

Shutesbury Select Board Meeting Minutes  
July 25, 2017 Shutesbury Town Hall

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

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

Guests: Johanna Hall, Penny Kim, and Rita Farrell/Positive Presence; Mary Lou Conca and Rolf Cachat-Schilling

DeChiara calls the meeting to order at 6:30pm.

Agenda review: Highway Dept./Fire Dept. topic, per Makepeace-O'Neil's request, will be added between items #8-9.

Public Comment Period: Rita Farrell requests an update from the Select Board regarding her concern that the Select Board and public be able to adequately hear one another during meetings. Torres is researching an effective, appropriate scale microphone system. Rolf Cachat offers to donate a microphone system. DeChiara appreciates his offer; Cachat will work with Torres.

Unanticipated Topic: DeChiara reports on receipt of an email from Jacob Dasney/Involved Inc. to see if the Town is interested in purchasing his product; Torres is requested to contact Dasney to learn more about his offer.

**Discussion Topics:**

1. Old Fire Truck: Makepeace-O'Neil, on behalf of Fire Chief Walter Tibbetts, requests guidance regarding the use of Municibid. Logan suggests Tibbetts be empowered to follow up with Municibid; DeChiara and Makepeace-O'Neil agree.
2. Celebrate Shutesbury: The Board considers whether and how to participate. All agree to have Torres let Jessica Carlson-Belanger know the Select Board will set up a booth.
3. Preservation of Native American Sites/Next Steps: DeChiara suggests the Select Board review the information provided, ask clarifying questions, and plan to establish the working group during the 8.8.17 Select Board meeting. Logan, referring to "Proposal for a Native American Site Fact Finding and Planning Committee for Shutesbury Massachusetts", asks for clarification on "approaches" in statement #2 of the proposed charge. Rolf Cachat-Schilling: "approaches" refers to the need to research tactical methods. Logan: regarding #3, would there be fees? Cachat-Schilling does not know for certain whether consultant fees will be required. Methodologies for payment are considered; a donation in the form of service is an option. Logan, regarding #4, asks if there is a need for a sunset provision and whether the work of the group will be completed within a specified

timeframe. Cachat-Schilling: it is hard to predict how long the work will take. Makepeace-O'Neil: are the timelines indicated in #4 appropriate? Cachat-Schilling: it is reasonable to provide progress reports in three, six, and twelve months. DeChiara recognizes the value of progress reports and clarifies that the Select Board will create the working group's charge from Cachat-Schilling's draft. Regarding "Desirable qualifications for committee members", Logan asks about the type of evidence desired as per "A high level of cultural sensitivity as evidenced by willingness and ability to communicate effectively with diverse groups and individuals on the issue of preserving Native American sacred and other sites". Cachat-Schilling: experience in this particular field is not necessarily needed. DeChiara suggests eliminating "on the issue of preserving Native American sacred and other sites". Cachat-Schilling agrees. Logan, regarding #2: what would be a "demonstrated competency"? Cachat-Schilling cites the example of someone who does data collection in their work life; competencies could be demonstrated on a resume. DeChiara cites how the Municipal Lighting Plant Board (MLP) membership has a mix of skills and expertise and recommends seeking a mix of skills and abilities for the new group. Logan, regarding #3, asks how "authentic interest" is measured. Cachat-Schilling: it is subjective. Logan: perhaps a demonstrated involvement in the individual's past. Johanna Hall: one would get a sense "in person" about an individual's past professional or avocational interest/enthusiasm in Native American sites and archeology. DeChiara: this interest could be actual or expressed. Logan confirms that each individual does not need to excel in all four areas. Makepeace-O'Neil asks how often the group will meet. Cachat-Schilling: more often at first, perhaps several times during the first few months. Torres reminds Cachat-Schilling about the need to adhere to Open Meeting Law requirements and the practical matters of scheduling meetings. DeChiara suggests six to ten members in order to achieve a range of skills and perspectives. DeChiara: the Select Board will create the charge, confirm the qualifications, and decide upon the number of members. Logan suggests defining more objective qualifications. DeChiara will draft a charge and list of qualifications for review during the 8.8.17 meeting. DeChiara, regarding "Task Sheet for Native American Site Preservation Committee" #3, recommends focusing on preservation. Logan recommends the working group compile the task-list and Cachat Schilling agrees. Mary Lou Conca asks how the group will be formed. DeChiara: as with the MLP, Town Announce and the upcoming issue of "*Our Town*" will be used. Cachat-Schilling: information could be available during the education session. Logan: is there a need to go beyond the bounds of Shutesbury? Cachat-Schilling: no, he has a sense there are enough Shutesbury residents who are interested in serving. DeChiara notes the need to plan a timeline for receipt of resumés in order for the group to begin work before winter. Penny Kim: is this an ad hoc committee? DeChiara: it will be a working group with limited scope. Kim questions the call for resumés for a volunteer committee and states concern about "qualifications" and judging people. Torres recommends requesting "letters of interest". Kim appreciates requiring "letters of interest". Cachat-Schilling, regarding site locations: there is a good likelihood there is site material on Lot O32/Leverett Road; requests assistance with

identifying the boundaries of this lot. Torres: the rock wall defines the southern boundary. DeChiara notes that focusing on town land does not preclude strategies for engaging with the State and appreciates Cachat-Schilling's work in preparing for the meeting.

4. Select Board Perpetual Calendar: The Board reviews and edits the "Select Board Perpetual Calendar". Logan suggests the March Select Board dinner at the Athletic Club be a celebration of town volunteers. Makepeace-O'Neil and DeChiara: the dinner began as an opportunity to get to know the Select Board. All agree to Logan's suggestion of a "thank you dinner" and to plan a date for the dinner well in advance. DeChiara recommends scheduling a time to review contracts. Torres: all contracts (Town Administrator, Fire Chief, Highway Superintendent and the Police Union), except the Police Chief's, need to be in place before 7.1.18; recommends conferring with the Personnel Board on the established process for contract negotiations. DeChiara requests a Personnel Board report from Makepeace-O'Neil during the 8.8.17 meeting. Penny Kim/Town Moderator and DeChiara recommend adding a date to the April calendar for the Moderator to review the warrant with the Select Board. Torres will revise the document for the 8.8.17 meeting.
  
5. Select Board Priorities and Goals: Members review "Select Board 2016-2017 Priorities". Makepeace-O'Neil: "Community Engagement" did not receive much attention; recommends using NextDoor Shutesbury to promote Select Board meetings and tying these announcements to the town website and suggests a listening session. Makepeace-O'Neil, regarding "Communication, Accessibility and Transparency", cites the work with Joe Markarian/FRCOG and that the updated website offers more flexibility for including financial documents and suggests making a list of what documents to include on the website. Makepeace-O'Neil also suggests the Select Board encourage use of Tesla roof tiles on town buildings and explore ways to improve the health of the Town Hall building. Logan: most of the 2016-2017 priorities are not necessary; a multi-format survey is not appropriate for the Select Board to conduct. Logan suggests looking at increasing the frequency of financial audits to every two years then perhaps annually and clarifying the policy regarding employee hours with the Personnel Board. Torres asks for an example of Logan's concern regarding employee hours. Logan relates hearing people in the community ask questions about employee hours. Torres: most employees use time sheets; a time clock is not used. Logan: a properly done audit will uncover any payroll issues; he does not have any concerns. DeChiara: "employee hours" is not a concern he holds; of importance is how are we doing, relative to staffing, based on our needs. Logan notes that the Town Clerk's historical records responsibilities take a significant amount of time. DeChiara: Torres, as the Town Administrator, is in a challenging position; the Town Administrator does not manage/supervise however is the conduit for support/information. Logan recommends ensuring employees are comfortable with speaking up about "scope creep". Torres notes that she is aware of the "scope creep" issue; the Personnel Board is working on the number of hours

required for the Administrative Secretary; 20 hour/week needs to be changed to 24-25/hours/week based on accumulated data; the Town Clerk has been requested to record her hours in order to build a data base. Per Torres, there is a FinCom representative on the Personnel Board; final personnel recommendations are brought to the Select Board for sign-off. DeChiara cites Torres' responsibilities relative to WiredWest and that the Select Board decided to recommend lessening these responsibilities. Torres recommends the Select Board confer with the involved person before making any decisions. Logan does not see a need to change the process if it is working, however, is more concerned about the Select Board conducting efficient and effective meetings. DeChiara: regarding "Accountability and Operational Oversight", the Personnel Board is working on a draft personnel review policy. Regarding "Community Engagement", DeChiara states his interest in the idea of a listening session and civic dialog; is also interested in a concrete "win-win" i.e. cell service – does the cell-tower town bylaw need to be changed, increased cell service would make the town more attractive, would generate some revenue, and may not be controversial for most people. DeChiara: exploring tangible projects will build up good will; another project could be the installation of 1-2 electric car charging stations at town hall. Logan recommends a review of policies, i.e. Capital Improvement and Building Committees, to reduce overlap; the Building Committee could be more project oriented and be invited to do a cost-benefit analysis for suggested projects. DeChiara cites the example of the Energy Committee and municipal solar. Torres: the Building Committee would not be involved with charging stations nor with cost-benefit analysis as they are overwhelmed with their current projects; the Energy Committee will be meeting in August and would be a more appropriate committee to consider charging stations; they are considering reviewing municipal solar with potential use of PILOT income. Torres suggests giving the Energy Committee time to do some of their work before coming to a Select Board meeting. Makepeace-O'Neil: the Tesla tiles would be a project involving both the Energy and Building Committees. Logan recommends a letter be sent to the Building Committee requesting that Tesla tiles be included as part of the school roof quote. Torres attends Building Committee meetings and will email and follow-up with members; regarding a cell tower, historically, the tower companies have backed out of prior pending agreements and are not interested in locating a tower near the lake; the goal would be to have a company build a tower on town-owned land. Logan: the next step would be to put out bids. Torres recommends obtaining an update on the industry before going out to bid; the point in bringing in a cell tower would be to provide service to those without any. Logan asks about the timing of renewing the effort. Torres will talk with those up-to-date on the industry. DeChiara requests Torres determine the status of the cell town bylaw. Logan asks Torres about the timing of her report and if these requests are resulting in scope creep. Torres will let the Select Board know during the 8.8.17 meeting.

6. Select Board Representation on Boards/Committees & Dept. Liaisons:  
 All Select Board members are members of the Emergency Management Team. Torres explains the criteria for calling an emergency Select Board meeting. Makepeace-O'Neil will represent the Select Board on the Personnel Board and Water Resources Committee and will begin attending Lake Wyola Advisory Committee (LWAC) meetings. LWAC participation may rotate among Select Board members. Makepeace-O'Neil will be an informal liaison to the Finance Committee.  
 Logan will be an informal liaison to the School Committee and Finance Committee.  
 DeChiara will represent the Select Board on the Community Preservation Committee and as an alternate representative to the Franklin Regional Council of Governments.  
 As Town Administrator, Torres is the liaison to the Finance Committee. DeChiara explains the role of an informal liaison is to listen and report. Torres: Select Board members attending FinCom meetings may observe and ask questions; they may not vote. Logan recommends periodic informal drop-ins to the Police, Fire and Highway Departments.  
 Torres will represent the Select Board to the Franklin Regional Transit Advisory Board and to the Franklin Regional Planning Board. Currently, there is no Planning Board representative to the Regional Planning Board.  
 Subsequent to speaking with Mandell/Master Plan Working Group (MPWG) Chair, Logan requests to be appointed to the MPWG as a voting member. Makepeace-O'Neil moves the Select Board appoint Logan to the MPWG; motion is seconded by Logan and is unanimously approved.
  
7. Historical Commission and Town Center Committee Resignations: Makepeace-O'Neil reports that she spoke with Julie Taylor and Joanna Hayes; both will resign from the Historical Commission; Leslie Bracebridge's resignation remains pending. Makepeace-O'Neil moves the Select Board accept the resignations of Julie Taylor, Joanna Hayes, and Barbara Goodhind from the Historical Commission; the motion is seconded by Logan and passes unanimously.  
 Makepeace-O'Neil moves the Select Board accept the resignations of Julie Taylor and Barbara Goodhind from the Town Center Committee; the motion is seconded by Logan and passes unanimously. The Select Board will consider Historical Commission membership during the 9.5.17 meeting.
  
8. Highway/Fire Department Buildings: The need for updated building security systems is considered.
  
9. Committee Reports:
  - a. Emergency Management Team: Per Makepeace-O'Neil, new grant round for emergency equipment is being considered, the ham operator did signal testing, and Walter Tibbetts and Tim Hunting will relocate the sign at the dam.

- b. Personnel Board: Per Logan, principles of the review process are being considered; the next meeting is 7.27.17.
  - c. Web/Communications Committee: Per DeChiara, the Committee is making process on upgrading the web site and acclimating users.
10. Town Administrator Updates:
- a. Personnel Action Forms: Makepeace-O'Neil moves the Select Board approve the termination Personnel Action Form (PAF) for Matthew Dziejdzic as Cemetery Grounds Keeper; the motion is seconded by Logan and passes unanimously. Makepeace-O'Neil moves the Select Board approve the PAF hiring Benjamin Drake as the new Cemetery Grounds Keeper. Makepeace-O'Neil moves and Logan seconds the motion the Select Board approve the PAF for Police Officer David Shoemaker as permanent part-time staff; motion passes unanimously.
  - b. Notice of Intent to Sell: The 7.12.17 letter from Northwest Realty, LLC regarding the intention to sell Lot P-92/Leonard Road is acknowledged. Torres: the Conservation Commission, Planning Board, and Assessors reviewed the letter and have no interest in the town exercising the first right of refusal. Makepeace-O'Neil moves the Select Board proceed with dismissal of the right of first refusal for Parcel P-92 Leonard Road; Logan seconds the motion that passes unanimously.
  - c. Small Bridges Grant: DOT District 2 forwarded the Town's grant application to Boston for their review; selection may not be made until Sept. or Oct. Hunting is seeking feedback/guidance from DEP on a new style culvert for Ames Brook/Wendell Road and with demonstrating compliance with stream crossing standards.
  - d. Alternative Recycling: The drivers are working on new routes and are very responsive to questions and concerns.
  - e. Dogs: The "Service Dog" certificate was obtained by registering online; the owner does comply with State requirements for a service dog, however, a service dog has the same behavioral requirements as any other dog. The dog hearing date for Lori Saleem is scheduled for 9.19.17. No current verification that the dangerous dog has moved to town.
  - f. Broadband Committee/WiredWest: Gayle Huntress/MLP Manager had the license agreements signed by Vinskey, however, feels the documents should have been signed by the MLP; the surety bond, pole applications and pole license all need to be in the same name and the question is whether to name the "Town of Shutesbury/MLP" or only "MLP"; MIAA is working to change the surety to the correct name, however, there may be an extra charge; the MLP is not a separate entity until it has a tax identification number; the money from the State was given to the town and the bond funds were authorized by the town. Torres will confer further on the matter with Town Counsel on 7.27.17. Logan notes the need for the MLP to be audited at whatever legal date it was instituted. Torres: the MLP is a municipal entity; once the tax identification is obtained, the audit process will be planned. The finances are now separated into four line items: revenue, expense, grant, and bond.

- g. Land Survey: the survey conducted by Harold L. Eaton and Associates shows that the shed owned by Aaron Snow is firmly located on Town property; Torres will be speaking with owner on 7.27.17 regarding next steps; i.e. move or take down the structure.

Future Agenda Items are reviewed.

Logan appreciates the time Torres has spent with him and notes that he has found her guidance extremely helpful.

Administrative Actions:

1. The Select Board will sign vendor warrants totaling \$513,804.41.
2. The Select Board will sign payroll warrants totaling \$86,373.98.
3. Select Board Meeting Minutes: Makepeace-O'Neil moves the Select Board approve the 7.11.17 meeting minutes; Logan seconds the motion and the 7.11.17 meeting minutes are unanimously approved as amended.

At 9:37pm, Makepeace-O'Neil moves to adjourn the meeting; motion is seconded by Logan and passes unanimously.

Documents and Other Items Used at the Meeting:

1. "1987 E-One/Ford Pumper Fire Truck"
2. "Proposal for a Native Sacred Site Fact Finding and Planning Committee for Shutesbury Massachusetts"
3. "Task Sheet for Native American Site Preservation Committee"
4. 6.25.17 email from RG Cachat "Re: written material for SB?"
5. 6.16.17 email from RG Cachat "Native Site Locations – Article Attached FYI"
6. Select Board Perpetual Calendar
7. Select Board 2016-2017 Priorities
8. "Determine SB committee liaison/member assignments FY18"
9. 7.11.17 "Notice of Intent to Sell" letter from Robert J. O'Connor/Northwest Realty
10. 7.10.17 USAR Service Dog certificate
11. Personnel Action Forms: David Shoemaker, Benjamin Drake, and Matthew Dziedzic

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary