

Shutesbury Select Board Meeting Minutes  
April 2, 2019 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

Guest: Jeff Lacy

Makepeace-O'Neil calls the meeting to order at 6:33pm.

Agenda Review: Puleo requests a discussion on the time frame for the formal review with Police Chief Fernandes and receipt of current reports from the Fire Chief.

Public Comment: Jeff Lacy refers to the 3.19.19 draft budget and the 3.26.19 notice from the Amherst-Pelham Regional School District regarding the FY20 assessment method: the School Committees have agreed and are asking their towns to agree to the modified regional assessment method; he is shocked to see the amount Shutesbury is agreeing to pay given all the work that has gone into the assessment method over the years; while Shutesbury pays more, the other towns pay less; he will make a similar statement of concern to the FinCom. Lacy reports that the Planning Board will have four zoning bylaw amendment warrant articles for annual town meeting.

**Discussion Topics:**

1. Open Appointed Constable Position and Historical Commission Position: Torres refers to the 3.9.19 email from Miriam DeFant about the opening on the Historical Commission and requesting Select Board guidance relative to the two candidates for the open position; one of the candidates, currently an associate member of the Commission, has made some strides learning about Open Meeting Law with guidance from the Town Clerk; the other candidate is helpful and informed. Torres to Makepeace-O'Neil's question: the first candidate has been regularly attending meetings longer than the newer candidate. DeFant's 3.9.18 read is into the record. Select Board members consider the request. Makepeace-O'Neil is concerned that holding such a session in open meeting may not be appropriate. Torres and Puleo suggest candidates submit a letter of interest stating their qualifications and what they expect to bring to the Historical Commission. Makepeace-O'Neil notes this will follow the format used when the Historical Commission was reformed. Torres will follow-up with DeFant.  
Torres: the Appointed Constable position has been open for a while; currently, the elected Constable may not, at times, be able to do the required posting. All agree for Torres to ask former Select Board member Tim Logan if he is interested in the position; if willing, the Select Board will appoint him during the 4.16.19 meeting to facilitate assistance with annual town meeting.
2. Amended Administrative Assessor Job Description: Stein moves and Puleo seconds a motion to accept the Administrative Assessor job description as amended. Puleo confirms and Makepeace-O'Neil affirms that the Personnel Board reviewed and approved the amended job description. Motion passes unanimously.

3. Annual Town Meeting FY20 Salary Compensation Plan: Per Torres, adjustments to the compensation plan are pending. This topic will be carried over to the 4.16.19 meeting.
4. Annual Town Meeting Draft Budget: Torres reviews the changes of note in the 4.2.19 draft budget: the \$6,493 increase in regular transportation costs for the elementary school is tied to inflation and a 2% increase in mileage; to accommodate for this, there is a \$21,500 drop in health insurance costs, however, Mailloux/Treasurer would like this number be less tight so work is being done to decrease this amount; the FinCom would like the Building Committee request for funds to be built into the budget – the proposal is to increase the line by \$5,000 this year and, subsequently, build the line up to \$15,000/year; the proposed Old Town Hall project will use \$4,000 of the Building Committee’s current FY19 budget; the 3% cost of living increase is included; there is an increase of \$900 in hauling costs.
5. Draft Annual Town Meeting Warrant Articles: The 5.4.19 special town meeting warrant is reviewed by the Select Board and will be reviewed by Town Counsel MacNicol on 4.3.19. Per Torres, the “bill of prior year” warrant articles may be switched to the special town meeting warrant. The 4.2.19 draft annual town meeting warrant is reviewed and notated; a Council on Aging revolving fund will be added. It is noted that the “bill from prior year” articles each require a 9/10s vote.
6. Health Insurance Agreement with Town Employees and Unions: Torres met with union members and representatives and town employee representatives about plan benefit changes; all agree to Torres’ suggestion to create a fund to reimburse subscriber group members for specific of the new copays; the request is for the fund to be ongoing and monitored for use each year and re-evaluated after three years. Puleo suggests creating a revolving fund for this purpose. An individual cap on use of the fund will also be set. Torres will finalize the agreement’s language for approval by the relevant parties before 4.16.19.
7. WG&E Intergovernmental Agreement: Torres: this agreement is for the purchase and installation of physical hardware equipment for the telecommunications hut (equipment shelter); WG&E has all of the items in stock and are expert in this type of installation that will start soon. Stein moves and Puleo seconds a motion for the Select Board to approve and sign the “Intergovernmental Agreement Purchase and Installation of Fiber Hub Components between City of Westfield Gas & Electric Light Department and Town of Shutesbury Municipal Lighting Plant” dated 4.2.19; motion passes unanimously.
8. Revised Special Event Form: The 4.2.19 draft “Special Event Permit Application” by Makepeace-O’Neil is reviewed and amended and the addition of a 10% administrative fee is noted. Puleo moves and Makepeace-O’Neil seconds a motion to approve the amended “Town of Shutesbury Special Event Permit Application”; motion passes unanimously. Makepeace-O’Neil will finalize the document that will be posted on the town website.

9. Town Administrator Updates:

- a. Small Bridges Grant update: Nitsch's original estimate for the Locks Pond Road culvert repair is \$700,000, however Nitsch's engineer explained the market is hot and it is two years after the original estimate was made therefore the new estimate for the project could come in at \$850,000. Torres spoke with the "bridge person" at the Department of Transportation (DOT) District 2 office who felt the engineering project estimate is high; the DOT small bridge project engineer granted Shutesbury an extension, without a time frame, to investigate this cost and provided a list of State approved engineers who have already gone through the program; the extension was confirmed by email. Torres subsequently sent bid requests to five engineering firms. Torres notes that Nitsch's proposal allowed Shutesbury to receive the Small Bridges Grant; the plan is for construction to start in about one year; the delay in deciding on an engineering firm will not affect construction plans.
- b. At the 3.28.19 STAM meeting, KP Law gave a presentation on the pay equity act, marijuana use law, and recommended updating personnel policies relative to substance use on the job; there will be an upcoming workshop on how to do staff investigations.
- c. The Personnel Board reviewed the Assistant Town Clerk job description one more time and it is now ready for advertising.
- d. Catherine Hilton/Board of Health conducted a successful "emergency call-in" demonstration.
- e. The Highway Department has spent almost \$5,000 on stone to treat the extreme mud conditions on dirt roads.
- f. Broadband kick-off is underway; the Committee is working on choosing the best router for the community. Puleo received feedback on the need for police presence in and outside of the meeting. Torres explains that only one officer was on duty for the special town meeting and handled traffic/parking outside without incident.
- g. Interviews for a full-time police officer will be held on 4.4.19.
- h. A successful Council on Aging community luncheon was held earlier 4.2.19.
- i. Stein will represent the Select Board during the combined three and six month reviews with Police Chief Fernandes.
- j. Stein suggests a portion of the Select Board expense line be used to purchase a small wireless printer for the meeting room. Makepeace-O'Neil reports on Mary Anne Antonellis' idea to install benches near the elementary school track. Stein suggests the Select Board expense line be used to pay for these as well.

10. Committee Updates: Per Stein, some members of the Lake Wyola Advisory Committee will attend a conference on road runoff and its effect on lakes; the Wildlife Habitat Evaluation was funded via FinCom reserves; the plan is to have the dam inspected during the installation of the Locks Pond Road culvert; enhancement of the boat ramp area via a state grant continues to be discussed. Torres explains the limitations to the grant project, specifically, the already limited parking at the site. Per Stein, on 6.8.19 the William Elliott Memorial Park, located at the old town beach, will be dedicated.

11. Prior & Future Action/Agenda Items: none offered.

Administrative Actions:

1. Stein moves the Select Board re-appoint Linda Seidman as a Registrar of Voters to a term beginning 4.1.19 and ending 3.31.22 as recommended by Penny Kim/Chair of the Shutesbury Democratic Committee; Puleo seconds the motion that passes unanimously.
2. Puleo moves the Select Board re-appoint Nancy Long as Animal Inspector to a term beginning 5.1.19 and ending 4.30.20; Makepeace-O'Neil seconds the motion that passes unanimously.
3. Select Board members sign vendor warrants totaling \$87,774.21.
4. Select Board members sign payroll warrants totaling \$102,237.55.
5. Select Board members sign broadband warrants totaling \$85,714.15.
6. Stein moves and Puleo seconds a motion to approve the 3.20.19 Select Board meeting minutes; the minutes are unanimously approved as presented.
7. Stein moves and Puleo seconds a motion to approve the 3.26.19 Select Board meeting minutes; Stein and Makepeace-O'Neil approve and Puleo abstains; the motion to approve the minutes as presented carries.
8. Select Board members review the 3.19.19 letter from Eversource Energy: "45 Day Yearly Operational Plan Public Notice, Review and Comment Period"; no Select Board action at this time.
9. A thankyou note to Ken Holmberg, retiring Administrative Assessor, is signed by the Board.

At 8:44pm, Puleo moves and Stein seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. 3.26.19 notice from the Amherst-Pelham Regional School District: "Certification of Prior Fiscal Year Financial Data and Assessment Notice (FY2020)"
2. 3.9.19 Miriam DeFant email "Opening on Historical Commission"
3. Town of Shutesbury Administrative Assessor Job Description
4. 4.2.19 Draft Town Budget
5. 4.2.19 Draft Special Town Meeting and Annual Town Meeting Warrants
6. "Intergovernmental Agreement Purchase and Installation of Fiber Hub Components between City of Westfield Gas & Electric Light Department and Town of Shutesbury Municipal Lighting Plant" dated 4.2.19
7. "Town of Shutesbury Special Event Permit Application"
8. 3.19.19 letter from Eversource Energy: "45 Day Yearly Operational Plan Public Notice, Review and Comment Period"

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary