

The Franklin Regional Council of Governments provides a variety of services and programming to the municipalities of Franklin County and to the greater Franklin County region. The FRCOG's 2016 Annual Report, which will be available in April of 2017 and on www.frcog.org shortly thereafter, will highlight our work over the past year. Specific services to the Town of Shelburne in 2016 included the following.

Administration and Special Projects

- Shelburne participated in the regional sign-making program, sharing equipment with ten other towns in Franklin County.
- Staff continued to work with the Town Administrator to develop a long-range capital plan as part of the Baker-Polito Community Compact Program.
- Individual members of several Town energy committees met together informally on a bi-monthly basis to share news and to learn from invited guests. FRCOG staff provided assistance in facilitating meetings, presented information, and conducted follow-up.

Collective Bidding & Purchasing Program

- Shelburne contracted with the FRCOG to receive cooperative bid pricing for up to 24 different Highway Products and Services. Total estimated highway needs for FY17 is \$293,679.
- Shelburne participated in the Elevator Maintenance program.
- The Chief Procurement Officer issued a bid for Truck Body Equipment.

Cooperative Public Health Service Health District

Shelburne is a shared services member of the CPHS health district, sharing a Public Health Nurse with ten other communities.

- Staff held 11 monthly walk-in wellness clinics at the Shelburne Senior Center where the nurse made 81 visits with 24 individual clients.
- Staff assisted Town officials from Ashfield, Buckland, Colrain, and Shelburne in implementing a community Flu Clinic/Emergency Dispensing Site drill coordinating vaccine, documentation, medical volunteers, and supplies. A total of 71 area residents were served with the help of GCC nursing students and community volunteers.
- Town residents received 8 low-cost tick tests in 2016 through a district contract and Board of Health funds, a savings of \$280. Thirty-seven percent (37%) of ticks tested in Shelburne carried the Lyme pathogen. Staff provided tick prevention materials and helped residents access grant funded tick testing through the on-line system as needed.
- Through an FDA Food Safety Grant that will improve food inspection and data collection, the district offered low-cost food safety training to 12 Shelburne residents and employees.
- Staff completed all state-mandated infectious disease investigations, reporting and case monitoring. Follow-up was provided as needed for 17 locally, and 104 regionally, reported incidents of communicable illness.
- Staff provided coordinated vaccine and supplies for Shelburne Senior Center Flu Clinics serving 106 area residents.

Franklin County Cooperative Inspection Program

- Staff issued 141 building permits, 63 electrical permits & 51 plumbing/gas permits for Shelburne in 2016. Forty-one (41) Certificates of Inspection were issued.

Partnership for Youth

- Staff conducted a Teen Health Survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School administrators on results from 137 Mohawk students, representing 63% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant-writing and planning.
- Staff presented to CPHS Annual Meeting on the Healthy Community Design Toolkit, Volume 2: Municipal Strategies to Increase Food Access.
- Staff worked with the Center for Self-Reliance to develop a pilot for “Nutritional Nudges” which are small interventions designed to make the healthy choice easier for food pantry clients.

Planning and Development Department

- Staff met with the Shelburne Selectboard to discuss the merits of becoming a Green Community.
- At the 2016 Western Mass Developers Conference, staff promoted a site that is located in the town and is available for development.
- Staff revised the schedules, brochures, and maps of the FRTA’s Fixed Routes.
- Staff began updating a map/brochure for the Mahican-Mohawk Trail.
- Staff assisted with completion of the Shelburne Free Public Library’s nomination to the National Register of Historic Places, which was approved in May, 2016.
- Staff prepared a Draft Business Plan and Legislation for the Mohawk Trail Woodlands Partnership Project for 11 West County towns including Shelburne, with specific recommendations and projects to support Natural Resource Based Economic Development, Forest Conservation & Municipal Financial Sustainability.
- Staff prepared a scope of work and cost estimate to conduct a parking study in the town.
- Staff continued to work with the Town and MassDOT to advance reconstruction of the intersection at Route 2 and Colrain-Shelburne Road through the Franklin County TIP.
- Staff provided technical assistance on the FERC permitting process for the proposed KM-TGP NED pipeline project.
- Staff developed a map showing all bridges and their ownership (MassDOT or Municipal).

Regional Preparedness Program

- Staff assisted the Selectboard in developing a MOA with the Town of Buckland and the Mohawk Trail Regional School District for use of the school as a regional emergency shelter.
- Staff conducted quarterly contact drills and a site notification drill to test the *Mohawk Emergency Dispensing Site Plan*.
- Shelburne entered into a Memorandum of Understanding with the FRCOG to recognize the Multi-Agency Coordination Center as the official organization to assist them with emergency management needs.

Town Accounting Program

- Staff produced biweekly vendor warrants, and provided monthly budget reports to all officials and department heads.
- At year end, staff completed Free Cash certification, and Schedule A was submitted. In addition, staff provided assistance in completing the Recap for tax rate submission.
- Customized reports for committees and departments were developed and distributed.
- Staff assisted with the annual audit.
- All accounting data was accessible over a secure internet connection to a server at the FRCOG office. Staff completed backups daily and there was no unscheduled down time.

Workshops & Training

The following list represents the FRCOG workshops and training sessions that Shelburne public officials, staff, and residents attended and the number in attendance.

Cooperative Public Health Service

ServSafe/Choke Saver/Allergen Training Series — 12

Food Systems — 2

Municipal Official Continuing Education Series

Public Records Law — 1

Planning, Conservation, and Development

Creating Master Plans — 5

Regional Emergency Preparedness

Multiple Casualty Incident Exercise — 8

Hazardous Materials Exercise — 3

Hazardous Materials Awareness — 4

Emergency Preparedness for People with Access and Functional Needs — 1

Sudden Unaffiliated Volunteers — 1

Intro to Public Health Emergency Preparedness Capabilities — 1

Western Regional Homeland Security Advisory Council

Active Shooter Symposium — 4

Pediatric Psychological First Aid — 3

Vermont Vigilant Guard Fullscale Exercise — 2

Medical Preparedness & Response to Bombing Incidents — 2