



SERVICES TO SHELBURNE IN 2023

CLIMATE RESILIENCE AND LAND USE

- Continued working with the Open Space Committee to update the Shelburne Open Space & Recreation Plan, and submitted it for state review and approval. The plan will be published in 2024.
- Provided technical assistance to the Shelburne Planning Board regarding stormwater management and options for updating local regulations.
- Coordinated with the new Shelburne Community Preservation Committee to begin working on a Community Preservation Plan, to be completed in 2024.

COMMUNITY HEALTH

- Conducted the annual student health survey to assess teen attitudes and behavior among middle and high school students. Staff reported to Mohawk Trail Regional School District (MTRSD) administrators on results from 101 Mohawk students, representing 81% of the 8th, 10th, and 12th grade classes. Survey data meets federal requirements for the school and is valuable for grant writing and program planning.
- Worked with MTRSD administration and staff to implement Restorative Practices school climate improvements.
- Provided training, materials, and technical assistance for the evidence-based PreVenture substance use prevention and mental health promotion program to the school district.
- Supported town officials with information and technical assistance on spending opioid settlement funds.
- Provided funding and facilitation support to the Mary Lyon Foundation for the creation of the West County People Supporting People Network, which hosted a resource fair to bring the county's healthcare and human service agencies to West County.

ECONOMIC DEVELOPMENT

- Assisted the Shelburne Falls Fire District and the Bridge of Flowers Committee with developing press releases and coordinating a public information session about the Bridge of Flowers improvement project to be undertaken in 2024.
- Coordinated monthly Shelburne Falls Village Task Force meetings through November.
- Drafted an update for the state on the outcomes of the Shelburne Falls Village Rapid Recovery Plan.
- Supported municipal and Shelburne Falls business community engagement with the consultants conducting the Rural Downtown District Management Study, as funded by a state grant to FRCOG.
- Hosted a focus group with participants from The Senior Center to discuss digital equity issues to inform the Massachusetts Broadband Institute's draft State Digital Equity Plan.
- Provided technical assistance and a letter of support to the Memorial Hall Association for a state grant application.

SHARED MUNICIPAL SERVICES

- Shelburne contracted with the FRCOG to receive collective bid pricing for highway products and services, including rental equipment; elevator maintenance; and fire alarm and school fire extinguisher services. Staff facilitated separate bids for a new pole Barn (first for the materials and then a second bid for installation), along with a bid for generator equipment for the Shelburne Police Station. Staff also conducted a collective five-year bid for student transportation encompassing nine Franklin County School Districts, including the Franklin County Technical School.
- The FRCOG Cooperative Inspections program issued 114 building permits, 78 electrical permits, 29 plumbing/gas permits, and six certificates of inspection for Shelburne in 2023.
- The FRCOG Town Accounting program produced biweekly vendor warrants, and provided monthly budget reports to all officials and departments. Accountants certified free cash and submitted a schedule A at year-end; assisted in completing the recap for tax rate submission; and customized, developed, and distributed reports for committees and departments.

- FRCOG staff organized and facilitated educational information meetings for members of town energy committees.
- Shelburne is a member of the Cooperative Public Health Service (CPHS), a health district based at the FRCOG. CPHS staff:
 - Facilitated COVID-19 and flu vaccine clinics between state mobile vendors, local schools and senior centers. Clinics in CPHS towns served 726 individuals and provided 1075 doses of vaccine.
 - Hosted drop-in nursing hours at the Senior Center, Highland Village, and Trinity Church, serving 62 different people in 122 separate contacts.
 - Gave 259 Flu and 257 COVID vaccinations at drop-in nursing hours and home visits. Shelburne residents received 60 vaccines, including 48 during home visits.
 - Completed state-mandated infectious disease surveillance and reporting for communicable disease cases in district member towns, checking state disease tracking system daily and following up as required, including for 71 Shelburne cases.
 - Offered sharps collection and box exchange in collaboration with Franklin County Solid Waste Management District at all drop-in nursing hours: 69 boxes exchanged.
 - Offered tick-bite prevention outreach by collaborating with the board of health to provide prevention materials and 7 “shoe spraying” events, including one in Shelburne.
 - Through a CPHS district program and MA Department of Public Health subsidy, Shelburne residents sought 9 low-cost tick tests, saving a value of \$315. Of the tested ticks, 23% were positive for the Lyme disease pathogen.
 - Began hosting “Train the Trainer” events; the first taught community members to train their peers to recognize and respond to opioid overdose. Offered a similar training for community members in collaboration with a local library.
 - Provided guidance the Board of Health, and regularly attended board meetings.
 - Assisted businesses, organizations, and individuals with the CPHS on-line public health permitting system; evaluated and made determinations on a total of 114 applications for Shelburne and an additional 14 applications for regional permits. Among these were 34 food and 30 temporary food establishment permit applications requiring 72 inspections, three well permit applications, three tobacco and nicotine delivery product sales permits, one semi-public swimming pool, one recreational camp for children, and eight short-term rental permit applications.
 - To enforce the Title-5 (septic) code for the town, conducted 18 soil evaluation/percolation tests, reviewed and issued one local upgrade approval and 12 septic installation permits, and witnessed seven Title-5 inspections prior to property transfer.
 - Responded to and managed multiple housing cases with varying degrees of complexity and assisted Shelburne businesses and residents with sanitary code compliance

TRAINING AND EDUCATION

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

Emergency Preparedness

- K-9 Life Support Certification – 6
- Using Personal Protective Equipment – 6

Municipal Officials’ Continuing Education

- One-Stop Municipal Grants Info Session – 1

Planning, Conservation & Development

- Short Term Residential Rentals – 2

Public Health & Community Awareness

- Age and Dementia-Friendly Community Talk – 7
- Beaver Trapping Permitting – 1
- Food Safety – 5

TRANSPORTATION

- Administered a state MassTrails Grant for trail improvements and information kiosks on the Mohican-Mohawk Trail.
- Facilitated the design of kiosk panels at trailheads.
- Engaged in a contract to install Franklin County Bikeway wayfinding signs in spring 2024.
- Conducted traffic counts on Frankton Road and Old Greenfield Road.
- Completed the summary report for the Shelburne Electric Vehicle Charging Station survey.