

**Shutesbury Board of Selectmen Meeting Minutes
June 2, 2015**

Members present: Elaine Puleo/Chair, April Stein, and Michael Vinskey

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

Meeting opened at the Shutesbury Town Hall by Puleo/Chair at 6:35 pm.

Guests: Michael DeChiara, Marie Vlach, Paul Vlach, John Saporito, and Veronica Richter

Appointments:

6:35pm Police Chief Harding: Howard Kinder/Dam Keeper spoke with him about young people taking rocks from below the dam and throwing them into the spillway as well as taking rocks from Locks Pond Road and throwing them into spillway. Harding believes that Hunting/SHD and Tibbetts/Fire Chief are aware of the issue. Harding: Kinder told him that the amount of rocks could affect the flow of water into the culvert and requested that the Chief inform the Select Board; the Highway Department will have to remove the accumulated rocks. Puleo suggests that a sign may be needed. Harding: Kinder did not recognize the young people throwing the rocks. Puleo notes the need for vigilance. Harding states that he has been approached again about legalizing fireworks at the lake; some people want them and some don't; suggested to folks that they organize a fund raiser to hire a professional fireworks display which would include liability insurance; the Police Department is willing to work with folks on parking if a professional hired. Harding: attention will be focused on the night before the Fourth of July after the annual Lake Wyola Association boat parade; illegal fireworks are banned; recently, enforcement has not been necessary, however this year, fireworks are already an issue. Harding has two part-timers: Linda Newcomb, recently retired from Amherst Police Department, is willing to help out and an officer from Warwick; these are two people with experience and will be an asset. Chief states that he is primarily looking for weekend help and because they are both experienced, he expects to interview them both at the same time. Harding: the auxiliary officer is not able to work because she is on light duty at the jail; she can help with the RAD class, however, is not able to be in a cruiser; once trained, she will be an asset. Harding: the next update on Sergeant Masiuk is due 6.29.15. Harding reports on Town Hall security: doors have been left unlocked with the alarm on and it is all key holders who are doing this. Torres will follow-up to ensure doors are locked and the alarm is set. Harding is able to find out the last code used and is able to get a history of use for any time span; there have been problems with the freshly cut keys and locks that were recently repaired by the locksmith. Harding and Puleo concur on need to change the front and back door locks. Puleo suggests mechanical coded locks. Harding prefers a card lock system for front and back doors; this system is easier to control as able to delete cards from the system when people leave a committee; system works reliably in college dorms. Vinskey: recommends mechanically coded locks rather than keys, as this would be an improvement over redoing metal keys. Puleo: codes can be re-evaluated on a regular basis. Vinskey: with that system, there will be only one code

that could be given away more easily than a key. Harding: school uses fobs. Torres: last Town Hall break-in, 23 years ago, was through a window. Harding agrees to cost out different options. Paul Vlach: colleges use imbedded chips. Harding has been talking with Jackie Mendosa/Principal about building security; the school has a single code; she is consulting with an alarm company to set up individual codes; as people leave, codes can then be deleted.

7:10pm Tim Hunting/Highway Department (SHD): Chip sealing of January Hills and Farrar Road is to be done early next week; Hunting contacted Harding about a detail officer. Hunting: January Hills is a narrow road so won't be passable while work is being done; length of work is a little longer than 4,000 feet; expects process to take three hours; rubber chip (10% rubber) is almost immediately passable. Puleo recognizes the need to let residents know in advance. Hunting: the contractor will be doing part of Leverett's roads in the immediate vicinity of January Hills; they do not want any moisture on the road to do the process; normally start is at 7am. Hunting will post signage: "Road Closed to Through Traffic;" Shutesbury will have people on our end and Leverett will have people on their end; Kettle Hill, Round Hill and Sumner Mountain Roads as well as January Hills Road and Farrar Road residents will have to be notified and school bus routes will have to be considered. Hunting: weather may cause rescheduling. Torres suggests hand delivered flyers. Harding: could use the TTY system and Town-wide announce system. Hunting: this is the window for contractor to do our work this year. Puleo asks if it is possible to get a closer timetable from contractor; suggests waiting until after 8:30am in order for school buses to have passed through and most workers to be on their way. Harding and Hunting: the Leverett area has more room for vehicles to pass. Hunting: ideally, need to close the road for four hours. Harding will compose a traffic letter; Hunting, Torres and others will help distribute the letter on Friday to at least 50 houses.

Hunting states that he is aware, from Kinder, of the rock situation at the dam; rocks are being dropped into outflow of lake causing water to be diverted in the spillway and blocking the stream; rocks will need to be removed by hand. Stein: confirms that these rocks are used to stabilize the dam. Harding: there is an area around the pump house where fishing is not allowed. Puleo asks what the repercussion are if someone is throwing rocks or fishing where not allowed and should the Police be called. Harding: yes, Police will go and remind folks of the rules; citations can be issued. At 7:28 pm, Harding leaves the meeting.

Vinskey states that he invited Hunting to join the meeting. Vinskey reads a list of issues, concerns, and suggestions about the condition of Montague Road gleaned from postings on Nextdoor Shutesbury, observations made during a site walk with Nic Reitzel, the status of the Roads Committee and his own thoughts and observations (see attached). Vinskey: in summary, folks want a road surface they can comfortably and safely drive their cars on. Vinskey asks Hunting if this was a more difficult winter. Hunting: yes, freezing rain on the dirt roads resulted in glare ice; explains that he has a specific priority route for sanding and does Montague Road first. Hunting: the SHD keeps sanding; since having a truck roll over, they use chains for ice storms; this winter, even with chains, he had a truck slide three times. Hunting: as a rule, asphalt maintains a salt residue and is warmer which prevents icing. Hunting: snow is much easier to deal with than ice; mud

results from the road thawing out from the top down so that until the frost goes out, mud occurs. Stein asks Hunting with his experience, what would he suggest as solutions. Hunting noting that time is an issue, passes out a handout titled "Spring Highway Dept. Tasks – 3 men" and acknowledges complaints about potholes, especially on roads that are most heavily travelled; washboarding occurs in a drought. Hunting: uses a rake to rip out potholes, then grades; a road will then stay good for 2-3 weeks unless it rains. Hunting: dirt roads tend to get washboard on hills; a compactor would help to reduce washboarding and delay formation of potholes. Puleo asks if it is possible to rent a compactor. Hunting: yes it is possible to rent a compactor; has used a small one in the past; a used compactor sells for about \$20,000. Hunting: used ground up asphalt, from grinding done on Route 202, on portions of Wendell and Sand Hill Roads which helped maintain the roads' condition on slopes; these roads were plowed and sanded in the same way. Hunting: the paved area on the Baker Road hill was ground up at the point it was not savable. Vlach: reclaimed asphalt is a good idea; asks about the cost to do January Hills. Hunting: \$33-34,000 to do both January Hills & Farrar Roads. Vlach: sounds like there will be extra Chapter 90 money. Torres: there is an extra \$70,000 this year in addition to the extra pothole money. Vlach suggest that this money could be looked at differently. Torres: the extra \$70,000 should have been ongoing, however, will not be. Vlach wonders if compacting would help; notes that grading runoff goes into stream and asks if there is something else that could be done that doesn't leave so many extra stones on the surface. Hunting: normally uses ¾" processed gravel, in the spring, uses 1 ½" screened gravel that helps the road stay stable longer. Hunting explains about grading and that the compactor would be used after grading; it is not great to grade when roads are dry; when moist, they pack a lot better. Select Board supports Hunting in obtaining a rental compactor. Vlach asks if dump trucks be used to compact surface. Hunting: that would slow the process down; normally, when he grades, he is particular that the crown is in the middle. The Vlachs are concerned about the rumbling on the road after grading; condition is smoothing now. Hunting; the spring schedule is very busy; wants to be sure he is prepared for the paving project because it is the largest expense; it is a little early for paving, however, the contractor is ready; some preparation work is needed. DeChiara acknowledges that the Committee idea was dismissed as too broad and asks if it would be helpful for Hunting to have folks available whom he could direct to assist him with research. Hunting, in the past, he met with the Committee once/month. Vinskey: perhaps renting a compactor will help, if not, something else will be tried; instead of having a committee that hinders Hunting, Reitzel/roads engineer is willing to help. Stein notes that Hunting manages well with all he has to do. Puleo: a traffic count has been requested for Montague and the dirt portion of Wendell Road. Torres requests the number of man-hours it takes to use grader. Hunting states that he is the only one to run the grader; other staff could use a compactor because it is not a complicated machine; rental may need to wait until FY16. Torres: Chapter 90 money could be used. Puleo suggests doing a test section to determine the benefit of using a compactor. Hunting: a trucking outfit from South Hadley does have some of the ground asphalt at \$18/yard; gravel is \$13/yard; the ground asphalt lasts longer. Hunting notes that he did not receive any complaints on the use of ground asphalt and notes that, in time, the ground material will fade. Richter and the Vlachs are in favor of using ground asphalt material on Montague Road's Task Hill. Hunting: bringing the grade up on the this area of Montague Road is a good idea; doing

such a project is time consuming, other projects get ignored and weather constraints occur. Hunting: Chapter 90 money could be used for work on dirt roads; he would love to lessen the steepness of Task Hill; feels he could get a local contractor, such as Clark to do this kind of job; Clark has worked well in the past and helps the SHD out tremendously. Hunting: a big project would have to go out to bid; he is in favor of using local contractors who are known and allow collaboration on a project. Hunting reviews his spring task list and suggests talking about the L/C/P Footprint project at a future meeting, as he is very disappointed with the condition of the road. Hunting will be talking with the ConCom about pending work on Leonard Road. At 8:25pm, Hunting leaves the meeting. Vinskey notes that, in the past, the SHD has sprayed roads with sodium chloride to decrease dust. Residents share more of their concerns about the rumble strip on Montague Road and their greater difficulty travelling the road in its post-grading condition this year and acknowledge that this may be due to dry conditions. Vlach recognizes the increasing role Nextdoor Shutesbury is playing in getting the word out to folks. Torres and Puleo clarify that Hunting receives very short notice on the contractor's availability for paving.

6:50pm Ken Holmberg/Assessors: postponed to 6.9.15.

Topics:

1. Assessors' Clerk Appointment: postponed to 6.9.15; Stein is not available for the 6.9.15 meeting.
2. WiredWest/MBI update: Torres reports that New Salem passed unanimously and that their override is scheduled within the week; Wendell votes on 6.8.15 and that they have been working through Crocker questions. Puleo has heard complaints about the cost of the Leverett system; their bills surprise folks. Torres: advertised bills for Crocker and MLP; the MLP changes with the number of subscribers; Leverett expected \$62/month and it is actually \$93. Puleo: Leverett has better service than Amherst. DeChiara: they have the highest Internet speed in the country. Torres: Leverett usage patterns will be monitored because they have a wide-open model. Vinskey asks about WiredWest. Torres: we will have tiered options. Torres explains that she has shared attendance at governance meetings with the Shutesbury WiredWest alternate; next Saturday, there will be a WiredWest Board meeting; with fourteen towns, the business model comes out profitability. Torres: as of last night, seventeen towns have passed bond authorizations at their Town Meetings; between 9 and 11 towns have passed their debt exclusions. Puleo asks how many towns have done all three: 40% subscriber rate, bond authorization and debt exclusion override. Torres: not all towns have Broadband committees; cites Otis as an example of a town waiting until their summer population arrives to hold their town meeting. Vinskey: folks who don't use the Internet will not be motivated to sign up; fortunately, we have enough folks who have/will sign up. Puleo: twelve folks voted against the debt authorization at Town Meeting. Torres: governance meetings are open; the new MLP is not yet a cooperative therefore not bound to open meeting law; the governance committee will be reporting to the Board and she expects to have a

- preliminary report after 6.13.15. Stein: fourteen committed communities make the model profitable.
3. Knotweed Forum: Torres has a call into Lena Fletcher to plan the educational forum.
 4. “An Act to Sustain Community Preservation Revenue”: Motion is made and seconded to sign letter to support “An Act to Sustain Community Preservation Revenue.” Torres: State support has diminished to 27% this year; if Shutesbury had committed to a 3% share, we would have received a 100% State match. Vinskey notes the difficulty in finding a use for CPA Housing dollars in Shutesbury and recognizes that creative uses are being sought. All agree to sign the letter.

Select Board Action Items:

1. Amendment to Assessors’ Clerk job description: Torres: Assessors’ Clerk job description changed from 15 hours/work to 12 hours/week. Torres will add May 2015 as a “Date Revised” rather than as a “Reviewed” date. All Select Board members approve and agree to sign the document.
2. The Select Board approves the Select Board meeting minutes for 4.15.15 as presented. Vinskey and Puleo approve the 5.28.15 Select Board meeting minutes as presented; Stein was absent from this meeting therefore abstains.
3. Vendor warrants totaling: \$75,764.09 are signed.
4. Payroll warrants totaling: \$104, 846.40 are signed.
5. Police Union negotiated changes to contract: A motion is made and seconded. Stein reviews changes to the contract: Article 9/#1, 2% plus a one step increase; #2, fingerprint work increase of \$600/year; #3, cell phone stipend; the Chief’s cell phone is fully covered; Article 17 doesn’t cost the town anymore; detail is paid by National Grid, for example; the \$31 hourly rate for detail is based on time and a half for the Sergeant. An officer from another town would be asked to cover detail if our officers were not available. Vinskey asks what happens if there is no coverage for detail by our police for Shutesbury needs. Torres: most of our Town’s needs for detail coverage are public relation jobs such as Celebrate Shutesbury, Halloween so Harding encourages his staff to do this work; they do not charge for a lot of detail work that is done during their hours; the Union representative negotiates with Town. Vinskey confirms that pay for fingerprint work is State law. All members of the Select Board are in favor of signing the document.
6. Fire Department Personnel Action Forms: Motion moved and seconded. Torres: the Engineer position formalizes the work done by volunteer Mark Foster who is retired and spending much time assisting Tibbetts/Chief; the PAF formalizes and allows Foster to do this work as described in “List of essential tasks, duties and limitations of the voluntary position of Engineer” for the Fire Department reporting to Fire Chief; Tibbetts consulted Personnel Board on this list. All members of the Select Board approve signing the “List of essential tasks, duties and limitations of the voluntary position of Engineer.” All members of the Select Board approve signing the PAF for Mark Foster/Engineer and India Meyer/Firefighter.

Issue not reasonably anticipated by the Chair of the Committee:

1. Puleo asks if there have been any updates on the farmhouse at the lake and if a date to view the site has been set. Torres: no date has been set.
2. Torres: Shutesbury Regional Assessment committee deadline is today; two folks have expressed interest; FinCom and School Committee representation is pending.
3. Master Plan Working Group: Torres: there is no due date for response to call; one person has expressed interest. Vinskey states his interest in participating. Torres reads the "Call for Working Group Members." Vinskey: the Select Board and Planning Board will decide who members will be.

List of Documents and Other Exhibits used at the meeting:

1. "Montague Roads/all Shutesbury Roads" by Mike Vinskey 6.2.15
2. "Spring Highway Dept. Tasks – 3 men" by Tim Hunting
3. 6.2.15 Select Board letter supporting "An Act to Sustain Community Preservation Revenue to the Joint Committee on Revenue
4. Assessor's Clerk job description
5. Tentative Agreement By and Between Town of Shutesbury (Police) and Teamsters Local Union 404
6. "List of essential tasks, duties and limitations of the voluntary position of Engineer"
7. PAF to hire India Meyer/Firefighter; PAF to appoint Mark Foster/Engineer
8. Town of Shutesbury Expense Report 7.1.14 to 5.31.15

Next meeting June 9, 2015 at 6:30pm.

All members agree to adjourn the Open Session at 9:22 pm.

At 9:22 pm, a motion is made and seconded to go into Executive Session for Reason #3.

Stein: aye, Vinskey; aye, and Puleo: aye.

Respectfully submitted,
Linda Avis Scott
Administrative Secretary