

**Shutesbury Board of Selectmen Meeting Minutes**  
**April 7, 2015**

Members present: Elaine Puleo/Chair and April Stein

Staff present: Rebecca Torres/Town Administrator, Linda Avis Scott/Admin. Secretary

Remote Participation: Mike Vinskey/Selectman on vacation

Meeting opened at the Shutesbury Town Hall by Puleo/Chair at 6:35pm

Guests: Susie Mosher/FinCom, Police Chief Tom Harding, Sergeant Wendy Masiuk, Penny Kim/Town Moderator, Michael DeChiara, Fred Steinberg/Capital Planning, Gary Hirschfield/Capital Planning & FinCom, Deacon Bonnar/Planning Board, Allan Hanson/FinCom, and Fire Chief Walter Tibbetts

Appointments:

6:35pm Chief Harding

Topics:

- 1. Chief Harding:** Officer Granitsa has given his two-week notice; the new auxiliary officer needs more training and is not yet ready for shifts. Officers Sean Sawicki and Timothy Batchelder are still on staff. Harding: wants to find a solution to the lag time from when his staff work detail assignments and when they receive payment for this work in their payroll checks. Per Harding, most towns have a revolving account for their police department's detail work, for example, here in Shutesbury, if an officer works detail for National Grid it could be 6-8 weeks before the officer receives that detail check because National Grid has to issue a check to the Town before our Treasurer can issue the detail/payroll check to staff. Harding: other towns have used their own funds to start revolving accounts that they use to pay for detail work; as the fund depletes, the contractors, i.e. National Grid, pay into the fund to cover the cost of their detail work. Per Harding, the treasurer tracks the revolving fund, detail work and contractor payments. Puleo verifies that once the revolving fund starts to deplete and details are scheduled, the contractor replenishes the account. Harding: as it is now, the Treasurer oversees the account; it is dollars in and dollars out. Torres identifies the need to have a discussion about management of detail payroll with Gabe Voelker/Treasurer. Masiuk: there is no way to track detail pay in the current system. Puleo acknowledges the problem with the current system as well as the need to meet with Voelker. Vinskey asks how much would be needed in a detail account. Harding agrees to talk to Voelker and see what detail work may need to be scheduled. Harding also notes that Shutesbury manages the detail payroll for its officers no matter what town the detail work is done in.
  
- 2. New Police Cruiser Request:** Harding states that thorough information has been provided to the Finance and Capital Planning Committees and refers to handout "Request for Replacement of 2010 Ford Explorer" which was emailed to Vinskey. Per Harding, the current vehicle was purchased in 2010. Torres: FinCom

determined that a six-year life cycle is suitable for this vehicle; by the year, minimum replacement would be due in 2016; when this vehicle was purchased, the plan was not to wait too long before purchasing a replacement. Per Torres, Capital Planning and FinCom support the purchase of a new vehicle this year. Vinskey: vehicles are becoming more reliable and last longer; Hayes/mechanic reports that the vehicle is well maintained and does not need to be replaced. Vinskey inquires if there will be money in free cash or stabilization to replace the vehicle in a year or two; doesn't make sense to replace now. DeChiara notes that the Police Department received a new cruiser last year with the replaced vehicle going to Tibbetts/Fire Chief. Harding: the big winter storms demonstrate Tibbetts' need, as Emergency Management Director, for a four-wheel drive vehicle to respond to situations in town, the county and beyond. Harding states that his first choice would be to trade in now to decrease the amount of money needed for new vehicle; however, he emphasizes the need for Tibbetts to have a four-wheel drive vehicle. Torres notes that Tibbetts, due to vehicle trouble, has had difficulty responding to situations. Vinskey: if critical for Tibbetts, then buy him a new vehicle and maintain current Police fleet rather than giving him a hand-me-down car. Stein asks if there is any trade-in value for Tibbetts' current car. Harding: the vehicle would be worth more as a trade-in than at auction. Mosher: FinCom heard from Capital Planning that this is the sixth year for the vehicle; FinCom agrees with rotation; if there is an interest in changing the "six year" number, there is a need to have a bigger vision of why and the decision needs to be made with Capital Planning and the users of vehicles; the current vehicle is reliable and FinCom agrees with the proposed plan. Hirschfield and Steinberg, members of Capital Planning, state that Capital Planning voted to recommend replacing the vehicle and agree with rotation plan. Vinskey asks if the replacement chart is untouchable and notes that, at some point, there will be a need to re-evaluate the chart to review whether replacement time frames are valid; issue now is with this vehicle. Puleo: does Capital Planning have a regular schedule for reviewing the replacement schedule? Hirschfield: does not recall a plan for formal review of the capital expenditure replacement schedule; Capital Planning waits for department heads to come forward; sometimes replacement is based upon how equipment is functioning versus on a schedule. Vinskey: this vehicle is in good shape; asks how replacement can be done in different ways for different situations. Torres: depends on economic times; it has taken up to three years for a vehicle to be replaced; notes need for preparing for replacement and that the Capital Planning chart provides a framework and that there is a need for balance and justification; reconciliation occurs at town meeting. Torres: the replacement chart is a guideline, not gospel. DeChiara: thinks it is cleaner if Tibbetts comes to Town Meeting to ask for the vehicle he needs. Harding: it just happens that the next vehicle in the Police rotation is the SUV. Tibbetts states that a SUV would be beneficial to his ability to respond to emergency calls and carry gear; notes that he has used his personal vehicle during stormy weather. Vinskey: understands benefit for Tibbetts to have a SUV; if plan goes ahead, Tibbetts will have a six-year-old SUV in the Fire Department. rotation. Puleo: perhaps it is a new consideration to keep Tibbetts in a SUV as the right vehicle for a Fire Chief.

Tibbetts: most towns are going in the direction of a SUV for their Fire Chief as a SUV is a much more appropriate vehicle than a car. Vinskey notes need to discuss the concept of what vehicle is appropriate for Tibbetts at a future meeting; this year, the plan is to replace the Police Department Explorer and give current Explorer to Tibbetts. All members of the Select Board agree to support this plan agree.

- 3. Visioning Proposal:** Torres: the Article, sponsored by the Planning Board, is on the Warrant. Bonnar: the Planning Board has not yet voted on the revised Scope of Services; there are not substantial changes to the document so does not expect any problem with vote. Puleo: Shutesbury Education Foundation (SEF) may be a potential funding source therefore she and Lacy will attend the next SEF meeting. Per Puleo, Rita Farrell/SEF does not feel a ground swell of support from the community for the visioning proposal so, most likely, SEF will not offer funding. Puleo requests Bonnar to report the outcome of the Planning Board vote to Torres.
- 4. Review of Town Meeting Warrant and Budget:** Kim/Town Moderator and Board review order of Warrant Articles and presentations. All agree to begin Town Meeting with a presentation by the Finance Committee about the financial health of the Town and to begin the Warrant with the Broadband Article. DeChiara suggests the Visioning Article be earlier on the agenda because it affects the whole town and many people will leave after the Broadband and Regional School District Agreement Articles. All agree for Article 22, regarding the visioning proposal, to become Article 3. Vinskey asks if the Select Board will receive the Finance Committee overview before Town Meeting. Hanson: the Finance Committee overview may not be ready before Town Meeting as the last FinCom meeting before Town Meeting is the 28<sup>th</sup> of April. Hirschfield will ask the FinCom how soon they will be ready with overview and advise the Select Board. Wilson will present Finance Committee overview at Town Meeting. Ellen McKay is expected to do the Capital Planning overview. Puleo: these presentations will set the stage for how money is spent by looking at what we have and what we will be requested to spend money on. Torres: a Capital Planning update may be needed later on in the meeting. Stein: the Capital Planning report needs to be short at the beginning of the meeting. Hanson suggests that generalities about Capital Planning be given at the beginning with specifics given later in the meeting at the beginning of the section on Capital Planning items. Stein: Gayle Huntress/Broadband Committee Co-chair will do the Broadband Power-point presentation. Torres will be the WiredWest representative at Town Meeting. Kim suggests the Broadband vote be a ballot vote. Stein, Vinskey, and Puleo agree for the Broadband vote to be by ballot. Regional School: Torres: the Superintendent and Steve Sullivan/Representative to the Amherst-Pelham Region will speak to the Regional School issue. All agree for Article 1, salary compensation for elected officials, to become #4; Article 7 becomes #5 and #4,5, and 6 become #6,7, and 8. Kim: during the budget review, members of the Finance Committee will answer questions. The FinCom will let Kim know which of their members will speak to #7 and 8; Arvanitis will speak

about OPEB. Kim: the new #8 requires a 2/3 vote; will not be a ballot vote unless needed. Per Kim, School reports will be given within the budget. Other committee reports will be given during the newly numbered Article 16. Puleo: the programmatic school report should be given at Article 15 and the financial portion during the budget. Torres: Donald Fletcher/Community Preservation Committee Chair will present Articles 17-21. Kim notes that more counters for hands may be needed. She will recruit people to manage microphones. Torres: all elections, ballot and hand count votes are under Town Clerk's jurisdiction. Select Board will meet at 6:00pm on the 15<sup>th</sup> to sign the Warrant contingent upon renumbering of the Articles. Torres: numbers will not be final until the Finance Committee votes on the 14<sup>th</sup> and the Planning Board vote on the visioning Scope of Services on the 13<sup>th</sup>.

- 5. Candidates Night:** Kim, in the past, folks have been recognized at Town Meeting; suggests that on the Sunday before Town Meeting, the Select Board recognize folks who have served and are retiring and introduce those running for election at Town Meeting. Stein: this could become a new tradition. Vinskey: not totally on board with idea as is concerned that conversation about town issues may overshadow those we are trying to honor. Puleo: Select Board informational forums planned for 4/22 and 4/29 will be dedicated to town issues. Puleo: Sunday's event is about people – those who have served for a long time and those who are wanting to serve, time for each person will be brief, and the focus will be on mingling and sharing. Stein appreciates this idea as it defuses tension about previously discussed candidates' night. Kim: suggest each committee chair thank their retiring member for their services. Kim will serve as the informal master of ceremony. Puleo: most of the time will be spent eating cake and talking to one another. Vinskey agrees that this is not the concept talked about at the last meeting. Kim: the candidates for one important contested position could be offered a bit more time to talk about themselves. Torres suggests both candidates agree on how long they will talk. Torres: hearing folks talk about their service may inspire others to serve. Stein: the Select Board will invite participants. Puleo suggests using the upcoming issue of *Our Town* and the email newsletters, ecricket and Next Door Shutesbury for publicity. Kim will work with Scott on invitations. Event will be held at the school. DeChiara asks if there is money in the budget for *Our Town* to include pictures of all the candidates. Torres: due to public funding and editorial restrictions, content in *Our Town* is limited to contested races. Vinskey notes that he approves Stein's article for the upcoming issue of *Our Town*; Puleo will review the article. Kim: at a particular point in Town Meeting, Puleo will read the names of those to be recognized.

Select Board Action Items:

1. Approve Select Board Meeting Minutes: carryover approval of the 3.14.15 minutes to the next meeting.
2. Payroll Warrants totaling \$89,944.25 are signed.
3. Vendor Warrants totaling \$23,597.81 are signed.
4. Election Warrant: unanimous vote to approve and sign

5. FRCOG Traffic Count Recount Request: Torres: FRCOG is offering free traffic counts for Franklin County towns; proposes the Select Board consider Montague Road and the dirt portion of Wendell Road for counts. Noting that other roads may be considered next year, all agree to recommend Montague Road and both ends of the dirt portion of Wendell Road for counts.
  
6. Region Debt Authorization: Torres, referring to 3.25.15 letter from the Amherst-Pelham Regional District regarding need to revote necessary due to a publishing error made by the Springfield Republican newspaper; there were no changes to borrowing. Torres: the Select Board is being asked to acknowledge receipt of the letter. Puleo makes a motion to sign receipt of revote letter. Motion is seconded. MV – is there a meeting to talk about this. Torres clarifies that revote was not for new project; the items to be funded were presented at the four town meetings over last three years; there were no flagged objections. Puleo: these were capital planning expenditures for the school. Vinskey: at the four-town meeting in February, the potential for closing the middle school was discussed along with talk about an elevator upgrade at the middle school. Torres: for the building to be used in any capacity, elevator needs to be done. EP: closure would be a long term project; the elevator upgrade is necessary. Board unanimously agrees to sign letter of receipt.

At 8:27pm, motion is made and seconded to go into Executive Session for reason #3 and to resume Open Session. Stein: aye, Vinskey: aye, and Puleo: aye.

Select Board resumes Open Session at 8:35pm. Motion is made and seconded and all members of the Select Board agree to adjourn the meeting at 8:35pm.

Next meeting Wednesday, April 15, 2015, at 6:00pm to sign the Warrant. Vinskey will be available via Skype.

#### List of Documents and Other Exhibits Used at the Meeting

1. Shutesbury Police Department Request for Replacement of 2010 Ford Explorer
2. 4.6.15 Draft 2015 Annual Town Meeting Warrant
3. 2015 Town Meeting Election Warrant
4. FY16 Budget
5. 3.25.15 Amherst Regional School District letter re: necessary revote
6. 4.1.15 FRCOG letter re: free traffic counts

Respectfully submitted,  
Linda Avis Scott  
Select Board Administrative Secretary