

Shutesbury Select Board Meeting Minutes
February 26, 2019 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair and April Stein

Select Board member absent: Elaine Puleo

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

Guests: Police Chief Dan Fernandes and Michael DeChiara

Makepeace-O'Neil calls the meeting to order at 7:06pm.

Agenda Review: No changes are made.

Public Comment: Michael DeChiara: based on his presentation during the 1.8.19 meeting, he has been waiting to learn when the item would be on the Select Board's agenda. DeChiara presents a revised version of his "Finance Committee Bylaw"; "two members for one year, two members for two years and three" was deleted as per Puleo's recommendation. DeChiara suggests that the proposed amendment be a warrant article rather than a citizen petition because its purpose is to clarify the role of the Finance Committee. The Select Board will consider the proposed amendment during the 4.2.19 meeting.

Discussion Topics:

1. Police Chief Updates: Per Chief Fernandes: there are several potential candidates for the full-time officer position; in the future, the current short form part-time academy will end and become a year-long program; it seems the State is phasing out part-time officers, however, current part-timers will be grandfathered. Currently, in Shutesbury, 32 hours/week are covered by part-time officers; the phasing out of part-time officers is a concern for rural small community departments. Fernandes' goal is to attract an officer with academy training, however, the Town may need to consider sending an officer to the academy; his goal is officer retention and he will be planning activities to increase officer involvement in the community and provide some diversity in their work. The costs for the full-time academy include \$15,000/salary, \$3,000/tuition and ~ \$1,500/equipment; having the third full-time officer is crucial to achieving coverage. Fernandes recognizes that management plays a key role in retention; his goal it to have the best department for the Town. Fernandes notes that it is difficult to compete and regionalizing is as close as small departments can get to achieving retention and competitive pay, however, doing so is not a priority for the Department at this time. The need for the Department to police every area of town is affirmed. Per Fernandes, the Police Department's budget for FY20 is comprehensive.
 - a. Body-Worn Camera Policy: The revised policy is reviewed by the Board. Fernandes has reviewed the policy with the Department's officers; once purchased, training will begin and, because of his experience, Officer Shoemaker will assist with this training; once approved, the policy will be in effect and, once training is complete, the use of the body-worn cameras will begin. Stein suggests putting the policy on the town website. Fernandes reports that the Department's Facebook page is being updated by Officer Hudock. Torres recommends Fernandes make a presentation about the

- Department's use of body-worn cameras during annual town meeting. Stein moves and Makepeace-O'Neil seconds a motion that the Select Board approve the Body-Worn Camera Policy and Procedure no. 4.33; motion passes unanimously.
- b. Civilian Ride-Along Policy: Makepeace-O'Neil moves and Stein seconds a motion that the Select Board approve the Civilian Ride Along Policy; motion passes unanimously.
2. Special Event Form Revision: This item will be considered during the 3.20.19 meeting.
 3. 3.26.19 Special Town Meeting Warrant: Per Torres, the FinCom is meeting 3.5.19 to decide whether to recommend the use of free cash, capital stabilization, or stabilization for additional Broadband funds; given this timing, it is suggested the Select Board's vote on the warrant be contingent upon the FinCom's 3.5.19 decision. Stein moves and Makepeace-O'Neil seconds a motion for the Select Board to sign the 3.26.19 special town meeting warrant to transfer \$274,000 from free cash; motion passes unanimously. Stein moves and Makepeace-O'Neil seconds a motion for the Select Board to sign the 3.26.19 special town meeting warrant to transfer \$274,000 from capital stabilization; motion passes unanimously. Stein moves and Makepeace-O'Neil seconds a motion for the Select Board to sign the 3.26.19 special town meeting warrant to transfer \$274,000 from stabilization. The warrant that is posted will be contingent upon the Finance Committee vote to decide the funding source.
 4. Pre-Annual Town Meeting Calendar Review: 3.20.19 - Personnel Board and FinCom; 3.26.19 - special town meeting; and 4.2.19, 4.16.19 - plan to sign annual town meeting warrant; 4.30.19.
 5. Administrative Assessor's Resignation: Stein moves the Select Board accept the resignation of Ken Holmberg/Administrative Assessor effective 6.30.19; Makepeace-O'Neil seconds the motion; the Select Board reluctantly accepts Holmberg's resignation. Torres: the Board of Assessors are considering hiring a consultant; Gabe Voelker/Orange Town Administrator suggests Orange and Shutesbury consider sharing an administrative assessor. Makepeace-O'Neil: sharing may be preferable to hiring a consultant. Stein: hiring a consultant could be a stop gap measure. Torres will confer with the Personnel Board and with a nearby town administrator whose town is using a consultant.
 6. Assistant Town Collector Job Description: Torres: financing for the Assistant Town Clerk position needs to be identified and an ad placed. Per Torres, Ellen McKay/Tax Collector has asked the FinCom for an assistant 3-4 hours/week who she would train to cover the Tax Collector's office in her absence. Stein moves and Makepeace-O'Neil seconds a motion to approve the Assistant Tax Collector job description; motion passes unanimously.
 7. Town Administrator Updates:
 - a. Regarding the annual letters to Chairs of Democratic and Republican Committees, Penny Kim/Shutesbury Democratic Committee President has already submitted the Committee's information so a letter is not needed; because the local Republican

Committee is not active, the Select Board letter goes to the State Chair of the Republican Party. Stein moves and Makepeace-O'Neil seconds a motion that the Select Board approve and sign the letter to the Republican Party State Chairperson; motion passes unanimously.

- b. The Old Town Hall chimney has been cleaned and the heat is back on.
- c. Per Attorney Brian Maser/KP Law, the Select Board can vote the sections relative to health insurance negotiations at any point; the Select Board, following Chapter 32B Section 150, can establish a meeting with the pertinent parties once documents are obtained from the Hampshire Group Insurance Trust; if progress can be made with the pertinent parties, the Board will not need to vote in the MGL sections. Makepeace-O'Neil; the sections make the bargaining adversarial. Torres states that she has ideas on how to set aside some monies to assist employees with the cost of the design changes.
- d. The notice of award for the bid on the drops was signed with Sertex LLC earlier 2.26.19. Torres explains that Gayle Huntress/Municipal Light Plant Manager is proposing a change in the drop coverage policy. Makepeace-O'Neil: the decision to cover the full cost of the drops was a joint decision; service to the home was presented as being 100% covered (one-time inside installation cost of \$200). Torres has confirmed with Huntress that the Select Board approves policies. The 2.26.19 email from Huntress is read into the record by Makepeace-O'Neil. Torres: the \$274,000 to be requested at the 3.26.19 special town meeting includes \$98,000 in contingency funds for the drops. Stein and Makepeace-O'Neil concur that to have contingency funds and ask for a limit to drop coverage is not concurrent with the fact that residents are expecting full coverage for drop installation. Makepeace-O'Neil moves that the Select Board not support a cap on the cost of drop installations; Stein seconds the motion that passes unanimously. Torres will communicate with Huntress regarding the Select Board vote and let her know that the Broadband Committee/MLP can attend the 3.20.19 meeting if desired.

8. Committee Updates: None offered.

9. Prior actions – Makepeace-O'Neil moves and Stein seconds a motion for the Select Board to sign the final version of their letter of support to the Community Preservation Committee for the Pioneer Valley Habitat for Humanity CPC proposal; motion passes unanimously.

10. Future Agenda/Action Items: Torres: the Planning Board is planning to have the marijuana bylaw and several other Zoning Bylaw amendments ready for annual town meeting; two citizen petitions are also expected.

Administrative Actions:

1. Stein moves and Makepeace-O'Neil seconds a motion to approve the 2.20.19 meeting minutes; the minutes are unanimously approved as presented.

At 8:55pm, Stein moves and Makepeace-O'Neil seconds a motion to adjourn the open session; motion passes unanimously.

At 8:55pm, Makepeace-O'Neil moves the Select Board enter executive session for reason #1 – to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual – only for the purpose of approving minutes. Stein seconds the motion. Roll call vote: Makepeace-O'Neil: aye and Stein: aye.

Documents and Other Items Used at the Meeting:

1. DeChiara draft “Finance Committee Bylaw”
2. Police Department “Body-Worn Cameras” Policy & Procedure No. 4.33
3. Police Department “Civilian Ride Along Policy”
4. Special Town Meeting warrants
5. 2.5.19 letter of resignation from Ken Holmberg/Administrative Assessor
6. Assistant Tax Collector Job Description
7. Select Board letter to the Chair of the State Republican Party
8. 2.26.19 Huntress email “Broadband Installation Policy Addition”
9. Select Board letter of support to the Community Preservation Committee

Respectfully submitted,
Linda Avis Scott
Administrative Secretary