

**Board of Selectmen  
June 8, 2010 Meeting Minutes**

**Members Present:** Chairman Elaine Puleo, Al Springer, and J. April Stein

**Also present:** Town Administrator Rebecca Torres and Administrative Secretary Leslie Bracebridge

Meeting opened at 6:06 PM

Appointments

**Police Chief Harding and Sergeant Wall:**

- In response to Police Department concerns to keep the public way safe during Bulky Waste Day Chairman Puleo offered to attend a Recycling Committee meeting to discuss bulky waste day arrangements with the goal of safe and efficient management of the bi-annual event
- An inter-department transfer will be needed to address an invoice for front-end repairs - brake pads, calipers, and front-end joints to the cruiser with 100,000 miles.
- State grant funds did not come through, as they have in the past, to fund a second set of speed bumps, and the Memorial Day traffic control mobilization. A “click-it or ticket” mobilization was funded for last weekend.
- Speed bumps are back in the same place as last summer, just west of the blind curve near the 60’s to 80’s Lakeview Road. Community feedback on the speed bumps has been positive. Some residents, the Selectmen and the Police all favor a second set of speed bumps just east of the blind curve if funds become available. State park officials would also like speed bumps near the crosswalk from the parking lot to the beach. That set should be funded by the state facility.

Selectmen joined Library Trustees Chairman Karen Traub, and members Michele Regan-Ladd, Amy Beth, Michele Sedor and Trustee-elect Jennifer Davies, Library Director Mary Anne Antonellis, Friends of the Library Co-Chair Robert Bowen, Secretary John Valentine and Treasurer Weezie Houle, Buildings Committee Chairman Dale Houle and residents Meryl Mandell and Jim Lee in a discussion of how to proceed with fund-raising for the proposed new library. Handouts included:

- Notes from two presentations on fund raising campaigns produced by Library Trustee Michele Regan- Ladd.
- An official statement of the Friends of the Library to the Trustees regarding hiring a professional fund raiser and the fund raising progress, and
- Friends of the Library organizing principles.

Some discussion points included:

- Costs for professional services range from \$7,000 to \$20,000 or even \$25,000 depending on the services rendered.
- Services rendered could include a study of the town, the people, confidential letters and interviews, an estimated dollar amount for a fund-raising goal, training in “asking” and on-going support.
- Steps could include a feasibility study, followed by a capital campaign silent phase in which as much as 80% of the campaign goal is raised, followed by a public capital campaign. The timeline would be as much as 1 year until the public fund-raising phase would begin.
- Methods used in the surrounding towns: Williamsburg, Leverett and Wendell did not hire a professional fund-raiser. Sunderland, Wellesley and Northampton did. Sunderland raised \$150,000 for a \$1500 limited feasibility study. Pelham had training in how to do “asks” only for the combined Police, Fire and Library building. The Pelham Library fund-raisers raised \$200,000 toward the library part of the combined project.

- In addition to the 60% of eligible costs that the Massachusetts Library Building Assistance grant could cover, Shutesbury qualifies for a second “community need factor” of 11% of eligible costs equivalent to \$200,000 more bringing the total grant funding up to \$1.7 million.
- Trustees were advised not to set fund-raising goals too low.

Trustees requested feedback before making their decision on hiring a professional fund-raiser:

- How would the professional be paid?
  - The Spear expendable trust – has about \$46,000.
  - The friends’ money is in CD’s and can’t be readily touched.
  - “Fund-raising for fund-raising” did not garner support amongst those present at this meeting.
- A grant application with a feasibility study that shows community support and the ability of the town to raise funds is looked upon favorably by the Massachusetts Board of Library Commissioners (MBLC).
- Could a professional feasibility study collect potential pledges instead of actual funds?
- The Friends of the Library statement, read aloud to those present opined that “hiring a professional to do a traditional feasibility study is not the best course of action for the small close-knit town of Shutesbury.” The statement went on to recommend a small, grassroots campaign where all donors are equally important whether they donate \$5 or \$50,000.
- Reminder: Fund raising companies are trying to sell the Trustees something.

**Many people present, including members of the Select Board voiced a strong unwillingness to donate to or to be a part of a campaign where professional or local fund raisers looked into the financial capabilities of local residents.**

- Town meeting created a momentum. People are “ready to go” now rather than waiting a year for a feasibility study and a silent capital campaign phase. It feels like a missed opportunity not to proceed.
- Could an RFP be written for the organizing, marketing materials and training, but not the research techniques and the year delay?
- Grass roots bake sales don’t raise the \$1.3 million needed to build a library.
- Technical details to such questions as who can raise funds, how to form the committee, what accounts the funds will be deposited in, and what can be reported on income tax forms, have been and will be answered by Town Treasurer Voelker.
- Professional fund-raisers have expertise. They don’t just look at finances; they find people who can support the project in many ways and who speak eloquently in support of the library. They make everybody feel a part of building a new library.
- The MBLC recommended a fund-raising feasibility study.
- Trustees should each pledge before asking others to pledge.
- Many people would be very proud to make their legacy to the town be a new library.

Selectman **Springer**: You will have to come up with quite a bit of money because it will go to a Proposition 2½ Override.

Selectwoman **Stein**: Take this feedback into account, let this settle. There’s no one right way to do anything.

Friends of the Library Rob **Bowen**: Be ready to change.

Library Trustees Chair Karen **Traub**: It sounds like the friends are raring to go – one of our strongest assets.

Buildings Committee Chairman Dale **Houle**: We’re not out here completely on our own. All surrounding towns have done this. Have we talked with them about how to do this?

Selectman **Springer**: If donors claim donations on income taxes, the money has to stay with the library. If the grant doesn’t come in, the donations cannot be returned. (Parenthetical after-note – not stated at meeting, from Town Administrator Torres: It can be returned, you can amend your tax return, or report it the next tax season.)

Library Director **Antonellis**: If we don’t get the grant, we will apply again.

## Topics

See summary of the **Library Trustees meeting** above under appointments.

Chairman Puleo reported being asked to personally support a gubernatorial candidate and agreed to do so.

She was further asked to pass information on to the other members of the Select Board in case they too wanted to personally support the same candidate. All actions would be from a strictly personal perspective and not intended to reflect the will of the Board of Selectmen.

**Selectmen received a May 3, 2010 memo from Marilyn H. Browne, Chief of the Massachusetts Department of Revenue Bureau of Local Assessment (BLA)** notifying the Board of Assessors that Shutesbury's revaluation has been automatically pushed forward from 2011 to 2012 as a result of a statewide goal to encourage regionalization of services and/or data sharing, attract vendors to underserved areas of the state, and allow the BLA and vendors to pay adequate attention to all communities by distributing communities evenly over the three year cycle.

1. **Soil contamination** at the fire station: Town Administrator Torres reported that the Department of Environmental Protection will clarify what digging will take place in the first round. It is hoped that the Conservation Commission can make a site visit and review before the end of the month. The wetland delineation is scheduled for Monday.
2. **Solar panels:** Town Administrator Torres has one building permit on her desk, and is waiting for Fall River Electric to send a building permit application sent to him 6 weeks ago. She continues to call to request its completion and return. The contract deadline for both companies is June 30. A delay of the second company selected to add the additional panels could complicate that June 30 completion date.

Selectmen did not hold an executive session regarding **Lot M-30**.

## Select Board Action Items:

1. Selectmen voted to sign a proposal from O'Reilly, Talbot & Okun Associates in the amount of \$4200, for a geotechnical survey environmental transaction screen, of the proposed library site lot O-32, both in general accordance with the American Society for Testing and Materials (ASTM) E1528-06) as listed in the Massachusetts Board of Library Commissioners regulations, CMR 6.07 (7) Application Submittal Requirements (d) 5.
2. Selectmen voted to sign an authorization to proceed to Fuss & O'Neil, Inc. for a lump sum fee of \$1,300 for a proposed hazardous waste site assessment environmental transaction screen of the proposed new library site lot O-32.
3. Selectmen unanimously voted to appoint Orson Jones as a Shutesbury Fire Fighter and sign a corresponding Personnel Action Form.
4. Selectmen unanimously voted to approve the minutes of May 25, 2010
5. Selectmen signed vendor warrants totaling \$55,146.48.
6. Selectmen signed payroll warrants totaling \$97,171.91.

## New Topics

1. Selectmen unanimously voted to appoint Patrick Callahan to the Shutesbury Education Study Committee.
2. Selectmen unanimously voted to appoint Tom Williams as a voting member of the Zoning Board of Appeals (ZBA) and Rebecca Wheeler as an alternate member of the ZBA effective with the resignation of J. April Stein from the ZBA and who now serves on the Select Board.
3. Selectmen unanimously voted to authorize Administrator Torres to write a letter in support of the Town of Amherst's annual request for a waiver of the requirement to staff an ambulance with two EMT-paramedics in the ambulance license renewal process. The waiver allows staffing an ambulance with one EMT-paramedic and one EMT- Intermediate improving the ability to provide 3 or more ambulances at the paramedic level.

4. Administrator Torres will call an Energy Committee meeting to discuss the advice she received to size-up the inverters from one 5000 to two 3000 in order to maximize the efficiency of the solar panels. Doing so will up the energy output by 5%. The increase to the inverters will cost \$2100 more. The Energy Committee has \$900 and perhaps the Finance Committee and the Buildings Committee can suggest where the remaining funds can come from.
5. The Highway Department has cleared the driveway sides on each side of town hall in preparation for the Thursday, June 10 paving project.
6. Selectmen received copies of a June 8 Daily Hampshire Gazette article by Nick Grabbe that discussed the Regionalization Study Committee.

The meeting adjourned at 9:25 PM

Respectfully submitted,

Leslie Bracebridge  
Administrative Secretary