

Shutesbury Select Board Meeting Minutes
April 11, 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

Broadband Committee members present: Gayle Huntress and Asha Strazzero-Wild/Co-chairs, Craig Martin, Steve Schmidt, Frank Citino, Eric Stocker, and Graeme Sephton

Guests: Tim Logan

Vinskey calls the meeting to order at 7:25pm.

Discussion Topics:

1. Municipal Lighting Plant Board (MLP) Selection Criteria: Huntress proposes that once the MLP Board is established, the Broadband Committee (BBC) would be dissolved; many of the current BBC members are willing to serve on the MLP Board. DeChiara: uncertain the proposal to dissolve the BBC is appropriate. Martin: the BBC could serve as an advisory board to the MLP Board. DeChiara proposes a five member MLP Board and a three member Broadband Committee whose function will be to advise the MLP Board. Schmidt states concern that the MLP Board could constitute a quorum of the BBC. Huntress: to maintain clarity, one would not be a member of both bodies. Stocker supports dissolving the BBC. Citino points out that the MLP Board will be elected in May of 2018. Strazzero-Wild states her passion for documenting the work of the BBC, however is uncertain she can make a long-term commitment to an elected board. Huntress: the BBC and the MLP Board would always hold joint meetings. Schmidt: this format will allow other interested residents to participate. It is noted that if the Town decides to work with WiredWest, it is important that the WW delegate be a member of the MLP Board. A possible MLP Board configuration could be Huntress, Schmidt, Martin and Sephton; Citino, Hall, and Stocker will continue to stay on the Broadband Committee; Strazzero-Wild is willing to serve on the MLP Board if appointed and continue in her role as documentarian. Schmidt: the MLP operates under different rules than those of Open Meeting Law; this will be an advantage in operating the business aspects of the Board. Torres: certain proprietary business issues provide the rationale for the MLP Board to go into executive session. Vinskey asks how the BBC will work with the MLP Board. Huntress: the BBC will serve in an advisory capacity to the MLP Board and may do research, supportive tasks, and bring their individual skillsets to the work of the Board. Torres reminds those present that the plan, as per the 3.28.17 special town meeting, was to establish a set of criteria for appointing the MLP Board. Vinskey notes that there are other individuals interested in serving on the MLP Board; the BBC can recommend persons for the MLP Board, however, the Select Board will make the appointments. Huntress: there is the opportunity for other interested parties to serve on the BBC. Vinskey: the criteria will be used to appoint the five most skilled individuals to the MLP Board. Schmidt notes that those parties who expressed interest in serving on the Board did not choose to attend tonight's duly posted meeting. The "Shutesbury MLP Board Job Description – April 2017 draft" is reviewed and edited. DeChiara emphasizes the need for MLP Board members to be ready for the task at hand. DeChiara: the MLP Board will appoint their Chair and the MLP Manager as well as identify who will serve as the WiredWest delegate and Alternate. Vinskey, DeChiara, and Makepeace-O'Neil concur that the criteria are clear enough to provide guidance in making the appointments. The BBC recommends the appointments be made as soon as possible. The title of the

document is changed to “Shutesbury MLP Board Description”. Plan: post the description with a request for statements of interest on the town website, announce this posting on NextDoor Shutesbury, and plan to appoint the five members of the MLP Board during the 5.3.17 Select Board meeting.

2. Last Mile Infrastructure Grant Program for Municipally-owned Broadband Network Application: Huntress reviews the application content and notes that the Town is the applicant. Edits and revisions are made. Huntress: the best way to move forward expediently is to identify that the Town plans to hire Westfield Gas & Electric (Whip City Fiber) to perform design and engineering work as well as construction phases. There will be attached statements to further explain 2.1.c and 2.1.d.
Section VI: Certification of Public Entity of Authorization: DeChiara moves to approve the Select Board accept \$870,000 from the Commonwealth of Massachusetts Executive Office of Housing and Economic Development Last Mile Infrastructure Grant Program for Municipally-owned Broadband Network; Makepeace-O’Neil seconds the motion. With no further discussion, the motion passes unanimously.
The BBC requests the Select Board approve the grant application in order for the Committee to finalize the document for submission during their 4.18.17 meeting. Vinskey, as Select Board Chair, will be the authorized signatory.
DeChiara moves to approve the Town of Shutesbury Last Mile Infrastructure Grant Program for Municipally-owned Broadband Network Application as amended on 4.11.17; Makepeace-O’Neil seconds the motion that passes unanimously. The BBC will provide the Select Board with final versions of both the grant application and the “Shutesbury MLP Board Description”.

Unanticipated Item:

1. New Copier Contract:
Torres: three bids were obtained; the selected vendor, Canon Solutions America, is willing to accept the Minolta copier and the current Canon copier as trade-ins; the new copier has options for color and scans; the purchase agreement includes a five-year maintenance contract. DeChiara moves to approve the purchase of the Canon IR5535i Color system for \$4,371 from Canon Solutions America. Makepeace-O’Neil seconds the motion that passes unanimously.

List of Documents and Other Items Used at the Meeting:

1. April 2017 Draft “Shutesbury MLP Board Job Description
2. “Application for Last Mile Infrastructure Grant Program for Municipally-owned Broadband Network”
3. 4.11.17 Canon Solutions America Acquisition, Trade-in, and Maintenance Agreements

DeChiara moves and Vinskey seconds the motion to adjourn the meeting at 9:14pm; motion passes unanimously.

Respectfully submitted,
Linda Avis Scott
Administrative Secretary