

Shutesbury Select Board Meeting Minutes
August 18, 2015 Shutesbury Town Hall

Select Board members present: April Stein/Chair, Mike Vinskey, and Michael DeChiara
Staff present: Becky Torres/Town Administrator; L. A. Scott/Administrative Secretary

Stein/Chair calls the meeting to order at 6:33pm.

Guests: Tim Hunting/Shutesbury Highway Department (SHD) Superintendent; Mary Anne Antonellis/M. N. Spear Library Director

Agenda Review: no changes/recommendations.

Public Comment Period: no participation.

Discussion Topics:

1. Police Department Updates: Torres: currently, Chief Harding is on vacation and Sergeant Masiuk is in charge. Vinskey reports on the main topics of his meeting with Chief Harding during which the Chief mentioned the idea of patrol officers having Tasers; his officers have given him feedback that they would feel more comfortable having them to use; training in their use would be needed; Chief Harding will probably bring this topic up with the Select Board in the future. Vinskey: Harding is well versed in the opioid program and because there is not a real need here in Shutesbury, the Chief is tending toward not using Narcan, which would go out of date before it is used. Vinskey: the concept of Harding not coming to Select Board meetings came up and Harding mentioned doing a written report, on a regular basis, for the Select Board. Torres: previously informed Harding that the Select Board would be looking for feedback on this topic. Vinskey let the Chief know that he is unsure if the Select Board would want this. Stein and DeChiara would like to talk more about the opioid task force with Harding. Vinskey: is the next step for another Select Board member to talk with Harding? Torres suggests scheduling Chief Harding to attend the 9.1.15 Select Board meeting to determine how the Board and Harding want to proceed. All Select Board members agree to this plan.
2. Select Board Department Head Communication Practices: DeChiara to Hunting: the Select Board is looking at a system for hearing from department heads in order for the Board to better know what is happening in town without department heads having to come to meetings for routine matters; the idea is to get information without creating extra work. Hunting: keeps a logbook of SHD activity; will photocopy this as his report to the Board. Stein: Torres is in touch with department heads and alerts the Select Board on important matters. Vinskey: having updates allows him to answer citizen questions. DeChiara: updates facilitate the Select Board's knowledge and ability to convey information to folks. DeChiara: the Board needs to get feedback about what reporting system will work; what is the Select Board's role and do we have the where withal to require a monthly report or do we suggest it? Stein: we haven't asked for monthly reports; the Police Chief comes in regularly and other department heads come in as

- needed; Torres is the conduit with department heads. DeChiara: the Library Trustees hire the Library Director. Torres: The Select Board hires department heads, except for the Library Director, and department heads recommend hires, for their staff, which are appointed by the Select Board. Stein: how many people are hired? MD: is there an organizational chart? Torres: yes, Les Luchonok created it about 20 years ago; a few part time positions have been added, otherwise, it is essentially the same.
3. Fall Special Town Meeting: Torres: there is currently a \$2,500 revolving fund short fall in the afterschool program; the Principal is working on one option: if the after school program spent \$2,500 on musical programming, Weiss/Town Accountant will allow covering the short fall with funds from the school music department's revolving fund. Torres: otherwise, the public will have to agree with a transfer of funds from free cash to the afterschool revolving fund at a special town meeting; at this time, this is the only matter for a special town meeting. Torres: the afterschool program put on a performance of the *Wizard of Oz* and supported the musical talents of the children; both required time spent by the after school program director on the musical portion of the program. Torres: if the revolving funds have overlapping purposes, as approved by the School Committee, the transfer between revolving funds could occur; per Weiss, the School Committee Chair needs to sign off on a memo confirming that the revolving funds have overlapping purposes; Principal Mendosa has been in conversation with the School Committee. DeChiara: the School Committee meets on August 27th; the Select Board will know the result for the 9.1.15 meeting. Torres: asks if there are any other issues for a special town meeting; it maybe premature for a solar warrant article special meeting. Stein asks the Board if they are comfortable with learning the School Committee outcome on the 1st. Vinskey: what is the cost of a special town meeting? Stein: without an election, the only cost will be \$200 for mailing of the warrant to residents.
4. Celebrate Shutesbury: Torres: will meet with Jessica Carlson-Belanger when she comes to Town Hall to obtain the Town Common use form; the request to use the Town Common will be on the 9.1.15 Select Board agenda. Torres: since the Shutesbury Education Foundation (SEF) has disbanded, Carlson-Belanger, formerly involved with SEF, is working on an "alternative" Celebrate Shutesbury that may include a Shutesbury Athletic Club barbeque, a vintage car show, and children's activities. Stein: maybe some of the musicians in town will play. DeChiara wants to see Celebrate Shutesbury continue. Torres: concerned about the short planning period; will sit down with Carlson-Belanger to find out the details, such as, how the event will be funded and what the expected costs will be; there will not be a tent this year. DeChiara: with experience, SEF knew what they were doing year after year; this needs to be a coordinated and organized process. Stein: Police planning? Torres: the Police know their routine. Vinskey: will there be a parade? Torres: in the past, there has been a bicycle parade from the school to the common in conjunction with Celebrate Shutesbury, however, lack of planning and coordination created problems with this parade in the past. Vinskey: this would be a great event; notes need for coordination and is interested in trying to make it go. DeChiara: in the past, different participating groups attracted a

diverse group of folks. DeChiara: SEF performed the role of a non-profit with the ability to apply for grants for Shutesbury. Stein requests Carlson-Belanger attend the next Select Board meeting.

5. Knotweed Program Status: no discussion/action.
6. School Parking Lot and Sidewalk Plowing: Vinskey: there are various options for managing the plowing of the school. Hunting: talked with Torres and Mendosa/SES Principal this afternoon about her priorities for when there is a delay in the start of school because once it stops snowing, it takes several hours before all the roads are plowed; when there is a delay, it doesn't make sense to plow the school before the roads are cleared for the school buses. Hunting: the SHD has a pickup truck that could be available and would be fine for plowing the school when there is a delay; maybe we should think about hiring a part time person, no benefits, to just drive the pick-up; this driver could do the intersections, town hall, the common, and the school. Hunting states that he could utilize a part timer if he had one; does not want school personnel to use his truck; delays are an issue because he is not able to stop clearing roads to do the school; usually, he uses the loader to plow the school as he knows the terrain. Vinskey: is Clark available? Torres: last year, the school called Clark and they did not have anyone available to plow the school. Hunting: has had Tibbetts/Fire Chief come in and plow the school; he does a fine job, however, as Fire Chief, he has to be available for fire calls and often takes a vacation in the winter therefore he is not a reliable option. Torres: a part-time highway operator would be a town employee covered by municipal insurance; now, overtime is used; with more part timers, the cost of snow removal would be less expensive. DeChiara: if you can get the personnel, a part time driver would be the best option. Vinskey: we'll leave it with Hunting to do the hiring. Hunting: will see how it goes; in the past, the superintendent would call Hunting on his cell phone re: school delays/closings and, as well, the school has a radio to reach the SHD. Stein suggests placing a "want ad" in the next issue of *Our Town*. Hunting and all members of the Board agree with this plan.
7. Schedule Mike Smith/Baystate Roads: Torres recognizes the need for Hunting to be present for this program. Vinskey suggests either 9.1 or 9.15. Hunting agrees with the 9.1.15 meeting. Vinskey: will arrange with Mike Smith; needs some background information from Hunting in order for Smith to prepare a cost analysis specific to Shutesbury. DeChiara asks for an explanation of the issue. Vinskey: attended a class last year in which Smith recommended the use of salt, rather than sand, on the paved roads as a less expensive and more environmentally friendly method; the idea is to see if this approach works for Shutesbury. Vinskey: Hunting will be able to ask the pointed questions; if we were to use this method, it would change our bid process; we will have to check on the bid process for this year. Vinskey: if we decide to try the process, we would not have to start this year. Hunting: we have had good luck with enhanced salt products; there have been fewer accidents on the S-curves. All agree for Vinskey to arrange for a 7:00pm meeting with Smith on the first of September.
8. Schedule and Outline All Boards Meeting: Torres: the All Boards meeting is usually held in late October; notes the need for the Select Board to get back on the

- warrant signing and FinCom meeting schedule. The Sept/Oct Select Board meeting schedule is reviewed. DeChiara: heard the need for the All Boards meeting to be more productive. Vinskey notes the need for a format that provides what the Select Board wants for information: current issues, what you are working on, what you will be working on, finances, how can the Select Board help. DeChiara: many committees have challenges with minutes and posting. Stein: suggests asking what is interfering with getting the committee's work done – the work the committee is charged to do. DeChiara: could provide guidance on posting agendas. Stein: the Web Committee is working on making posting to the Town website easier. DeChiara: the All Boards meeting could be used as a collective time to look at town wide solutions. Torres: facilitation is needed to manage presentation times. DeChiara notes need for an agenda. Torres: different methods have been used – alphabetical order, going around the room, and accommodating those that need to go first. DeChiara: what is a reasonable expectation for attendance? Torres: a 3.5-4 hour meeting is unreasonable; folks stay for the parts they are interested in; folks have different experiences and needs for information. Torres: there used to be two All Boards meetings/year: one for reporting and the second was more targeted/topical. DeChiara: is it appropriate for the Select Board to say we are responsible for the well being of the town and put forth a theme? Torres: yes. Stein: the goal for the second meeting was to have the public come. Torres cites the example of a second meeting, formatted as a question and answer session led by the Planning Board; the solar bylaw could be the focus of a meeting. DeChiara: have there ever been meetings of just the committee chairs? Torres: some committees do not have chairs, i.e. the Conservation Commission. All agree to schedule the All Boards meeting for Tuesday, 10.20.15; information will be included in next issue of *Our Town*.
9. FY16 Select Board Goals: Vinskey, refers to his handout “Select Board goals for FY2016:” has been thinking of specific tasks/steps toward achieving goals he is interested in achieving over the next year. All review handout. DeChiara: what is the best way to proceed? Vinskey: his intention was to offer ideas for Stein and DeChiara to review and think about. DeChiara: setting priorities; access and transparency in Town communication: minutes and website; suggests a hard copy and online survey of residents asking what their priorities are. Torres: the Planning Board, Library, and Open Space Committee have done surveys. DeChiara: internally, the Select Board policy manual is a priority; operationally, a perpetual calendar may be attached to the manual as a handy tool to know what is ahead. Vinskey: there is a lot here, way more than we can do; we can focus on DeChiara's items; the goals need to be ones that the whole board wants to accomplish; we can narrow down the list. Stein: some of the items on the list are already happening such as bringing the Building Committee in to discuss related items. Stein, noting the awesome Select Board community dinner, cites the benefits of community events; she would like to take more time to think about goals - who we are and what do we want to do and suggests putting the item on a future agenda, either the 1st or 15th of September, depending on timing. DeChiara recommends the 15th and appreciates Vinskey for putting the item on tonight's agenda. DeChiara asks for confirmation that all are receiving emails. Stein: yes.

Vinskey is not getting all the shutesbury.org emails. DeChiara recommends he check the spam folder.

Administrative Actions:

1. A motion is moved and seconded to approve the 7.14.15 Select Board meeting minutes as amended; all Select Board members agree. A motion is moved and seconded to approve the 7.28.15 Select Board meeting minutes as amended; all Select Board members agree.
2. The 8.11.15 Vendor Warrants totaling \$122,823.85 have been signed.
3. The 8.11.15 Payroll Warrants totaling \$80,858.74 have been signed.
4. Appoint Library Assistant: Antonellis/Library Director would like to hire Cynthia Coffin, town resident, to be the new Library Assistant; Coffin has great references, good public service experience, knowledge of books, the patron experience, technology skills, and is looking to make a long-term commitment. Antonellis: received ~25 applications for the position therefore formed a search committee with Trustees and members of the Friends to review the applications and assist with interviews. Stein asks for a motion to appoint Cynthia Coffin as the new Library Assistant. A motion is moved and seconded; all Select Board members agree. Stein appreciates Antonellis and her work as evidenced by the number of applicants.
5. Select Board Article for *Our Town*: Vinskey created an initial draft to which Stein proposed some changes. Vinskey notes the importance of having a Select Board article in the newsletter; he picked some topics to talk about and is open to the topics covered in the article. DeChiara: will offer a version; notes need to report on Town's fiscal status, i.e. funds from the State. Torres: fiscal status is usually covered in her Town Administrator article. Stein: the Select Board article should be short and general. DeChiara suggests having committee openings listed on the Town website. Vinskey: could have a "help wanted" section on the website. All agree to approve the final version of the Select Board article on 9.1.15 for subsequent submission to Janis Gray/ Editor of the newsletter.
6. The previously approved letter responding to "House Bill #3665: An Act to Improve Public Records" is signed by each Board member.
7. Council on Aging Grant: Stein asks for a motion to approve the COA Formula Grant Budget FY2016. Motion is moved and seconded. Torres: the COA decided how funds are to be spent, she met with David Dann/COA member to go over FY15 statistics, and the COA will create a spreadsheet to compile data for next year's grant application. Torres: grant dollars arrive in October and must be spent by 6.30.15. All members of the Board agree to sign the grant application document.

Future Business:

DeChiara: Opioid discussion with Chief Harding

Torres: the agenda informs the public on what the Board is going to talk about; perhaps an ongoing future agenda items/goals list could be kept on a separate page.

DeChiara: is okay if these items are not on the agenda; a separate list will work and will help keep track.

DeChiara: it would be nice to get some material about PILOT in order to start understanding the process. Also, we had talked about doing the policy manual in the fall.

Vinskey: will email the policy manual work he has done so far. DeChiara appreciates that Vinskey started the process. Stein: this will be a discussion for late in the fall.

DeChiara asks for a report from the Shutesbury Regional Assessment Summer Study Committee. Torres: the deadline for their recommendations is the end of September; the committee has been meeting twice a week; a report will be provided.

DeChiara notes that the Amherst Select Board recently completed a performance evaluation for Town Manager John Musante and asks if the Select Board has a process for reviewing the work of the Town Administrator. Stein: the Personnel Board has been working on developing an employee review form. DeChiara: a review procedure is needed; he is curious about the procedure and when it is appropriate to perform.

Vinskey: the Emergency Management Team is requesting feedback from the Select Board on a few items; he will scan the documents and requests these items be on the 9.1.15 agenda.

An issue not reasonably anticipated by the Chair:

Chapter 90 Request: Hunting: funds will be used to do crack filling on various town roads and pave the Shutesbury portion of High Point Drive; Amherst DPW will do the work on the Shutesbury portion and bill Shutesbury accordingly. Motion to approve Chapter 90 authorization for crack filling of various town roads and paving the Shutesbury portion of High Point Drive is moved and seconded. Hunting: the town owns about 330' of High Point, previously a private road and was made a town road in 2007; he received a call from Jason Skeels/Amherst DPW– they are going to reclaim, re-grade, raise structures, compact, add calcium chloride and pave the entire length of High Point Road and will do the Shutesbury piece at an estimated cost of \$25,000. Hunting: Amherst has a bidding process and does not go through FRCOG. Vinskey asks if this paving work needs to be done. Hunting: High Point has been patched and does need to be done, although, this is a large sum for a little piece. DeChiara asks about the condition of Weatherwood. Hunting: Weatherwood is in good shape; \$25,000 seems to be the figure; the problem would be trying to do it our selves; Amherst will have the equipment there and expects to start on the 28th. Vinskey asks if it is more cost effective to do it our selves. Hunting figured what it would cost through FRCOG, using Sunderland's prices and estimated it would cost Shutesbury \$16,000 to do the work ourselves; has a message into Skeels as would like to know more about how Amherst arrived at their price.

Vinskey asks if Hunting could try to get ahold of Skeels in the next couple of days.

DeChiara: could we create a contingency? Stein: how close to the 28th does the document need to be signed? Hunting: Amherst has quite a piece of the road to do; they will probably come in from the Flat Hills end of High Point. Stein: would it help to tell Amherst that the Select Board is not comfortable with the cost? Hunting: yes and that he

ran the FRCOG figures and found there to be a significant difference. DeChiara: how does the Select Board want to proceed? Hunting: often inflates a project's price so he knows he will have enough money to fund the project if there are unanticipated expenses; the final report states what was actually done and the actual costs. DeChiara confirms that the funds for these two projects will be deducted from the total Chapter 90 funds available. Torres refers DeChiara to the financial report for information on the different Chapter 90 fund balances; going forward, the new Governor has changed Chapter 90 funding back to \$140,000 per year. Stein suggests the Board agree to sign the document for the best-negotiated price, with Jason Skeels, up to \$25,000. Torres: it just might be that their pricing is higher; if Shutesbury says no, they will have to come in from the other side; will call Amherst to obtain their Chapter 90 cost for the project. Hunting: his figure of just over \$16,000 included a 4" paving depth which is plenty; doesn't know what Amherst is figuring; would agree with \$20,000. Stein asks for a motion for the Select Board to sign the Chapter 90 request for up to \$25,000 after further negotiation by Hunting. Motion is moved and seconded; all Select Board members agree to sign the document. Vinskey and DeChiara sign the document; Stein will sign when negotiations for the cost of the paving project are complete.

Hunting: regarding crack filling, Leverett/Cooleyville/Prescott Roads from Route 202 to the Leverett line have not stood up; the State contractor used a different mix than what the Town usually uses; all paving companies put reclaimed material in their mix; he has not been happy with how the road has stood up over time and the State offers no assistance for the surface. Vinskey: is this the last paving project for the season? Hunting: yes. Vinskey: what is the FY16 Chapter 90 balance? Torres: with these projects, there will be a \$120,000 account balance. Vinskey confirms that FY15 Chapter 90 funds roll over.

Vinskey asks if Hunting has any other pending projects. Hunting: the bottom of the Locks Pond culvert is rotting; has a potential plan to repair the bottom. Torres: a Notice of Intent will be needed. Hunting: had an estimate of \$100,000, which will be much less than replacing the whole thing. Vinskey: is this a project for this year? Hunting: if grant dollars are available, the project would be done next spring, not this construction season; in late winter, will get a contractor to look at the site and create an estimate. Vinskey asks about the status of Montague Road hill. Hunting: the crew is working on grading roads and cleaning ditches; needs to hire staff - has one person with good references and is willing to get the needed licensing; he definitely needs another person. Vinskey: is the CDL license required before hiring? Hunting: yes, applicant needs to prove he can obtain the CDL license. Hunting: if applicant can get it in September, he will consider hiring. Stein asks for a motion to approve \$45,000 of Chapter 90 funds to crack-fill various town roads. All members of the Board vote unanimously to approve use of \$45,000 of Chapter 90 funds for crack filling.

Documents and Other Items used at the Meeting:

1. Select Board goals for FY2016 by Vinskey 8.18.15
2. Minutes for the 7.14.15 and 7.28.15 Select Board meetings
3. Draft Select Board *Our Town* articles by Vinskey and Stein
4. 8.4.15 letter to Senator Rosenberg and Representative Kulik re: House Bill #3665
5. COA Formula Grant FY2016
6. Chapter 90 Grant Project Requests
7. 8.15.15 Torres email about lightning strike at Shutesbury Elementary School

Upcoming Select Board meetings: Tuesday, September 1, 2015, 6:30pm and Tuesday, September 15, 2015, 6:30pm, Shutesbury Town Hall.

Meeting adjourned at 9:10pm.

Respectfully submitted,
Linda Avis Scott
Administrative Secretary