

Selectboard Meeting
Monday, June 3, 2019
Town Office Building

Attending: D. Pierce, S. Bergeron, S. Patch

Others: Chief Benjamin, B. Barshefsky, M. Tremblay, L. Smith, S. Ball, Alyssa LaRose-FRCOG

Absent: T. Fydenkevez

Meeting recorded and televised by FCAT

Meeting called to order at 6:39PM.

APPOINTMENT

Alyssa LaRose, Senior Planner-FRCOG re: Hazard Mitigation: Last update was completed in 2014. The plan is required to be updated every 5 years per MEMA/FEMA. FRCOG received state grant funding to provide technical. Updates allows access to Hazard Mitigation grants. The update will include a review of major issues and/or risks and document prioritization of projects to mitigate. Potential funding sources will also be identified. Natural hazards are the main focus along with manmade hazard, which will be incorporated. Schedule approximately 4 meetings with a public meeting, over the next 6-7 months. The town applied for a Municipal Vulnerability Planning (MVP) Grant which has separate grant funds but overlaps with Hazard Mitigation planning project. MVP grant notification is expected in the next few weeks. MVP is for future planning and Hazard Mitigation and reviews risks from past events and how the town can address for risks and future responses. Next steps review last action plan and update critical facility inventory along with municipal building assessment. Alyssa will be gathering information, schedule next meeting soon.

ONLINE PERMITTING presentation by Building Commissioner and Assessor's Administrative Assistant. 3 options are available, but POINT Software is the least expensive and lowest risk to the town because software costs are not involved. There is \$1,000 licensing fee. Neighboring towns use POINT Software and streamlines the permitting process. Mr. Quinlan noted having a good experience in another town with software and recommended increasing building permit fees to offset costs. Additionally, he will need an IPAD to access the program in the field. This will allow instant response from inspectors onsite or wherever needed. The ability to apply online is available 24/7 for residents and contractors. Service will still be available to customers that do not have online access. Start date would be 7/1/2019, startup costs to be paid from the technology line. Recommend a kiosk be available in town hall with an old computer for in-house access. Mr. Pierce Motion to acquire POINT Software for Online Permitting, Mr. Bergeron Second, Vote 2-0. Review fees at next meeting 6/17/2019 and post proposed new fee structure for public review. Mr. Quinlan will attend next Board meeting for further discussions.

Alternate Building Commissioner appointment recommendations: Mark Snow, who is the Commissioner in Greenfield. Second alternate, Ronald Laurin is local inspector in Westfield and Southampton. He has recently passed level 3 test which makes him eligible to be a conditional commissioner. Mr. Quinlan also requests review of the alternate inspector fee which is currently \$25/hour and he recommends \$28-\$38/hour which is more in line with area towns and allows for most qualified individuals to be considered. Rates to be reviewed with fee structure at next meeting. Mr. Pierce Motion to appoint Alternate Building Commissioners as requested: Mark Snow and Ronald Laurin, Mr. Bergeron Second, Vote 2-0. Municipal permits by job by department.

Municipal permits are historically waived for town projects with consideration by job and by permit for certain circumstances. Mr. Bergeron noted fees for inspection services are related to the public safety for town businesses or services and are required for all services jobs.

TOWN ADMINISTRATOR UPDATES

- Working on closing reports and projects for end of FY.
- Complete Street extension requested for Amherst Road and Hadley Road project. Projects are taking longer than expected but extension through December was granted.

- Extension for School Street ADA Design capital project was granted as well. Public presentation will be later in the summer. Construction portion is continuing but design is in process. Project kick-off meeting was held with neighbors, library and Pathways Committee representatives attending.
- Manhole construction on School Street will require interruption of service and notification to those effected will be coordinated by Rich Brynda.
- Recommendation for award to Northeast IT for maintenance and support for IT contract for this coming fiscal year. Mr. Bergeron Move to grant the annual technology maintenance and support contract to Northeast IT for FY20, Mr. Pierce Second, Vote 2-0. Ms. Patch noted that Northeast IT was also awarded the server and back-up technology services.

SELECTBOARD UPDATES

Mr. Pierce reported on:

- Personnel Committee meeting June 18th.
- IA Contract negotiations wrapped up last week. Teacher negotiations have not been completed yet.

Mr. Bergeron reported:

- Thanked Highway Department for paving South Main Street in time for the Memorial Day Parade.
- Remind the public to pay attention to the bicyclists that increase in town during the seasonal months.
- Permitting process for 120 North Main Street project is ongoing.

MINUTES

Mr. Pierce Motion to accept Minutes of 5/20/19, Mr. Bergeron Second, Vote 2-0.

Motion Mr. Pierce to adjourn at 7:39PM, Mr. Pierce Second, Vote 2-0.

Respectfully submitted,



Sherry Patch
Town Administrator