

Shutesbury Select Board Meeting Minutes
October 4, 2016 Shutesbury Town Hall

Select Board members present: Mike Vinskey/Chair, Michael DeChiara, and Melissa Makepeace-O'Neil

Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Rita Farrell, Debra Pichanick, and Police Chief Tom Harding

Vinskey/Chair calls the meeting to order at 6:34pm.

Agenda Review: Vinskey: the Pratt Corner Road update and Energy Committee briefing will be considered at a future meeting.

Public Comment Period: None offered.

Discussion Topics:

1. Police Chief Review: Vinskey reports receiving feedback that Chief Harding provides an invaluable service to the Elementary School. Harding: the work at the school is a group effort - Sgt. Masiuk and Officer Sawicki also assist at the school. Vinskey notes that the Police Department often works in the background; acknowledges the importance of knowing about the work of the Department. Harding: in the past, the police were not always welcome in the school; by being present, familiarity has grown; our goal is to ensure that the police are available to assist as needed. Vinskey: does the Department prefer not to receive recognition? Harding: the Department's Facebook page is used to update the public on police activities; the Department prefers not to shine a light on themselves. DeChiara acknowledges the smooth, respectful transition towards the presence of the police in the school. Harding: residents will private message Sgt. Masiuk on Facebook to provide information. Vinskey reports that he has not heard any negative feedback about the Department. Harding: in order for them to be addressed, it is important that residents come forward with their concerns about Police Department actions. Pichanick: residents can always find the Police when they are needed. DeChiara: are there things Harding wants the Select Board to know? Harding: training funds are an ongoing need; he relies upon the officers to let him know what training will be applicable to their needs; the Municipal Police Institute offers training; part-timers are available for shift coverage when the full-time staff attends training. DeChiara: are more funds for public safety training needed? Harding: at the county level, there is an effort to have public safety components trained together. Pichanick asks about staffing levels. Harding explains staff coverage and the benefit of mutual aide; part-time officers in Shutesbury are paid better than those in nearby towns. Harding states his concern about coming up short in payroll due to contract changes he was not aware of and has asked to be included when the union contract is renegotiated in FY18. Harding: during the last contract negotiations, Officer Sawicki/Union Steward was attending the Academy and steward duties were split between Masiuk and Sawicki and the usual

communication about negotiations did not occur. Torres: the term of Harding's current contract is July 1, 2014 to June 30, 2017; the Personnel Board representative to the contract negotiating team will be Ralph Armstrong; the FinCom and Select Board representatives are to be determined; Torres attends to track changes to the contract; recommends beginning negotiations in a timely manner. If additional funds are needed for training, Vinskey offers for Harding to come to the Select Board for assistance. Harding will be meeting with the Finance Committee about training needs. Select Board members appreciate the receipt of Harding's Police Department updates and would like to continue to receive them on a regular basis. DeChiara recommends the Department's Facebook page be linked to the Department's town webpage. Harding agrees and will ask Sgt. Masiuk to do so. DeChiara: during the Chief's contract negotiations, it will be important to be aware of the potential for a shared police chief relationship.

2. Letter to Leverett Select Board/Shared Police Chief: Vinskey: the goal of the letter is to inquire whether the Leverett Select Board is interested in a shared police chief relationship. Vinskey's edits to the draft letter are approved. Pichanick: this concept was brought up in 2004-2005 and was voted down by Leverett residents. Vinskey: at this point, the goal is to see if Leverett is interested; if there is interest, there will be opportunity for public input. Harding: when the topic was brought up in the past, his unscientific polling was that residents are not in support of a shared chief – cost savings are not important to them; with a shared chief, only administrative costs are reduced; with current technology, contact is easily made. Harding: Massachusetts is considering a standardized training model commonly used in other states; his expectation is that residents will not be interested in sharing a chief. Harding: the character of a department is somewhat based on who the chief is. Harding: the Elementary School lock-down drill will occur 10.7.16; the date for the re-unification drill is pending. Pichanick: in 2006, the State looked at regionalizing fire departments. Torres: Community Compact funds could potentially be used to assist with moderating public hearings about shared resources. Farrell: there is some language in the Municipal Modernization Act about regionalization of town services.
3. Use of Leverett Transfer Station: Vinskey: after reviewing Leverett's proposal, questions regarding how many stickers will be available and what aspects of the program residents will be able to use were emailed to Meryl Mandell/Recycling and Solid Waste Committee Chair and Gary Bernhard/Recycling Coordinator. Vinskey recommends the discussion be continued to a subsequent meeting when more information is available. DeChiara requests information about the cost of Bulky Waste Day. Torres: the goal for using the Leverett Transfer Station is to have a resource for bulky waste during the interim months (Bulky Waste Day is held the first Saturday of June and October).
4. All Chairs 10.25.16 Meeting Agenda: Vinskey provides a suggested agenda for review by the Board. DeChiara, regarding term limits, recommends introducing

the concept, getting an initial pulse, and planning for a future discussion on the topic; notes the benefit of this topic being at the end of the agenda. DeChiara recommends acknowledging the Web Committee and allowing them to explain their operational role and instructions for use of Town Announce. Considerations such as who can use Town Announce and whose messages need approval are noted. Torres: currently, the social media policy has yet to be developed. Vinskey: while recognizing the need for guidelines, the Select Board should be able to send a Town Announce without an approval process. DeChiara: the social media policy needs to be considered at a future meeting; committees/boards need to use Town Announce to inform residents of pertinent matters. DeChiara: the policy should be designed to achieve the defined goals. Vinskey suggests the chairs be asked if a Town Announce approval process is needed. Torres will send a “save the date” announcement in the near future with a follow-up reminder a few days before the 10.25.16 meeting.

5. Policy for Selling Town Property: DeChiara presents the draft “Shutesbury Select Board Land Sale Policy”. Vinskey: is there a reason to notify more committees about potential sales? The Board of Health, Historical Commission, Finance Committee, Water Resources Committee and the Lake Wyola Advisory Committee are specifically added to the list. DeChiara: if the inventory is reviewed every several years, relevant committees/boards will be aware of potentially saleable town-owned land; only those parcels in “unlikely use status” will be sold. Farrell suggests the document be titled “Land Disposition Policy” because long-term property leases can be considered and recommends including an opportunity for public comment and that the town will follow Chapter 30B guidelines for real property acquisition and disposition. Farrell recommends the Select Board be clear what department has jurisdiction over particular parcels. Scott recommends the term “abutter” be defined, i.e. direct, 100’/Conservation Commission, or 300’/Planning Board abutters. DeChiara suggests 300’ abutters be notified; Vinskey and Makepeace-O’Neil agree. Timing of the abutter notice is considered - a two-week notice to abutters by letter and notice to the public via the web and bulletin boards is suggested; DeChiara will refine this aspect of the language.
6. Select Board Webpage Content: DeChiara: currently, the Select Board webpage contains only minutes; suggests Select Board photos be added. Vinskey and Makepeace-O’Neil agree and all will submit short bios and goals/reasons for being a Select Board member. Vinskey reports setting up the Select Board account on NextDoor as Selectboard@Shutesbury.org and acknowledges that he did so without a vote by the Board. DeChiara states he is currently less inclined for the Select Board to have a NextDoor account, however, since it has been set up, is willing to give it a trial; recommends sparse posts initially so as not to overwhelm readers. Makepeace-O’Neil emphasizes the need for NextDoor posts to link back to the Town website. DeChiara: regarding protocol, posts on NextDoor need to go out on Town Announce because Town Announce is the official mode. Makepeace-O’Neil notes the need to prioritize the use of Town

Announce. Torres: there are announcements that are the purview of the Town Clerk. Vinskey: the goal is to emphasize information on the Town website. Torres notes the need to “clean-out” and do more organization of the website. DeChiara: the Web Committee has done some re-organization of the site. Torres: each board/committee has to take ownership of their pages, i.e. the budget is not posted. DeChiara: Town Administrator reports could refer readers to pertinent webpages, i.e. “for more information, click here”. Vinskey: shall we wait for website improvements before referring residents? Torres notes the need for a policy creating a framework for what can/cannot be included in Town Administrator reports. DeChiara suggests including lists of upcoming meetings/events. Vinskey will hold off on NextDoor announcements until the website is updated.

7. Select Board Budget Items: DeChiara: there is a fundamental challenge with asking committees/boards to maintain webpages when they may not have the time/skills to do so; perhaps there is a role for someone to assist in making needed changes – for example, five hours/week at \$15-20/hour = \$5,000/year – this would be an investment in communication. Torres notes the need to find out what staff/volunteers are actually doing to maintain pages and what needs/gaps there really are. Torres: currently, the Town receives approximately \$3,000 in free IT services therefore there would need to be a good reason to charge for services that are currently being donated. DeChiara notes the observations made by Mosher in regard to Hunting/Highway Superintendent’s limited time to maintain a webpage. Torres emphasizes the need to determine what is needed before creating a position. Makepeace-O’Neil suggests asking the question during the All Chairs meeting. All agree to add this inquiry to the All Chairs agenda. Torres: a Community Compact grant could be used to update the website. DeChiara: currently, the town has fifty free email accounts; it will be interesting to learn what Mosher/Town Clerk ascertains about record retention; the cost for G-Suite depends upon the number of users – the benefits include additional storage.
8. Select Board Committee Reports: Vinskey provides notes for the 9.19.16 Emergency Management Team meeting. Per Vinskey, the Master Plan Working Group has requested \$50.00 to cover the cost of refreshments for the first community-visioning meeting scheduled for 11.3.16. DeChiara moves the Select Board approve up to \$100 for refreshments for the 11.3.16 and 12.5.16 community visioning sessions; Makepeace-O’Neil seconds the motion that passes unanimously.
9. Town Administrator Updates:
 - A. G-Data security software packages have been updated on all Town Hall computers.
 - B. The men’s room urinal odor persists even though Chris O’Neil/Custodian has tried various cleansers: the plumber has evaluated the urinal and a recommendation by the Buildings Committee is pending. Unisex bathroom signs have been installed.

- C. The Cecil Group contract remains pending: Cecil recommends using only Appendix B; Town Counsel MacNicol recommends the contract remain intact. Even though Stephen Cecil signed the contract, the ownership issue remains unresolved; further work on resolution will be accomplished 10.5.16. Torres: Gail Weiss/Town Accountant approved progress billing and if there is any problem with meeting cancellation by Cecil, payments will be held.
- D. On Bulky Waste Day, the old fax machine was disposed of and the furnace room cleaned out. A new Epson machine with an Eco-Tank system was installed.
- E. Nancy Long/Dog Officer was contacted subsequent to receipt of the recent email complaint from Ron Meck; the dog hearing is planned for 10.18.16; a conference call will be held with MacNicol/Town Counsel and Long prior to the hearing. Makepeace-O'Neil requests receipt of the potential options prior to the hearing. Torres: at the prior hearing, the dog was determined to be a nuisance and specific requirements set up.
- F. Marnin Lebovits/Lake Street Development Partners apologized for not providing the information requested by Harald Scheid/Regional Resource Group. Lebovits explained that PILOT negotiations are on hold pending the resolution of the lawsuit; Scheid is graciously willing to put a hold on his work.

10. Agenda Items for 10.18.16: Dog hearing, employee review for Tim Hunting/Highway Superintendent, final review of All Chairs meeting agenda, review of The Cecil Group contract, and Pratt Corner Road update - this item may be postponed to a future meeting.

Administrative Actions:

1. Select Board Meeting Minutes: DeChiara moves to approve the 9.20.16 meeting minutes; motion is seconded by Makepeace-O'Neil; minutes are unanimously approved as amended.
2. Master Plan Working Group Appointment: Vinskey: Warwick, representing the demographic of those with children in the elementary school, is unable to regularly attend the Master Plan Working Group meetings; Jeanne Brown will be added as a member representing the same demographic. DeChiara moves the Select Board appoint Jeanne Brown to the Master Plan Working Group; Makepeace-O'Neil seconds the motion that is unanimously passed.
3. Sign Franklin County Regional Shelter Plan: DeChiara moves the Select Board approve and sign the Franklin County Regional Shelter Plan; Makepeace-O'Neil seconds the motion that passes unanimously.
4. Emergency Management Performance Grant (EMPG): Torres: per Walter Tibbetts/Emergency Management Director, the Federal government now requires the "Contractor Authorized Signatory Listing" (CASL) forms be submitted with the EMPG application. DeChiara moves the CASL be signed; Makepeace-O'Neil seconds the motion that passes unanimously.
5. Vendor Warrants totaling \$103,923.19 will be signed.

6. Payroll Warrants totaling \$95,589.04 will be signed.

At 10:06 pm DeChiara moves and Makepeace-O'Neil seconds the motion to go into executive session for reason #3/salt issue and not to return to open session: Vinskey: aye, DeChiara: aye, and Makepeace-O'Neil: aye.

Documents and Other Items Used at the Meeting:

1. Town of Shutesbury Chief of Police Job Description
2. Contract between Town of Shutesbury and Thomas E. Harding, Chief of Police
3. 10.4.16 letter to the Leverett Select Board
4. 9.14.16 "Use of Leverett Transfer Station" letter from Town of Leverett
5. All Chairs meeting agenda
6. October 2016 draft "Shutesbury Select Board Land Sale Policy"
7. Vinskey's 9.19.16 Emergency Management Team meeting notes
8. 10.4.16 Town of Shutesbury contract with The Cecil Group
9. 10.4.16 "Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement"
10. EMPG Contractor Authorized Signatory Listing

Respectfully submitted,
Linda Avis Scott
Administrative Secretary