

Shutesbury Select Board Meeting Minutes
May 31, 2016 Shutesbury Town Hall

Select Board members present: April Stein/Chair, Mike Vinskey, and Michael DeChiara
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Melissa Makepeace O'Neil/Select Board member-elect, Miriam DeFant, James McNaughton, Asha Strazzero-Wild and Ayers Hall/Broadband Committee, Paul and Mari Vlach, Zenya Wild, Bill Wells, Leslie Bracebridge/Historical Commission, George Arvanitis/Finance Committee and Personnel Board, Ralph Armstrong/Personnel Board, Walter Tibbetts/Fire Chief, Ken Holmberg/Administrative Assessor, Susie Mosher/Town Clerk, Berri Jacque, Police Chief Tom Harding, and Officer Sean Sawicki.

Stein calls the meeting to order at 6:30pm.

Agenda Review: DeChiara provides a sample of how he requested the agenda be laid out and notes that to give the public an opportunity to know approximately when to attend for a particular topic, agenda items should be in chronological order. Stein: the way the current agenda is laid out is clear.

Public Comment Period:

1. Miriam DeFant confirms that her requests to be appointed to two committees will be considered under the "Draft Appointment List" agenda item.
2. James McNaughton: since October, multiple requests for information from Torres about the Task Hill project have not been forthcoming; he was not notified about Torres' receipt of Hunting's/Highway Department Superintendent recently created packet of information about the project. Torres: Hunting's packet will be mailed 6.1.16. McNaughton states that he feels Torres has been dishonest relative to receipt of this report and asks for a dialog with Torres in a public forum regarding the matter. Stein: to clarify, are you looking for a report? McNaughton states he is looking for project financials; he wanted the project to cease and desist and felt that Hunting should have consulted an engineer prior to doing the project; Torres promised receipt of documents and if Hunting did not submit the report in a timely fashion, there is a management problem. McNaughton states he backed off of the cease and desist order because an engineering plan was promised. Torres reminds McNaughton that she arranged for Hunting and Dennis Clark/W.W. Clark Excavating to meet with himself and neighbors on site; an engineering study was done in the past; Hunting's goal was to make the road safer; it seems there were cross expectations; part of the delay in completing the project report was the time needed to gather the requested documentation. Stein: per Hunting, the only way to deal with Task Hill was to lower the slope of the road. McNaughton: the issue is honesty in communication; we needed to have information about the proposed project – we only received a robocall instead of a personal call/letter about the project; Torres did arrange for Hunting to come out on a Friday, his day off, to explain the project. McNaughton reports sending

seventeen email requests for information; there has been a smoke screen. Stein: as a 30-year resident of Montague Road, Task Hill has never looked better. Stein states that she has full confidence in Hunting's skill in managing a difficult situation. McNaughton: Torres fostered mistrust in the way she handled the situation; subsequently, Strazzero-Wild requested information. Stein to McNaughton: what would solve the problem? Wild: two weeks ago, she asked for a full accounting of the project; would love to have the big boulders along the road, where there used to be a ditch, removed because they are a hazard. Strazzero-Wild: it would be helpful to understand the communication policy for when a driveway/road will be impacted; it was very frustrating to be told we may not be able to get out of our driveway; on our behalf, members of 408 and 412 Montague Road had to seek out parking information; it feels like there is no town policy. Mari Vlach: we should be notified about roadwork taking place anywhere in town. Torres: McNaughton made helpful points at the All Boards meeting; cites the noticing that occurred for the current project on West Pelham Road - this information was passed along to the whole town as soon as it was known. Torres shares that she is in direct communication with a Wendell Road resident whose driveway will be impacted by roadwork. Torres states she hopes McNaughton will find the Task Hill report helpful; practices for notifying residents about roadwork have changed; clarifies that she is not Hunting's boss. Paul Vlach presents and summarizes a letter to the Select Board dated 5.31.16 from Montague Road residents Paul and Mari Vlach, James McNaughton, Gayle Huntress, Asha Strazzero-Wild, Zenya Wild and Gregory Fitzpatrick. P. Vlach: as a group of residents, we want to know the short/long term goals for this project and where the reconciling is; we hope the Select Board will digest this document for consideration at a future meeting. McNaughton provides copies of his emails to Torres stating that he will feel heard and listened to if the Select Board will read and consider his emails; notes the lack of follow through on his requests for information and that he will appreciate a change in communication. DeChiara appreciates citizens sharing their concerns; it is a real concern that we are not taking to heart the need for transparency and communication. DeChiara to Torres: he sees a general sense of defensiveness – we need to treat residents with respect and take time to explain; I don't think we are listening well; would want to ask Torres and Hunting to have a meeting with anyone concerned; public officials have a higher bar than the residents. Strazzero-Wild volunteers to assist with communication as is willing to work on a positive solution. P. Vlach refers to the recent message about skim coating: how things are communicated is part of the problem; urges use of Nextdoor for notifications; use of Nextdoor does not have to threaten Open Meeting Law. P. Vlach states he is unclear whether a Select Board vote was taken to use Nextdoor - there are several active town committees using this venue to provide information. Stein: there is so much we could be talking about relative to communication. Vinsky: for next steps, add overall communication and road specific items to a future agenda. DeChiara: there is a need for both sides to come prepared. Stein suggests planning for these items to be on an early July Select Board agenda. DeChiara: Torres will check with residents about a potential date. Stein: the suggestion for agendas to be posted on

Nextdoor needs to be considered subsequently. The Vlachs and Wild state their wish for the Select Board to communicate in any way they can. Torres provides copies of the “Montague Road Project – October 19-22/2015” report by Hunting to interested parties.

Discussion Topics:

1. PILOT Consultant Update: Vinskey to Holmberg: at the last meeting, the Select Board talked about what a consultant could provide for us; after reviewing Lake Street Development’s proposed PILOT spreadsheet, he does not see the need for a consultant; Lake Street came up with an initial value, depreciated it over 8 years, and estimated the tax rate for 25 years; using an online sample, he was able came up with a PILOT number. Holmberg: when entering into an agreement for 25 years, the Board will want to ensure the numbers are right; an estimate/investigation by a consultant will assist in getting the best amount for the town. Vinskey: how will the difference between the consultant and Lake Street be reconciled? DeChiara: we want to negotiate the best deal for the town. Vinskey states his need for more information about the consultant’s role. Holmberg: the consultant is an expert familiar in assessing solar projects and providing information for negotiation. Holmberg notes that he is not an expert in appraising solar projects therefore supports a consultation; it has been proposed that Lake Street pay the consultant’s costs. Stein: the consultant will give us information to negotiate with. Vinskey: whatever we might ask the consultant, we could find out for ourselves. Holmberg: the consultant will guide the Select Board in negotiating; you will have someone standing behind you; information will probably come from the Internet and other appraisers. Holmberg states that he finds some of Lake Street’s estimates very low. DeChiara: we need a rational for negotiation and how the project equipment/generation is valued. Vinskey: we do need a value on which to negotiate. Holmberg: we cannot ask for Lake Street’s income; does not think energy credits can be used as part of the cost – this is why the Board needs to hire an appraiser – you will use his data as a negotiating tool; there has been talk among assessors that these commercial projects could become tax exempt in the future, hence the need for a 25 year agreement to benefit the town. Vinskey recommends the Select Board move forward in hiring a consultant and clarify what the Board wants from this consultant. Stein: the Board will want the consultant to be the backbone of our negotiation. DeChiara: we need to know why other towns have ended up in different places with their PILOTs. Vinskey: we will want to know where the panels were made because part of their value depends upon the place of manufacture, how many panels will be installed, and whether we need a value for the preparation of the lot. Holmberg: the appraiser will help with determining a value for the land lease. Vinskey: what about all the site preparation – road, detention basins, stumping, etc.? Holmberg: you do not need to come up with a value for every aspect of the project. Vinskey: Lake Street’s PILOT numbers are based on equipment; do we add the development of the land? Stein: this will be a question for the consultant. DeChiara: we need to ask what aspects of the project can be included in the appraisal – what expenses, going from forest to “installed project”, can be included in the appraisal and what

part of the generation revenue can be included. Torres: you will want the consultant to analyze income and cost. Vinskey to Holmberg: what is your estimate? Holmberg: \$15,000/megawatt. Holmberg: the issue about cost is that as a big developer, like Lake Street will get a large discount. Vinskey: \$15,000 seems to be a reasonable number, however, as a non-expert, he came up with \$16,000. Holmberg: the Select Board could confer with a couple of consultants. DeChiara: for the record, he will not pre-judge the PILOT amount; the Select Board needs to make an informed decision. Vinskey: the consultant will need to justify his recommendation. DeChiara: there are enough project sites in MA from either end of the spectrum to compare to. Vinskey: we need to compare the PILOT value to what the tax assessment would be; we would want the consultant's calculations to include assumptions for tax levy increases and the equalized valuations (EQV) for Shutesbury. Holmberg: during the year the project is built, Shutesbury will have a lot of growth helping the overall financial picture of the town; there is a \$25/\$1,000 cap. Vinskey: their initial offer is not valid because the tax rate will max out at \$25/\$1,000 valuation; Lake Street made the assumption the tax rate will increase at 2.5% each year. DeFant: it sounds like you need to look at the total installation costs – they are preparing the land for industrial use; you need to have an expert look at the models. Wells: a commercial tax rate could go beyond the \$25/\$1,000 cap; Lake Street may not know that Shutesbury does not have a split tax rate. Holmberg: we do not have a split rate due to its effect on small businesses and Chapter 61 property. After confirming that Lake Street will pay for the consultant, Torres will write up a descriptive paragraph, for the three appraisers she has already spoken with, requesting a scope of work. Vinskey requests Torres copy the Select Board before sending the descriptive paragraph.

2. Cowls' Intention to Convert/Town's Option to Purchase: Torres: to act on the option to purchase, the town is required to have a full appraisal in hand within 30 days from receipt of the letter; that period has elapsed. Holmberg: generally, the town does not act on a case like this unless there is an urgent need to use the land for another purpose. DeChiara: his thinking was, as happened in Turners Falls, that if the survey found Native American burial and/or ceremonial sites on the parcel and we did not have a clock ticking, we may have considered purchase of the land. Torres: the Select Board needs to sign the "Certificate of Receipt of Notice of Intention and of Non-Exercise and Waiver of Time Period". DeChiara: per MGL (Chapter 61, Section 8), specific information is required for a notice to convert; during the previous conversation, it was presumed we were not going to purchase. Torres: the 5.4.16 Select Board minutes indicate that the option to purchase was presented. DeChiara: at that time, the Select Board did not have all the necessary information. Vinskey moves and DeChiara seconds the motion for the Select Board to approve and sign the "Certificate of Receipt of Notice of Intention and Non-Exercise and Waiver of Time Period"; the motion passes unanimously. Mosher/Town Clerk notarizes the Select Board signatures.

3. Fire Department Update: Fire Chief Tibbetts: the dealer, located in Hopkinton, repaired the new fire truck check engine light problem under warrantee. Tibbetts: the Self-contained Breathing Apparatus (SBA) grant was received; the Department has nine new state of the art SBAs, has been trained, and the equipment is in service; additional accountability training still needs to be done. Per Tibbetts, the Fire Department obtained \$58,478 worth of equipment under the grant; at a 2014 FinCom meeting, he understood that the funds to cover the Department's portion of the grant match would come from FinCom reserves. Tibbetts states that on 3.31.16 he handed a letter to Torres explaining the need for the FinCom to transfer the funds; Torres said she would take care of getting this document to the FinCom. Tibbetts: subsequently, he received a call that Montague Center Fire District had yet to receive payment (Montague managed the grant). Tibbetts states he reprinted the invoice and provided it to Torres who asked if the funds to pay the invoice could come from the current SBA account; these funds cannot be used as we roll them over for future equipment purchases, i.e. additional tanks and spare masks. Tibbetts: the invoice was processed and paid; it was important for Montague to get their funds, however, the request for payment, signed by Torres, used the SBA fund which is now ~\$2,800 overdrawn; this item is on the next FinCom meeting agenda which he will attend – the Department needs these funds to pay for equipment. Torres to Tibbetts: on 5.27.16, you asked me if the invoice was paid; I did not recall receiving the invoice and was surprised you asked me to process it. Tibbetts: I would not have processed the invoice because the funds were not coming out of the Department's account. Torres: in order to have the invoice processed for payment, the request was submitted; Weiss/Town Accountant recommended use of the Department account. Tibbetts reads his letter to the FinCom into the record; the letter requests the FinCom pay the invoice and states clearly what he expected would happen. Torres: the FinCom makes the transfer allowing the bill to be paid; they do not pay the invoice. Tibbetts states he asked Torres the best way to get his letter to the FinCom and, because he did not hear anything, he figured the invoice had been paid until he heard from Montague that it was not; his reputation is on the line; he would have been okay if he had a note explaining how the invoice would be processed; expresses concern about lack of communication. DeChiara: regardless of the details, Tibbetts is a department head and not being clear about how bills are being processed is problematic; it is failure of the system for Tibbetts to have to come forward with a complaint. Tibbetts states that with a plan for subsequent reimbursement, he would have been fine with signing the payment request using SBA funds in order to have the invoice paid; was told in 2014 by the FinCom that managing the funds would occur when the time to do so arrived. Vinsky: the Select Board is responsible because we sign off on all of the payment vouchers; from EMT meetings, he knew of the need to pay this invoice however did not question payment from a Fire Department account. Arvanitis: it was right to pay the invoice out of the SBA fund; the FinCom does not create new accounts, we transfer funds and that is what we will do in this case; when the invoice is submitted to the Accountant, she is aware the account is overdrawn; due to busy meeting schedules, Torres has been unable to attend recent FinCom meetings and

communication may have broken down a little. Tibbetts: the process was not explained to him. Arvanitis to Tibbetts: the FinCom will be able to fund your purchases; the Accountant will know what to do when paying the invoice. Arvanitis acknowledges Tibbett's frustration. Stein to Tibbetts: you have been very clear about your frustration; affirms that he will meet with the FinCom. Tibbetts agrees. Vinskey to Torres: payment request forms indicate they are to be signed by a department head; it seems unusual for you to sign the Fire Department payment request. Stein: it seems like there was miscommunication. Torres: in some cases, i.e. the Dam Keeper, there is no expense line, so the TA would sign the payment request.

4. Broadband Committee/WiredWest (WW) Delegate & Municipal Light Plant (MLP) Manager: Strazzero-Wild thanks the Select Board for their support in bringing Broadband to Shutesbury; she and Huntress met with MBI representatives earlier today; Torres, Mosher/Town Clerk, and Voelker/Treasurer will be asked to provide information for the financial assessment; after consultation, the Broadband Committee will have the WW Delegate job description, a recommendation for the Delegate, and the MLP Manager job description ready for the Select Board on 6.3.16. DeChiara: the Select Board will be making appointments on 6.28.16. Vinskey confirms that the Select Board will want time to review these job descriptions in preparation for the 6.28.16 meeting and requests they be sent to the Select Board when ready. Strazzero-Wild: we are very much a WW town; the MLP Manager's job description is the more fluid document and we will want feedback on it. DeChiara: the appointments will last for one year. Torres: Leverett's MLP Manager job description is pending; there is a list of tasks for that 15hours/week position; MacNicol is their Town Counsel as well. DeChiara: would prefer the position remain vacant until we have a job description and the right person. Strazzero-Wild: the meeting with MBI was good and productive and we were more prepared than expected.
5. Personnel Review: Stein: the Select Board is attempting something we have never done before – meeting with direct reports for the “purpose of reviewing job performance and responsibilities, and to exchange related information.” DeChiara reads from “Proposed Annual Job Performance Review Process for Shutesbury Select Board Regarding its Direct Reports”: “While these meetings may include critique, they are not intended as hearings to raise complaints...” Stein acknowledges how long she has worked with Torres. DeChiara asks Torres what she thinks about her position. Torres states she finds the current situation very challenging because this Select Board's approach is dramatically different from any of the other Select Boards she has worked with; much time has been spent on how to do things; the Select Board policy manual may provide guidance on procedures and allow more energy for projects needing attention. Stein notes that there is a lot of work to be done and that things have been managed differently this year. Torres appreciates how Vinskey has worked through his questions and that his concerns have been heard; the financial team is very strong; there is grant work that could be done though there are concerns that projects can be driven by

grant terms. Torres: Stein will be the third person to leave after having served on the Select Board for six years. Vinskey: the last few years have been in constant flux; how do you see yourself working with this ever changing group, what is important for you to provide and for us to provide to keep things moving? Torres to Vinskey: when you came on the Select Board, you went to many meetings and met with folks, however, as the TA, I wasn't sure how to start a conversation with you; it was helpful to meet with Makepeace-O'Neil/Select Board member-elect to provide her with basic information; the TA's job changes with each new group and identifying priorities, which can be different for all three members, is challenging; there is a need for more conversation. Vinskey affirms Torres' need for more conversation. Torres notes the need for the Select Board to have reliable resources and time for questioning; she seeks to ensure documents are fully vetted. Vinskey asks Torres if it is okay for him to call her daily and ask what is happening. Torres: will you be asking what I am working on/what is going on in town hall? Vinskey: yes, sees Torres as the knowledge base for what is happening at town hall and notes that the "TA Reports" were outstanding and that he is seeking to find a way to stay in touch. Torres: it is a struggle for her to ensure information is presented to all three members of the Board; notes the challenge that DeChiara's email restriction presents; Stein has been easy to reach. Torres notes that the "TA Reports" would trigger a lot of questions requiring answers; she would want to figure out how to do a timely report in a standard format. DeChiara to Torres: he is frustrated - the Select Board changes and it seems that "if we are not functioning in this box, we are not functioning" – the Select Board confirmed the need for communication; if you are not interested in a topic, ideas do not get followed up on. At this point, Stein cautions against complaints. DeChiara: this is a critique, I am giving specific examples: the Select Board identified the need for communication; we are a different group; cites the agenda format request, a little idea, about getting information out – I don't feel like my requests are valued – you are supposed to operationalize; the packets are working well now – notes the need to figure out how to do things without pushbacks – department heads and the public should not have such angst – it should not be a fight to figure out how to do things different. Stein to DeChiara: you came onto the Board like a bull in a china shop – that made it difficult – some of your emails have been insulting – that makes it hard; notes the need to respect tradition and that there are ways to promote change and support people. DeChiara: it should not be a fight to get a packet; acknowledges the he has heard what Stein said; we are the elected body, if we identify priorities and needs, it needs to be discussed how to move things forward and get beyond the frustration. DeChiara states he told Torres that he wants to have conversations with her in open meeting. Torres: DeChiara does not want me to call him. Vinskey: we are all supposed to have the same information, but at the same time, if I can pick up information around town hall, I can make better decisions as a Select Board member. DeChiara to Vinskey: I am not critiquing your style. Vinskey to DeChiara: you have chosen a particular way to operate; it boils down to communication and transparency. Stein to DeChiara: maybe part of your frustration is that you are not talking to Torres. Vinskey to Torres: if you were not available for an extended time, how would we

keep things going? Torres: by working with Scott; she looks over the mail so can be helpful in tracking major documents – this is critical; DeChiara could manage the agenda. Vinskey: does Scott know your filing system, i.e. fire station leak? Torres: she would need an orientation to my filing system; Scott is aware of a lot of the key documents; we aim to have a post-meeting review of what documents need processing; notes that she is in the process of reorganizing her filing system. DeChiara: when Makepeace-O’Neil comes on, we will have another conversation about priorities in the fall. DeChiara asks Torres about her priorities. Torres: web policy review, working more closely with Hunting to get Highway Department projects on the website, working with Mosher to get more information on the “What’s New” page, communication with the trash/recycling hauler, keeping up with email and phone messages; notes the need to transition from one project to another quickly; also notes that getting the Task Hill information packet together required Hunting to go back to his log. Stein asks Torres about her weekly hours. Torres: 45 -55 hours/week. Vinskey asks Torres how the Select Board can lessen her burden. Torres appreciates Vinskey’s attendance at and reporting on meetings. Vinskey: would want someone hired for 40 hours/week to work 40 hours; does not want someone to have to put in extra time to get done what needs to be done. Vinskey asks Torres what tasks someone else could do and what tasks could be taken away. Torres: over the last five years, many hours have been devoted to WW; notes that she is being removed from WW at a time when there is rapid change; would want DeChiara to not be so frustrated as she is learning new styles of communicating with different people and feels DeChiara may not be really hearing her. Torres sites the need for assistance with removing the old office furniture. Stein asks if Torres needs more clerical help. Torres: no, things are very good. DeChiara: the TA is the hub – I need you to be the hub; being in the “weeds”, you are doing too much; the town is the priority – helping the Select Board deal with priorities and handling the operational details – the TA needs to have less in-depth project work i.e. regionalization. Torres: in some situations, it is helpful for the TA to participate. Arvanitis acknowledges how much knowledge Torres has; the regional assessment was a very high stakes situation. Stein: Torres’ involvement with WW and the WW Executive Board has been very important. DeChiara does not agree with Stein regarding Torres’ WW participation. Vinskey: Torres’ WW involvement has come at a cost; we have to acknowledge this and figure out what to do. Torres: some WW work was done on the weekend – that was her decision, as WW was a top priority for the town. DeChiara: the reason this conversation is held in open meeting is so everyone has an opportunity to talk. Torres: I was not involved in the conversation about my WW work. Vinskey: WW is town business; notes the need for Torres to maintain her physical wellbeing. Vinskey: in summary, I will work on communicating more often and more effectively with Torres about what is going on at town hall; states his concern that Torres’ hours do not exceed 40/week and that he will work on figuring out how to get things accomplished – maybe with volunteer help or hiring assistance. DeChiara states that he will try to communicate better, listen more, and hope for reciprocity. Stein: the last six years working with Torres have been awesome and very professional. Torres states she will ask for help with

projects, communicate with the Select Board on how to implement priorities when they are not clear to her, work more on keeping communication and information flowing, and recognize the need for more people to assist with projects. Torres appreciates Mosher's communication work on the website. Torres states that she will continue to work on her communication with the Select Board.

6. Draft Appointment List: DeFant states her interest in being appointed to the upcoming Planning Board position - believes she could play a role in mending fences. DeFant is also interested in joining the Historical Commission. Bracebridge acknowledges receipt of an email message regarding DeFant's wish to join the Historical Commission; Barbara Goodhind is now the Chair of the Commission; Bracebridge is the Secretary. Stein asks DeFant if she has attended any Historical Commission meetings. DeFant: not yet due to a conflict with the meeting time. Bracebridge: the Commission's annual meeting will be held soon; David Jolivet, a non-member has been donating time, research and material; each year Commission members continue to want to serve; it will be a hard decision to unseat someone although the State allows the Commission to have associate members. DeFant states she is not interested in unseating a member; notes that she could play a helpful role in facilitating communication with tribal historic preservation officers (THPO) and the Historical Commission. Bracebridge: when Rolf Cachat-Schilling met with the Commission, he came away with greater respect regarding the role of Historical Commission; suggests DeFant connect with him and notes that the Commission role with the Massachusetts Historical Commission may conflict with the THPOs. DeFant: this may be inaccurate; agrees to work around meeting time. Stein: the place for this conversation is at a Historical Commission meeting. DeChiara notes the need to have a conversation about all appointments. Stein asks DeFant and Bracebridge if they are settled; Bracebridge will bring DeFant's email request to the Commission. DeChiara: the initial draft list automatically renewed expiring terms – that was an assumption; opportunities for new folks are needed - not everyone should be renewed. DeChiara: the Council on Aging was just expanded. DeFant inquires about the Planning Board opening. Stein: this vacancy will be filled by a joint vote of the Planning Board and Select Board. Torres recommends DeFant talk with the Planning Board about her intention and, if the Planning Board recommends, a joint vote by a quorum of both boards is held. Bracebridge: this appointment is for one year or until the next election; the Select Board has to decide whether the position will be filled by an appointment, an election, or left vacant; the public needs to know the position is open. Torres: no one ran for the position, it is the Boards' decision. Armstrong regarding the prior discussion: it is always good to have a dialog with one another and to try to make the dialog as pleasant as possible; understanding the other point of view is always helpful. Stein to DeChiara: we need to figure out how to engage more people. DeChiara: there is expertise in town; people get burned out and new thinking is needed; he wanted a sense of how long people have been on committees – they might volunteer somewhere else. DeChiara recommends the "job ad" on the town webpage. Stein: people on committees are already reaching out - cites the example of the Water

Resources Committee reaching out to new members. Stein has been reaching out to young people. DeChiara: are there committees that getting stagnant or that do not meet, i.e. the Energy Committee? Torres: the Energy Committee is meeting this evening – they have been having trouble getting a quorum; the Energy Committee has the constant task of moving the Town solar panels four times a year; hopefully they will be able to revitalize; the Farm and Forestry Committee holds the market – the first one of the year was held 5.28.16. Torres: Janice Stone recommends continuing the Open Space Committee; the Broadband Committee is appointed annually – because of their significant activity, the Select Board might want this Committee to have staggered three-year appointments. DeChiara: is there a need for the Town Center Committee? Stein: they meet on and off over the years. Torres: Town Center donated funds for the town common memorial; recommends a conversation with this Committee. DeChiara notes that he is the Select Board representative to the Web Committee and an appointed member; will talk with P. Vlach/Web Committee Chair about his status on the Committee. DeChiara: the FRCOG Representative should be from the Select Board. Torres to DeChiara: would you want to unseat Ellen McKay/Tax Collector – current FRCOG representative - maybe you could be the alternate and fill in for McKay at one or more of the quarterly meetings. DeChiara: the question is tradition versus what makes sense. Torres: this FRCOG group has a combination of members - some Town Administrators, Personnel Board members and Select Board members attend. Vinskey gives a brief Franklin Regional Transit Authority Advisory Board meeting report. Bracebridge suggests the Regional Planning Board as a possibility for DeChiara. DeChiara suggests and Torres agrees with having McKay report to the Select Board on FRCOG quarterly meetings. Vinskey: have those up for renewal been asked if they want to continue? Torres reached out to those who may not want to be renewed, i.e. Dale Houle/Building Committee; Open Space. Bracebridge: each Historical Commission member wants to continue. DeChiara asks how the size of committees is determined. Torres: it varies – some are determined via bylaw, some are by statute; there used to be a Recreation Committee. Vinskey: will this be the list we appoint from at the end of June? Torres and Stein: Yes. DeChiara: E911 position? Torres: most of the work done by this position is part of the Fire Chief's role. Vinskey confirms this. Torres: Fire Chief Tibbetts will need to be consulted about listing the E911 Coordinator tasks as the responsibility of the Emergency Management Director/Fire Chief. DeChiara: it would be helpful to know how many terms people have served. Torres is working on this. DeChiara: how does the Select Board provide guidance to someone who steps up and states interest in a committee? Bracebridge: it depends on the committee. DeChiara: regarding the ZBA, if a Planning Board special permit is appealed, it goes to the ZBA – Jeff Lacy serves on both boards, therefore, perhaps he should be appointed as an alternate rather than a full member of the ZBA. Stein recommends DeChiara take off his “abutter” hat and speak as a Select Board member. Vinskey: Penny Kim/Town Moderator appointed Jim Hemingway to the Finance Committee however Bob Groves, who also expressed interest in being appointed, did not receive an appointment letter; subsequently, Groves spoke with Kim and she will

send him an appointment letter. Torres: the plan had been for Groves to speak with Arvanitis/FinCom Co-chair regarding the meeting schedule and attendance. Vinskey: Stein has been appointed to the Personnel Board as “regular citizen” – we will need to select a Select Board representative to the Personnel Board. Torres: the town voted term limits for the FinCom; different committees exist by different authority; town meeting cannot trump statute; you can only have a town meeting vote about committee membership if there is a bylaw pertaining to the committee.

7. Shared Police Chief Update: Stein recommends this agenda item be carried over to a future meeting.
8. Coordination of Native American Discussion: Stein recommends this agenda item be carried over to a future meeting. DeChiara hands out a document he authored, “Shutesbury Options to Support/Promote Native American Heritage” for consideration at a future meeting.
9. Select Board Committee Reports: Vinskey provided members with his notes from the 5.19.16 Community Preservation Committee meeting and the 5.19.16 Franklin Regional Transit Authority meeting.
10. Town Administrator Updates: Torres: Sunderland Town Administrator Sherry Patch will have more information regarding shared chief options on 6.1.16; their Select Board is voting on their Police Chief decision tonight; Patch provided Community Compact grant sourcing information for assessing the shared chief concept. Vinskey agrees that next year the Select Board will work on letters thanking volunteers for their service and asking if they want renew their terms.

Administrative Actions:

1. FRCOG Cooperative Purchasing Program: Stein requests a motion for the Select Board to approve and sign the FRCOG Cooperative Purchasing Program indicating that Shutesbury is participating in the Franklin Regional Cooperative Highway Products and Services Bids and Contracts for FY2017; Vinskey moves and DeChiara seconds the motion that passes unanimously.
2. Consideration of the 4.21.16 Select Board meeting minutes is postponed to a future meeting.
3. Vendor warrants for \$129,679.00 are signed.
4. Payroll warrants for \$90,818.55 are signed.

The next Select Board meeting will either be 6.28.16 or 6.29.16.
No executive session is held.

Unanticipated Topic:

Vinskey: Jessica Carlson-Belanger is seeking volunteers to help demolish the old playground; he is concerned about the safety of volunteers and wonders if the Shutesbury Highway Department (SHD) could assist therefore recommends this topic be on the agenda for the next Select Board meeting. DeChiara suggests Torres follow up with Carlson-Belanger about arranging for SHD’s assistance.

A motion is made, seconded, and unanimously passed to adjourn the meeting at 10:21pm.

Documents and Other Items Used at the Meeting:

1. DeChiara's 5.31.16 sample agenda
2. 5.31.16 letter to the Select Board from seven Montague Road residents
3. Packet of emails submitted by James McNaughton
4. Montague Road Project – October 19-22, 2015 by T. Hunting/Highway Superintendent
5. 4.28.16 Chapter 61/Notice of Intention to Convert from Cinda Jones/Cowls
6. Montague Center Fire District 3.25.16 invoice
7. "Proposed Annual Job Performance Review Process for Shutesbury Select Board Regarding its Direct Reports"
8. 5.25.16 Draft "Town of Shutesbury, Massachusetts Appointed Officials: July 1, 2016 – June 30, 2016"
9. 5.31.16 email to the Select Board from Miriam DeFant requesting appointment to the Historical Commission
10. "Shutesbury Options to Support/Promote Native American Heritage" by Michael DeChiara
11. Franklin Regional Cooperative Highway Products and Services FY17 authorization to contract
12. Mike Vinsky's Community Preservation Committee 5.19.16 meeting notes
13. Mike Vinsky's FRTA Advisory Board 5.19.16 meeting notes
14. M. N. Spear Library June, July, and August 2016 Town Hall Use Request
15. 5.23.16 letter from Colrain Select Board regarding withdrawal from WW

Respectfully submitted,
Linda Avis Scott
Administrative Secretary