

Shutesbury Select Board Meeting Minutes
January 9, 2018 Shutesbury Town Hall

Select Board members present: Michael DeChiara/Chair and Melissa Makepeace-O'Neil
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Finance Committee members: Eric Stocker and George Arvanitis/Co-Chairs, Weezie Houle, Jim Hemingway and Bob Groves; Jackie Mendonsa/SES Principal; School Committee members: Lauren Thomas-Paquin, Dan Hayes, Fred Steinberg, Steve Sullivan and Kathryn Fiander; Jennifer Haggerty/Union 28 Superintendent; Bruce Turner/Union 28 Finance Director; Jennifer Carlson-Belanger and Susan Rice

DeChiara calls the meeting to order at 7:26pm.

Discussion Topics:

1. Shutesbury Elementary School Budget: Bruce Turner/Union 28 Finance Director reviews the "Fiscal Year 2019 Budget Draft" dated 12.20.17 compiled by Haggerty/Union 28 Superintendent, Mendonsa/SES Principal, and Turner. Turner: the most significant increase is \$42,000 for an "out of district" placement that was not budgeted for in FY18; this is a reasonable fee for an "out of district" placement. Mendonsa: there is also an additional transportation cost for this "out of district" placement (Line 72). Haggerty: the total budget increase is 3.4%; due to enrollment, there is a slight increase of 1.17% in Shutesbury's Union 28 share. The draft budget is reviewed with opportunity for questions. Mendonsa: the School can no longer rely upon grant funding; the reduction in Line 35 is due to a retirement and the decision to not fill the position; enrollment four years ago was 156 and is currently 125. Mendonsa: enrollment will most likely fluctuate between 125-135 for the next three years then increase to around 150 when recent newborns enter school; our demographic has been shifting towards more children who have experienced trauma and have major social/emotional difficulties requiring special programs; this shift is taxing the resources of a small school. Haggerty: we are seeing this shift across the Union. Line 58 is for an adjustment counselor rather than a psychologist. Haggerty regarding DeChiara's question about Line 61/Date & Evaluation Specialist: the leadership teams feels strongly that this is a necessary position, however, given the needs of the schools, funding is not being requested this year. SES participates in the Lower Pioneer Valley Consortium fuel purchase program. Dan Hayes/School Committee recommends more coordination between the Town and SES. Turner's goal is to track the receipts for the school lunch program. Mendonsa: there can be substantial debt in the lunch program because it is her policy and the School Committee's policy that children continue to receive lunch despite there being a balance due on their family's account. DeChiara highlight's the auditor's management letter about school lunch and recommends the relevant parties consider purchase of software that will facilitate payment of lunch fees. Bob Groves/FinCom asks for an explanation of how pre-school is paid for; given the reduction in grant support, do we need to discuss whether tuition should support the pre-school? Haggerty: the

State no longer supports full day kindergarten; we are obligated to provide full day programs for children with IEPs (individual education plans) beginning on their third birthday. DeChiara: the remaining slots are tuition based (Line 110). Mendonsa: tuition is scaled based on the lunch program scale. Haggerty notes the benefits of early intervention. Haggerty: the Circuit Breaker could go as low as 65% or could stay at 75%; Line 109 is based on 75%. George Arvanitis/FinCom: there is a 3.44% budget increase; with the loss of income, the total increase is 4.83%/\$91,760. Haggerty: a small line item has been created to offer leadership opportunities for the Union's teachers. Mendonsa: the School has been rewired to create the capacity for all students to be online at the same time. Arvanitis appreciates the clarity of the proposed budget; anticipates that after the other departmental meetings, there will be a second meeting about the school budget. DeChiara initiates a discussion about the school roof. Turner: the Massachusetts School Building Authority (MSBA) has opened the grant process. Turner provides photos of the recent roof inspection. Groves: about eight years ago, a roofing engineer examined the roof; at that time, the leaking was from the parapet wall therefore the cap joints were sealed; a new leak at the scupper was sealed with new tape and sealant and this area now leaks only with driving rains. Groves recommends replacing the roof and notes that the asphalt roof could support solar panels. Turners: a feasibility study is required for participation in the grant program; evaluation of the capacity for solar panels could be part of this study; the application is due 2.19.18. Torres and Turner will work on this application.

Public Comment: Susan Rice shares her concern about the poor visibility at the intersection of West Pelham Road and Leverett Road due the height of snow piles.

2. Master Plan Working Group (MPWG) Recommendations: The Board reviews the MPWG 9.20.17 "Lot O32 Committee Charge" including the list of representatives to form this committee and notes the need for the Conservation Commission and FinCom to be represented. Per this charge, "The committee is charged with conducting a feasibility study and creating a concept plan ... These areas are community, finances, infrastructure and land use/housing...the committee will organize and conduct public charrettes." The need for a timeline is noted. Torres: what is the relationship between the Conway School of Landscape Design (CSLD) and the committee. DeChiara reads this portion of the MPWG recommendations into the record: "To assist with this process, the MPWG recommends that the committee work in conjunction with students from the CSLD or other design school". DeChiara: the MPWG charge only calls out infrastructure ideas – library/community center, senior housing/needs, walkways in town, and/or sustainability projects". DeChiara and Makepeace-O'Neil revise the committee charge and list of representatives to comprise the committee. Torres has reached out to the CSLD and will follow up. The Board plans to appoint Committee members during the 2.20.18 Select Board meeting; the goal will be for the Committee to report back to the Select Board on 6.1.18. The revised charge: "The Lot O32 Exploratory Committee is charged with conducting a feasibility study and creating a concept plan for the possible uses of the lot O32.

Ideas to be considered include: a library, a community center, senior housing or services, walkways to the town center, and sustainability projects – a municipal solar installation, wind generation installation, and community gardens. In responding to the charge, the committee will engage the Shutesbury community in discourse around ideas for using the lot, including organizing and conducting public charrettes. The feasibility study and concept plan will be guided by the 2017 Master Plan Working Group report. The committee will report to the Select Board by June 1, 2018.” The Lot O32 Exploratory Committee will include representation from the Planning Board, Library Trustee or Friend, Energy Committee, Building Committee, Council on Aging, Water Resources Committee, Conservation Commission, Finance Committee, Town Administrator/Ex-Officio and 2-3 Shutesbury residents. Makepeace-O’Neil moves the Select Board accept the charge of the Lot O32 Exploratory Committee; DeChiara seconds the motion that passes unanimously. A call for statements of interest will be included in the upcoming issue of “Our Town”. The discussion about “low hanging fruit” will be considered during the 1.23.18 meeting.

3. Police Chief Search: Torres: the first step in the process is Personnel Board review of the job description; they will most likely do comparables for nearby towns and regionally. A tentative timeline is reviewed with a plan to advertise for the position during the month of April. Search committee composition is considered and will include the SES principal, the Fire Chief, Town Administrator, representation from the Personnel Board, FinCom, and Select Board, as well as 1-2 townspeople; Police Chief Harding will serve in an ex-officio capacity.
4. Select Board “Our Town” Article: DeChiara moves to approve the “Our Town” article as amended; Makepeace-O’Neil seconds the motion that passes unanimously.
5. Select Board FY17 Annual Report: Makepeace-O’Neil moves to approve the FY17 Select Board Annual Report as amended; DeChiara seconds the motion that passes unanimously.
6. Town Administrator Updates:
 - a. Alternative Recycling did well considering the difficult travel on 1.4.18.
 - b. The Broadband Committee met on 1.5.18; Lighttower Fiber Networks may be a possibility rather than Axia for backhaul services.
 - c. The diesel fuel, delivered 12.24.17 to the Highway Department tank, froze and gelled; 198 gals of kerosene were delivered, however, despite mixing, the gel persisted; the 12.24.17 delivery was winter vs. arctic mix. The Highway Department is purchasing diesel fuel from Orange Oil.
 - d. The Alcoholic Beverages Control Commission has approved the Shutesbury Athletic Club annual club license.

7. RSWC Resignation: DeChiara moves the Select Board accept the resignation of Orson Jones from the Recycling and Solid Waste Committee. Makepeace-O'Neil seconds the motion that passes unanimously.

Administrative Actions:

1. Chinese Immersion Charter School: Makepeace-O'Neil states that she is not inclined to send the draft letter to the Mass. Board of Elementary and Secondary Education requesting the Board vote against allowing expanded enrollment at the Pioneer Valley Chinese Immersion Charter School (PVCICS). Per Makepeace-O'Neil, the PVCICS provides opportunities that Amherst schools do not, i.e. the International Baccalaureate program; it is important to preserve educational freedom of choice and the opportunity for parents to send their children to schools where they will be best served. Torres: the letter is specific to the proposal to expand the PVCICS enrollment. DeChiara: the vast majority of children will go the Amherst Regional Schools; the expansion of charter schools affects the quality of education at public schools. Makepeace-O'Neil requests more time to consider the letter therefore the topic is carried over to a future Select Board meeting.
2. Vendor Warrants: The Select Board signed off on the 12.26.17 vendor warrants totaling \$106, 828.77 and will sign off on the 1.9.18 vendor warrants totaling \$86,302.05.
3. Payroll Warrants: The Select Board signed off on the 12.26.17 payroll warrants totaling \$106,909.92 and will sign off on the 1.9.18 payroll warrants totaling \$103,024.17.
4. Broadband Warrants: The Select Board signed off on the 12.26.17 Broadband warrants totaling \$80,102.13 and will sign off on the 1.9.18 Broadband warrants totaling \$19,315.00
5. Select Board Meeting Minutes: Review of the 12.19.17 meeting minutes will be carried over to the 1.23.18 meeting.

Item Unanticipated by the Chair:

1. Dog Hearing Issue: DeChiara: based on the 1.8.18 Attorney Donna MacNicol/Town Counsel email regarding emails received from Ronald Meck, he recommends drafting a letter to Mr. Meck from the Select Board advising him to bring his concerns, in writing, directly to the Select Board. Torres suggests that MacNicol answer Meck's questions directly in a letter. DeChiara and Makepeace-O'Neil agree for Torres to arrange for MacNicol to send a letter to Mr. Meck.

At 10:32pm, DeChiara moves to adjourn the meeting; Makepeace-O'Neil seconds the motion that passes unanimously.

Documents and Other Items Used at the Meeting:

1. 12.20.17 "Shutesbury Elementary School Fiscal Year 2019 Budget"
2. Elementary School roof inspection photos
3. Master Plan Working Group 9.20.17 Lot O32 Committee Charge and Select Board revision

4. Draft Select Board “Our Town” article
5. Draft Select Board FY17 Annual Town report
6. 1.9.18 draft letter to the Mass. Board of Elementary and Secondary Education
7. 1.8.18 email from Town Counsel MacNicol and relevant email chain from Ron Meck regarding the “dog hearing”

Respectfully submitted,
Linda Avis Scott
Administrative Secretary