis, Administrative Asst.; Kevin Fox, Town Coordinator; Paula Harrison, Treasurer

 The meeting, held remotely through conference call-in, was called to order by Eileen Sauvageau, Chair, at 6 p.m.

**Appointments: Denise Allard-Colonial Power Group Municipal Aggregation RFP**

 Indicative Pricing - Denise has some information pricing from one of the suppliers to give informational only pricing for all 13 towns together for an August 2020 start. On May 13 call, we will get indicative pricing to review, including the step up costs. On May 20, we will get executable pricing that is actionable and when the town make a decision.

 Product Selection - Mass Class I - a Massachusetts renewable product, either solar or wind by percentage green product, national vs. local product. By May 13 all questions from towns should be answered so that on May 20 each town can sign on that day. Each town can make their product selection, i.e. local product preferred over national. But everyone needs to agree on supplier and term. The lowest minimal renewable in Massachusetts is 28%.

 Is the 100% wind available to us? Yes, there is a menu what is the launch standard product along with another optional product.

 How does the incentive re: Mass class 1 is the gold standard work? If the town chose 100% national wind as opt out product then every person would get a mailing. A person can either opt up to a more green product or do nothing (opting in). Are we limited to how many options to offer? A person can either opt up to a higher price or opt down to the basic product.

 What to expect at the May 20 meeting? On 5/20/20, Denise will send the executable pricing in the morning prior to the pricing review meeting at 1:30 p.m. With the pricing in hand, there will be a question/answer period before the signatory must decide on product and sign the contract by 3:30 p.m. The Select Board must designate a signatory from the Town and recommend product selection.

 **Michael Shuipis, Chair, Broadband Advisory Committee - Committee Update/Pricing and Drop Policy Recommendations**

The Hut has arrived with propane and generator, with electric service to the hut in process. Once completed, our engineers will be installing $125,000 worth of electronics that will run our network.

 Waiting for make-ready to be done by Verizon. We have not received the paperwork that they have completed it nor have we gotten any delay notification.

 Bandwidth will be increased (doubled) in town for the Griswold Memorial Library, which will allow wi-fi for more users. The installation will be completed tomorrow. The Library Director will put an announcement on the library website and Facebook page.

 Pricing for customers - the committee believes that they have a price low enough to achieve a good take rate that will lead to a sustainable network without relying on increased taxes. We are recommending $89/month, $12.95/month more for phone, just phone $60/month (the Town still gets charged for internet use). The other major cost is the drop where we connect from our network to the home. It can run anywhere from a minimum of $700 to many thousands if there’s complications like a long driveway, underground, a lot of poles to connect to, etc. We estimate that the majority of our homes will be in the $700 - $1500 range. We propose that each subscriber be given up to a $2,000 credit toward that installation so the cost of hookup to home and installation of wireless router. We predict the $2,000 credit will hit 80% of the homes.

 There are still some details that the committee needs to work out such as deciding what is included under the $2,000 credit.

 Questions:

 1. What determines if a subscriber with a home business is considered commercial?Typically the towns don’t charge anymore for commercial than a resident. Economically it isn’t necessary to charge more for a commercial account than a resident’s. The question can be brought to Westfield for further discussion by the committee.

 2. The charge .8% for a checking account and 3% for credit card. Can a customer opt for a direct deposit? the only way that Westfield allows is that all payments must be made electronically. Either automatic credit card payment or the company charges the checking account through an electronic funds transfer directly taking funds out of a checking account.

 3. If someone builds a house after the initial installation is completed will it costs more? No the committee does not know that answer, but the company that is contracted to do the drops has committed to keep their price the same until 2022.

 **Energy Committee - Request to Revise Green Community Grant Project Narrative/Request**

When bid went out it seemed clear to the committee that the priority was to get maximum kilowatt hours on the Town Garage roof area. Instead they found out through the bidding process that the bid with the lowest cost would win, which means the town could end up with a system half the size of what was wanted. So need to clarify the language in the narrative to get maximize kilowatt hours.

 A second issue came to light: the new roof may have too steep a pitch to allow a ballasted system, which they felt the Town may be reluctant to approve. The committee wants to reconsider options for systems that are ballasted that could handle this roof pitch, and are asking if they can hire an engineer for consulting services for the Town Garage site.

 The Board confirmed that if penetration maintains the roof warranty then that’s okay.

 Chris Kilfoil’s should submit a written proposal outlining what he wants to do, the estimated number of hours, and his billing rate. Kevin can submit this to the DOER and ask them if this can be added to the project. Also, Kevin suggested that the committee incorporate into the proposal, assistance from Mr. Kilfoil with the bid process.

 **MOVED:** Eileen Sauvageau moved to allow the Energy Committee to request and require consulting services to add to the project narrative to be submitted for consideration to the DOER. Mark Thibodeau seconded. **Approved unanimously.**

**New Business Notice of Intent to Retire - Donald Brown, Sr.**

Donald Brown, Sr. has notified his intent to retire on June 14, 2020.

 Joe will write a letter of thanks for his many years of service for Joe and Mark’s signature.

 **Proposal from Weston and Sampson for additional work to revise gantry sign locations and chapter 90 funding request.**

 **MOVED:** Mark Thibodeau moved to sign the proposal from Weston and Sampson for additional work for the gantry and sign location, and to sign the Chapter 90 funding request for $11,400. Joe seconded. **Approved unanimously.**

 **Additional FY21 Funding Request (Captial-Town Office Carpeting etc.)**

Paula Harrison - new quote from flooring company is over the original quote so asking for additional 1,000 for IT and electric work and flooring taken from free cash.

 Cubicles - $14,704 - appropriate from before is $15,000 so that’s okay. Only got one quote for flooring. More quotes can be got after capital approved. Needs two new quotes for cubicles. the flooring is under the threshold so don’t need but a good idea anyway.

 The issue = the capital plan the money would’ve to come from somewhere else recommend the stabilization fund. Kevin is asking if the Board is saying this is a worthy cause. or not. so get an estimate see if it passes at town meeting and then get three quotes.

 It would be $5,000 re-allocated to this pre-approved project. The Select Board approves of the project to go ahead.

 **Require employees to wear face masks when dealing with the public.**

Nina Martin Anzuoni, Board of Health, is working with Kevin Fox to manage the town employees wearing face masks. Kevin reported that Scott Sullivan, Highway Superintendent and his crew are wearing masks whenever near the public and attendants are wearing masks at the Transfer Station. There is a plexiglass barrier now at the Transfer Station building It is not yet known what employees working in the Town Offices or Library will do re: masks and distancing once the buildings are open to the public again.

 **MOVED:** Eileen Savageau moved to require employees to wear face masks when dealing with the public. Joe seconded. **Approved unanimously.**

 **Offer to Sell 3 Main Road Property to the Town of Colrain by Mr. Dennis Bordeaux**

Dennis Bordeauz submitted a formal offer to the Town of Colrain. Kevin started discussion with the town attorney, which can be shared with the Select Board members.

 An executive session is scheduled for Monday, May 4, 2020 at 6 p.m. Kevin will invite the town attorney.

**Old Business FY21 Budget Discussion**

The Finance Committee meeting is at 4 p.m. outside on the lawn at Town Hall pending weather.

Requests: Salary raise and increase in hours for library employees. The Police Department wants 5 more hours for the Police Chief.

 The Town has a budget that is solid in any other year, but now everything is in a state of flux. Kevin recommends not making any decisions yet.

 All the budget requests previously sent to the Finance Committee — police chief hours, transfer station hours, library pay and hours, and custodian hourly increase — the Select Board approves. The Finance Committee will be vetting these at tomorrow’s meeting.

 The Finance Committee is offering a 2% COLA; the Select Board can amend an article for an extra 3% for library employees.

 Kevin will re-send the budget email about the budget to Mark. Kevin will let the finance committee know the Select Board supports the library requests.

 **Draft of Town Policy for Disposal of Surplus/waste Materials Resulting from Public Works Projects**

Discussion postponed until the next meeting.

**Unanticipated Megan McDonough will attend Select Board meeting of May 11**

Megan McDonough will request to have the annual town meeting outdoors.

 **Received a right to farm grievance from Animal Control officer re: ColrainLine Farm complaint of bovine and pig**

The grievance was signed by Michael Shuipis, Edward Stamas, Emma Stamas, Peter Brooks and Travis Willard regarding the ColrainLine Farm at 64 Stetson Bros. Rd. In the Right to Farm By-Law there is a Dispute Resolution clause which allows residents to file a grievance with the Select Board. The Board members have agreed to forward the grievance to Haynes Turkle, Chair, Agricultural Commission for their recommendation to the Board with a deadline of two weeks. Kevin will send out the grievance to Select Board members for their review.

 MOVED: Joe Kurland moved to approve the Select Board minutes of 3/30/20 and 4/6/29. Mark Thibodeau seconded. **Approved unanimously.**

**MOVED: Joe Kurland moved to close the meeting at p.m. Mark Thibodeau seconded. Voted unanimously.**

 Respectfully submitted, Accepted by the Select Board

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Betsy Shuipis Eileen Sauvageau - Chairman

Administrative Assistant

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Mark Thibodeau

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Joe Kurland

Documents

Selectmen Meeting Notes

Denise Allard, Colonial Power Group, email to the Town Coordinator re: Franklin County Municipal Agggregation - Proposed RFP Schedule

Elizabeth Erickson, Town of Colrain Energy Committee, email to the Town Coordinator re: funding engineer for solar panels on Town Garage project.

Letter from Donald Brown, Sr. notifying the Town of Colrain of his retirement effective June 14, 2020.

Letter from Weston & Sampson Re: Intersection Improvements, Main Road, Jacksonville Road (Route 112) and Greenfield Road, Town of Colrain, MA Proposal for Extra Work to Revise Gantry Sign Location

Eileen Sauvageau email to the Town Coordinator dated 4/22/20 re: additional funding for flooring and electrical/IT for the 2nd half of the Town Office renovation.

Eileen Sauvageau email to the Town Coordinator dated 4/22/20 re: new agenda item that employees wear face masks when dealing with the public.

Denis F. Bordeaux email to the Town Coordinator dated 4/22/20 notifying the Town that he is putting 3 Main Road up for sale.

April 23, 2020 Guidelines on FY2021 Regional School District Interim or 1/12th Budget Process