

Shutesbury Select Board Meeting Minutes
January 8, 2019 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo, and April Stein

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

Guests: Michael DeChiara, Police Chief Dan Fernandes, Police Officer Candidate Thomas Hudock and Fire Chief Walter Tibbetts

Makepeace-O'Neil calls the meeting to order at 6:14pm.

Agenda Review: Torres reports that the dog hearing schedule for this meeting is being postponed due to illness in the dog owner's family, the School Committee will not be present for tonight's meeting therefore the joint meeting with the School Committee and Finance Committee will be rescheduled, and the signing of the remaining Personnel Action Forms will be continued to a future meeting.

Public Comment: Michael DeChiara presents proposed changes to the Finance Committee Bylaw with his suggested edits noted in red. DeChiara: last year, there was conversation about how the budget is presented; his recommended changes underscore what Mass General Law states; the current version of the bylaw was last updated in 2001. DeChiara notes that the question about term-limiting appointments was raised during an All Boards meeting and was not supported; his goal this evening is for the Select Board to be aware of his recommended revisions and request their review and potential support. DeChiara is willing to meet with the Board to discuss his recommendations; the Select Board agrees to consider DeChiara's document during a future meeting.

Discussion Topics:

1. Dog Hearing/323 Locks Pond Road: postponed as noted above.
2. MLP Manager/Broadband Employee Job Description: Torres: final edits are pending; per Attorney Brian Maser/KP Law, if the Select Board appoints the position, stepping down from the MLP Board for thirty days prior to appointment will not be necessary as per the statement from the Ethics Board attorney that provides protection for the Town.
3. DEP Small Town Environmental Partnership Application: The document is reviewed by the Select Board. Torres: the issues for the Town are the clean-up of mixed material waste on Lot O32 and the salt issue at the highway/public works garage; the Town has received temporary solution status for the Fire Department site. Puleo moves and Stein seconds a motion for the Select Board to approve and sign the DEP Small Town Environmental Partnership document indicating the Town's agreement to participate in the program; motion passes unanimously.

4. Annual Town Clerk Sign-offs: Select Board members sign acknowledgement of receipt of Open Meeting Law, Conflict of Interest Law and Town Policy Regarding Unlawful Sexual Harassment Materials and sign the Office of Campaign and Political Finance “Campaign Finance Report Municipal Form”.
5. EMS Service Zone Plan Application: Torres: Fire Chief Walter Tibbetts recommends the Select Board sign this document. Puleo moves and Stein seconds a motion for the Select Board to approve and sign-off on the EMS Service Zone Plan Application for Amherst, Leverett, Pelham and Shutesbury for the Massachusetts Department of Public Health Office of Emergency Medical Services; motion passes unanimously. Puleo and Stein notes that per Tibbetts’ October and November 2018 monthly reports, there was a high percentage of medical calls. Puleo recommends considering how the response team is structured prior to annual town meeting.
6. DEP Sustainable Materials Recovery Grant Program: Stein moves and Puleo seconds a motion for the Select Board to approve and sign the DEP Sustainable Materials Recovery Grant for Small Scale Initiatives for up to \$500; motion passes unanimously.
7. MMA Proxy Vote: Torres requests the Select Board sign the document allowing her a proxy vote on behalf of the Select Board during the MMA Annual Meeting and Trade Show, 1.18.19 -1.19.19. Stein moves and Puleo seconds a motion for the Select Board to approve and sign the document allowing Torres to vote as proxy for the Board during the MMA Annual Meeting; motion passes unanimously.
8. Appoint Animal Inspector: Puleo moves and Stein seconds a motion to appoint Nancy Long as Animal Inspector for a term beginning 5.1.19 and ending 4.30.20; motion passes unanimously.
9. Police Candidate Interview: Candidate Thomas Hudock is introduced by Police Chief Dan Fernandes: if the Select Board is willing, he recommends Hudock for the position of full-time police officer; Hudock has a grasp on the small-town policing experience and has experience working with diverse populations; his appointment will help the department move forward and keep community policing alive. Stein shares that during an interaction with Hudock, as a Hadley police officer, she appreciated the positive nature of the experience. Hudock states that he is originally from South Hadley and has a degree in criminal justice from Holyoke Community College; he attended the part-time academy sponsored by the South Hadley Police Department; after the academy he worked part-time as a Mt. Holyoke College campus police officer and subsequently became dual employed as part-time officer for the Hadley Police Department where he later became a full-time officer. Stein: why are you leaving Hadley and why apply to Shutesbury? Hudock: Hadley has a lot to offer however he felt he was losing connection with the community and the small-town appeal; he likes to work with

and have interactions with the community and sees working in Shutesbury as an opportunity to do so. Puleo: what is the most important aspect of the job for you? Hudock: community interaction, schools, problem solving with people; law enforcement officers in a small town have the opportunity to make a difference. Stein: what do you want to learn more about; what are your biggest challenges? Hudock: the way the public view police - there is a lot of scrutiny; if I can develop relationships, it may increase the positive view of policing; the opportunity to be more personal appeals to him. Puleo: over the next ten years, where do you see yourself in the areas of focus, education, specialization? Hudock: he wants to move upwards in his career and seek a sergeant's position, maybe pursue a Bachelor' degree though he is not certain of the focus of that degree right now. Stein: how familiar are you with handling dog issues? Hudock: handling dog situations are quite regular in the summer, i.e. people leaving dogs in parked cars and there were animal issues in the college environment. Makepeace-O'Neil: how experienced are you with children? Hudock states that he is recently married, in the process of buying a home and sees having children in his future; he wants to develop a sense of working with children. Makepeace-O'Neil: how about the aging population? Hudock: there are a lot of retirees in Hadley; he has had frequent interactions particularly in regard to property complaints; he finds listening to be the best approach - the effort of listening goes a long way toward mitigating situations. Puleo: in Shutesbury, there is no place for middle/high school youth to hang out; they sometimes gather at the lake and alcohol is involved. Hudock notes that he has had experience with pre-college underage drinking – the goal is to ensure they are safe and have sober rides home, he would reach out/connect with parents letting them take corrective actions before police intervention. Puleo: how are you with handling paperwork? Hudock states that he is not a stranger to it and is sufficiently capable; has experience going to court in his role as police officer. Hudock notes that he is looking forward to working with Chief Fernandes and learning about departmental administration and court functions as this will give him broader exposure. Makepeace-O'Neil: what about balancing the job with your outside life? Hudock: working in Shutesbury will not be much different than Hadley regarding balance with outside life; understands the need to stay over one's shift at times; it may be more challenging when he has a family, however, he takes his career seriously. Puleo: do you have experience with department relations with other towns? Hudock: he has worked with Amherst and UMass police though this has been limited; we understand that we help each other out – we are here for the community and to get things done and he is looking forward to working with the nearby towns. Makepeace-O'Neil: interdepartmental relationships? Hudock: in Hadley, the fire and police departments are housed in the same building which helps interdepartmental relations; he is looking forward to meeting the fire and highway departments in Shutesbury - a well-oiled machine only works well if it is oiled - you need to know the members of the team. Stein asks if Hudock has any questions for the Board. Hudock: none, I am here for you. Stein: during my Hadley interaction with Hudock, I thought he would make a good officer for Shutesbury. Fire Chief Walter Tibbetts to Hudock: if you are brought on, there

will be time to go over procedures; the interaction between Shutesbury's Fire Department, Highway Department and Police Department is close and works well which is necessary because we are rural. Hudock to Puleo's question: yes, he met the other Shutesbury police officers during his first interview. Stein moves the Select Board appoint Thomas Hudock as a full-time Shutesbury police officer; Puleo seconds the motion that passes unanimously. Fernandes: Hudock will begin work on 1.22.19; the next step is to reopen the process for another round of applicants; body cameras are being ordered; the Tri-Wire remote office has been set up on Lot O32; Tri-Wire details will require three officers/day for the next week.

Unanticipated Item:

1. Puleo thanks Tibbetts for his monthly Fire Chief reports. Torres leaves at 7:15pm to attend the Finance Committee meeting. Puleo notes the number of medical calls listed in the reports. Tibbetts: there were 183 calls during 2018; the types of calls fluctuate over the year, i.e. brush fires and there were three structure fires in July. Puleo: off the cuff, do you have the medical personnel needed? Tibbetts: we have tried having more medical staff in the past, however, once the patient care is done, personnel are utilized for other tasks therefore we need staff with overall training who can do some of everything. Tibbetts continues: we could look again to see if staff with more medial training are needed; notes the need for the team aspect and to not have some members seem more important than others; first responder training is required. Puleo: is there other medical training needed, i.e. for the aging population? Tibbetts: first responders are limited; we are not running into too much that we are not trained for; even with more training, one can only work as a first responder. Stein: what do you think the Fire Department needs? Tibbetts: the resource we need the most is people – the more people who can respond, takes the load off the current response team; volunteerism is going down in other towns as well; the maximum age for a firefighter is 65 however there is a legislative waiver to age 70 if a town's insurance coverage allows. Stein: recruitment? Tibbetts: we are always looking for candidates who have the time, ability, interest, desire and personality; being a volunteer firefighter is an interrupted lifestyle. Tibbetts notes that severe weather has become more of a challenge.
2. Makepeace-O'Neil reads a thank-you card from Pastor Mark Ellis into the record and notes receipt of a holiday card from Representative Steve Kulik (see correspondence file).
3. Select Board members consider topics for an *Our Town* newsletter article; the due date the 1.18.19; members will draft contributions to be considered during the 1.15.19 meeting.

Administrative Actions:

1. Select Board members sign vendor warrants totaling \$57,694.91.
2. Select Board members sign payroll warrants totaling \$95,281.68.

3. Select Board members sign Broadband warrants totaling \$15,669.96.
4. Stein moves and Puleo seconds motion for the Select Board to approve the 12.11.18 meeting minutes; the minutes are unanimously approved as amended.
5. Stein moves and Puleo seconds a motion for the Select Board to approve the 12.18.18 meeting minutes; the minutes are unanimously approved as presented.

At 8:09pm, Puleo moves and Makepeace-O'Neil seconds a motion to adjourn the meeting at 8:09pm; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. Finance Committee Bylaw edits by Michael DeChiara
2. DEP Small Town Environmental Partnership Application
3. EMS Service Zone Plan Application
4. October and November 2018 Fire Chief Monthly Reports.
5. DEP Sustainable Materials Recovery Program Grant for Small Scale Initiatives
6. MMA Proxy Vote document
7. Animal Inspector appointment document
8. Cover letter and resume from Thomas Hudock/Police officer applicant
9. Police Interview Questions, 11.20.12

Respectfully submitted,
Linda Avis Scott
Administrative Secretary