

Shutesbury Select Board Meeting Minutes
October 30, 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: Steve Sullivan/Highway Department & Regional School Committee, Chris O'Neil, Police OIC Dan Fernandes, Walter Tibbetts/Fire Chief, Tim Logan, Shutesbury Police Officer Dave Shoemaker, John Stewart/former Shutesbury Police Officer, Kathy Carey, and Breanne Gourin

Makepeace-O'Neil calls the meeting to order at 6:35pm.

Agenda Review: Addition of item #5 is noted; Puleo requests a review of All Boards meeting plans.

Public Comment: Steve Sullivan: during a recent Regional School Committee, Sean Mangano/Director of Finance reviewed the history of recent four-town meetings; no further word on Principal Jackson's retirement.

Discussion Topics:

1. Review Police Chief Contract: Stein moves the Select Board sign the contract, as written, between Daniel Fernandes and the Town of Shutesbury; Puleo seconds the motion. Torres: additions to the language - #3 "An additional \$65 per month will be added to the base salary to compensate for EMPLOYEE's cell phone, with a requirement that replacement insurance be carried on the phone. If the cell phone is lost or damaged on duty the deductible for the cell phone will be paid for out of police dept. expenses" and #4 "The Town Administrator will be notified of holidays worked". Motion passes unanimously. New Police Chief Fernandes receives his chief's badge from Select Board Chair Makepeace-O'Neil whose grandfather previously served as Shutesbury Police Chief.
2. Police Department Update: Chief Fernandes reports the he is working with Torres on an ad for a full-time officer - the goal is to hire someone with a vested interest in the community; with Officer Shoemaker's assistance, he is working on a grant for body cameras and one cruiser camera; the new cruiser is on the road; three officers will be on duty for Halloween – the goal is for traffic on Leverett Road to be kept very slow, a "no thru traffic" sign will be placed at the bottom of Prescott Road in order to limit the flow of traffic through town, he will be making adjustments to officer locations as the evening goes on – the focus of activity will be on town common and at the Fire Station; Sgt. Masiuk will not return to work until 11.12.18. Fernandes to Tim Logan's question about Department staffing: he is full-time, Shoemaker is permanent part-time and Golan usually works two shifts/week – sometimes more than that during Masiuk's/full-time Sergeant's absence; staffing should be a full-time chief, two full-time officers and 2-3 part-timers to fill in. Logan asks if Masiuk is still employed by the Town and if she has filed a suit against the Town. Fernandes: yes, Masiuk is still employed by the Town. Torres: yes,

Masiuk has filed a Mass Commission Against Discrimination (MCAD) suit against the town.

3. Fire Department Update: Walter Tibbetts/Fire Chief reports that during his recent vacation, Department activity went smoothly, all calls were covered and the Department assisted in two mutual aid situations - a fire in Orange and attending a wounded State Trooper and perpetrator; while away, he was available to assist remotely. Per Tibbetts, there was a Life Flight call earlier 10.30.18 for an injury on a construction site; upcoming projects include work on the radio system. Tibbetts to Logan's question: the levels are first responder, EMT basic and Paramedic; the Shutesbury Fire Department, even those with additional training, can only act as first responders, i.e. no IVs or intubation; first responders can do CPR and defibrillation and administer Narcan and EpiPens. Tibbetts to Logan's question: first responders can apply pressure to deep wounds and use quick-pack gauze and everyone is trained in the use of tourniquets. Chief Fernandes: Shutesbury police officers are all trained first responders.
4. Review Town Clerk Job Description: Torres: the only change in the Town Clerk job description is an increase in the number hours from 20 to 25/week; the Personnel Board reviewed the average number of hours worked and recommends the increase be retroactive to 7.1.18. Stein moves and Puleo seconds a motion to increase the Town Clerk's hours to 25/week retroactive to 7.1.18. Scott to Logan's question about Town Clerk archival work: the Record Storage Advisory Committee (RSAC), chaired by Susie Mosher/Town Clerk, has been meeting monthly for about one year and anticipates that it may take up to two years for the Committee to prepare a recommendation to the Select Board; for learning purposes, three town vault/record storage sites have been visited thus far; we have purchased a flat file to store site plan maps and are estimating the linear footage of current and back records in Town Hall that require storage. Torres: Town Clerk and RSAC concern resulted in the Building Committee arranging to have the outer wall of the vault sealed to decrease temperature/humidity fluctuation and obtaining a quote for the installation of a mini-split for the vault. Logan asks if the Town Clerk is paid for voter registration/election work. Puleo: yes, the Town Clerk is the Chief Election Officer. Torres: per Mosher's request, the stipend for registrars has been eliminated - they are now paid an hourly rate and Mosher is paid from the Town Clerk line. Motion passes unanimously.
5. Concerns about Invasive Plant Management: Kathy Carey/39 (John) Plaza Road states her concern that a patch of knotweed on Plaza Road was sprayed with Roundup; in the past, Carey asked for it not to be sprayed as the patch is next to a water source that flows toward drinking water that animals drink from and where a shallow well is located; Roundup has been found to be toxic to people and she does not know how/when it breaks down/how it moves through the ground and/or water. Carey to Torres question: the results of the standard drinking water test are fine, however, that test is not for Roundup. Torres requests Carey provide her with the results in order to establish a baseline and notes the need to learn what tests identify Roundup in soil/water; there may be funds for testing available through the Community Compact Grant; the Water Resources Committee will be consulted. Carey: the wet area is a frog pond in the spring and,

depending upon the weather, it dries up though did not do so this year. Torres continues: the Town has done knotweed spraying in three different years; the Conservation Commission and abutters were consulted and attention paid to wetlands for spraying conducted by Baystate Forestry on Leverett and Pelham Hill Roads and on both sides of Town Hall; areas near Town Hall were done by hand injection. Carey reports, per her research, that knotweed must be cut, covered, and disposed of in a certain way; when sprayed, it grows back. Torres: there was a group of people who wanted more action taken to control knotweed growth. Carey reports that she had already eradicated 3/4th of the knotweed in the area that was sprayed by suffocating the plants. Torres: going forward, the Shutesbury Highway Department (SHD) will abide by the town policy for treating knotweed. Sullivan/SHD states that he sprayed Roundup and an additive to make it stick and decrease dripping; did a very controlled spray on the knotweed and also sprayed poison ivy on Plaza Road; he would not have sprayed, if he knew there was a wetland nearby; there needs to be continued work to control knotweed. Torres: there needs to be a plan to decrease the knotweed and the Conservation Commission needs to be involved. Carey asks for the sprayed knotweed debris to be removed. Sullivan will take up the debris and put it at the Highway Department; there will not be any residue on the plant at this point because it rained heavily three times right after the spraying; he did not spray heavily so some plants were missed. Carey asks if the ground water and/or soil will be tested. Torres will investigate the breakdown rate, half-life and how Roundup may travel; has some experts to contact. Stein: Roundup has a typical half-life of 47 days. Carey wants an unbiased source of information. Torres will follow-up with Carey. Sullivan: current knotweed locations – small clumps on Cooleyville/Prescott Roads except in one area it goes 500-700' back, one clump across from West Cemetery, one area right on West Pelham Road; he treated 10-12 little clumps on Pelham Hill Road.

6. Towns Comparable to Shutesbury: Torres, who attended a Mass Municipal Personnel Association (MMPA) workshop 10.26.18, provides a handout titled “Developing a Compensation Strategy for Negotiations” for Select Board review. Per Torres, the workshop proposed a strategy on how to approach wage calculations based on the concept of comparing your town with eleven other towns; the “ability to pay” can be used as a starting point for identifying the comparable towns. Torres to Stein’s question: other criteria include income, housing, business, pressure on infrastructure, geography, size, and marketplace; Leverett and Pelham are obvious comparables and maybe Wendell and New Salem together. The Board and Torres brainstormed a list of potential comparable towns. Torres will identify initial criteria for this list; the next step will be to reduce the list to eleven towns.
7. Town Administrator Updates:
 - a. The Select Board gave Makepeace-O’Neil the authority to sign the WG&E/TriWire document; there was a delay in the inclusion of language changes requested by Town Counsel Donna MacNicol; the corrected document is expected to arrive 10.31.18. Torres and Makepeace-O’Neil will arrange for signing once the document is received.
 - b. An estimate for tiling the Town Hall downstairs entryway is pending.
 - c. Torres attended a MMPA session on succession planning and notes that our two new succession staff (Police Chief Fernandes and Treasurer Ryan Mailloux) are talented,

younger professionals; their prior staff worked for positive transitions; five of the seven labor issues reviewed dealt with police departments – issues similar to those that are being dealt with in Shutesbury. Torres appreciates the good legal guidance provided to the Town.

- d. The Highway Department has learned that Clark will not plow the lake roads that the town is responsible for plowing this winter. The question is whether to make these roads a part of the Town's plowing routine or go out to bid; Clark charged \$575/plow for five miles of dirt roads around the lake; the small SHD pickup could be available however a driver would be needed and these roads would take a lot of time; Hunting would like to hire a driver and have additional truck with a plow. The possibility of using a private plow/driver is considered; Makepeace-O'Neil will research a sample contract for a private plow service.
 - e. 11.13.18 All Boards Meeting: Puleo reports hearing frustration from several sources that last year's All Boards was too long and suggests the Board clarify the goal for this year's meeting. Torres: so that work is not being done in isolation, the committees will listen to what others are doing and gain a better sense of what other's responsibilities are. Puleo: the boards need more information about what is to be shared; we are coming together to collaborate, connect, maximize resources and springboard from each other; we need to hear about challenges and successes. A draft announcement, to be sent by Torres, is developed.
 - f. MEMA sent a letter stating that it owes the Town \$1900 for costs related to Hurricane Irene.
 - g. The Town will receive a 20% increase, equal to \$26,000, in Chapter 90 funds.
 - h. Torres to Puleo's question: per guidance from Attorney Brian Maser/KP Law, given the MCAD case, there will be no response to the questions in the letter read by Leslie Luchonok during the 10.16.18 public comment section. Per Torres, the questions asked in the letter do not constitute a public records request.
8. Committee Updates:
- a. Puleo: members of the Community Preservation Committee are attending different boards/committees meetings to provide education about the use of and application process for CPA funds.

Administrative Actions:

1. Select Board members sign vendor warrants totaling \$165,639.98.
2. Select Board members sign payroll warrants totaling \$96,446.23.
3. Select Board members sign Broadband warrants totaling \$3,221.93.
4. Mass DEP Sustainable Materials Recovery Program Municipal Grant: Torres: the \$500 grant will be used to buy bins and composters; Puleo moves and Stein seconds a motion to accept the Mass DEP Sustainable Materials Recovery Program Municipal Grant; the motion is unanimously passed.
5. FY19 Personnel Action Forms (PAFs): Stein moves and Puleo seconds a motion to approve the following PAFs for FY19: Ellen McKay, Gabe Voelker (Treasurer then Assistant Treasurer), Ryan Mailloux, Gail Weiss, Elizabeth Witham, Ken Holmberg, Elaine Puleo, April Stein, Makepeace-O'Neil/signed by Puleo, Lennie Czerwonka, Paul DeMarco, Stuart Richter, Lee Elder, Ben Caulton, Walter Tibbetts, Marilyn Tibbetts,

Jonah Meyer, Mary Anne Antonellis, Linda Avis Scott, Julie Stepanek, Cynthia Coffin, Diane Jacoby and Evan Golan. Motion passes unanimously. The remaining PAFs will be signed at a future meeting.

6. Puleo moves to approve the 10.16.18 meeting minutes as written; the motion is seconded by Stein and passed unanimously.
7. Election Workers: Puleo moves and Stein seconds a motion to appoint Tammie Foster/U, Rita Farrell/U and Cliff Read/D as election workers as requested by Mosher/Town Clerk; motion passes unanimously.

At 9:18pm, Puleo moves and Stein seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. 10.30.18 Contract between Town of Shutesbury and Daniel Fernandes, Chief of Police
2. October 2018 Town Clerk Job Description
3. MMPA handout “Developing a Compensation Strategy for Negotiations”
4. Mass DEP Sustainable Materials Recovery Program Municipal Grant
5. FY19 Personnel Action Forms

Respectfully submitted
Linda Avis Scott
Administrative Secretary