

Shutesbury Select Board Meeting Minutes
May 3, 2017 Shutesbury Town Hall

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

Finance Committee members present:

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

Guests: Tim Logan, Ken Holmberg/Administrative Assessor, Steve Schmidt/Assessor, Susan Rice/Positive Presence, Penny Kim/Moderator, Ellen McKay/Town Collector, Harald Scheid/Regional Resource Group, Inc.

Vinskey calls the meeting to order at 6:00pm.

Agenda Review: There several unanticipated items will be added.

Public Comment Period: none offered

DeChiara suggests and Vinskey and Makepeace-O'Neil agree for Tim Logan, as the sole person running for the Select Board, to attend the executive session.

At 6:36pm, Vinskey moves the Select Board go into executive session for reason number 3/to conduct payment in lieu of taxes (PILOT) contract strategy negotiations with Harald Scheid/Regional Resource Group and to return to open session; motion is seconded by Makepeace-O'Neil. Roll call vote: Vinskey: aye, DeChiara: aye. Makepeace-O'Neil: aye.

Open session resumes at 8:41pm.

Discussion Topics:

1. Appointment of Municipal Lighting Plant (MLP) Board Members: Letters of intent have been received from Gayle Huntress, Steve Schmidt, Jim Hemingway, Asha Strazzero-Wild, Craig Martin, Graeme Sephton, and Kent Whitney. DeChiara: the MLP will be a five-member board; recommends Kent Whitney for his substantial complex business experience; notes that Strazzero-Wild's availability may be limited. Vinskey: Sephton is an engineer however does not seem to have management experience. DeChiara and Makepeace-O'Neil: Sephton's engineering experience will be a valuable asset. DeChiara notes Huntress' leadership experience and the expertise of the other applicants. DeChiara recommends Gayle Huntress, Graeme Sephton, Craig Martin, Steve Schmidt, and Kent Whitney; Makepeace-O'Neil agrees with this recommendation. Vinskey: Whitney's experience is more current than that of Hemingway's; agrees with the recommendation. DeChiara moves to appoint the five members of the MLP Board until the next town election in 2018; the applicants to be appointed are Gayle Huntress, Graeme Sephton, Craig Martin, Steve Schmidt, and Kent Whitney; Makepeace-O'Neil seconds the motion that passes unanimously. Torres: the new MLP Board will appoint a Manager and will

then address the “Shutesbury MLP Pole Licensing Agent Project”. Vinskey will contact the applicants to notify them of the Select Board’s appointment decision.

2. Review Annual Town Meeting Plans: Torres: citizen petitioners will explain their articles; Cachat will be offering an amendment to Article 22 (Preserve Native American Historical Sites and Ceremonial Stone Landscapes) and provide a summary explanation of the changes toward creating an advisory article. Based on the outcome of the 5.2.17 public hearing, a motion to withdraw Article 7 (Right to Farm Bylaw) will be made by a member of the Farm and Forestry Committee; no discussion is anticipated. Torres: Article 15 (Land Swap) was reviewed during the Annual Town Meeting Information Session; her presentation on the Article is reviewed for the Select Board.
3. Annual Town Meeting Information Session: The FinCom and Torres held the session while the Select Board continued in executive session.
4. Town Hall Water Update: Cushing & Sons Well Water Systems 4.20.17 “Well testing 4.19.17” report is received for the record. Torres: the testing does not give a clear answer as to the source of the chloride; the chloride was not present during the last round of testing ~7-8 years ago; the recommendation is to install a new well at a distance from the road. Torres: the chloride levels in the abutting wells are higher than the previous chloride levels; the Select Board needs an opportunity to consult with Al Werner/Water Resources Committee and Board of Health, the Water Resources Committee and, potentially, a FRCOG specialist. Torres: testing on the shallow well on town common and the church well needs to be done; the report on the Post Office well remains pending. Vinskey emphasizes the need for professional guidance on the best way to proceed therefore recommends contacting FRCOG. Torres will contact FRCOG for guidance and a recommendation on how to proceed.
5. Committee Reports:
Regional Assessment Committee – DeChiara: three responses to the RFP for guidance on the assessment method have been received.
Master Plan Working Group – Vinskey: the Committee had their unveiling of the report; the MPWG plans to meet with the Planning Board and Select Board to consider the next steps in the master plan process.
6. Town Administrator Updates: Torres recommends planning an executive session on the salt issue for the 5.16.17 meeting.

Administrative Items:

1. The Select Board will sign vendor warrants totaling \$47, 607.23
2. The Select Board will sign payroll warrants totaling \$95,234.53
3. Select Board Meeting Minutes: Approval of minutes for the 4.18.17 meeting is carried over to the 5.16.17 meeting.

4. First Right of Refusal: Holmberg refers to the 4.18.7 Notice of Intent to Sell Leonard Road Lots P-93 and P-94 and first right of refusal from Northwest Realty, LLC; four building lots have been sold to DCR; these two lots are for sale as building lots therefore need to come out of Chapter 61. Per Holmberg, one member of the Select Board will need to sign the document in the presence of a notary public. Makepeace-O'Neil moves that the Select Board decline the option to purchase Lots P-93 and P-94/Leonard Road that are being released from Chapter 61; Vinskey seconds the motion that passes unanimously.
5. Personnel Action Forms (PAF): Makepeace-O'Neil moves the Select Board approve the PAF for India Meyer who is leaving the Fire Department; motion is seconded by DeChiara and passes unanimously.
Makepeace-O'Neil moves the Select Board approve the PAF for Richard Trimble's appointment as a Firefighter; DeChiara seconds the motion that passes unanimously.
Makepeace-O'Neil moves the Select Board approve the PAF for Hannah Kaplan as Assistant to the Board of Health for the months of May and June 2017; motion is seconded by DeChiara and passes unanimously.
6. Mass Selectmen Association: Meeting invitation is considered.
7. Gass Lite Lane Verizon Easement: Torres: In addition to moving a pole, Verizon wants the ability to install a second pole if needed in the future. Makepeace moves the Select Board approve the Verizon easement for Gass Lite Lane to move a utility pole and install a second pole, if needed. DeChiara seconds the motion that passes unanimously. The Select Board will sign the document in the presence of Town Clerk Susie Mosher/Notary Public.

Unanticipated Topics:

1. Citizen Complaint: Vinskey refers to Mary Lou Conca's 4.25.17 email to the Select Board regarding a 12.12.16 incident with Michael Pill during a Planning Board meeting. Torres: Conca communicated her concern primarily by email. Vinskey: Conca, in her email, stated her concern that the Select Board, in their effort towards transparency, has not ensured the Police are responding to her concern; she complains that the Select Board, in our emphasis on employee accountability, is not doing our job. Vinskey suggests he draft a response to Conca to let her know that the Select Board has determined the Police are doing their job and that Police made recommendations for how she might proceed beyond what the department can do. DeChiara and Makepeace-O'Neil agree for Vinskey to draft a response to Conca.
2. Municipal Vulnerability Preparedness Grant: Vinskey suggests asking Walter Tibbetts/Emergency Management Director to request an extension on the due date for the grant application to allow further review by the Select Board.
3. Highway Department Gas Pump: Torres: the pump is leaking therefore, in the interim, the Police Department will need to drive to Amherst for gasoline. Vinskey: per Tibbetts/Fire Chief, the equipment needs to be updated.
4. Fire Station Gasoline Leak: Vinskey consulted DEP and OTO and reports that the town is probably ready to apply for "temporary solution status"; suggests a joint meeting be planned to begin the application process. Torres: testing could not be

conducted in the fall because the wells were dry; tests can now be conducted. Torres will follow-up on scheduling the joint meeting and testing.

5. Police Chief Contract: A 5.16.17 executive session will be held to approve the minutes and make them public.
6. Lake Wyola Association Special Event: DeChiara moves to approve the Lake Wyola Association Special Event Form for the annual Lake Wyola Road Race and Walk scheduled for 6.11.17; Vinskey seconds the motion that passes unanimously.

At 10:02pm, DeChiara moves to adjourn the meeting; motion is seconded by Makepeace-O'Neil and passes unanimously.

Documents and Other Items Used at the Meeting:

1. Vinskey's pre-meeting notes for 5.3.17
2. April 2017 Shutesbury MLP Board Description
3. MLP Board applications from Jim Hemingway, Kent Whitney, Steve Schmidt, Gayle Huntress, Asha Strazzero-Wild, Craig Martin, and Graeme Sephton
4. 4.20.17 Cushing & Sons Water Wells and Systems Town Hall report
5. 4.18.17 Notice of Intent to Sell from Northwest Realty, LLC
6. PAFs: India Meyer, Richard Trimble, and Hannah Kaplan
7. 3.31.17 Verizon Gass Lite Lane Utility Easement
8. 4.25.17 email from Mary Lou Conca "Town Employee Reviews"
9. 4.12.17 Lake Wyola Special Event Notification Form

Respectfully submitted,
Linda Avis Scott
Administrative Secretary