

Shutesbury Select Board Meeting Minutes
July 24, 2018 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo and April Stein
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Leslie Luchonok; Susie Mosher, Micki Paddock and Sally Fairfield/Women of Positive Presence; Daniel Bilodeau; Rita Farrell, Eric Stocker, Bob Groves and Jim Hemingway/Finance Committee; Anna Aaron/Personnel Board; Gayle Huntress, Steve Schmidt, Asha Strazzero-Wild, Ayres Hall and Craig Martin/Broadband Committee; Police Officers Daniel Fernandes/Officer in Charge and Evan Golann; Dan Warner and David Shoemaker.

Makepeace-O'Neil calls the meeting to order at 6:32pm. The agenda will proceed as written.

Public Comment:

Leslie Luchonok states that he has concerns about the language of the special town meeting warrant and background piece. Luchonok: depending on the status of contract negotiations with Fire Chief Walter Tibbetts, he recommends the Select Board schedule a meeting, in executive session if needed, following the special town meeting. Luchonok asks why Article #2 is on the warrant and whether it was submitted to the Select Board – the background information about the article is not clear – it says FinCom recommends – what does this mean; he understood that there needed to be language to explain Article #1. Luchonok asks why the vote will be by written ballot and what does “Finance Committee does not recommend” mean and notes that his questions need to be answered; understands there may be a second vote for funding Article #1; the background piece is just not clear enough; it is confusing and the language needs to be clarified. Luchonok states that he will send a follow-up email with his questions to the Select Board.

Jeff Lacy appreciates receipt of the Select Board letter thanking him for his work as a member of the Master Plan Working Group (MPWG); the Group completed a year of work that included public process, visioning surveys, and use of a consultant. Lacy continues: the MPWG made three recommendations - financial, low-hanging fruit and the big project - a design study for possible uses of Lot O32; this study would have encompassed much of what came from the visioning process. Lacy asks the Select Board to put reconsideration of the EOEEA grant for Lot O32 on the agenda; the Conway School of Landscape Design is ready to include the study in their Spring 2019 plans and the EOEEA is ready to offer the funds. Stein notes that during the 7.10.18 meeting, she brought up the need to reconsider the EOEEA grant and that Lacy's request is duly noted.

Lacy states that he has concerns about the Fire Chief and Police Chief situation: the Select Board should be careful regarding Police Department staffing and that more emphasis should be placed on meeting the financial needs of the Fire Chief and the Fire Department rather than on the Police Department; he hopes that the Select Board can hold the line on the Police Chief's salary and give more emphasis to the Fire Chief.

At 6:43pm, Puleo moves the Select Board enter executive session for reason #2: “To conduct strategy sessions in preparation for negotiations with nonunion personnel, the Police Chief” and

to return to open session; Stein seconds the motion. Roll call vote: Makepeace-O'Neil: aye, Puleo: aye and Stein: aye.

Open session resumes at 7:12pm. Puleo appreciates the work of the Broadband Committee.

Discussion Topics:

1. Westfield Gas & Electric Contract/Shutesbury MLP: Gayle Huntress/Municipal Lighting Plant Manager expects the make ready process to be completed in August/September then construction of the mainline will begin; household connections will be made by the end of 2019. Huntress explains that the project is currently on budget; the unknowns will be reflected in the installation fees; the Broadband Committee and MLP are looking for approval of the procurement document; signatures are not yet needed on the sample documents; Town Counsel Attorney Donna MacNicol reviewed the "Intergovernmental Agreement Purchase of Surplus Materials, Shipping and Operational Overhead" and sample "Invitation for Bids" and "Contract Terms and General Conditions between the Owner and the Contractor". Puleo asks if Westfield Gas & Electric (WG&E) agrees with the proposed changes to the contract. Huntress: yes, and notes that it may be beneficial for Shutesbury to pay for police detail necessary during installation. Torres: police detail is done on an "as needed" basis; when detail is done for town conducted work, the cost is lower; this will not be the case when installation is being done by contractors. Police Officer Fernandes: the town detail rate is reserved for the Highway Department. Torres: another example is Bulky Waste Day; the Police Chief determines when a detail is necessary. Bob Groves/Fin Com: will a flag man suffice? Fernandes: a flag man cannot be used; if a road is closed for Broadband work, no detail is needed; during pole work, the Department has been working hand-in-hand with National Grid and Verizon. Torres to Groves' question about the town's obligation to provide detail: the Police Chief has discretion over detail; it is provided for safety. Huntress: the MLP will find out whether it is better for the town or the contractor to pay for police detail. Eric Stocker/FinCom: if the third party pays, the cost will be built into their bid. Fernandes recommends the police detail be included in the bid. Huntress: the MLP will obtain more advice on this portion of the contract. At this time, the Select Board has no further questions. Huntress explains that the "Intergovernmental Agreement Purchase of Surplus Materials" is a legal term allowing the MLP to buy directly from WG&E; WG&E's operational overhead/handling fee is 4.32%; the advantage of this agreement is that the MLP will not do any procurement, there will be no delays, WG&E will work directly with the contractor and Shutesbury will not need to provide any storage. Torres: per MacNicol, both Huntress, as MLP Manager, and the Select Board need to sign the document. Huntress: there may still be some small changes to the bill of materials. Puleo moves the Select Board sign the "Intergovernmental Agreement Purchase of Surplus Materials, Shipping, and Operational Overhead between the City of Westfield Gas & Electric Light Department and Town of Shutesbury Municipal Lighting Plant" pending final review of the document by Huntress; Stein seconds the motion that passes unanimously. Makepeace-O'Neil will sign the finalized document.
2. Police Department Staffing: Makepeace-O'Neil appreciates Officer Fernandes' willingness to act as Officer in Charge (OIC) and address departmental staffing needs.

Officer Fernandes: to address the need for additional staff, Dave Shoemaker would like to come back to work in the department and Dan Warner is an experienced officer who previously worked in Shutesbury; both are seasoned and community-based officers. Fernandes: Warner can work weekends and some swing shifts; Shoemaker would return to his previously held permanent part-time position and work a regular shift each week based on the needs of the department. Torres: there needs to be a sense of the department's needs. Fernandes: the permanent part-time spot is a benefited position for a minimum of 20hours/week; Shoemaker will work 24hours/week for a dedicated shift; he will not need health insurance coverage. Stein asks Warner to confirm his willingness to work weekends. Warner affirms his willingness. Fernandes: the goal is to have coverage from 8am -10pm. Puleo: weekends as well? Fernandes: yes; this way there is some backup on each shift; the backup availability from surrounding towns is limited; the goal is 8am -10pm coverage 7 days/week; the full timers will need to have their time off. Officer Evan Golann states that he has a flexible schedule and will do shifts as needed however is limited to 20hrs/week. Stein moves the Select Board appoint Dan Warner and David Shoemaker as part-time Shutesbury police officers; Makepeace-O'Neil seconds the motion that carries unanimously. Makepeace-O'Neil asks Fernandes if he is willing to remain OIC until 9.30.18; Fernandes accepts.

3. Elliott Park Committee: Torres: Catherine Hilton made the request to change the name of the Old Town Beach Committee to the Elliott Park Committee in memory of the late Bill Elliott long-time advocate for the well-being of Lake Wyola. Makepeace-O'Neil moves the Old Town Beach Committee be renamed the Elliott Park Committee; Puleo seconds the motion that passes unanimously.

At 7:58pm, Makepeace-O'Neil moves the Select Board enter executive session for reason #2: "To conduct strategy sessions in preparation for negotiations with nonunion personnel, the Fire Chief" and to return to open session; Stein seconds the motion. Roll call vote: Makepeace-O'Neil: aye, Puleo: aye and Stein: aye.

Open session resumes at 8:21pm.

4. Town Administrator Updates:
 - a. The downstairs toilet near the kitchen has cracked therefore needs to be replaced.
 - b. The 7.31.18 special town meeting motions are reviewed. Per Torres, the FinCom supports the language "raise and appropriate"; \$8,206 will bring the Fire Chief salary total to \$65,118; the FinCom will explain the amendment to Article #1.
 - c. There are no Select Board committee reports. Torres attended the recent Buildings Committee meeting: Mike Vinsky is working on a CPA eligibility application for renovations to Old Town Hall; the Committee is looking into the viability of doing the SES roof project without MSBA funds; a roofing expert observed gutter leakage – further inspection of the SES roof and gutter system is necessary.
 - d. Office Fernandes delivered the Select Board letter to Lori Saleem 7.23.18; per Fernandes, Saleem is planning to come talk to Torres.
 - e. Makepeace-O'Neil moves the Select Board approve the change to the Police Chief job description ("reports to the Select Board, through the office of the Town Administrator"); Stein seconds the motion that passes unanimously.

At 8:42pm, Puleo moves the Select Board return to executive session for reason #2: “To conduct strategy sessions in preparation for negotiations with nonunion personnel, the Fire Chief” and to return to open session; Stein seconds the motion. Roll call vote: Makepeace-O’Neil: aye, Puleo: aye and Stein: aye.

Open session resumes at 8:46pm.

5. Prior Action Items:

Puleo serves on a committee at Baystate Franklin that may be a possible funding source for the gazebo project; she will ask Paul Lyons and Anne-Marie Kenerson, originators of the gazebo concept, if they are interested in applying for a grant.

6. Future Agenda Items:

- a. Review topics for the website.
- b. Vote on financial policies during an August meeting; Torres will send these policies for Board review; once approved, the policies will be posted on the town website.
- c. Torres will update the Select Board on the timeline for replacing the Town Treasurer.
- d. Torres will send the EOEEA grant to the Board.

Administrative Actions:

1. Select Board members will sign vendor warrants totaling \$648,462.35.
2. Select Board members will sign payroll warrants totaling \$93,618.43.
3. Select Board members will sign Broadband warrants totaling \$17,526.59.
4. Select Board meeting minutes will be considered during the 8.7.18 meeting.
5. FY19 Personnel Action Forms (PAFs): signing the PAFs remains pending.
6. The Select Board receives Gabriel Voelker’s resignation as Town Treasurer effective 8.7.18; the Board signs a letter acknowledging the resignation and thanking Voelker for her service.
7. The Select Board receives Raymond Cusson’s resignation as Cemetery Groundskeeper, dated 7.19.18 and effective immediately; the Board signs a letter acknowledging the resignation and thanking Cusson for his service.

At 8:54pm, Puleo moves to adjourn the meeting; Makepeace-O’Neil seconds the motion that passes unanimously. Roll call vote: Makepeace-O’Neil: aye, Puleo: aye and Stein: aye.

Documents and Other Items Used at the Meeting:

1. WG&E and Municipal Lighting Plant documents as noted in Discussion Topic #1.
2. 2018 Special Town Meeting Warrant, “Some Background on the two articles on the Special Town Meeting Warrant of 7.31.18” and Motions.
3. Town of Shutesbury Chief of Police Job Description Amended July 2018
4. Resignations from Gabriel Voelker/Town Treasurer and Raymond Cusson/Cemetery Groundskeeper

Respectfully submitted,
Linda Avis Scott
Administrative Secretary