

Shutesbury Select Board Meeting Minutes
September 20, 2016 Shutesbury Town Hall

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

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

Guests: Susan Rice, Susie Mosher/Town Clerk, Tim Hunting/Highway Superintendent, and Police Chief Tom Harding

Chairman Vinskey calls the meeting to order at 6:31pm.

Agenda Review: Vinskey: tasking the Water Resources Committee with considering potential Lake Wyola septic concerns will be addressed at a future meeting. Torres: per the Broadband Committee, the Memorandum of Agreement/Pole Survey will not be ready for two weeks. MLP meeting will not be held this evening. DeChiara requests an update on the barking dog situation during the Town Administrator's report.

Public Comment Period:

Susan Rice provides an observation about Celebrate Shutesbury held 9.17.16: there were more intergenerational activities than in previous years; she is very impressed with our little town.

Susie Mosher attended a Town Clerks' workshop about the upcoming election earlier 9.20.16. Per Mosher, the Attorney General's office approved the Solar Zoning Bylaw on 9.19.20; copies have been sent to Jeff Lacy and Deacon Bonnar/Planning Board; Attorney Donna MacNicol/Town Counsel also received a copy; the Attorney General's office made several recommendations. Mosher will be reviewing the next steps in the process.

DeChiara provides a document titled "Officially Approved Names of Active Roads in Shutesbury, Massachusetts, April 13, 1999"; he received an explanatory email from Bob Dean/FRCOG earlier 9.20.16 and will share more during an update on the topic 10.4.16.

Discussion Topics:

1. Leverett Police Chief Retirement: Vinskey: the Leverett Police Chief will be retiring in January; the question is, are we interested in investigating a shared police chief relationship. Vinskey states he is in support of investigating the shared relationship. DeChiara and Makepeace-O'Neil are in support of looking into a shared relationship; the shared geographical boundary was noted. Chief Harding: there could possibly be increased coverage in terms of the number of officers; Leverett's department is staffed with a Chief, a Sergeant, and part-time officers who have a shift requirement of eight hours/month. Torres: per Marjorie McGinnis/Leverett Town Administrator the impending retirement will not become official for two more weeks. DeChiara: when the retirement becomes official, the Town Administrators might arrange for a Select Board to Select Board conversation. Torres suggests the Select Board prepare a letter recognizing

the retirement and expressing interest in a shared police chief relationship; a similar letter was sent about six months ago. Vinskey suggests a letter to the Leverett Select Board be drafted and sent subsequent to the retirement becoming public. Torres will draft the letter for the 10.4.16 Select Board meeting.

Torres: after the 9.15.16 Small Towns Administrators of Massachusetts meeting, McGinnis handed her a contract about cooperative recycling - our Recycling and Solid Waste Committee will review the proposed contract during their next meeting.

Harding: the Police Department is prepared for coverage during Bulky Waste Day.

Ongoing Locks Pond Road dog complaint: Harding has the number of calls for the year: there have been five separate calls in the last nine months – a couple occurred on the same day. Torres spoke with Nancy Long/Dog Officer: the next step is a dog hearing – the purpose of which will be to discuss banning the dog from town on the grounds the owner is not fulfilling her agreement with the Select Board to keep the dog inside and not let the dog bark outside. Earlier 9.20.16, Torres spoke with Lori Saleem, the dog's owner: Saleem states she is not aware of the complaints. Harding: Shutesbury Police citations have been left on Saleem's door; there is essentially no record of State Police visits. Torres: Long will follow-up with the owner and recommends Town Counsel be present for the dog hearing. Harding: what are the conditions for the dog to be taken? Torres: taking the dog is a difficult process. Torres: in the past, when a dog has been banned, the Police can require the dog to be removed from town. Draft letter to Ron Meck regarding procedures for reporting complaints and next steps is reviewed. DeChiara suggests adding: "it is important to have this and other information" to the Meck letter. Vinskey: complaints from one person are the basis for this proposed dog hearing. Torres: Long has the same concerns; there needs to be more input; in the past, police officers and a former Select Board member canvassed the neighborhood; there are other dogs in the neighborhood; this situation seems to be about one person complaining about one dog. Torres: the first time a hearing was scheduled, Saleem had a petition from several neighbors stating her dog was not a problem. DeChiara: if a hearing is scheduled, perhaps more information will come forth. Vinskey requests to see the call log and details about how the calls were handled as well as a report from Long regarding her interactions with the owner and observations of the dog. Vinskey notes the importance of having a productive dog hearing. Torres: for a dog hearing, a 7-10 day notice is given to the owner, complainer, and abutters; will find out if MacNicol/Town Counsel is available for a 10.18.16 dog hearing. Harding: the situation has a long history; in other situations, a barking dog becomes a quality of life issue; in this situation, the quality of life for one person is being affected; this dog is being left alone a lot. Vinskey: dog hearing is tentatively set for 10.18.16; Meck will be encouraged to call when the dog is barking; Long will continue to investigate; Harding is requested to have his officers observe other dog activity in the neighborhood.

Harding: Officer Sean Sawicki is receiving a letter of commendation from the Hadley Police Department for his participation in and contribution to a recent car chase.

2. Town Road Project Communication: Vinskey: the goal of this topic is to increase resident awareness about road projects. Vinskey acknowledges that the Montague Road project achieved Hunting's goals; has the impression that residents want to know when projects will occur; shares a sample project notification document prepared by Makepeace-O'Neil and asks Hunting if it would be possible to use this form. Hunting: the only problem with using such a form would be the need for him to spend more time in the office. Torres: questions raised about pending projects will take more of Hunting's time. DeChiara: could the Town Administrator be the primary contact for questions about upcoming road projects? Makepeace: the more information given out ahead of time may decrease the number of questions. DeChiara: the goal is get more information out to residents; if there are a number of calls, they may indicate there is a problem with the proposed project. Torres, referring to the Amherst Highway Department webpage that lists their 2016 paving projects, suggests creating a standing webpage with upcoming Highway Department projects; for the Montague Road culvert replacement project, she will prepare a Town Announce two weeks in advance to let residents know the project is coming; as the date gets closer, Chief Harding will announce the road closure dates/times by phone/email. Hunting: usually each March, a project list has to be prepared for FRCOG's gravel, paving, and crack filling bidding process. Torres: Chapter 90 may also be used for engineering, i.e. the Locks Pond Road culvert project. Vinskey is in favor of finding an easy method for Hunting to list seasonal projects on a webpage. Hunting: what would you consider adequate notice for a project such as the Montague Road culvert replacement when the road will need to be shutdown - suggests a 7am – 4pm closure in order to have time to excavate, remove the old culvert, and install the new culvert; timing of the culvert repair is dependent on the paving of Locks Pond Road which is now anticipated to occur in October. Hunting and the Select Board are in agreement that a one-week notice is adequate. DeChiara suggests using a title for the webpage, terminology that lay people can understand, and provide contact information. Mosher notes that the samples are from the Town of Amherst and Amherst College where both departments have office staff – in our paradigm, we have a working Highway Superintendent and she is not prepared to put increased administrative work on our Highway Superintendent. DeChiara: Torres' suggestion uses information already provided by Hunting. Mosher: this is about citizen expectations – do we want an administrative or a working road boss? Hunting is not in favor of increasing Torres' work load either; he is not saying he needs a secretary – does not mind filling out the Chapter 90 paperwork; with more administrative work, he has less time on the road; he has more experience on the machines than his other staff and a lot of the department's jobs require three staff. DeChiara: there may be a need to pay someone to keep the website up to date – this would be a conversation for a future meeting. Hunting: confirms a one week notice for an actual road closure; what about a paving

project when usually only one lane is closed at a time and there may be delays? Torres suggests using road closure signs for Montague Road and Hunting agrees to do so. There is concurrence that routine maintenance projects do not require notice. DeChiara: is there ever notice for advance discussion about a project? Torres will seek guidance from the Web Committee regarding initiation of the road project webpage. Hunting will notify the school bus company, Shelburne Control, and the Fire Department about the upcoming Montague Road closure; Chief Harding will make the timely public announcements. Vinskey suggests and all agree to re-evaluate use of the webpage at the end of the calendar year. Hunting: most people who live on dirt roads are used to grading; our routine is to grade the roads before the ground freezes. Torres provides the Chapter 90 summary document.

3. Four Town Regional Meeting Position Statements: Vinskey, in anticipation of the upcoming Four Town meeting, Arvanitis emphasized the need for Shutesbury to be well represented; in the past, Torres has often put together the position statements, however, it should be the Select Board's responsibility to put forth these statement. DeChiara: the presenters vary from town to town; he is comfortable with the FinCom Chair(s) presenting as they are familiar with the numbers and the Select Board can add information as needed. DeChiara recommends a "check-in" meeting with the FinCom prior to the Four Town meeting; the Regional Capitol Planning and Assessment Committees will be reporting at the Four Town Regional meeting. Vinskey suggests inviting the School Committee to the "check-in" meeting that will be scheduled approximately two weeks before the Four Town meeting.
4. Potential Committee Member Term Limits: DeChiara provides a brief report: only a few towns in MA have term limits of between 9 and 12 years; will summarize his research, including pros and cons, in preparation for a future meeting well in advance of town meeting. Mosher notes the need for committees/boards to be involved in this discussion.
5. 10.25.16 All Chairs Meeting Agenda: Vinskey: depending on the timing, the topic of term limits could be included on this agenda. Mosher's topics are reviewed: she anticipates the need for a discussion about Open Meeting Law; the public record request regulations do not go into effect until January 2017 and the town has until July 2017 to develop their guidelines– the last round of record requests has illuminated the need to get information out to the public and committees/boards; having meeting minutes available on the Town website will meet many requests for information. Vinskey ensures Mosher is aware the plan is to invite Chairs; it will be emphasized that Chairs will need to provide the necessary information to their committees. Vinskey requests Mosher provide a time estimate for her presentation. Torres suggest getting a "save the date" announcement out soon; she will create a flyer and send an email to department heads and chairs. Vinskey is uncertain if a financial update is appropriate during the All Chairs meeting. Torres: typically, FinCom gives a brief overview of the Town's financial status.

The Board agrees with Torres recommendation. Vinskey: the primary topic is encouraging the flow of information; what will be our main points and how do we get them across? DeChiara: start with the broad concept and bring it into the tangible, i.e. the need to post minutes to committee webpages, updating contact information, the need for committee email addresses, keeping webpage information current are specific ways to improve information flow. DeChiara: if a committee does their updating on Facebook, a link to these updates could be on the committee's town webpage; the Web Committee does not update content. It is noted that the Select Board only has minutes posted to its webpage. DeChiara: we need to do the best we can to update our webpages. Torres: last year, the need for the development of a social media policy was noted – who will begin the development of this policy - offers the FRCOG social media policy as an example. Vinskey: the primary focus of the All Chairs meeting will be on communication. DeChiara: instructions for use of Town Announce can be provided; only pertinent Committee updates will be “allowed”. Torres suggests that those Chairs with an important update let Vinskey know in advance of the meeting. DeChiara: recommends use of the term residents instead of citizens.

6. Committee Member Email Addresses: DeChiara: currently, committee/board members are using personal email addresses; there needs to be some tie-in to the Town in order to maintain a record of communication. Mosher: we need to aid the committee chairs in their communication – what is a reasonable expectation for the checking of a town email; we also need to educate the public on reasonable expectations. Torres: the Web Committee can link town committee email accounts and committee personal email accounts. Mosher: it is important to have clarity about how often town committee/board emails are checked; there is a need for input from committee members as well as public relations efforts to educate committee members and residents; does not want to create solutions without adequate input from the volunteers. Makepeace-O'Neil: isn't this an operational matter? DeChiara: there is more texture this year to offer “best practices”. Vinskey: some committees are not sure about what is expected of them. Mosher: the “Contact” page will need to be updated and kept current. DeChiara: currently, we have a free Google Gmail account that includes fifty emails; there is a fee for “Google for Governments” however more functionality is possible. DeChiara agrees to research the cost and benefits of Google for Government. Torres: it would be optimal if each committee member had a town Gmail account.
7. FinCom/Select Board Meeting Debrief: Vinskey: for a first meeting, it went well; the plan is to reconvene when the FY16 budget is finalized. DeChiara: common ground is being developed. Makepeace-O'Neil: as a newcomer, the meeting was helpful.
8. Community Compact: Torres: the Compact is Governor Baker's initiative to provide funds for specific projects; refers to the “Best Practice Areas” of the Community Compact webpage and asks the Select Board for feedback on their goals. Torres is interested in long range financial forecasting in order to develop a

narrative and improve the information available to the residents. DeChiara shares the “Commonwealth Commitments” webpage. Torres: to apply, a municipality puts together a proposal of goals to be accomplished and whom they want to work with; the Community Compact (CC) will provide some guidance and suggestions as well as provide funds. DeChiara: applying to the CC may enhance the opportunity for other grants. Torres: it is prudent to use CC funds for a real need; we may be able to use such funds for shared police chief research. DeChiara: both the Governor and Lieutenant Governor have Select Board experience; makes suggestions for how funds could be used, i.e. community solar and/or water resources. Vinskey suggests the Board review the documents and consider the subject at a future meeting; notes his concern that additional work not be created for Torres. Torres: her goal would be to obtain better tools to bring the town’s financial work to a higher level via long range forecasting and budgeting as well as regionalization/shared resources.

9. Select Board Committee Reports & Celebrate Shutesbury:

- a. Water Resource Committee (WRC): Makepeace-O’Neil - the deep monitoring well behind town hall does not show significant drought indications – it is at the same level as it was last summer at the same time; the shallow monitoring well behind town hall did go dry; the Committee will be pulling data from the other wells.
- b. Council on Aging: Makepeace-O’Neil – the COA Open House will be held from 10am – 12noon on Saturday 10.1.16 – a representative from LifePath will do a presentation.
- c. Celebrate Shutesbury: Makepeace-O’Neil - donut bobbing and pumpkin painting went very well.
- d. Emergency Management Team: Vinskey: will write a summary of the 9.19.16 EMT meeting; Aaron Addison volunteered his services as a ham radio operator; new resident, Tim Logan, volunteered to assist in this area as well; Daryl Cupak stated his concern that people could fall off of the dam therefore Makepeace-O’Neil will contact Town Counsel for an update on town liability relative to public access to the dam.

10. Town Administrator Updates:

- a. PILOT consultant Harald Scheid/Regional Resource Group asked Torres for assistance with obtaining information from Lebovits/Lake Street Development; Lebovits has yet to respond.
- b. Knotweed: The wetland permit Request for Determination of Applicability (RDA) wetland has been prepared; the Conservation Commission public meeting is scheduled for 9.22.16; Pelham Hill Road sites will be re-treated and an initial treatment will be done on specified Leverett Road sites; treatment for the knotweed around Town Hall is not part of the RDA.
- c. Ordering the necessary parts to bring enhanced internet service to the Highway Department is pending.

- d. Per Fred Steinberg, the School Committee approved the Sheltering Agreement and it is ready for Select Board sign off; signing will be added to the 10.4.16 meeting agenda.
- e. The Dam Emergency Action Plan notebook has been located however a fresh copy is needed. The dam registration document contained an error; the Office of Dam Safety is making the correction; once received, registration at the Franklin County Registry of Deeds will occur.
- f. Verizon rule change letter will be provided to Select Board members; the rule change has no impact on Broadband plans.
- g. Double sided scanner is working.

Future Select Board Agenda Items: 10.4.16 – Police Chief Harding’s annual review, policy for selling town property, Energy Committee – municipal solar, potential Select Board FY18 budget requests, photos and short bios for the Select Board webpage, MLP meeting, and Pratt Corner Road update.

Administrative Actions:

1. Select Board Minutes: DeChiara moves to approve the 9.6.16 meeting minutes; motion is seconded by Makepeace-O’Neil; minutes are unanimously approved as amended.
DeChiara moves and Makepeace seconds the motion to approve the 9.13.16 meeting minutes; minutes are unanimously approved as amended.
2. Visioning Consultant Contract: Torres: the consultants, The Cecil Group, made changes to the contract therefore, they are currently working without a contract; Meryl Mandell/Master Plan Working Group Chair is not available for feedback on the changes. Vinskey: is there a problem with waiting for Mandell’s feedback? Torres: is the Board comfortable with the changes? Vinskey prefers to await Mandell’s feedback. Torres: feedback from Town Counsel is also pending.
3. FCCIP Representative Appointment: DeChiara moves to approve the appointment of Nancy Matthews/Town Buildings Committee member as the Franklin County Cooperative Inspection Program Representative; Makepeace-O’Neil seconds the motion that passes unanimously.
4. Town Buildings Committee Appointment: Makepeace-O’Neil moves and DeChiara seconds the motion to appoint Bill Wells to the Town Buildings Committee; motion passes unanimously.
5. Vendor Warrants totaling \$101,895.27 will be signed.
6. Payroll Warrants totaling \$96,488.36 will be signed.

No executive session is held.

DeChiara moves and Makepeace-O’Neil seconds the motion that is unanimously approved to adjourn the meeting at 9:55pm.

Documents and Other Items Used at the Meeting:

1. “Officially Approved Names of Active Roads In Shutesbury, Massachusetts, April 13, 1999.”
2. Draft letter to Ron Meck regarding barking dog complaints and next steps

3. "Shutesbury Highway Department Project Notification" by Makepeace-O'Neil
4. Town of Amherst Official Website "2016 Paving Project"
5. Chapter 90 Summary by Torres
6. Mosher's Town Clerk All Boards agenda items
7. FRCOG "Social Media Terms of Use and Comment Policy"
8. Excerpts from Mass.Gov Community Compact website: "Commonwealth Commitments" and "Best Practice Areas"
9. The Cecil Group contract edits

Respectfully submitted,
Linda Avis Scott
Administrative Secretary