

Shutesbury Select Board Meeting Minutes  
March 21, 2017 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: Susan Millinger and Sally Fairfield/Positive Presence, Penny Kim/Town Moderator, Tim Logan, Susan Rice, Elaine Puleo, B.Z. Reilly, Reed Schimmelfing/Represent Western Mass, Mary Jo Maffei, and Meryl Mandell

Vinskey calls the meeting to order at 6:32pm.

Agenda Review is completed.

Public Comment Period:

Susan Millinger regarding Select Board Policies and Procedures: seeks confirmation that all contact with the media is to go through the Chair of the Select Board. Vinskey confirms. Millinger: contact with the media is an administrative rather than executive function; the Town Administrator is present in Town Hall, has experience and a length of service providing her with the background needed to answer inquiries and will most likely know the media contacts; the Select Board may serve for a short term and the need to go through the Select Board may send a message that they do not trust the Town Administrator. Vinskey: working as a team, all members need to be onboard with the factual message rather than opinion; the Town Administrator may present a different opinion than that of the Select Board. DeChiara: it depends on the situation, if it is a Select Board matter, the Chair will handle the inquiry; in terms of protocol, it is up to the Chair to speak on behalf of the town; the Town Administrator and Select Board will decide who will speak to an inquiry.

Penny Kim/Town Moderator, regarding the Special Town Meeting schedule: the vote could occur first if citizens have enough information and the Broadband presentation would follow the vote. Torres will confer with Huntress/Broadband Committee Co-chair about Kim's suggestion. This topic will be addressed further later in the meeting.

Meryl Mandell: the Master Plan Working Group has one final presentation and would like to schedule it for 4.27.17; confirms this time works for Select Board members.

**Discussion Topics:**

1. Citizen Petitions:

- A. Resolution for Federal and State Carbon Fee and Dividend (non-binding): Mary Jo Maffei speaks about the impacts of climate change and advocates for a progressive carbon fee on fossil fuel use with a rebate (dividend) to businesses and citizens as the most effective action to reduce carbon emissions. This citizen

petition supports carbon fees at both the national and local level. Per Maffei, Newton supported the petition and it is on the warrant in eight other towns. DeChiara states his support for the petition. Vinskey states that he is not fully in support of the petition and asks about the cost to citizens. Maffei explains how the proposed program will protect lower and middle-income households. Makepeace-O'Neil asks for more information about the potential impact on the cost of goods. Kim speaks to the need to plan for citizen petition presentations during annual town meeting. Select Board support for this petition will be considered at the 4.4.17 meeting.

- B. Resolution Supporting State and Federal Legislation to Provide Greater Transparency in Political Donations and Limit the Influence of Money in Politics (non-binding): Elaine Puleo: by starting at the local level, this resolution supports anti-corruption laws to take big money out of politics in Massachusetts. Reed Schimmelfing/Represent Western Mass: the goal of this non-binding resolution is to inspire a ground swell of interest; over thirty Massachusetts towns are moving to place this resolution on their annual town meeting warrants. DeChiara states his support for the resolution. Vinskey recommends the Board consider support for this resolution during the 4.4.17 meeting.
- C. Resolution Honoring Our Differences in a Safe Community: Susan Rice states her concern about the normalization of the politics of hate and does not want our town to be divided. Per Rice, Police Chief Harding has been consulted about the following statement read into the record by Rice: "To that end, we resolve that the Town of Shutesbury will equally enforce the law and serve the public. Citizenship, immigration status, lack of immigration documentation, national origin, race, and ethnicity shall have no bearing on an individual's treatment by the Town of Shutesbury's Police Department... We acknowledge that it will be the combined actions of our entire community and not simply this resolution that will be our guiding force." Vinskey states that he understands Rice is asking for differences to be dealt with evenly and with open mindedness. Vinskey asks for more information about the resolution relative to the Police Department. Rice: the resolution is asking the Police Department not to report to U.S. Immigration and Customs Enforcement (ICE). DeChiara states his support for this resolution. Tim Logan: Chief Harding is in support of the resolution; Shutesbury Police do not have a mechanism for determining the immigration status of an individual. Puleo: in 2015, the Governor deputized all State Police to act as ICE agents; the State Police cover Shutesbury part of the time. Vinskey: regarding this resolution, we would effectively not be doing anything different; on a small town basis, this is not necessary. DeChiara: this is a statement of values and does not change what we are already doing. Vinskey recommends the Board consider the resolution during the 4.4.17 meeting.

At 7:40pm, Vinskey moves to go into executive session for reason #2/to conduct non-union negotiations and to return to open session; Makepeace-O'Neil seconds the motion. Roll call vote: Vinskey: aye, DeChiara: aye, and Makepeace-O'Neil: aye.

Open session resumes at 8:39pm.

2. Preliminary Budget Review: Vinskey confirms that the number for “new growth” comes from the Assessors. Torres: the certified number for new growth comes from DOR in the fall of the year. Torres: “excess capacity” reduces the amount that could potentially be taxed; the process for using excess capacity is tabulated and approved by the State. Vinskey asks Torres to find out why excess capacity is used in the calculation. Torres: “overlay” provides a mechanism for addressing property tax abatements and senior tax discounts; it is a reduction in revenues going forward and is conservative budgeting. Torres: expense line 178 has been used for various energy efficiency programs, i.e. the new system dehumidifier; when the funds are not used, they are returned to the general fund. DeChiara recommends enlivening the Energy Committee.
3. Review Select Board Policies: Members review the policies and determine those that need to be removed or updated. DeChiara notes the need to differentiate between policies and other documents. It is agreed that non-policy documents will precede policies. Vinskey will attend to the updates. DeChiara suggests planning a regular policy review.
4. Review Annual Town Meeting Draft Warrant & Calendar: 3.21.17 “Draft 2017 Annual Town Meeting Warrant” is reviewed; capital items will be available by 4.7.17. Per Torres, adopting the bylaw proposed in Article #6 will officially close the Town Clerk’s office on Saturday; the Farm and Forestry Committee is sponsoring Article #8, however, they have yet to hold a public hearing. The Select Board, Town Moderator, and FinCom will review the warrant on 4.18.17. Kim: the “Meet the Candidates” forum is scheduled for 4.29.17.
5. Special Town Meeting Preparation: Kim: the vote can occur prior to the Broadband Committee presentation with the proviso that the citizens are prepared to vote. Torres: the town meeting vote allowing an election for the Municipal Lighting Plant (MLP) Board has already occurred; the upcoming special town meeting vote will determine the number of elected seats on the MLP Board; the State Elections Division has yet to provide a calendar for the election of the MLP Board therefore the town may need to propose an election calendar for review by the Division. The need to dissolve the current MLP Board is pending further information from Attorney Donna MacNicol/Town Counsel.
6. Committee Reports:
  - A. Council on Aging: Makepeace-O’Neil: recent meeting focused on preparation for the 3.24.17 Select Board dinner/Bingo night.
  - B. Community Preservation Committee: Vinskey: annual public hearing was held 3.6.17; no project applications this year.
  - C. Water Resources Committee: Makepeace-O’Neil: the Committee is considering the purchase of new data collectors; research on pricing is being conducted. Torres: Town Hall water tests taken from the wellhead and kitchen faucet were high in sodium and chloride.

- D. Web/Communications Committee: DeChiara: Jamie Malcolm-Brown is the new committee chair; it is anticipated that the new website will be live after annual town meeting; a training session about adding minutes will be held and the Committee is looking for several additional volunteers to assist with the website.
7. Town Administrator Update:  
Planning Board representatives met with the Personnel Board to work on a job description for the Planning Board Clerk position. The TA held two meetings with Penny Jaques/Conservation Commission to revise the ConCom Clerk job description.  
Cowls came 3.21.17 to estimate the cost of a new windowed door for the top of the town hall stairs.  
New copier costs are being researched; a down payment with a lease arrangement and service contracts are being considered; the chosen copier will have color and scan options.  
During the 3.21.17 meeting regarding Financial Best Practices/Community Compact, Joe Markarian/FRCO asked for documentation to begin the process of determining what his program can offer Shutesbury.

Administrative Actions:

1. Select Board will sign Vendor Warrants totaling \$154,138.32.
  2. Select Board will sign Payroll Warrants totaling \$94,693.10.
  3. Select Board Meeting Minutes: DeChiara moves to approve the 3.7.17 meeting minutes; motion is seconded by Makepeace-O'Neil; minutes are unanimously approved as amended.
  4. Community Preservation Committee Appointment: Makepeace-O'Neil moves to appoint Margie Tighe-Saporito to the community-at-large position on the Community Preservation Committee; DeChiara seconds the motion that passes unanimously.
  5. Conservation Commission Resignation: DeChiara moves to accept the resignation of Gail Fleischaker from the Conservation Commission effective 3.9.17; motion is seconded by Makepeace-O'Neil and passes unanimously.
  6. Historical Commission Resignations: Vinskey proposes the Select Board decline the resignations of four Historical Commission members; subsequently, the individuals may resubmit their resignations. DeChiara moves the Select Board decline the resignations of Barbara Goodhind, Joanna Hayes, Julie Taylor, and Leslie Bracebridge from the Historical Commission. Makepeace-O'Neil seconds the motion that passes unanimously. Torres will follow-up with Bracebridge regarding the Select Board decision.
7. Review Perpetual Calendar: Item is carried over to a future meeting.

At 10:15pm, DeChiara moves and Makepeace-O'Neil seconds the motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting

1. Vinskey's Pre-meeting notes for March 21, 2017
2. Warrant Article Petition: Resolution for Federal and State Carbon Fee and Dividend
3. Warrant Article Petition: Resolution Supporting State and Federal Legislation to Provide Greater Transparency in Political Donations and Limit the Influence of Money in Politics
4. Warrant Article Petition: Resolution Honoring Our Differences in a Sage Community
5. 3.21.17 Draft FY18 Budget
6. 3.21.17 Draft 2017 Annual Town Meeting Warrant
7. 12.12.16 Farm and Forestry Committee meeting minutes
8. Shutesbury Annual Town Meeting Calendar
9. Historical Commission Resignations: Leslie Bracebridge/11.23.16, Julie Taylor/11.26.16, Joanna Hayes/11.28.16, and Barbara Goodhind/11.29.16

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary