



MINUTES
Tues., July 20th 2021
Select Board Meeting
Town Hall
27 Sturbridge Rd.
Community Room – 1st Floor

Meeting called to Order at 5:00PM, by Bettina Schmidt
Select Board members in attendance: Bettina Schmidt, James Whalen
Select Board members participating remotely: Clelland Johnson
Others in attendance: Stacy Stout (Town Admin), Andy Harhay, Ernie Fancy,

1. Approval of prior minutes – deferred to next meeting
2. Relevant Energy Concepts Host Community Agreement

Motion072001: Motion made by B. Schmidt to take agenda out of order to allow more time for additional joiners for agenda item #2, 2nd by J. Whalen; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen - Yes

3. Driveway permit application – New home/new driveway, Map #/Location 1 G-15, East Brimfield Rd; Highway Dept has approved and fee is paid

Motion072002: Motion made by J Whalen to approve permit request, 2nd by C Johnson; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen - Yes

4. Sichol State grant Project Agreement – resigning for wet signatures on file - need to sign the Program Agreement for the state funding that had been originally signed in 2019 because the original signature page cannot be located, only a copy. Our attorney has confirmed it should be signed by current members and we do not need to obtain signatures of past members that had signed.

Motion071403: Motion made by J Whalen to sign Program Agreement, 2nd by C Johnson; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen - Yes

5. Grant writer position
 - a. Need to fill open position with someone who will pursue funding, write grant proposals, track and complete all required administration (i.e., reporting, funds/expenditure tracking, reimbursement processing, etc.)
 - b. Town Administrator has reached out to various contacts for recommendations and referrals; one approach is to contract with organizations that offer these services

Motion071404: Motion made by B Schmidt to have Town Administrator reach out to agencies/companies that were recommended to her by state contact for information on available services and associated costs, 2nd by J Whalen; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen – Yes

6. Request for Town Council support – email 7/13/21

- a. Request was made by Mr. Frei two times; 1st request did not go through Planning Board; 2nd request was made by Mr. Frei to Planning Board to make request; minutes for that meeting not yet available; summary provided by Mr. Whalen indicated that motion was not seconded and therefore not voted
- b. Ms. Stout requested the Planning Board communicate back to Mr. Frei that the request is not approved and therefore she/Town Administrator will not be contacting Town Council on this
- c. Mr. Whalen agreed to communicate this outcome to Mr. Frei

7. Review proposed process for requesting Town Council support

- a. Draft proposal submitted by J Whalen
- b. B Schmidt stated she finds proposal a good idea and well-written, C Johnson agreed

Motion071405: Motion made by B Schmidt to implement proposal for process as submitted by J Whalen, 2nd by J Whalen with amendment to send notice to all boards and committees; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen – Yes

ACTION: Town Administrator to draft memo

Approval of Warrants

FY21-55 Payroll, postdate 6/30/2021 - \$92,142.18

FY22-03 Payroll, postdate 7/14/21 - \$31,007.80

FY21-55 AP, postdate 6/30/2021 - \$119,971.17

FY22-03 AP, postdate 7/15/2021 - \$3,065.27

FY22-04 AP, postdate 7/22/21 - \$109,551.63

Motion071406: Motion made by J Whalen to approve all warrants as read by B Schmidt, 2nd by B Schmidt with amendment to send notice to all boards and committees; Roll call vote: Ms. Schmidt – Yes, Mr. Johnson – Yes, Mr. Whalen – Yes

2. Relevant Energy Concepts (REC) Host Community Agreement (HCA)

- a. REC has said Research license will be held by another company; TA has requested this information
- b. REC will be providing square footage of operations
- c. Request by Town Administrator (TA) to walk through HCA template provided by legal counsel; document so reviewed

ACTIONS: Town Administrator confirm points with legal counsel, follow up with REC on open items, and ask Assessor about tax structure

Motion to close meeting made by B Schmidt, 2nd by J Whalen; Roll call vote: J Whalen Yes, C Johnson-Yes, B Schmidt-Yes

Meeting adjourned at 5:35

Respectfully submitted,
Stacy Stout, Town Administrator