

Shutesbury Select Board Meeting Minutes
November 29, 2016 Shutesbury Town Hall

Select Board members present: Michael DeChiara/Vice-Chair and Melissa Makepeace-O'Neil

Select Board member via remote participation: Mike Vinskey/Chair due to geographical distance

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

DeChiara calls the meeting to order at 6:00pm.

At 6:00pm, Makepeace-O'Neil moves and Vinskey seconds the motion to go into executive session for reason #3/pending litigation and to return to open session; Vinskey: aye, DeChiara: aye, and Makepeace-O'Neil: aye

Open session resumes at 7:07pm.

Guests: Sara Clark/Clark Auto Wrecking, Larry Hunter/Energy Committee, Susie Mosher/Positive Presence; Jennifer Donnelly and Paul Danielovich/Shutesbury Athletic Club

Public Comment Period: none

Discussion Topics:

1. Town Administrator Updates/Beck Torres:
 - a. Covanta Springfield: Towns that have worked with Covanta met 11.29.16 to begin negotiations for the lowest possible regional hauling rate; once received, Torres will provide the contract for Select Board review.
 - b. Town Hall: Jamrog reinstalled the air exchanger ducting and set up the dehumidifier in the electrical room – dehumidifier startup is pending installation of electrical wiring.
 - c. Wendell/Locks Pond intersection puddle: Hunting has designed a dry well to be installed on the east side of Wendell Road just beyond #444. Torres spoke with the property owner at #441 to mediate a solution that works for both the landowner and the Highway Department; the goal is for runoff water to be directed underground towards the woods. DeChiara suggests posting the solution on the Highway Department webpage.
2. Select Board Committee Reports:

Emergency Management Team: Makepeace-O'Neil - signs for the dam are ready for installation; the equipment grant has been approved and items will be ordered; volunteer ham operator guidelines have been determined.
3. Clark Auto Wrecking Class III License Renewal: Sara Clark, representing Clark Auto Wrecking, is present. Torres: if a public hearing for the Class III license renewal is to be held, it must be done in a timely manner so that any concerns can be addressed prior to expiration of the license. Clark: as mandated by DEP, Clark's has a "state of the art" gas storage shed, batteries and antifreeze are picked up, tire removal is paid for, used motor oil can be purchased, and, to create room, some vehicles were crushed this year. The \$85 license renewal fee is received from Clark. No further questions from the Board. Clark: the door is always open for a Select Board tour.

DeChiara asks for a motion for the Select Board to approve Clark's Auto Wrecking Class III "Application for License to Buy, Sell, Exchange or Assemble Second Hand Motor Vehicles or Parts Thereof"; Makepeace-O'Neil moves and Vinskey seconds the motion; Vinskey: aye, Makepeace-O'Neil: aye, and DeChiara: aye. Makepeace-O'Neil moves the Select Board waive the annual license renewal hearing; DeChiara seconds the motion; DeChiara: aye and Makepeace-O'Neil: aye; Vinskey was not present for this vote due to an interruption in the remote audio/video connection. License documents are signed.

4. Energy Committee/Municipal Solar: DeChiara notes his interest in municipal solar. Hunter: the Energy Committee meets infrequently though were surprised the Committee was not asked to contribute to the Wheelock solar project discussion. Torres: the Energy Committee has been in existence for about fifteen years. Hunter: it was formed to take advantage of Green Communities funding opportunities, i.e. solar panels, energy audits, and conservation measures; of late, there have been no new opportunities. Torres: there are small projects that can be done, however, there are currently no new large projects. DeChiara: is the Committee available to work on a project? Hunter: we explored a municipal system and made crude estimates – the upfront cost of a municipal system is huge and bonding would be needed; most towns with municipal solar receive subsidized power by using outside investors. Hunter: the town would need to consider the return on its investment; it would be a hard sell for those who do not want an increase in their taxes; 150-200KW would be the minimum size. Torres: 300KW would be the goal. Vinskey: is there any documentation from the Energy Committee stating that municipal solar will not work? Hunter refers to the 2015 worksheet "Array cost and return estimates": at a cost of ~ \$750,000, the payback period is about ten years. DeChiara suggests that with a healthy amount in free cash, some funds could be used to partially pay for a municipal solar system; with the necessary data, this seems like a viable conversation for the Select Board. Hunter advises the Select Board to recognize that there will be opposition – this is one of the complications with determining costs especially if legal fees become necessary. Vinskey: the Select Board needs more information. Hunter: the solar programs are constantly changing; estimates are only given when there is competition for a bid; other questions to be asked include: the type of rods for the soil conditions and whether wetlands are present. Hunter, referring to the 2015 worksheet: these numbers are probably good to 20%. DeChiara: are there climate change incentives? Hunter: Green Communities energy efficiency measures have been utilized in town hall; for return on investment, these are the projects to focus on. Makepeace-O'Neil: cooling and dehumidification of building? Torres: because central dehumidification has been installed, the three small units will not be needed; mini-splits have been installed at the Fire and Highway Departments; to install mini-splits for the town hall building would cost ~\$150K. DeChiara: is there separate funding for solar installations on/at schools? Hunter: the Solar Renewable Energy Credit (SREC) factor changes with how the solar installation is used; the 2015 worksheet is a very conservative estimate.
5. Community Compact Grant Application: DeChiara: is there a specific request relative to "Maximizing Energy Efficiency and Renewable Opportunities"? Torres: there does not seem to be an appropriate project at this time. Hunter: the energy auditor provided a task list that has been attended to over time. Torres: we have the framework for the

installation of town hall mini-splits and municipal solar; the will of the Select Board would be needed to proceed, then the Energy Committee could assist; we could attain energy independence. Hunter: Lot O32 is the town-owned tract best suited for municipal solar; use of the front portion of the lot would need to be set aside for a future building. Torres: a Mass Municipal Association managers workshop provided resources and tools to assist in developing budget presentations therefore Community Compact funds for financial management are not as pressing; Joe Markarian/FRCOG Municipal Financial Management Specialist assists towns that have signed compacts. Vinskey: it seems that Shutesbury needs to be involved in the Community Compact program; we need to determine our focus. DeChiara suggests “Energy and Environment” including “Climate Change Mitigation and Adaptation” and “Financial Management” – noting the need to better understand information and to have as much clarity as possible. Makepeace-O’Neil suggests “Information Technology” with an emphasis on “Transparency”. Torres notes the need for financial education to go along with information, i.e. a primer on town meeting; her eagerness for an upgrade in financial presentations is driven by the need to provide better information to residents. DeChiara notes the subcategory of “Citizen Engagement” within “Information Technology”. Torres notes the need for tools for working with everyone especially those with diverging opinions. Vinskey states his interest in moving forward. Torres will follow-up with Markarian. DeChiara confirms focus: Financial Management – all subtopics, Information Technology: Transparency, Citizen Engagement, and, perhaps, Data Standards. Torres will follow-up on the grant application.

6. Shutesbury Athletic Club License Renewal/Memorandum of Agreement: Makepeace-O’Neil moves to approve the “Club License to Expose, Keep for Sale, and to Sell All Kinds of Alcoholic Beverages” for the Shutesbury Athletic Club (SAC) at 282 Wendell Road; Vinskey seconds the motion. Per Donnelly and Danielovich there have been no changes to the premises or hours of operation; Richard “Richie” Hicks has been added as a new director, Mark LeLacheur changed from vice-president to director, and Tommy Drake changed from director to vice-president. The Select Board has no further questions. Vote to grant a Club License as previously moved: Vinskey: aye, DeChiara: aye, Makepeace-O’Neil: aye. Makepeace-O’Neil moves the Select Board grant the SAC a License for Live Entertainment; Vinskey seconds the motion. There being no discussion: Vinskey: aye, DeChiara: aye, Makepeace-O’Neil: aye. Makepeace-O’Neil moves the Select Board grant the SAC a License to Operate a Pool Table; Vinskey seconds the motion. There being no discussion: Vinskey: aye, DeChiara: aye, Makepeace-O’Neil: aye. License documents are signed. Scott will submit the required license renewal documents to ABCC. Danielovich regarding the Memorandum of Agreement (MOA) between the SAC and the Town of Shutesbury: #3 requires the SAC to provide Police Chief Harding a monthly schedule of events; Chief Harding is okay with receiving notice when anything out of the ordinary is scheduled versus the routine monthly schedule. DeChiara confirms: the SAC would only provide scheduling information to the police chief two weeks in advance of the first of the month for activities out of the ordinary. DeChiara moves the Select Board approve the MOA with the amendment requiring the SAC notify the police chief two weeks in advance for an unusual event. Makepeace-O’Neil seconds the motion. There being no further discussion: Makepeace-O’Neil: aye and DeChiara: aye; Vinskey

abstains as has yet to review the MOA document. Hours of operation are reviewed and confirmed. Torres will arrange signing of the revised MOA by Danielovich.

7. Four Town Meeting Preparation: Vinskey suggests and DeChiara and Makepeace-O'Neil agree for this item to be carried over to the 12.13.16 meeting.
8. Public Comment Policy: Select Board members agree for the "Public Comment Policy" to be printed on the back of meeting agendas to be made available at Select Board meetings. Mosher suggests adding the policy to the Town website and will post a standard copy on the meeting bulletin board outside the Town Clerk's office.

Administrative Actions:

1. Select Board Minutes: Makepeace-O'Neil moves the Select Board approve the 11.15.16 meeting minutes as amended; Vinskey seconds the motion: Vinskey: aye, DeChiara: aye, and Makepeace-O'Neil: aye.
2. Vendor Warrants totaling \$95,735.07 will be signed by the Select Board.
3. Payroll Warrants totaling \$109,600.30 will be signed by the Select Board.

Agenda for the 12.13.16 meeting is reviewed as per Vinskey's pre-meeting notes. Vinskey recommends an executive session for reason #3/pending litigation. Torres: consideration of the Historical Commission resignations can be done in an open session.

Makepeace-O'Neil moves and Vinskey seconds the motion to adjourn the meeting at 8:59pm: Vinskey: aye, DeChiara: aye, Makepeace-O'Neil: aye.

Documents and Other Items Used at the Meeting:

1. Vinskey's "Pre-meeting notes for November 29, 2016"
2. Clark Auto Wrecking license renewal packet
3. Energy Committee's 2015 "Array cost and return estimates"
4. Community Compact "Best Practice Areas"
5. SAC license renewal packet and MOA

Respectfully submitted,
Linda Avis Scott
Administrative Secretary