

Shutesbury Select Board Meeting Minutes
August 7, 2018 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo and April Stein
Staff present: Becky Torres/Town Administrator and Linda Avis Scott/Administrative Secretary
Guests: Leslie Luchonok, Jon MacKenzie, Joshua and Megan Vezina, Dan Bilodeau; Penny Kim, Micki Paddock and Susie Mosher/Women of Positive Presence; OIC Officer Dan Fernandes and Sergeant Wendy Masiuk/Shutesbury Police Department

Makepeace-O'Neil calls the meeting to order at 6:32pm.
No changes are made to the agenda.

Public Comment:

Leslie Luchonok appreciates the Select Board for completing salary negotiations with Fire Chief Walter Tibbetts, Penny Kim for running an excellent special town meeting and the posting of an update on the status of the Police Chief position. Luchonok: a posting on NextDoor alleged that the Police Chief candidate was offered a three-figure salary and a car for use. The Select Board notes that they cannot comment on the posting. Torres explains that the negotiations with the potential new chief were conducted in a confidential closed-door session. Puleo: there were four individuals and the potential new chief present for the confidential negotiations. Luchonok: was Sergeant Wendy Masiuk also a candidate for the position? Torres: yes. Makepeace-O'Neil: an Officer in Charge (OIC) is in place until the end of September. Luchonok: was not Sergeant Masiuk OIC? Makepeace-O'Neil: Sgt. Masiuk resigned the OIC position 7.16.18 at which time Officer Fernandes became OIC. Luchonok: during the 6.29.18 Select Board meeting, Michael DeChiara heartily endorsed Sgt. Masiuk for the Police Chief position which did not happen. Luchonok states that Masiuk was an outstanding candidate and hopes she is considered for the position.

Discussion Topics:

1. Treasurer Search Committee/Appointments: Torres: the job opening was posted 10 -14 days ago and is due to close on 8.16.18; the Select Board's next meeting is 8.21.18; Gail Weiss/Town Accountant and Ellen McKay/Tax Collector have expressed interest in serving on the search committee, the Personnel Board suggested Amanda Alix/former Board of Assessors Chair who offered to volunteer for the Personnel Board and Ralph Armstrong has volunteered to serve as the Personnel Board representative; a representative is needed from the Select Board; George Arvanitis may represent the FinCom. Stein volunteers to represent the Select Board. Due to the human services component of the Treasurer's job description, Torres suggests that teacher Renee Richards represent the elementary school. Dan Bilodeau/187 Wendell Road offers to serve as the community at-large member of the search committee. Puleo moves the Select Board appoint the following individuals to the Treasurer Search Committee contingent upon their agreement to serve: Ralph Armstrong, George Arvanitis, Gail Weiss, Amanda Alix, Ellen McKay, Dan Bilodeau, April Stein, and Renee Richards; Stein seconds the motion that passes unanimously. Puleo asks for confirmation that the Treasurer job description has been reviewed by the Personnel Board. Torres: yes, there were three small changes that are included in the August 2018 version. Makepeace-O'Neil moves the Select Board accept the August 2018 Town Treasurer job description as amended by the Personnel Board; Puleo seconds the motion that passes unanimously.
2. Financial Policy Review: Makepeace-O'Neil: the goal is to post these policies on the Town website. Torres: the policies were developed with Joe Markarian/FRCOG, the FinCom and Select Board representation over a series of five meetings; the Select Board may want to highlight portions for discussion at future meetings. Torres notes that Makepeace-O'Neil and Puleo worked

on the project and that Stein is new to reviewing the policies. Puleo notes that the Capital Improvement Program was not included in the calendar on page 9 of “Town of Shutesbury Municipal Finance Guidelines” and recommends the Capital Improvement process be tied into the CPA project timeline. Puleo notes that during annual town meeting, folks asked why some of the capital projects approved by the FinCom and Capital Improvement Planning Committee were not paid for by Community Preservation funds. Torres: this may not be feasible due to the Community Preservation Committee timeline. Puleo: Capital Planning never took the time to consider CPA as a source of funding. Torres: the FinCom recommends sources of funding not Capital Planning. Puleo recommends Capital Planning be earlier on the calendar in order to lessen the rush on vetting projects. The Board agrees to continue review of the document and resume discussion during the 8.21.18 meeting.

3. Police Department Update: OIC Officer Dan Fernandes reviews his 8.7.18 “Police Department Update”: the Department is now able to process new/renewal licenses to carry; Fernandes will be receiving training in the IMC regional dispatch system to be integrated into the Department’s IMC internal communication system and will improve the ability to view real-time police activity, i.e. all the officers on-duty at any given time; school will be in session soon and an officer will be on duty when students are going to/from the building – this is hugely important as it is a way to meet children and their families and establish good relationships; the staff vacancies have been cut with the addition of Officer David Shoemaker and, on Saturday 8.11.18, Officer Dan Warner will do his first solo shift – he has been driving the roads on his own time and met with Officer Fernandes earlier 8.7.18. Makepeace-O’Neil appreciates Fernandes’ update.
4. State Primary Election Warrant: Stein moves and Puleo seconds a motion to approve the “Appointed Election Workers for 2018 -2019” as prepared by Town Clerk Susie Mosher. Penny Kim: annually, the Chair of the Democratic Committee receives a letter asking for election volunteers and explains to Puleo that she can remain on the list however will not be asked to serve when it is not appropriate for her to do so as an elected official. Makepeace-O’Neil notes that there are few Republicans on the list as they are reluctant to volunteer. To answer Puleo’s question, Torres confirms that Mosher has contacted everyone on the list. The motion passes unanimously. Stein moves and Puleo seconds a motion to approve the “Warrant for 2018 State Primary”; motion passes unanimously.
5. Chapter 90 Highway Department Request: Torres: as per the project narrative, paving will be done on two sections of Leverett Road; the project is expected to start in about three weeks depending upon the paving contractor’s availability. Puleo moves and Stein seconds a motion to approve the “Chapter 90 Project Request”/Leverett Road paving for \$130,000 per the FRCOG bid. Motion is unanimously passed.
6. Select Board Calendar & Priorities: Puleo’s priorities are to compile data on the makeup of the community, i.e. age, homeowner population, rentals, school-age children, to better assess resident needs and to develop a Q & A section on the town website that focuses on how town government works – the goal would be to help increase involvement in town – one person would draft an entry to be reviewed by the Board before it is posted. Puleo: the financial policies need to be approved before initiating the Q & A. Makepeace-O’Neil supports the Q&A concept noting that she previously suggested the Select Board hold listening sessions. Stein: the Master Plan and visioning report are sources for what people are interested in; meeting places for gathering are needed; suggests getting the old and young together such as having school students interview the older citizens. Joshua Vezina: the State Park could be a venue for an event. Kim volunteers to work with Puleo and shares her age data research indicating that there are forty people over the age of eighty in Shutesbury. Puleo likes the idea of planning an event to celebrate the lighting up

of Broadband and to honor the long hard work of the Broadband Committee. Torres suggests a winter carnival. Makepeace-O'Neil: that is something to think about! Torres notes the need to ensure timely work is accomplished, i.e. there are open grants for the town hall well – this is important due to the need for a functioning commercial kitchen -and the Watkins well project needs work; the Personnel Board has a list of potential members; succession planning for the Assessors' office is pending. Puleo suggests an open house forum to meet with our new State Senator and Representative. Torres: there are more capital needs: paving will come up at a special town meeting and, if needed, Broadband funding; the Planning Board is working on a date in September for a cannabis informational forum to be co-sponsored with Sanford Lewis' Sustainable Cannabis Project of Western Massachusetts and a Police Chief decision making plan is needed.

7. Town Administer Updates:

- a. Fire Chief Walter Tibbetts has completed the 2018 application for “Volunteer Fire Assistance Grant/Mass. DCR Bureau of Forest Fire Control and Forestry” for 50% of the cost of materials that are usually purchased for a total request of \$3,379.50; DCR is supporting fire departments that protect the Quabbin. Per Torres, this is a competitive grant and Tibbetts expects to hear by December 2018. Puleo moves and Stein seconds a motion for the Select Board to approve the 2018 DCR “Volunteer Fire Assistance Grant”; motion is unanimously passed.
- b. Gabe Voelker/Town Treasurer is going out to bond for Broadband funding of \$793,000; with Voelker's departure, the town needs to ensure funding is available - State reimbursement will not be forth coming until reconciliation with Town Accountant Gail Weiss; all Select Board members will need to sign off on the documents expected to be ready 8.13-14.18; the bond is fully supported by the Broadband Committee. Voelker will be available to do primary activities until a new Treasurer is hired when she will be available to do transition training. The Select Board appreciates Voelker for her work. Luchonok: is there some way to ask the Web Committee to put active updates on the town website? Stein: people lose sight of how well town departments are run. Luchonok: Torres used to do a Town Administrator's weekly report. Torres: she and Mosher/Town Clerk update the home page with assistance from the Web Committee. J. Vezina notes the need for word to get out; perhaps someone who is tech savvy could be of help. Puleo: meeting minutes are posted after they have been approved. Torres: the public has requested personnel information that cannot be released. Luchonok: more user-friendly updates will be helpful such as “the Select Board is working with the Broadband Committee to ensure there is not a shortfall in funding” – focus on the great stories. Dan Bilodeau acknowledges the 8.3.18 posting with a police chief hiring update; recommends small entries to let folks know what is going on. Torres explains the difficulty in maintaining the Town Administrator's report, i.e. the amount of time needed to respond to comments about content. Makepeace-O'Neil suggests adding appropriate short updates to the homepage. Micky Paddock offers that if she had a list of committees and their members, she would call or email to ask “what would you like the community to know”; she would send a factual sentence or two to a person who would clear the entries for posting. Stein: communication has been an ongoing theme. Puleo appreciates the guests present for the meeting; in the past, it would only be the Select Board, Town Administrator and Administrative Secretary. Makepeace-O'Neil appreciates Paddock's idea that will be considered by the Select Board.
- c. A sewer camera was used to observe water flow to the septic system; the camera needs a 3 inch opening so the kitchen pipe, with a 2” opening, could not be assessed; there is a belly in the PVC pipe, outside the building, leading to the septic tank; this may be a Highway Department project – the pipe is 3-4 feet deep; a new full 4” diameter 20’ pipe will need to be

- installed; once this problem is solved, Whittier will install a new toilet in the bathroom across from the kitchen.
- d. The final Green Communities report for reimbursement is complete; the funds were used for installation of the new boiler and heat pump water heater in Town Hall.
 - e. The Mass EVIP grant will cover 50% of the cost of a WattZilla DUO charging station. Puleo moves and Stein seconds a motion for the Select Board to approve the “Commonwealth of Massachusetts Agreement between Massachusetts Department of Environmental Protection and the Town of Shutesbury” for Massachusetts Electric Vehicle Incentive Program funds totaling \$2,321.00; motion passes unanimously.
 - f. OIC Fernandes has been assisting the Broadband Committee with their questions about police details.
 - g. The picnic tables were put together by a group of volunteers and are being enjoyed by the public.
 - h. No further news regarding the Saleem dog situation; Torres will attempt a home visit to Saleem during the month of August to reaffirm the timeline for rehousing her dog.
8. Committee Updates:
- Broadband Committee: Per Torres, the Committee is preparing to review the RFPs for the ISP and network operator to be done in executive sessions 8.11.18; bids are due 8.10.18.
- Personnel Board: per Makepeace-O’Neil, Anna Aaron is acting chair until the vacancy is filled; the Board will be reviewing Personnel policies. Torres: job descriptions will be reviewed as per the grid schedule.
- Cultural Council: Per Torres, Julie Stepanek requests Rory Valentine be re-appointed to the Council. Puleo moves and Stein seconds a motion to re-appoint Rory Valentine to the Cultural Council; motion passes unanimously.
- Historical Commission: Torres refers to Mary Lou Conca’s 8.3.18 email expressing interest in becoming a full voting member of the Historical Commission; currently, Conca is an associate member. Per Torres, Miriam DeFant/Acting Chair of the Commission could not support the request due to Conca’s problems with understanding Open Meeting Law (OML); Conca has subsequently received guidance on OML from Susie Mosher/Town Clerk. Makepeace-O’Neil notes that previously the Select Board was cautious about filling positions on the Commission due to upheaval and the resignations of past members. Makepeace-O’Neil recommends the Select Board ask DeFant for her recommendation now that Conca has received OML training from Mosher. Puleo suggests Conca remain an Associate for a period of time to ensure her understanding of OML. Stein would like feedback from DeFant and suggests reviewing Conca’s membership status in six months; if there is another violation, that would be grounds for termination. The Board agrees to wait for further information from DeFant.
9. Future Agenda/Action Items: Makepeace-O’Neil and Stein will organize the “Donuts on a String” activity for “Celebrate Shutesbury” on 9.15.18.

Administrative Actions:

1. Select Board members sign vendor warrants totaling \$325,369.95.
2. Select Board members sign payroll warrants totaling \$79,559.81.
3. Select Board members sign Broadband warrants totaling \$2,865.79.
4. Select Board meeting minutes:
 - a. Puleo moves and Stein seconds a motion to approve the 7.10.18 meeting minutes; these minutes are unanimously approved as presented.
 - b. Stein moves and Puleo seconds a motion to approve the 7.16.18 meeting minutes; these minutes are unanimously approved as presented.

- c. Stein moves and Puleo seconds a motion to approve the 7.24.18 meeting minutes; these minutes are unanimously approved as presented.
5. FY 19 Personnel Action Forms: hold for the 8.21.18 meeting.

At 8:54pm, Puleo moves and Stein seconds a motion to adjourn the meeting; motion is unanimously passed.

Documents and Other Items Used at the Meeting:

1. August 2018 Town Treasurer Job Description; 7.26.18 Town Treasurer job posting
2. 2017 "Town of Shutesbury Municipal Finance Guidelines"
3. "Police Department Update 8.7.18" and "August 2018 Shutesbury Police Department Schedule"
4. Resume for Shutesbury Police Officer Dan Warner
5. "Appointed Election Workers for 2018-2019"
6. "Warrant for 2018 State Primary"
7. "Chapter 90 Project Request" for two sections of Leverett Road
8. 2018 "Application for Volunteer Fire Assistance Grant"
9. Mass DEP Electric Vehicle Incentive Program Grant
10. 8.3.18 email from Mary Lou Conca "Letter of Interest"

Respectfully submitted,
Linda Avis Scott
Administrative Secretary