

Shutesbury Select Board Meeting Minutes
August 2, 2022 Virtual Meeting Platform

Select Board members present: Melissa Makepeace-O'Neil/Vice-Chair and Eric Stocker

Select Board member absent: Rita Farrell/Chair

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

Other Staff/Volunteers present: Gail Fleischaker/Energy & Climate Action Committee and Grace Bannasch/Town Clerk

Makepeace-O'Neil calls the meeting to order at 5:31pm.

Agenda Review: As posted excluding "Personnel Action Forms".

Public Comment: None offered.

Discussion Topics:

1. ECAC Mass Energy Insight Access: The letter to Mark Rabinsky/DOER requesting read-only MassEnergy Insight energy reporting system User Authorization for the Energy & Climate Action Committee (ECAC) is screenshared and edited. Gail Fleischaker/Energy & Action Committee is present to answer questions.
 - Stocker moves and Makepeace-O'Neil seconds a motion to approve the letter, as edited, to Mark Rabinsky requesting Energy & Climate Action Committee User Authorization to the Mass Energy Insight reporting system. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries. Torres will review the letter with Farrell.
2. ECAC Town Electrical Aggregation Proposal: Torres: during the 7.19.22 meeting, the Select Board agreed to consider the Aggregation proposal at their next meeting; Farrell's perspective on the topic is not known. Stocker notes that the concept is generally a good idea and asks why there are different rates in the example. Fleischaker: rates depend on the source, i.e., National Grid rates are generally higher than Eversource rates; different options have different rates that also depend upon negotiations with suppliers. Stocker: the rate structure has various choices, i.e., one with no fossil fuel used for production and one using no industrial solar. Fleischaker: it depends on what each town decides their contract baseline will be; for example, not only solar but solar that does not require forest clearcutting. Fleischaker to Torres: the consultant negotiates with the supplier; Nate Heard/ECAC has been conferring with the consultant for another group of towns; he will be asked to provide more information to the Select Board. Stocker: the town might want to have non-fossil fuel and non-clearcutting options. Clarity is needed about how options are identified, defined, and decided upon. Makepeace-O'Neil, noting that Fuel Assistance works well with National Grid, asks if Community Aggregation will accept Fuel Assistance reduced rates for electricity; this is an important consideration. Fleischaker: individuals can opt in and opt out as needed. Makepeace-O'Neil identifies the need to ensure individual decision making and Community Action as a resource for Fuel Assistance benefits. Fleischaker: acceptance of Fuel Assistance benefits is a question for the negotiator. Stocker notes the need for people to have a wide range of options and for these options to be clearly defined. Fleischaker: the options in the slide presentation were not the result of an ECAC vote; when the ECAC meets later this evening, she will report

on the Board's questions and the need for option clarity. Plan: carry over further discussion to a future Select Board meeting.

3. Personnel Action Forms: Carried over to the 8.16.22 meeting.
4. CMRK Memorandum of Understanding: The "Memorandum of Understanding CMRK Inc. and Town of Shutesbury" is screenshared and reviewed. Per Torres, the bins will be located on the west side of the 66 Leverett Road driveway; the clothing/textile bin will be installed about two weeks after CMRK receives the Memorandum; the book bin added later. Recycling Coordinator Gary Bernhard will be listed as the Town Contact. Torres: the Highway Department assists with dumping; CMRK will provide promotional materials to be distributed to residents. To prevent dumping, it is suggested that a sign noting the presence of a camera be posted.
 - Stocker moves and Makepeace-O'Neil seconds a motion to sign the "Memorandum of Understanding CMRK Inc. and Town of Shutesbury" regarding collection bins on 66 Leverett Road. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.
5. Administrative Secretary Job Description: The job description, as reviewed by the Personnel Board, is screenshared and edited. Torres: the changes include assisting the Town Administrator with warrants, some condensing of bulleted items, and modernization of the computer experience required. Additional edits were made to clarify license application/renewal responsibilities. Farrell and Torres will interview candidate Eric Sheehan on 8.8.22, the only candidate thus far.
 - Stocker moves and Makepeace-O'Neil seconds a motion to approve the Administrative Secretary job description as amended August 2022. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.
6. Town Administrator Updates:
 - a. Trash Hauler: There have been a few bumps with the new trash hauler Casella; new bins are being delivered to the school 8.3.22.
 - b. Lake Wyola Dam: When the south side abutter to the dam had their property surveyed, it was discovered that the area where Dam & Gate Keeper Howard Kinder parks belongs to the abutter and not the Town; the abutter has posted and blocked the area allowing only Kinder to park there. Police Chief Burgess reports unsafe activity on/around the dam including picnicking, use of grills, diving off the dam, and swimming in the whirlpool area with children. Because safety in the dam area is of concern to the Select Board, Torres conferred with Town Counsel Donna MacNicol who recommends holding an executive session with Burgess to consider options and concerns and the potential for a lawsuit if the area is not fully closed. Torres explains that Burgess talks with users about other options in town and highlights safety issues; to fall off the back side of the dam is dangerous; there are a number of people who have safely used the dam for years; with parking limited, the area is less safe. Stocker: access could be restricted to fishing; it could be limited to local residents who are safe users; this is a difficult situation. Makepeace-O'Neil suggests inviting the Fire Chief to speak about handling emergency response to the area. An executive

session will be considered for the 8.16.22 meeting though may be scheduled for a separate date.

- c. MVP Action Grant Application: The application was rejected; to assist with the next application opportunity, in 2023, the MVP contact person will review the application in September.
 - d. School Roof: The Mass School Building Authority (MSBA) will not grant funds for work on the roof however, they will consider funding the boiler. State Senator Jo Comerford is working on a substantial earmark for the Town to assist with roof costs. Options for delaying the work until the roof is thirty years old, MSBA's requirement, are considered. Torres notes that some work on the roof has been done annually and the gym roof has been done. Noting that ARPA funds have been set aside for the roof, Stocker suggests doing \$100,000 worth of work and saving the rest for the complete job when the roof is thirty years old. Based on experience, Torres observes that half stepping is a waste of funds. Per Torres, Comerford is also working on citing Shutesbury's experience to the State Treasurer as well as MSBA's lack of response to municipalities.
 - e. COVID: Case numbers are up; home antigen tests continue to be given away.
 - f. CodeRed: Crocker provided a log of CodeRed names to assist with updating the database; this is in response to the delay in receipt of a recent CodeRed call; there are people who thought they were on the list and there are people on the list who have moved from town.
 - g. Fire Chief: Lenny Czerwonka is doing a great job; his background check remains pending; he has learned to submit payroll and is taking hold of his responsibilities.
7. 9.6.222 Election Warrant:
- Stocker moves and Makepeace-O'Neil seconds a motion to approve and sign the 9.6.22 State Primary Election Warrant. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.
8. Early Voting Days/Times: Grace Bannasch/Town Clerk: because Shutesbury has less than 2,000 voters, early voting hours can take place during her office hours; the Registrars of Voters agreed to hold early voting hours from 11am-1pm five days/week and on Saturday from 1-5pm in order to meet minimum requirement of four hours on a weekend day; the total early voting hours more than meets the required number of hours and will ensure the needs of Shutesbury voters are met.
- Stocker moves and Makepeace-O'Neil seconds a motion to approve early voting hours for the 9.6.22 State primary election. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

Administrative Actions:

1. Stocker moves and Makepeace-O'Neil seconds a motion to approve the 7.19.22 meeting minutes. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the 7.19.22 minutes are approved as presented.
2. Stocker moves and Makepeace-O'Neil seconds a motion to approve the 7.21.22 meeting minutes. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the 7.21.22 minutes are approved as presented.

3. Stocker moves and Makepeace-O'Neil seconds a motion to approve the 7.26.22 meeting minutes. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the 7.26.22 minutes are approved as presented.
4. Select Board members sign vendor warrants #23.3 totaling \$182,213.02.
5. Select Board members sign payroll warrants #23.3 totaling \$101,984.83.

At 7:00pm, Stocker moves and Makepeace-O'Neil seconds a motion to adjourn the meeting. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

Documents and Other Items Used at the Meeting:

1. Letter to Mark Rabinsky/DOER requesting read-only MassEnergy Insight User Authorization for the Energy & Climate Action Committee
2. "Memorandum of Understanding CMRK Inc. and Town of Shutesbury"
3. August 2022 Administrative Secretary job description
4. 9.6.22 State Primary Election Warrant

Respectfully submitted,
Linda Avis Scott
Administrative Secretary