

Shutesbury Select Board Meeting Minutes
February 20, 2018 Shutesbury Town Hall

Select Board members present: Michael DeChiara/Chair and Melissa Makepeace-O'Neil
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Joan Hanson/Women of Positive Presence, Rich Nalewski/National Grid and Anna Aaron/Personnel Board

DeChiara calls the meeting to order at 6:30pm.

Public Comment: None offered. Received for the record: the 2.7.18 email "Correction – Please read in to the record at your next meeting" from Rolf Cachat-Schilling, the 2.17.18 email "Town Fakes 'Welcoming Diversity' – To be Entered Onto the Record at Your Next Meeting" from Cachat-Schilling and two 2.20.18 emails from Gian DiDonna: "Please read and distribute at Select Board meeting tonight 2/20" and "On the record".

DeChiara explains that the Select Board has time for individuals to make comments in person during the "public comment" period and it is not the Select Board's practice to read emails, in full, into the record.

Pole Hearing: DeChiara calls the pole hearing for one petition involving two utilities, Verizon and National Grid, to order at 6:35pm. Rich Nalewski/National Grid: a resident on Pelham Hill Road is requesting the guy wire be removed from a tree that is to be cut; National Grid and Verizon are petitioning to install a guy pole in the same vicinity, along the roadway, using a conventional anchoring system. DeChiara asks about the language in the request relative to underground work. Nalewski: there are no plans for underground work at this site at this time; in the future, this language could cover the installation of underground wires to a home. DeChiara moves the Select Board grant permission for the guy wire to be removed and a new guy pole, 7-84, be installed and anchored. Makepeace-O'Neil seconds the motion that passes unanimously. DeChiara moves to close the pole hearing at 6:43pm; Makepeace-O'Neil seconds the motion that passes unanimously.

Discussion Topics:

1. Police Chief Job Description/Personnel Committee: The job description is reviewed in preparation for ad publication. Torres explains the background for the responsibility to convene "a minimum of two Public Forums annually for the purpose of hearing public concerns and discussing departmental policies and practices". It is decided to redraft the bullet so that its focus is "public outreach". Torres explains that the language in the job description has received legal review. The need for the chief to reside within a ten-mile radius of the Town border is considered; this location requirement is a matter of response time and awareness of small town characteristics.
2. Updated Town Administrator Job Description: The job description, last revised in March 2009, is reviewed. Torres, regarding "Procurement": the Town Administrator serves as procurement officer for items/services that require going out to bid. DeChiara: this review is being initiated relative to including supervision of department heads in the Town Administrator's job description therefore suggests the Personnel Board rework the language to reflect this change. Referring to the Buckland Town Administrator job description, DeChiara recognizes that the Town Administrator in Shutesbury plays a role in building maintenance. Anna Aaron asks for clarity on the "Ombudsman" role. Torres: her role is to educate the public on how municipal government works. Aaron sees it as a

specific term that may need more attention. Torres notes that this is a large part of her work. DeChiara: the Town Administrator is the town's chief administrator and, in addition, is responsible to the Select Board. It is agreed that the description needs to be reworked to define these two functions more clearly. Torres: monitoring the water level in Lake Wyola is the Dam Keeper's responsibility; Walter Tibbetts/Emergency Management Director serves as the backup with the Town Administrator serving as the second backup. Torres: it is important to ensure there is enough structure in the description. DeChiara and Makepeace-O'Neil agree that the description needs structure so that it is less open to interpretation.

3. Anti-discrimination/Gender Identity Statement: DeChiara provides an update subsequent to his conversations with Attorney Donna MacNicol/Town Counsel: one option is a Select Board resolution and the other option, per Mason Dunn's/Massachusetts Trans Political Coalition 2.19.18 email, is to send a letter of support urging the Registry of Motor Vehicles to have gender neutral, non-binary, markers on the state's IDs. DeChiara's sample resolution language is reviewed; this language will be reworked and sent to MacNicol for review. The "Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment Nondiscrimination on the Basis of Gender Identity" document is referred to. This topic will be considered further during the 3.6.18 meeting.
4. Volunteer Dinner Plans: The plan is to provide food for approximately 100 guests.
5. Process for review of Small Touches submissions: Three project submissions have been received thus far. The due date for submissions is 3.6.18; the Select Board will review the submissions during their 3.20.18 meeting. The informational sheet will be available during the 3.2.18 volunteer dinner and will be included in next week's *Roadtown News* as well. DeChiara notes the need for a process that is transparent and fair and uses the evaluation criteria denoted in "Small Touches: Quality of Life Contest". The structure of the relative warrant articles is considered; having a separate article for each project is deemed appropriate. The Select Board will consider projects for inclusion on the annual town meeting warrant, then consider the dollar amounts required and, if the total amount is too large, the total number of projects recommended may be decreased.
6. Status of Pratt Corner Road/Contractor Issues: Torres reports driving down Pratt Corner Road earlier this evening, 2.20.18 and found the road to be passable; Kevin Sullivan/Wheelock Site Manager has separated the hay bales and runoff water is flowing away from the base of the driveway. Torres: Susie Mosher, in consultation with Tim Hunting/Highway Superintendent, has created an explanation about how the thaw works on dirt roads; this explanation has been posted on the Town website. Torres will follow up with Gian DiDonna to report that Pratt Corner Road is being inspected and improvements made.
7. Town Administrator Updates:
 - a. The budget for snow removal fund has been exhausted. DeChiara moves the Select Board acknowledge that the snow removal line item has been expended; Makepeace-O'Neil seconds the motion that passes unanimously.
 - b. Regional assessment considerations are reviewed. The Regional School Committee will be voting on the assessment method in March. It has become apparent that Shutesbury's assessment will increase. DeChiara supports standing on principle to the initial plan however this will result in Shutesbury paying even more and he

acknowledges we will need to adjust to the expected five-year phase-in statutory method.

- c. The draft Select Board letter to Mark Rivers/Lake Wyola Association, regarding their CPC application, is reviewed and revised.
 - d. Makepeace-O'Neil moves the Select Board approve the 1.23.18 Citizen Security Services "Alarm Monitoring Agreement" for the Shutesbury Fire Department and Shutesbury Highway Department buildings; DeChiara seconds the motion that passes unanimously.
 - e. DeChiara moves the Select Board approve the Community Compact \$10,000 grant agreement contract with the Department of Revenue Senior Deputy Commissioner for Local Services/Executive Office for Administration and Finance for the development of a water quality and protection program; Makepeace-O'Neil seconds the motion that passes unanimously.
 - f. A draft annual town meeting warrant is anticipated for the next meeting.
 - g. In regard to the 2.13.18 Executive Office of Public Safety and Security letter about new funding requirements for the State 911 Department's Support and Incentive Grants, there are no funding requests anticipated at this time.
 - h. Torres notes the need to determine a site for potential electric car charging stations and that Green Communities grant funds may be possible; the anticipated cost is \$4,000; the need for a "pay per use" system is considered.
8. Committee Updates:
- a. Finance Committee: The FinCom has asked the Broadband Committee to provide documentation to support their funding request.
9. Future Actions & Agenda Items: On 3.6.18, the agenda discussion topics will include town meeting warrant articles, criteria for Small Touches, Personnel Board job description review and volunteer dinner debrief; the meeting agenda will also include executive sessions for water related issues.

Unanticipated Business:

Makepeace-O'Neil reads the 12.20.17 letter from Trevor Makepeace into the record; Trevor is recommending the installation of a gas station/market in Shutesbury; it is noted that this letter was written as part of a Shutesbury Elementary School project. Torres will draft a response for Select Board signatures.

Administrative Actions:

1. The Select Board will sign vendor warrants totaling \$149,734.81.
2. The Select Board will sign payroll warrants totaling \$103,658.92.
3. Review of the Select Board 2.6.18 minutes is carried over to the 3.6.18 meeting.
4. Fire Fighter PAFs: Makepeace-O'Neil moves the Select Board approve the termination/resignation Personnel Action Form for Eric McDonough who has moved out of town; DeChiara seconds the motion that passes unanimously. Makepeace-O'Neil moves the Select Board approve the resignation PAF for Dale Houle; DeChiara seconds the motion that passes unanimously.
5. Revised Land Use Clerk Job Description: DeChiara signs revised document as approved during the 3.6.18 meeting.

At 9:05pm, DeChiara moves and Makepeace-O'Neil seconds the motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. 2.7.18 email “Correction – Please read in to the record at your next meeting” from Rolf Cachat-Schilling
2. 2.17.18 email “Town Fakes ‘Welcoming Diversity’ – To be Entered Onto the Record at Your Next Meeting” from Cachat-Schilling
3. Two 2.20.18 emails from Gian DiDonna: “Please read and distribute at Select Board meeting tonight 2/20” and “On the record”
4. National Grid and Verizon pole hearing documents
5. Shutesbury Chief of Police Job Description, Revised March 2011
6. Shutesbury Town Administrator Job Description, Revised March 2009
7. DeChiara’s sample Select Board resolution re: antidiscrimination/gender identity
8. 2.20.18 DeChiara/Mason Dunn email “Re: question about changing Mass. Law”
9. “Guidance for Massachusetts Public Schools Creating a Safe and Supportive School Environment Nondiscrimination on the Basis of Gender Identity”
10. 2.15.18 Torres email “Fwd: S10 Phase In”
11. Letter to Mark Rivers/Lake Wyola Association; final 2.26.18 version attached
12. 1.23.18 Citizen Security Services Alarm Monitoring Agreements
13. 2.13.18 Executive Office of Public Safety and Security letter
14. Department of Local Services Community Compact grant documents
15. Fire Department Personnel Action Forms: McDonough and Houle
16. 2.2018 Land Use Clerk Job Description
17. 12.20.17 letter from Trevor Makepeace

Respectfully submitted,
Linda Avis Scott
Administrative Secretary