

Shutesbury Select Board Meeting Minutes  
June 25, 2019 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair and Elaine Puleo

Select Board member absent: April Stein

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

Guests: Susie Mosher/Town Clerk, Allen Hanson/Community Preservation Committee, Police Chief Dan Fernandes, and Meryl Mandell/Recycling and Solid Waste Committee

Makepeace-O'Neil calls the meeting to order at 7:32pm.

Agenda Review: No changes are made.

Public Comment: None offered.

**Discussion Topics:**

1. Pioneer Valley Habitat for Humanity: Puleo moves the Select Board approve and sign the "Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project"; Makepeace-O'Neil seconds the motion that passes unanimously. Puleo moves the Select Board approve and sign the "Shutesbury CPC (Community Preservation Committee) Community Act Agreement for Pioneer Valley Habitat for Humanity"; Makepeace-O'Neil seconds the motion that passes unanimously. Puleo moves the Select Board approve and sign the "Local Initiative Program Application for Local Action Unit"; Makepeace-O'Neil seconds the motion that passes unanimously.
2. Police Chief Updates: Chief Fernandes explains his plan to promote Officer Tom Hudock to sergeant after Hudock's probation period is complete (7.28.19) and there are funds within budget to so. Fernandes has observed Hudock's motivation and willingness to do extra tasks, i.e. he has been helping with the department computer, has been instrumental in cruiser maintenance including getting the cruiser computers up to date, and installed new lights on the new cruiser. Fernandes expects Hudock to grow with the department and anticipates his longevity; Hudock likes working in Shutesbury and, as Chief, he is hearing good things about Hudock's work. Fernandes to Puleo's question about his goals for the sergeant's position: Hudock is learning how to process "Licenses to Carry" and will be attending training about the sex offender registry board; Hudock wants to be involved, i.e. he recently attended impaired driver training that focused on the marijuana issue, and has interest in running and maintaining mandatory trainings for the department. Per Fernandes, Officer Johansson is excited to get started; Hudock, who works well with the part-time staff, will be Officer-In-Charge during the Chief's vacation. Fernandes reports that the cost to make the boat functional was reasonable and that it will be returning to use as an outreach/community policing tool at the lake. Fernandes to Puleo's question about coverage for the Fourth of July holiday: Fernandes and Hudock will be on duty all day into the evening until the activity dies down. Puleo notes that to officially "shut down" illegal firework displays, former Police Chief Harding sent a letter to residents. Per Fernandes, it was hard to manage last years calls with one officer on duty therefore, this year, there will be two officers on duty with weekend coverage as well. Fernandes: Officer Shanley has one more training day and will start working 2-3 shifts/month beginning in July. Fernandes emphasizes the need for the department to have space to assist residents whose circumstances necessitate privacy.

Various options to meet this need are considered; in the interim, a shade for the upstairs conference room door will be purchased and installed.

3. FY20 Appointments: Select Board members and Torres review the draft FY20 list of appointed officials. Per Torres, hours have been budgeted to support maintaining Gabriel Voelker as Assistant Treasurer so she can provide additional training for Ryan Mailloux, the current Treasurer. Makepeace-O'Neil and Puleo agree to appoint Craig Pepin to fill the remaining year on Miriam DeFant's Historical Commission term and leave one vacancy unfilled. Board members acknowledge receipt of Steve Schmidt's resignation from the Board of Assessors and appreciate his willingness to serve until 12.31.19. Puleo moves and Makepeace-O'Neil seconds a motion that the Select Board appoint the officials, as listed, effective 7.1.19; motion passes unanimously.
4. FRCOG Letter/Village Neighbors: Board members consider the 6.16.19 email from Elizabeth Fernandes O'Brien, on behalf of Village Neighbors, asking the Select Board to write a letter requesting FRCOG provide funding to Village Neighbors until a new president in place. Puleo recommends the Select Board write a letter of support to FRCOG on behalf of Village Neighbors and include a statement about the potential for small grants from the Franklin Baystate Funding Council; Makepeace-O'Neil seconds the motion that passes unanimously. Torres will draft the letter.
5. FY20 Personnel Action Forms (PAFs): Per Torres, the complete set of the FY19 PAFs, signed by the Personnel Board will be used as a baseline for the FY20 PAFs. The Board receives a list of FY20 salaries. Torres will have the FY20 PAFs ready for the 7.9.19 Select Board meeting.
6. Broadband Celebration: Torres reports that Gayle Huntress/Broadband Committee likes the "venue" and that the Broadband Committee has \$1,500 to put toward the cost of the celebration. The next step is for a phone conference with Torres, Puleo and former Broadband Committee member Asha Strazzero-Wild who may be able to solicit donations. The plan is for each member of the Select Board to spearhead a different aspect of the celebration: Makepeace-O'Neil - decorations, Puleo - food, and Stein - entertainment and drinks.

Unanticipated Topic: Meryl Mandell/Recycling and Solid Waste Committee Chair (RSWC) reports that because the shed at the school is deteriorating, it may make sense to purchase a RSWC shed to be installed at town hall. Puleo suggests talking with Principal Mendonsa about replacing the school shed; Makepeace-O'Neil suggests the new school shed have a dividing wall between the school and RSWC sides. Puleo and Mandell will coordinate time to talk with Mendonsa. Per Mandell: the RSWC may have lost funds on the June Bulky Waste Day due to the increased cost for electronics recycling and the increased charge for police coverage; because activity was slow, the Committee would have let the officer leave earlier if they had known how much the time beyond four hours would cost. Mandell: the RSWC is doing a public service for the town and should not be charged for the police coverage in the way we were. Torres will check the records for the cost of past police coverage on Bulky Waste Day. Mandell notes that some RSWC invoices are not being paid in a timely manner. Torres explains that the "metals" invoice was just received earlier 6.25.19 because it was originally sent to Highway Department. Mandell requests RSWC invoices be processed as quickly as possible and reports that the RSWC will have a presence at Celebrate Shutesbury.

7. CodeRED Contract: Puleo moves and Makepeace-O'Neil seconds a motion for the Select Board to sign the "Onsolve Service Agreement CodeRED" three-year contract; motion passes unanimously.
8. Town Administrator Updates:
  - a. Broadband installations are moving forward.
  - b. Kevin Rudden/new Administrative Assessor began work 6.24.19.
  - c. Mini-split installation in the finance office, police department and library will begin 6.26.19.
9. Committee Updates: Per Torres, the Personnel Board has begun work on the personnel policies and is finalizing the salary plan that they expect to bring to the Select Board during the summer.

Administrative Actions:

1. Select Board members sign the 6.30.19 vendor warrants totaling \$55,800.97 and 7.2.19 vendor warrants totaling \$42,015.96.
2. Select Board members sign payroll warrants totaling \$90,039.38.
3. Select Board members sign Broadband warrants totaling \$54,394.94.
4. Puleo moves and Makepeace-O'Neil seconds a motion to approve the 5.28.19 minutes; the minutes, as presented, are unanimously approved.
5. Due to lack of quorum, consideration of the 5.31.19 meeting minutes is carried over to the 7.9.19 meeting.
6. Puleo moves and Makepeace-O'Neil seconds a motion to approve the 6.11.19 minutes; the minutes, as presented, are unanimously approved.
7. Torres will follow-up on the 6.24.19 email from Miho Connelly/Leverett Conservation Commission Agent inquiring about the 6.11.19 tree hearing.

At 9:06pm, Puleo moves and Makepeace-O'Neil seconds a motion to adjourn the meeting; the motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. "Regulatory Agreement and Declaration of Restrictive Covenants for Ownership Project", "Shutesbury CPC Community Act Agreement for Pioneer Valley Habitat for Humanity" and "Local Initiative Program Application for Local Action Unit"
2. Draft FY20 Appointed Officials listing
3. 6.18.19 letter of resignation from Steve Schmidt/Board of Assessors Chair
4. 6.16.19 email from Elizabeth Fernandez-O'Brien
5. List of FY20 salaries
6. "Onsolve Service Agreement CodeRED" three-year contract
7. 6.24.19 email from Miho Connelly/Leverett Conservation Commission Agent

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary