

Shutesbury Select Board Meeting Minutes
July 23, 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: Chris Footit, Peggy Gurman and Pastor Mark Ellis/Shutesbury Community Church Trustees and Ayres Hall; Walter Tibbetts/Fire Chief and Michael DeChiara/Planning Board

Makepeace-O'Neil calls the meeting to order at 6:26pm.

32 Leverett Road/Shutesbury Community Church: Pastor Mark Ellis explains that the Baptist Churches of Massachusetts owns 32 Leverett Road (parsonage), however, soon the property will be deeded to the Shutesbury Community Church whose goal is to sell the house for funds to make the upstairs of the church accessible. Per Ellis, there has yet to be a market analysis completed; two contractors have informally said the building is restorable. Makepeace-O'Neil appreciates the opportunity for the Select Board to walk through the building. Ellis to Puleo's question: the price has yet to be determined; the estimate for materials to finish the work on the parsonage, excluding labor, is \$70,000; there is an informal estimate of \$110,000 to make the church accessible. Stein: as it abuts land already owned by the town, it is an intriguing idea to consider the purchase of 32 Leverett Road. Ellis to Puleo's question: we expect to have the market analysis completed within the month of August. Chris Footit/Shutesbury Community Church Council: the Church would love to work with the Town. Ellis: we are in favor of good things happening in Shutesbury. Stein: what could the Town use the building for? Ayres Hall/Church member: there would more frontage for a future public safety complex. Makepeace-O'Neil: the building could either be torn down or restored. Puleo wonders if Community Preservation Act funds could be used as this may be an historical structure. Ellis: the building dates from 1883. Walter Tibbetts/Fire Chief: his initial thought pertaining to the property is that it abuts the fire station site. Makepeace-O'Neil and Puleo note the central location of the parcel. Stein identifies the possibility of enhancing the town center. Hall: a new structure could also house a senior center. Puleo: if the Select Board is considering a purchase, a public dialog needs to be initiated quickly. Torres suggests a walk-through with boards/committees then holding an All Boards meeting; this was the process used for Lot O32. Tibbetts: the current fire station site is quite limited especially with wetlands located on one side; the Town already provides water to the parsonage; this could be a beneficial opportunity. Torres: there is not a current project that would fit the parsonage however, it could be a critical piece of property for the town. Makepeace-O'Neil: the purchase of 32 Leverett would also allow the church to become accessible. Footit: the church is a critical part of the town; accessibility will be a great benefit. Ellis: the goal is to have a ramp to the first floor, perhaps temporary, in place by Celebrate Shutesbury; because the ramp will be located on Town property, the Church is hoping for the Town's blessing. Hall supports public discussion regarding options for the property, i.e. remove the existing structure, remodel the existing structure, and because it is historic, restoration may be required. Torres: the current assessed value is \$76,600 of which \$16,800 is for the building; there are 231' of frontage. Makepeace-O'Neil acknowledges the Select Board's interest in the parcel. Stein asks whether the Town might have first right of refusal. Torres: currently, the Church does not own the property. Puleo: in the interim, the Select Board can hold an All Boards

meeting, a public hearing, and a special town meeting. Torres notes that free cash cannot be used until it is certified which will most likely occur in early October and suggests holding an All Boards meeting in September. Puleo suggests a special town meeting be held in October. Ellis to Makepeace-O'Neil's question: the Church expects to take ownership quickly. Footit: the Town's timing sounds reasonable. Puleo moves the Select Board explore the potential purchase of 32 Leverett Road; Stein seconds the motion that passes unanimously.

Agenda Review: Puleo requests time to consider Fire Chief Tibbetts' monthly reports.

Unanticipated Topic:

Tibbetts to Makepeace-O'Neil's question: there were no issues during last weekend's heat wave; setting up the cooling center in basement was good practice; information about the center was posted on the Fire Department webpage and NextDoor Shutesbury, official notification was not done; the primary concern was that there may be a power outage. Tibbetts: developing a check list with trigger points for opening a cooling center will be considered during the next Emergency Management Team meeting; during the weekend, there was only one medical call that could have been contributed to heat. Puleo notes that Tibbetts' monthly reports are extremely illuminating as they include the type of calls and the number of department members attending the call. Tibbetts notes that the call type totals are included in the annual report. Tibbetts to Puleo's questions: there is always a need for recruitment; usually, about 65-70% of the calls are medical/rescue; the number of chimney fires has decreased and, this year, the number of brush fires was low; during the last calendar year (2018), the department made 182 calls, a record number, and about 85 calls have been made in 2019 thus far. Tibbetts to Michael DeChiara's question: other call types include accidents, downed trees, and alarm soundings. DeChiara asks if future demand will require more medical staff and, perhaps, contracting out for fire calls. Tibbetts: there are more medical calls and the number of fire calls have dropped. Tibbetts notes that the department receives appreciations for their responses to medical calls. Select Board members appreciate Tibbetts's work.

Public Comment: None offered.

Discussion Topics:

1. Complete Streets: Michael DeChiara/Planning Board: the Planning Board is asking the Select Board to move forward with a Complete Streets application. DeChiara notes that Complete Streets relates to the Master Plan and cites the Complete Street definition: "A Complete Street is one that provides safe and accessible options for all travel modes – walking, biking, transit and vehicles – for people of all ages and abilities." DeChiara reviews the "Complete Street Funding Program Deadline" tier process noting that the Select Board develops a Complete Street policy then, perhaps the Town Administrator, attends a training; Mass DOT wants to work with towns; the rating process is described in the "Complete Streets Ten Policy Elements Snapshot". Per DeChiara: Complete Streets could integrate our goals, i.e. development of Lot O32 and enhancing walkability; once the policy and training are accomplished, the Town would be eligible for technical support funding up to \$50,000 as well as construction funds. Torres: in the past, larger municipalities used Complete Streets. Torres notes her concern that there is no room for bike lanes, however, on off-road bike path could be possible. DeChiara: Complete

Streets' technical expertise could help figure out what might be possible and the Town does not have to commit to a project; the Master Plan cites access and walkability as goals for the Town. Puleo notes that there are small things that could be done to improve safety for pedestrians and bicyclers. The Select Board supports DeChiara's suggestion that the Planning Board develop a policy for Select Board consideration.

2. Broadband Committee Appointments: Puleo moves the Select Board reappoint Kent Whitney and appoint Jim Hemingway to the Broadband Committee; Stein seconds the motion that passes unanimously.
3. Broadband Celebration: Torres notes that the conference call with Asha Strazzero-Wild remains pending. Puleo heard from two Broadband Committee members, Eric Stocker and Graeme Sephton, who feel the September event is too premature. Torres: installation is approximately five weeks behind. Puleo: at least 50% of the town will not be online by September; the concern is that those who are not yet online will have hard feelings related to a September celebration. Stein and Makepeace-O'Neil note that the Board knew not everyone would be online at the time of the party. Makepeace-O'Neil: we could celebrate that "Shutesbury is becoming lit". Puleo: the number of installations completed has yet to reach a milestone. Torres: it would be old news if the celebration is held in the spring of 2020 when everyone is online and the Broadband Committee decided to go ahead with the September event. Makepeace-O'Neil suggests a large fall celebration followed by different event in the spring. Puleo: in the fall, an event could be incorporated into Celebrate Shutesbury; in the spring, when the Broadband Committee is hopefully disbanding, the party could be a thank you and a dedication. The purposes of the event are a thank you, a celebration, and bringing the community together. Stein notes the project is within months of completion. Puleo: if we wait, everyone will have the opportunity to use their new broadband before the celebration. Makepeace-O'Neil suggests a small event when half the installations are complete and a large event when the project is done. Stein recommends celebrating once. The Board acknowledges the benefit of having more time for planning, arranging funding, obtaining donations, and promotion..
4. Republican Registrar Appointment: Pending a willing candidate.
5. Town Administrator Updates:
 - a. Personal Action Forms (PAFs): Torres presents the following FY20 PAFs: Grace Bannasch/Assistant Town Clerk at FY20 payrate, Howard Kinder/Gate and Dam Keeper for a correction and Don Wakoluk/Tree Warden to be paid for hours worked. Puleo moves and Stein seconds a motion to approve the above PAFs; motion passes unanimously.
 - b. Pioneer Valley Habitat for Humanity (PVHH): Torres reports that Town Counsel Donna MacNicol conferred with PVHH attorneys; if there were to be a problem with ownership of the home, PVHH would step in; the Department of Community and Housing Development (DCHD) backs up PVHH; Select Board signing of the agreement remains pending the final draft. Torres refers to an email from Megan McDonough/PVHH. Puleo

moves the Select Board sign the Pioneer Valley Habitat for Humanity regulatory agreement with DCHD; Stein seconds the motion that passes unanimously.

- c. Annual Town Meeting Date Change: Survey results will be reviewed during a future meeting.
- d. Broadband: Per Torres, TriWire is working hard to complete the required spreadsheets; once this is done, it is expected that the speed of installations will pick up; TriWire is being penalized for their delay; several people signed up in the middle of June and are being required to pay the full actual cost of installation; the Broadband Committee also decided these residents will be installed last. Puleo notes that the need for a “sign-up” end date for sign up was discussed. Changes in the cost for those choosing an underground installation over an aerial installation are noted. Makepeace-O’Neil is concerned that property owners may be required to pay more than they anticipated. Torres: the Town is in charge of the construction. Stein suggests inviting the MLP to meet with the Select Board. Makepeace-O’Neil: the MLP stated that small anomalies were accounted for; set policies need to be maintained. Torres recommends policy changes be brought to the Select Board; she will attend the weekly broadband update meeting 7.24.19 and learn how many other property owners have been or will be affected.

Administrative Actions:

- 1. Select Board members sign vendor warrants totaling \$634,338.50.
- 2. Select Board members sign payroll warrants totaling \$93,789.89.
- 3. Select Board members sign broadband warrants totaling \$328.96.
- 4. Stein moves and Puleo seconds a motion to approve the 7.9.19 meeting minutes; the 7.9.19 meeting minutes, as written, are approved unanimously.

At 9:09pm, Puleo moves and Makepeace-O’Neil seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

- 1. 7.17.19 email from Walter Tibbetts: “32 Leverett Road”
- 2. Excerpts from “Mass DOT Complete Streets Funding Program Guidance”
- 3. 7.17.19 email from Eric Stocker “Broadband Celebration”

Respectfully submitted,
Linda Avis Scott
Administrative Secretary