

Shutesbury Selectboard Meeting Minutes  
April 11, 2023 Virtual Meeting Format

Selectboard members present: Rita Farrell/Chair, Melissa Makepeace-O'Neil and Eric Stocker

Staff present: Becky Torres/Town Administrator, Geneva Bickford/Administrative Secretary

Volunteers & Other Staff present:

Guests:

Farrell calls the meeting to order at 5:02 pm.

Agenda Review: As posted. Minutes will not be reviewed tonight.

Public Comment: Susie Mosher recognizes and thanks all town volunteers and town officials and believes there needs to be more "how can I help" instead of "why don't you". Elizabeth Fernandez O'Brien asks the SB to speak to what could happen collaborating with ConCom? Elizabeth also asks that the SB to give the 6 promised legal hours back to ConCom. Elizabeth would also like to see the SB work with ConCom to update the bylaw that was put in by citizens and approved by the Massachusetts Attorney General. Elizabeth also asks if the Massachusetts Conservation Commission template could be used? Elizabeth's understanding is the process will take more time than is available before this Town Meeting and asks if this would need to be a STM or the next town meeting? Farrell will address this in a future meeting.

Review of Minutes: No minutes to review tonight

**Discussion Topics:**

1. Beaver Trapping Update: The BOH is the authority on trapping beavers. Trapping season this year began on November 1 and ends April 15. The Highway Department will be going to the BOH and ConCom regarding a large culvert that goes under Lakeview Rd from Fiske Brook into Lake Wyola where there is a fairly substantial dam that has been built up and is affecting the lake level. Tim has spoken with BOH and BOH will issue a permit. ConCom suggested BOH not issue the permit until ConCom gives its approval. A complaint was received from Lois Brown. Tim responded to Lois Brown's email, that work was not being done on her property. An Environmental Police Officer ("EPO") came out and talked with Tim and investigated the work being done by highway and determined everything was in order.
2. Mass Save Memorandum of Understanding ("MOU") for new Library Building Project: This is for the electrical and mechanical engineers. Ouden Ello will be doing the design work with National Grid as the sponsor. They will give technical assistance and energy analysis. The MOU identifies the full incentives being given to the Town as the customer.  
  
**VOTE:** Makepeace-O'Neil makes a Motion to approve Rita to sign the Mass Save MOU on new construction of the library; Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries
3. Review Selectboard's Annual Report: Eric provided a very detailed report, covered all the highlights. Melissa's name needs to be corrected to read "Makepeace-O'Neil".
4. Locks Pond Culvert Schedule: There is a schedule for the Locks Pond Culvert and commitment from the contractor and engineer to move forward. The electric pole has been moved. An extension was requested from ConCom but the extension was getting complicated. The permit from ConCom is only good through October 12. The engineers are over their original budget as the project has taken two years longer and has not started. The project will start earlier. Detour signs will go up June 26 and July 10 they will start to set up the construction site and the road will be closed to the public. Locks

Pond Road will not be accessible from the other side of the lake and people will need to use Old Wendell Road or use the official detour going through Leverett. People around the lake would like notification of dates. TA will reach out to all abutters and send to the LWAC and everyone that will be impacted by this. People will not have access to the dam, the road where Howie goes in and out will have restricted access and will go up beyond the guardrails. Melissa states it may be a good idea to transition into the next project at the end of this. A bylaw will need to be done. TA will add this to the agenda for next SB meeting. The drawdown was not worked into their plans, they will be pumping water but they are not depending on the lake lowering. Mark Rivers asks if some of the requirements are to relocate the seepage monitor weir? Is there any chance that can be done at the same time? There will be a preconstruction meeting and that issue will be on the agenda again to connect with the contractor and arrange to have them do that. Mark asks is to have new markings on the culvert to determine the flow rate. TA will discuss with engineer.

5. Discussion about moving the Clothing Box: A request was made to move the clothing/materials box from an abutter to Lot O-32. CMRK's only requirement is that the box is visible. People know where it is and it is easy to get to. CMRK is willing to move the box but is not willing to move it behind town hall as it would not be visible. CMRK asked about putting the box at the school as a location for the bin. The TA spoke with Jackie she does not want it at the school. Gary spoke to the abutter and the abutter said once the library is built the location would be fine. The highway department can be a temporary place for the bin and the bin can be moved back once the library is built. SB will let Gary know once Tim has been made aware and then he can reach out to CMRK.

**VOTE:** Makepeace-O'Neil makes a Motion to move clothing box temporarily to the HWY Department; Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries

6. Schedule of Projects, Annual Town Meeting, and Open Issues: The SES roof is happening imminently. Tomorrow night is the presentation of the PIP draft. The Highway Department and ConCom need to move ahead on the blanket order of conditions. There was an MOU in place, however, the SB only approved the language and the MOU was not signed by the SB and is not legal. At this point there is nothing in place. Tim is moving ahead with his list of projects to give to ConCom. Regarding MVP, two concepts were submitted. The first concept was storm water analysis and the second concept was a feasibility study regarding solar for municipal buildings. The TA and the MVP representative discussed the town's desire to put solar on the new library roof, the application will be for solar for the library roof. The action grant will pay for the panels themselves and any part of the electricity coming from the street to the building that might be required. Culvert permitting has been discussed already, there is a lot of concern with how much permitting may be required due to the Natural Heritage extending out the process and given the failure to proceed ahead over the last two years. Mark Rivers and Terry Smith are moving ahead on the RFP to help with the drawdown issues as well as the dam consultant issues. TA is still figuring out dates, the ultimate deadline is October 12. TA hopes RFP will be completed before the end of April. Farrell would like to see aspirational dates, targets to work towards. All inspections are up to date. Morris Root will do one more inspection in June. National Heritage says they will need 30 days however the NOI will take more than one meeting. TA discussed how much money will be needed and what will be needed in next year's budget. Farrell would like an RFP to go out in the next 10 days. Stocker asks about ATM setup. Farrell asks to put that on the next meeting. Paul Lyons is available on the 25<sup>th</sup> to discuss issues regarding setup of ATM as well as Eric's sound issues etc.
7. Appointment of Registrars: Reappointment of Gail Fleischaker and Grace Bannasch to the Shutesbury Board of Registrars.

**VOTE:** Farrell makes a Motion to appoint Gail Fleischaker as a registrar of voters for the Town of Shutesbury; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

**VOTE:** Farrell makes a Motion to appoint Grace Bannasch as a registrar of voters for the Town of Shutesbury; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

8. PFAS Update/Shutesbury Eligibility for Clean Water Trust Emergency Loan Program: The SB voted to apply for determination of eligibility for the Clean Water Trust Emergency Loan Program for PFAS remediation. The Town is eligible for the loan and the loan would be a 0% interest 20 year loan with a good chance of forgiveness for part of the loan. Town meeting approved just over \$136K for all this work. All the costs associated with the engineering, POETS systems, filters and any additional testing would be covered. Depending on cost, Tighe & Bond may be able to assist with completing the application however some information will need to come from the town accountant and treasurer. There would need to be an article on the town meeting warrant to authorize the town to borrow the money. TA has requested an estimate from Tighe & Bond for their help in completing the application and hopes to have a quote before the end of the week. Without the estimate the SB cannot move ahead with committing funds. Financially this has been a tough year but there is a standing line and as of May 1<sup>st</sup> funds could be transferred if both SB and FinCom agree, otherwise it would be through ARPA funds before May 1. TA will put this on the next agenda and will review the application with the treasurer.
9. Town Administrator Updates: There have been some problems with heating, the PD's valve and conference room valves broke. It has been repaired; they may need to come back with one more part. Looking at potentially a new part time or full time police officer. Eric will be available Tuesday at 10 am for an interview. There are at least 10 or 11 homes with filters ready for final plumbing and hope to have almost all filters completed by the end of the month. The dual filters still need to be installed in the original 5 properties. Stocker asks where the carbon goes when they change the filter? TA says it's it can be stored but eventually it gets transported to Utah and cooked at 1800 degrees and that's how they clean it. Still need to set up an in town disposal area.

Farrell motions to Adjourn (6:27 pm); Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Administrative Actions:

1. Registrar Appointment Letters

Documents and Other Items Used at the Meeting:

1. Mass Save MOU; and
2. SB Annual Report.

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 4/11/23 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>