

Shutesbury Select Board Meeting Minutes
February 9, 2016 Shutesbury Town Hall

Select Board members present: April Stein/Chair and Michael DeChiara

Select Board member absent: Mike Vinsky

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

Stein calls the meeting to order at 6:35pm.

Agenda review: DeChiara requests that a discussion about the new agenda format be added to the agenda and Stein agrees.

Discussion Topics:

1. Regionalization: Torres: has yet to hear from Sullivan/Regional School Committee about when their regionalization vote will occur.
2. Assessment: Torres: is working through the factors that resulted in Shutesbury and Leverett numbers becoming closer together.
3. New Agenda Format: DeChiara: a few months ago, he proposed an agenda format that lists items in the order they will be considered for the purpose of giving the public an idea of when to attend a meeting. DeChiara recommends adopting an agenda format that lists items in the chronological order in which they will be discussed; the current format doesn't necessarily list items in the order in which they will be considered (see sample new format attached); in the current format, some administrative actions are actually discussion topics; administrative actions require little discussion, i.e. signing warrants and thank you notes. Stein: our intention is to take items in a reasonable order; acknowledges that DeChiara's proposal allows for more order. DeChiara moves to approve the proposed format for use at the next meeting; Stein seconds the motion. Torres states that she does not feel her perspective on agenda development is valued. Motion to use the proposed agenda format for the next Select Board meeting is approved.
4. Town Picnic: Torres: would like to schedule a date.

Town Administrator's Report/Becky Torres:

1. Whittier Plumbing and Heating was able to immediately attend to the plumbing issue in the downstairs women's bathroom; a major line was clogged.
2. Compiling the agenda is in her job description and she has made changes to the format. DeChiara: does not think her agenda format works. Stein: the Select Boards needs to receive feedback from the professionals, i.e. the Town Administrator. DeChiara: has received feedback that the current agenda format doesn't work. Torres states that she has been adding times for certain items on the agenda, ensuring that interested folks know when items are scheduled, and that the Select Board has been keeping to these times. DeChiara: the idea is to be clear so that the public knows when items will be discussed. Stein: we have been making changes to the agenda; we need to have mutual respect for all. DeChiara: it is the Board's responsibility to ensure the agenda is clear and that it works.

Torres: is concerned about the difficulty in her communication with DeChiara and doesn't know what his intention is. DeChiara: will not respond to Torres' question at this time since it is appropriate for Executive Session discussion. Torres states that she is at a loss for how she is being treated by DeChiara. Stein: conferred with Attorney Donna MacNicol/Town Counsel regarding the discussion about Torres' communication with a legislator; this discussion could require an executive session. DeChiara requests clarity on whether discussions about things that happen that people don't like would need to be in executive session. Stein: this is about an action taken by personnel.

At 6:56pm, a motion is made by DeChiara and seconded by Stein to go in to Executive Session for Reason #1 followed by an Executive Session for Reason #3 and return to open session; Stein: aye and DeChiara: aye. DeChiara seeks to ensure that Torres received adequate notice of the Executive Session. Stein: Torres was not noticed in writing forty-eight hours in advance. Torres states she received email and verbal notice and was travelling at the time.

Open session is resumed at 7:48pm.

Stein: MacNicol will attend a future Select Board meeting to talk about the Select Board's role in employee evaluations. Board agrees to plan for this discussion during the 3.8.16 meeting when Vinskey is present.

Town Administrator's report continues:

3. Voelker/Treasurer was out today for a family matter.
4. Over 200 non-school people have been receiving school cancellation calls; per Tibbetts/Emergency Management Director, Verizon updates impacted the list; SES staff, Town Administrator, and Town Clerk responded to complaints and made some changes; Tibbetts corrected the situation.
5. Sargent Masiuk is covering during the Chief's absence; Officer Sawicki is graduating this weekend. DeChiara: how does it work if both Chiefs are away at the same time? Torres: usually, vacation scheduling would have come up during Select Board meetings with Chief Harding; Mark Foster is taking care of the Fire Station in Chief Tibbetts' absence. The illuminated, flashing sign for the pancake breakfast was in violation of the zoning bylaw and has been turned off.
6. Meetings were cancelled on Monday, 2.8.16, due to snow and the plumbing problem. Meetings will be rescheduled.
7. Capital Planning has had four requests: the elementary school has asked for commercial grade walkie-talkies and a new playground – we will have more information about what they are asking for regarding the playground; the walkie-talkies cost about \$2,000 though other funds may be available; the Highway Department is asking for a dump truck to replace the '96 dump – Hunting has been asked to provide more estimates. Capital Planning has been trying to separate out the department head expectation that vehicle replacement may not occur according to the schedule. The fourth request is \$25,000 for the Library Capital Building Fund.

8. The WiredWest (WW) Board meeting was held in Blandford on Saturday, 2.6.16; Craig Martin did a tutorial on the interpretation of Crocker's numbers; the Governor is reviewing what the hold ups are with MBI; WW is working on needed changes to the business model; we are trying to figure out if WW can still work; it has not been proven that Leverett's model can work for the smaller towns; the Governor may be looking at wireless. DeChiara: who is doing the analysis for the Governor? Torres: uncertain who is actually doing the analysis; does know it is being done by people on his staff and MBI staff.
9. \$3,500 was received as revenue for Town Hall solar panel production.

Administrative Actions:

1. DeChiara requests that review of the Select Board meeting minutes for 12.15.15 and 1.5.16 be carried over to the next meeting.
2. A motion is made by DeChiara and seconded by Stein to approve and sign the "ABCC 2015 Calendar Year Report" - motion passes unanimously; the "Approved" ABCC Shutesbury Athletic Club License is received.
3. Vender warrants totaling \$88,096.32 are signed.
4. Payroll warrants totaling \$91,361.93 are signed.

Issues Not Reasonably Anticipated by the Chair:

1. A motion is made by DeChiara and seconded by Stein to approve and sign the Presidential Primary Warrant for Tuesday, March 1, 2016 from 7:00am to 8:00pm at Shutesbury Town Hall - motion is passed unanimously.
2. A motion is made by DeChiara and seconded by Stein to approve and sign the M.N. Spear Library "Request to Use Town Hall for Winter and Spring 2016" programs - motion is passed unanimously.

Future Select Board Meetings:

Tuesday, 2.23.16 at 6:30pm Shutesbury Town Hall

Tuesday, 3.8.16 at 6:30pm Shutesbury Town Hall

Documents and Other Items Used at the Meeting:

1. Sample Shutesbury Select Board agenda
2. 2.9.16 ABCC Annual Liquor License Report for Calendar Year 2015
3. Receipt of "Approved" ABCC Shutesbury Athletic Club License
4. 3.1.16 Presidential Primary Warrant
5. M. N. Spear Library Winter-Spring 2016 Town Hall Request for Use

Meeting adjourned at 8:15pm.

Respectfully submitted,

Linda Avis Scott