

Board of Selectmen
October 5, 2010 All Boards Meeting Minutes

Members Present: Chairman Elaine Puleo, Al Springer, and J. April Stein

Also present: Finance Committee Chairman Patrick Callahan and members William “Bill” Wells, F. “Rus” Wilson, Lori Tuominen, and George Arvanitis, Town Accountant Gail Weiss, Highway Superintendent Timothy Hunting, Police Chief Thomas Harding and Sergeant Justin Wall, Fire Chief and Emergency Management Director (EMD) Walter Tibbetts, Council on Aging member Marilyn Tibbetts, Conservation Commission member Donald Wakoluk, School Committee Chairman Michael DeChiara, 250th Celebration Committee Co-Chairs Janis Gray and MaryElise Lamet, Solid Waste and Recycling Coordinator Gary Bernhard, Library Director Maryanne Antonellis, Open Space Committee Chairman Janice Stone, Buildings Committee Chairman Dale Houle, Community Preservation Committee (CPC) Chairman Donald Fletcher and members Susan Essig (other CPC members also present and representing other positions: Leslie Bracebridge, Al Springer, Donald Wakoluk, and Bill Wells) Planning Board Chairman Deacon Bonnar, Library Trustees Chairman Karen Traub, Board of Health Chairman William “Bill” Elliott, Town Administrator Rebecca Torres and Administrative Secretary Leslie Bracebridge, recording.

Meeting opened at 6:30 PM by Rebecca Torres

Recycling and Solid Waste Coordinator Gary Bernhard:

October 2 was the lightest Bulky Waste day in 15 years.

The Recycling Committee will evaluate if a different approach is needed for 2011.

Shutesbury is recycling 40% of the waste stream, which is one of the best percentages in the state.

The Committee has put out grant requests for both composting and home recycling workshops.

Finance Committee Chairman Patrick Callahan:

- The Finance Committee will request zero percent increases for the FY 12 department budgets.
- Local aid is uncertain:
 - Voters may roll back the sales tax, which could freeze or diminish local aid.
- Shutesbury’s good news is the \$1.1 million in reserve funds:
 - This is before resolution of the \$200,000 LUST fund repayment, treatment of soil under the Fire Station and the Oct. 26 special town meeting expected to spend some down.
 - Cash reserves are anticipated to be between 5 and 12% after the gasoline clean-up costs.
- Department needs will be dealt with in the context of no extra money.

Town Administrator Becky Torres:

- There is still no resolution for contaminated soil clean-up under the fire station.
- A meeting is planned within the next 2 weeks with the Department of Environmental Protection.

Town Accountant Gail Weiss: Free Cash won’t be certified (by the Department of Revenue) for a couple of weeks.

Town Buildings Committee Chairman Dale Houle:

- The 2 main projects this year were painting the Highway Garage and painting the school, including replacing 42 windows at the school. Both projects came in under budget.
 - The contractors did a very good job: on time and on budget.
- Pending work:
 - Heating improvements at the Highway Garage.
 - Grant funded energy efficiency measures at the Town Hall including insulation in the ceiling.
 - Evaluate the needs of the Cemetery Hearse House and the West School House with an eye to Community Preservation funds.

Cemetery Commission Chairman Marilyn Tibbetts and Commission member Walter Tibbetts:

- A new top was put on the well.
- Pressure treated fence posts were purchased to delineate the parking area from the actual burial area.
- 4 large pine trees were cut down, their stumps ground, dirt filled back in, and headstones put back up.
- Future work plans:
 - Repair some headstones with remaining funds.
 - More very large old pines still need to come down. (Reaching them with a crane or truck will be a challenge because of the headstones.)
 - Re-delineate roadways, scrape them out and bring in TRG to level them.
 - Correct the maps to confirm where the lots really are.

Town Administrator Becky Torres spoke for the Energy Committee:

This year's main project was the installation of four new solar panels behind Town Hall.

Community Preservation Committee (CPC) Chairman Donald Fletcher summarized:

- Funds will be used for: Historic preservation, open space preservation and community housing.
- The Community Preservation Act (CPA) was approved in Shutesbury with a 1.5% surcharge on property taxes at the May 2009 Town meeting and on the November 2009 ballot vote.
- State match percentages are decreasing: down to 27.2% this year because more towns are participating and fewer houses are selling so there are less revenues to support the state's match.
- The CPC requests tonight's All Boards Meeting attendees:
 - Write down 3 suggestions for use of the CPA funds before leaving.
 - Read and provide input on the draft guidelines.
 - Review and provide input on the draft applications and forms.
- The CPC's recommendations need to be done by March for the May 2011 Annual Town Meeting
 - The first of the 2-part application is due November 15 with the final application due in December.
- The CPC will consider proposals in January and February 2011.

Police Chief Thomas "Tom" Harding:

- Commended Sergeant Wall with handling the Kirschner case.
 - The State police are the lead investigators. Call them with information. This will take time.
 - Call District Attorney's office for information.
- Ad in the paper to fill an open full time position with a back-up plan for a part time officer.
- Thanks to all members of the Police Department.

Fire Chief and Emergency Management Director Walter Tibbetts:

- Roster: Picked up 2 new fire-fighters and lost one who moved out of town. A couple new people "in the wings." Hopes for 10, 11 or 12 soon to help with the increased number of runs:
 - The department had been averaging 120 calls/ year.
 - Already had 42 runs since July. If this rate continues, there could be 165 runs this year.
 - A lot of mutual aid and multiple day events.
- As Chief, Walter is involved in Franklin County training and policies increasing Franklin County Firefighters Association professionalism.
- Weekly Thursday night training and weekend training continues:
 - RIT – Rapid Intervention Training: How fire fighters save each other. Shutesbury, Leverett and New Salem are training together with one more module to go.

- A lot of improvements are being made to the Franklin County Emergency communications systems (for Police, Fire and EMS) to be more sustainable and reliable without increased fees to towns.
 - A \$300,000 grant for communications on the Rte 202 corridor will benefit Shutesbury and New Salem.
- REPC: projects multi-town trainings.
- Tri-state fire mutual aide train the trainer weekend program with NYC fire fighters: A 2-trailer facility with a “live burn” room. The training is “intense.”
- The Department is trying to grow, become more professional, and keep up with increased calls.

Highway Superintendent Timothy “Tim” Hunting:

- Busy year: “Working for Town Hall”:
 - **Front parking area:** Re-graded and paved with a new product: “Warm-mix” with much lower fumes than traditional paving materials.
- Dug holes, footings, and helped place the **solar panels** and then helped with stone landscaping.
 - Becky credited and thanked the Highway Department for getting the poles in a straight line.
- **Assistance with the Fire station soil clean-up:** 3 weeks, everyday, at least 2 men and sometimes 3.
 - Dug out 2-3,000 tons of contaminated soil, loaded dump trucks, filled in pits each night.
 - Started in the road and went 12 feet into the ground.
 - New experience: The “Flaming Bucket” (fires in the bucket caused by the gasoline in the soil) became a common everyday experience!
 - Done the most cost-effective way it could have been done: doesn’t know what it would have cost if Clean Harbors had done the whole thing.
 - **Elaine praised: Highway staff, Select Board, Fire Chief and Clarks: a wonderful crew.**
 - O’Neil Talbot & Okun (OTO) brought in multiple people every single day; the Department of Environmental Protection (DEP) looked to OTO for decisions.
 - DEP staff did not get compensated.
 - Thank you cards were sent to all.
 - Al: The rain held off: The “frac tank” was not needed to hold contaminated water which would have cost \$1/gallon to dispose of.
 - Becky: Thanks to the Fire Chief for reorganizing the inside of fire house for the operation.
 - Becky: The planning was awesome by the Fire Chief and Highway Superintendent.
- **Farrar Road:** Voted to be paved 4 years ago, got paved at the end of the summer.
- **Didn’t use any Chapter 90 money** in this calendar year.
- **Will use Chapter 90 next season,** to pave West Pelham above the school and Locks Pond at Footit’s hill.
- The 10-12’ culvert on Locks Pond Rd. at the Sawmill River will need to be replaced or repaired:
 - Recommended to be done within three years, before there is a bigger problem.
 - Repair with a liner or a Gunnite material – might be most reasonable approach.
 - If have to replace the culvert the town would have to shut down the road and there would be a lot of environmental permitting.
- Working on the dirt roads: They “washboard” when the weather is as dry as it was this year.
- Right now the Department is getting roads graded and ditches dug for winter.

EMD Walter Tibbetts for and in the absence of Gate & Dam Keeper Howard Kinder:

- Everything at the dam has been stable.
- EMD Tibbetts had the opportunity to work with Assistant Dam Keeper Kevin Young during the previous week of rain.
 - The storm was not as significant as had been anticipated.

- The gate was opened-up per-emptively.
- The water level will be lowered for winter as is usual.

Board of Health Chairman William “Bill” Elliott:

Flu Clinics will be at the school: Nov. 9 and 10 for children and Nov. 13 for the general population.

- Last year’s flu clinic, associated with the H1N1 pandemic, and previous years’ flu clinics have provided staff and volunteers with a lot of practice in running emergency dispensing sites.
- Once primarily for seniors, this year’s flu clinics are efforts to include school children.
- The clinics will again serve as an opportunity to exercise emergency dispensing site procedures.
- EMD Tibbetts is involved in following the federal Department of Homeland Security and the Department of Health and Human Services preparedness and response guidelines and procedures.
- Shutesbury will receive 200 needle doses (primarily for the adults) and 50 nasal spray doses (primarily for children) directly from the Department of Public Health.
- As of last year, the Town of Shutesbury is an official vaccine site.

Board of Health functions in other areas include regulation of septic systems and private wells:

- Water tests continue, working with the Lake Wyola Association Environmental Committee.
- Call the Board of Health for recommendations for wells that have gone dry.

Library Director Marianne Antonellis:

- 30% increase in circulation in the last 3 years.
- Increased use of Central/Western Massachusetts Automated Resource Sharing (C/W MARS).
- Of the 378 libraries in the state, only 3 are smaller than Shutesbury.
- The long range plan for FY 2012 through 2016 is finished, as required for the new library grant application. The letter of intent has been submitted. The grant application is due in January.
- People are happy with what we have but want more of everything including more hours on evenings and weekends.
- Circulated 26,679 items last year: 13,000 books and 10,000 DVD’s.
- 14 volunteers worked in the library last year providing over 1000 hours of work
- Poster displayed of schematic designs of the proposed interior for a new library.
- A number of local officials will be going to a construction grant workshop on October 26.
- The state will announce which towns will receive funding next July (2011).
- Selectmen have appointed members to the New Shutesbury Library Capital Fund-raising Committee.
- The Library has a Facebook page.
- Many programs were, are and will be offered to the public:
 - This Thursday night Shutesbury resident Stephen Fox : Social networking pages and children
 - No School Friday before Halloween: Pumpkin carving in town hall to line the Town Common and a scarecrow for the library steps
 - Adults writers workshop Thursdays at the library at 7 PM.
 - Monthly movie nights.
 - Friends of the Library annual meeting November 13: Ha-Ha Sisterhood coming. Show at 7 PM and then dessert at the elementary school gym.
 - Bake and book sale at the election on Nov. 2.

Central Franklin County Veterans District Assistant Representative Al Springer:

- The District kept a level-funded budget for FY 11.
- Veterans’ services funded by the town are 75% reimbursed by the state.
- Currently working on repairs and updates to the war memorial:
 - Researching names for previous wars including Korea and Vietnam.

- Can't add wars that are not yet totally over.

Council on Aging member Marilyn Tibbetts:

Lunches are served at noon on Tuesdays: Participation fluctuates from 10 to 15 or 16, by the season.

250th Celebration Committee Co-Chairs Janis Gray and MaryElise Lamet:

- The 3 themes for the 2011 celebration year are: Community, education and celebration
- Will try to recognize the 2011 theme during all regular town events.
- They have a logo and slogan and are selling hats and shirts to develop public excitement.
- Janis read the Committee's charge to the All Boards Meeting participants.
- Sign-up sheets are available for planned activities.
- Events are already being planned by the Lake Wyola Association (LWA), the Community Church, the Shutesbury Athletic Club, Library, and groups not affiliated with an organization such as:
 - Tree warden: Chain saw safety next April.
 - Garden and farm tours in June and fall.
 - LWA: boat tour of the lake and an art show on the same day.
 - Photo exhibit then and now, to be displayed at various locations.
 - Parade in June: Hope for fire, police, and highway vehicles to participate, followed by a BBQ.
 - Researching past people in town for presentation on how they lived.
 - Educators from Old Deerfield will sponsor a picnic on the common with old-fashioned games.
 - The library will have games nights.
 - The Elementary school will have an original play of the past, present and future.
 - Giant puppets and ukelele music on the common.
 - Musical showcases and coffee houses.
 - Library will sponsor a local history theme.
 - The school will incorporate a study of Shutesbury into the curriculum when they can.
 - The Selectmen will sponsor a 250th anniversary ball.
 - Preschoolers will see how much 250 is by making a continuous growing paper chain throughout the year at the different events. Adults may add links with facts or photos on them.
 - Bulky waste day: Prize for oldest item dropped off.
 - Proposed project for signs to mark historic and natural sites.
 - Calendar on the website.
 - Printed list or calendar or bookmark with dates on it. Some things may not happen, others haven't even been thought of yet.
 - Will be in the press.
- A local expert will document what happens throughout the year.
- The kick-off may be the pancake breakfast because that is one of the first annual events.
- The documentation will be enriched by Abby Baines a trained gifted archivist who will teach the committee how to document in various ways. Linda Avis Scott will assist,
- Funding: Received some support from town meeting: Hopes that town groups and entities will find their own funding. Much of the celebration will be a volunteer thing.
- Grant from Shutesbury Education Foundation
- Suggested donations of glasses, t-shirts.
- Slogan: "Always cooler."
- Contact information slips distributed.

School Committee Chairman Michael DeChiara:

101005 Select Board All Boards 5

- The School is thriving – thanks to the town for continued support.
- Enrollment is down, staff is stable, and teacher contract negotiations are up for renewal.
- Since all 5 Union 28 towns will be renegotiating contracts it will be helpful to get started early.
- The Principal’s multi-year contract should be settled soon.
- Thanks to the Town Buildings Committee the school is being maintained responsibly. It was painted and had windows replaced this summer.
- Regional Schools: The Regional School Committee agreed to conduct a superintendent search.
 - The decision should be made in January.
 - The \$50,000 to \$60,000 cost to conduct the search will be divided up amongst the towns.
- Union 28: Recently retired Charlie Paulin’s title will be changed to Director of Administration and Operations. Becky is the town’s representative to the search committee.
- Union 28 agreed last year to be consistent with our town’s vote for a Cost Of Living Allowance.
- The Shutesbury Education Study Committee will look at how to best sustain quality education.
 - Pelham has created a similar committee and will announce its outcome in May.
 - Leverett will create a similar committee soon.
 - The Committees’ work is relevant because Amherst has discussed pulling out of Union 26 (Amherst-Pelham, K-6) which could change things.
 - Last fall Amherst talked about 6th graders going to middle school which influences our 6th grade, and would require an amendment to the regional agreement.
 - Shutesbury would have to decide if we want to do it.
 - It must be voted positively by all 4 towns.
 - Elaine: The Study Committee will have Ron Berger speak on quality education on Oct. 19.
 - In 1993 Ron wrote a proposal for a hands-on learning experiential middle school.
 - It’s hard to go further, without the involvement of other towns.
 - Shutesbury invited both Pelham and Leverett to attend the October 19 presentation.
 - Everyone is invited to come and participate in the meeting; want the town involved.
 - Forums will be held throughout the fall and spring. Meetings will end at 9 PM.
 - Want a “well-vetted” concept so that by town meeting, people will know about it, the pros and the cons and be ready to move forward.

Planning Board Chairman Deacon Bonnar Land Use:

- The slowed economy has limited the requests to re-draw lot lines.
- There have been no open space design projects since the 2008 zoning bylaws were passed.
- The Planning Board is hopeful that any legal challenges will take place in Harwich where they have adopted almost verbatim open space zoning in a water district.
- Referring to a letter regarding state Department of Conservation and Recreation (DCR) forest policy: The letter may be the inevitable result of a political situation. It is not useful to take up the issue.

Becky: We’re a forest community; therefore it is important to have a discussion regarding these initiatives.

- Discussion has been occurring since 2009 as a forest visioning process.
- There are lots of different viewpoints on the subject: We can learn from each other.
- It has been raised in different areas to be contentious; it doesn’t need to happen here. We can embrace different points of view.
- It doesn’t affect private lands, only public state forests, and not watershed. Much of Shutesbury’s forest is Quabbin watershed.
- Discussion of how much land in Shutesbury would be affected concluded with just what is around the state park and the state forest; about 17 acres of parklands.
- A survey answered by the Select Board just asked general questions.
- Final decisions have not been made.

- We can reasonably expect that forest maintenance will continue at Quabbin.

Conservation Commission member Don Wakoluk: The real concern is how it will affect the forestry industry in the town on public or private lands: Is there anyone in town harvesting on state property?

- How do we use our forest?
- Whatever is done, it will be state-wide.
- The Forest Service has been discussing the “Forest Visioning Process” for a couple of years. Forest Reserves will have no cutting, no people on the property, no maintenance.

Fire Chief Tibbetts: There is a lot of concern amongst the Western Mass. Forest Wardens and Western Mass. Fire Chiefs: He has heard predictions that fire loading could increase the potential for a forest fire to burn a long way across the western part of the state. Walter expressed his concern if no vehicles, no chain saws, no motorized vehicles even for rescues will be allowed in 60% of the forested parts of the state.

- The DCR forest wardens have been cut to “bare bones.”
- We want to really look at this before we support it or not.

More comments included: There has been widespread discussion over a long period of time:

- Preservation is one thing, but doing nothing to even maintain fire roads is too much.
- Some habitat has come back because of maintained forests.
- We need to rely on science and not gut feelings.
- There should be a town-wide discussion.
- There was no room on the survey to make comments.
- The people in the towns didn’t get a good “say-so.”
- Bio-mass issues and pellet stoves may be affecting this visioning.
- What would happen if the Asian long horned beetle or other invasive moved into a reservation?
- “Invasives” could displace the local eco-systems.
- The vision is at a very vague place right now, it doesn’t even say how areas will be designated.
- Collectively as a town we need to list our priorities: What sectors in town are affected?
 - We need to respond to DCR that we are aware of their discussion and these are the things that are important to us.
- Who makes the determinations?
 - **Open Space Committee Chair Janice Stone:** The forest vision plan is on the web:
 - There are several pages of descriptions for each type of land use.
 - The state will make the decisions: all will be done at the state level.
 - There is a lot more explanation in the Forest Visioning Plan.
 - Attended 2 of the listening sessions:
 - Things such as vehicles in for emergency were brought up.
 - Questions and discussions are starting to solidify.
 - It is appropriate to write to the Governor and to DCR.

Becky invited people to submit written responses to the plan to the Select Board and then the Select board can write a balanced response to the state. More comments followed:

- **Bill Elliott:** Would like to see a map. He feels it might be a very small area of Shutesbury.
- There’s a rationale for the clear-cutting at Quabbin. They are reviewing their practices.
- Ignore the headlines, let the dust settle, maybe some good will come of it.
- We want more information, we want to provide information, forests are important to Shutesbury.
- Fire fighters provide mutual aid: What happens in other towns like Wendell happens to us.
- One of largest continuous blocks of forest land is right in Shutesbury.
- You have to weigh how this will look in 20 to 50 years.
- If maintenance is ignored areas could become useless with invasives.
- This will be what the state can handle financially. There are some forests in the state that have not been managed at all. There’s no money to manage the forests.

- It would be a terrible idea to just let everything go.
- Looking out to the western part of our country: We're lucky to have the forests that we do. You do have to have some forest management for invasives.
- Biodiversity is important: There are microbe species on the forest floor.
- The DCR is very strict about logging practices.
- Chapter 61 requires a forest management plan.

Conservation Commission member Donald Wakoluk:

- The Commission is developing a generic Notice of Intent (NOI) for the Highway Department that outlines the things that they do and do not need a permit for, so they won't have to file an NOI every time they need to dig a ditch. It also will serve as a blueprint for private roads and for the Lake Wyola Roads Committee.
- Working on signs and re-building trails at Lake Wyola.
- Developing a canoe launch for the Merrill Drive conservation area – a demonstration area for what a buffer should look like to preserve embankments around the Lake
 - Property owners need to apply for a permit to weed-whack the lake banks.

Open Space Committee Chairman Janice Stone:

- The 3 active Committee members are updating the Open Space Plan.
 - The mapping is dragging on due to “Z-lots”: They don't meet GIS standards.
 - When trying to identify the Chapter 61 lots Z-lots are “sticklers.”
- Sue Essig represents the Open Space Committee on the CPC and is helping develop the Open Space priorities for that committee.
- A common sense recommendation when talking about land to be protected is to protect land that might become developed out of an otherwise contiguous larger open space lot.

Becky: For the Farm & Forestry Committee will be meeting on October 14 will report to the All Boards Committee next year.

George Arvanitis for the Personnel Board:

- April Stein and George Arvanitis are the newest members.
- One major project has been the managers' self-evaluation form and the setting of goals for department managers.
- Working on the Employee Handbook.
- There will be a department head meeting at the beginning of November.

Town Clerk Leslie Bracebridge:

- November 2 state election details.
- Open meeting law - finalized regulations as of October 1:
 - Everyone is learning together.
 - Distributed FAQ's including wording for agendas allowing committees to discuss “topics that the Chair did not reasonably anticipate would be discussed.”

Elaine thanked everyone for their very hard work with a special thank you to Becky. She comes up at 7:30 AM and leaves at 10 PM at night. We are very lucky to have such a dedicated Town Administrator.

Becky: The October 26 Special Town Meeting:

- Will spend \$140,000.
- The “Stretch Code”, converging with 2009-2010 Massachusetts Building Code, will be voted:

- Not a 100% recommendation from the Building Committee on adopting the “Stretch Code”.
- There will be a public forum on October 21.
- One article requests that Shutesbury become an official municipal lighting plant in order to get fiber optic cable to go the very last mile. It’s a “big deal;” like electricity coming to Shutesbury.
- Weezie Houle is the most well-versed resident on the proposal.
- Go to the Wiredwest.net website for more information.
- It needs a 2/3rds vote.
- 50 gigabytes to your house.
- It’s a 2-step process: Within 13 months the town has to pass a second article to form the lighting plant and then join a non-profit with 47 other towns.

The All Boards meeting adjourned at 9 PM, the Selectmen continued their meeting:

- 1. The Select Board unanimously voted to sign library event forms for Thursday evenings for a community talk about teens and social networking, and for needle and felting workshops, and a Friday pumpkin carving workshop.**
- 2. The Select Board unanimously voted to sign the warrant for the November 2 election and the warrant for the October 26 Special Town Meeting.**
- 3. The Select Board unanimously voted to appoint Elaine Puleo to represent Shutesbury for the Union 28 salary contract negotiations.**
- 4. The Select Board discussed, but did not change their November meeting dates.**
- 5. The Select Board unanimously voted to appoint Al Springer as their representative to the Police salary only negotiation committee.**
- 6. Becky summarized the “Stretch Code” article for the Finance Committee recommendation:**
 - Alternative Energy initiatives: A HERS (Home Energy Rating System) rater evaluates building plans for green elements.
 - A plan must receive a certain amount of points to be approved.
 - As the building progresses they do a “blow-door” test and measure for air leaks.
 - There will be a sufficient number of HERS raters available.
 - The cost for HERS raters averages \$900. The offset is in energy savings over the life of the home; you win in the long run.
 - The municipal financial interest is becoming a Green Community.
 - The 2009 Building Code that came into effect in July is converging with the Stretch Code.
 - It is predicted that when the next Building Code comes out it will surpass the current Stretch Code.
 - Leverett, Greenfield and Wendell have all passed it.
 - It’s a policy push toward energy efficiency in homes so overall we start to use less energy.
 - The town becomes eligible for the Green Communities pot of money from the National Grid accrued for carbon-trading shares payments.
 - Easthampton got \$181,000.
 - It opens up the town for funds for new town energy projects.
 - It will apply to the new part of a home for additions and owners will have to bring the old portion of the home up to “Stretch Code” standards also only if the new part is open to the old part.
 - The Building Inspector is responsible process but the owner brings in the HERS rater.
 - It’s multi-step plan: The middle test catches leaks and make adjustments, before the home is finished.

- The performance test is the bottom line. If you can figure out how to make it work you can do it.
- The 2009 Building Code will tell what you have to do, the Stretch Code provides for options.

&. A discussion concerning Franklin County Retirement was put off until the next meeting.

The Select Board adjourned at 9:30 PM.

Respectfully submitted,

Leslie Bracebridge
Administrative Secretary