

Shutesbury Select Board Meeting Minutes
May 10, 2022 Virtual Meeting Platform

Select Board members present: Rita Farrell/Chair, Melissa Makepeace-O'Neil, and Eric Stocker
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary
Other Staff/Volunteers present: April Stein/Personnel Board; Town Moderator Paul Lyons; Fire Chief Walter Tibbetts; Library Director Mary Ann Antonellis
Guests: Tom Siefert, Tamsin Flanders/FRCOG, Joan Hanson, Michael Vinskey, and Ellen DeSilva

Farrell calls the meeting to order at 5:45pm.

Agenda Review: As posted.

Public Comment: Farrell explains the need to keep comments brief.

Tom Siefert suggests adding to the "Black Lives Matter" sign something like "Women's Lives Matter".

Discussion Topics:

1. FRCOG Town Pollinator Plan: Per Tamsin Flanders/FRCOG Land Use Planner, FRCOG is applying for a Planning Assistance Grant to expand their Regional Pollinator Plan to five towns spanning the existing towns already in the Plan; Shutesbury's Open Space Committee has expressed interest in expanding pollinator habitat. Flanders asks the Select Board to write a letter of support if they are interested in working with FRCOG on the Plan; because FRCOG has a match, there is no cost to town; the work will be to identify pollinator habitat, identify projects currently in the pipeline that could include pollinator habitat, and work with the Planning Board to enhance pollinator habitat protection in the solar bylaw. Farrell: the Town's current solar bylaw includes pollinator habitat protection that might be improved upon. Flanders will follow-up with the Select Board and Planning Board regarding initiation of the Plan.
 - Makepeace-O'Neil moves and Stocker seconds a motion to send a letter of support for the FRCOG Planning Assistance Grant Regional Pollinator Plan application. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye. the motion carries.
2. DEP Recycling Grant Renewal: Torres: the proposal authorizes continued receipt of DEP Recycling Program grants from 7.1.22 to 6.30.2029.
 - Makepeace-O'Neil moves and Stocker seconds a motion to accept the DEP Recycling Grant (7.1.22 to 6.30.2029) renewal proposal. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye. the motion carries.
3. EMP Grant/Fire Chief: Torres: the amendment to the FY20-21 contract is due to Motorola production delays; it extends the end date to 6.30.23; for this grant, the Fire Department supplies invoices for reimbursement.
 - Makepeace-O'Neil moves and Stocker seconds a motion to approve the extension of the Emergency Management Performance grant to 6.30.23. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye. the motion carries.

4. Annual Town Meeting Plans: Logistics are considered, i.e., sound system, set-up, concern about a large turnout requiring police presence, the need for additional parking/carpooling and encouraging residents to bike/walk. Torres will confer with Police Chief Burgess; Torres and Lyons will do a Town Announcement about parking plans and related matters. Torres: wearing masks will not be required; the Select Board can recommend mask wearing for those who are vulnerable or not vaccinated; masks will be available for the election (held inside) and hand sanitizer will be available on the information table; per the Board of Health, there is minimal risk outdoors. Paul Lyons/Town Moderator will work on logistics with Torres; once the Town Announce is ready, he will post it on NextDoor Shutesbury.
5. ARPA Planning: Torres: the Town's allocation of \$525,000 will be received via FRCOG. Farrell: the Town needs to commit to ARPA projects by the end of 2024 and spend the funds by the end of 2026; we have been encouraged to commit the funds as soon as possible because Congress may take back any unspent funds; excellent documentation on how funds are used is necessary. Farrell: the Select Board decides on how the funds will be used and will need input from the Capital Improvement Planning Committee, Finance Committee and other boards/departments that may have ideas on how the funds are used. Ways to notify boards/departments are considered. Departments/boards/committees will be asked, via email, to consider how ARPA funds might be used; they will be requested to provide their feedback by early July. The next step after that may be an All Boards meeting with the goal of deciding on use of the funds by the end of September. Torres notes the need to ensure expectations are realistic and that good, manageable projects will lessen complicated reporting. Farrell will draft the email notice; the goal is to send it out by the end of May in time for June committee meetings.
6. Change to Black Lives Matter Sign: Mary Ann Antonellis/Library Director: the Black Lives Matter banner on Town Hall is less secure, the grommets are coming out, it is worn after ~ 2years on the building and does not cast the same message; artist Bobby Brown has created a poster with the tree of life and "black lives matter" artwork that is viewable on their website. Antonellis continues: Brown is willing to donate the 12"x18" poster which Antonellis will have framed so it can be hung inside Town Hall; the outside banner could be archived. Per Antonellis, others she approached liked the idea; it is a way of welcoming. To Stocker's observation that the poster seems small, Antonellis notes that it will be hung inside with a photo posted on the Town website; suggests a lawn sign could be placed out front and that the banner come down during a gathering on Juneteenth. Farrell supports Antonellis' proposal for a framed poster by a local artist and marking acceptance of the gift to the Town on Juneteenth. Stocker supports the poster and suggests having something legible on Town Hall, i.e., "hate has no place here". Makepeace-O'Neil recommends the tattered banner come down and a museum style label for the poster. Torres: those coming into Town Hall do look around; not everyone embraced the banner; this will be a different way to express concern about an important issue.
 - Makepeace-O'Neil moves and Stocker seconds a motion to take down the Black Lives Matter banner and accept the gift of a poster from Bobby Brown and the

Library. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

7. Fire Chief Hiring Committee: Per Torres, the candidates are George Davies, long-time firefighter and former Captain of the Department recommended by Chief Walter Tibbetts, Peg Ross/Personnel Board, Jim Walton/Finance Committee, Eric Stocker/Select Board, Police Chief Kristin Burgess and member of the public Elaine Puleo. Torres: the Committee will review the initial applications; the final interviews will be public.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint George Davies to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Jim Walton to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Peg Ross to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Farrell seconds a motion to appoint Eric Stocker to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Police Chief Kristin Burgess to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Elaine Puleo to the Fire Chief Hiring Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Torres: the ad, requesting resumes by June 1, is ready to be published in the *Daily Hampshire Gazette* and *Greenfield Recorder* and will be posted on the Mass Municipal Association and Town websites. Fire Chief Tibbetts will post the ad with the Franklin County Fire Chiefs' Association which includes Western Mass and State representatives and will reach a broad target audience. Makepeace-O'Neil wants to ensure the process includes the firefighters' ability to meet the final candidates. Tibbetts: while he is out of active duty, Mark Foster and the Lieutenants are managing the Department; if needed, he is a phone call away and anticipates being able to return to administrative duty at some point.

8. Town Administrator Updates:
 - a. School Roof: the Superintendent and Principal Mendonsa are available for MSBA's 5.17.22 visit; a determination on the grant is expected in late summer/early fall which is much later than June 1st, the usual date; the meeting may indicate whether Shutesbury is a viable candidate; if we move ahead before the determination, the Town will be out of contention for the grant; the design is covered by the grant with MSBA choosing the designer; there is an annual town meeting vote to fund the design. To Stocker's inquiry about the roof being designed for solar panels, Torres notes that the school receives little sun and the Town does not own the property where the shade trees are located; Lot O-32 is the recommended site for solar panels.

- b. Trash Bags: the order has been delayed; a short shipment of ten cases of lime green biodegradable bags without “Shutesbury” has been received and another may be needed.
- c. Broadband Connection Problem: Torres’ computer was without broadband for hours; it now has hardwire capability if needed; the wireless routers were rebooted resulting in a more stable connection.
- d. Zoom Account: the problem with the Zoom email account has been solved; Town Clerk Grace Bannasch was unable to post Zoom meetings.
- e. Police Department: the Police Department used Fire Department facilities for a CPR training; it is hopeful that Police Officer Nate Masse will do a CPR training for Town Hall staff that will include defibrillator use.

Farrell requests an update on DEP/Lot O-32 be on a future agenda. Torres: the next step is for O’Reilly, Talbot, & Okun to do more work for the Town.

Administrative Actions:

1. Makepeace-O’Neil moves and Stocker seconds a motion to approve the 4.26.22 meeting minutes. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the minutes are approved as presented.
2. Makepeace-O’Neil moves and Stocker seconds a motion to approve the 5.4.22 meeting minutes. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the minutes are approved as presented.
3. Select Board members will sign vendor warrants #22-24 totaling \$347,168.64.
4. Select Board members will sign payroll warrants #22-24 totaling \$116,399.05.

At 7:14pm, Makepeace-O’Neil moves and Stocker seconds a motion to adjourn the meeting. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Documents and Other Items Used at the Meeting:

1. 5.6.22 email from Tamsin Flanders: “Pollinator plan – request to be added to SB 5/10 agenda”
2. DEP Sustainable Materials Recovery Program Grant 7.1.2022 to 6.30.2029
3. MA Emergency Management Performance Grant extension to 6.30.2023

Respectfully submitted,
Linda Avis Scott
Administrative Secretary