

## **Shutesbury Board of Selectmen Wednesday May 21, 2014 Meeting Minutes**

Members present: Chairwoman Elaine Puleo and members Al Springer and April Stein.

Also Present: Town Administrator Rebecca Torres, Administrative Secretary Leslie Bracebridge recording.

Meeting opened at 7:30 A.M. at the Shutesbury Town Hall

### **Appointments**

**Police Chief Harding: Not present.**

### **Topics**

1. **Executive Session:** At 8:27 AM a motion was made and seconded to enter into executive session for reason number 3: to discuss strategy with respect to litigation because an open meeting might have a detrimental effect on the litigating position of the public body, regarding a Conservation Commission legal issue, and to re-open in public session following the executive session: Springer: aye, Stein: aye, Puleo: aye. At 8:29 AM the Board of Selectmen resumed open meeting.
2. **Executive Session:** At 8:24 AM a motion was made and seconded to enter into executive session for reason number 3: to discuss strategy with respect to litigation because an open meeting might have a detrimental effect on the litigating position of the public body, regarding a salt legal issue, and to re-open in public session following the executive session: Springer: aye, Stein: aye, Puleo: aye. At 8:27 AM the Board of Selectmen resumed open meeting.

### **Select Board Action Items**

1. Selectmen unanimously voted to approve William Mick's annual Common Victuallers license for his hot dog stand at Lake Wyola.
2. Selectmen signed payroll warrants totaling \$90,755.14.
3. Selectmen signed vendor warrants totaling \$113,134.59. Due to bank refinancing, some property taxes were paid twice and checks are being sent to return the payments.

### **Topics the Chairman Could Not Reasonably Have Anticipated**

#### **1. April reported on progress of the Water Resources Committee:**

- a. Three possible well sites have been identified: behind town hall, Lot O-32, and the Shutesbury Athletic Club, if approvals are received on those 3 locations.
- b. The Committee is considering a possible site on Cowls property. Sites need to be easily accessible with drilling equipment from the street.
- c. The original plan was for up to 6 wells along the ridge at \$5,000 each.
  - i. Though not at the top of the ridge, Lot O-32 was selected to monitor water part way down the ridge.
  - ii. Fewer wells allow for the addition of "sister" shallow wells beside the deep wells which could be used to compare water quality.
- d. Other budget considerations: The data-loggers will cost more than initially anticipated. The wells less - \$4,000/well rather than the original \$5,000/well.
- e. Water Resources Committee member Paul Lyons will meet with Selectmen to review the Committee's evolving plans.
- f. There is already a well at the state beach.
- g. Original funding didn't pay for water quality testing. Right now the Committee is planning for water quantity research only. This research will go on for 25 years. Water quality may be considered important in the distant future.

- h. Water quality would be related to the need for waste-water treatment. Once considered a need at the Lake, wastewater treatment has been shown not to be needed there. The quote for wastewater treatment facility at the Lake ran \$6 million 10 years ago. There was also the question of where a treatment plant would be put and where the wastewater would go?
  - i. A side interest of the Water Resources Committee: Once a year people at the lake are encouraged by the Board of Health to voluntarily have their water tested, for \$35 per well. At that location the Board is watching for septic pollution. Perhaps the Board of Health would look toward doing that for the entire town to determine how clean wells are and if all the nitrates are being flushed out. It's not an immediate issue, but looking long-term. In towns with waste-water treatment sites, water is being tested all the time; but not in towns like Shutesbury with private wells and septic systems.
  - j. Al: Raised a concern about "big brother" telling us that we must test our wells. April responded that water testing would be strictly voluntary.
2. **Elaine gave 3 updates from the May 19 Emergency Management Team meeting:**
- a. Lake Wyola Dam Consulting Engineer Morris Root is still behind on Shutesbury's **Emergency Action Plan updates** to the Office of Dam Safety (or MEMA?) due to the immediate demands on his time from other towns affected by Hurricane Irene.
    - i. Morris has submitted some materials, but not all required materials.
    - ii. The concern with changing consultants for one with more time is that Consultant Root would still have to update a new consultant with all of the history of the Lake Wyola Dam data anyway.
    - iii. Becky will follow-up on the status of Shutesbury's reporting obligations.
  - b. Emergency Management Director (EMD) Tibbetts has been looking into the **federal surplus property program** with Selectman-elect Mike Vinskey and resident Bill Wells as an outcome of the pre-town meeting Select Board teas:
    - i. EMD Tibbetts has looked through the federal surplus property lists and reported there is everything imaginable available on the list, in all levels of condition.
    - ii. The property is sold for 3% of its current value plus the buyer must pay for transportation, from shipping by UPS all the way to driving a newly purchased vehicle to Shutesbury from the location from which it is available.
    - iii. Property cannot be tagged until the town is registered with the program. The paperwork will be prepared for Select Board signatures.
    - iv. The more departments listed on the application as interested in federal surplus the higher priority score for the town, so many will be listed including Highway, Fire Police, Conservation and Administration.
    - v. The surplus property list is updated daily. The best items get tagged quickly, which "freezes" the item for the tagger.
    - vi. The concern is how the cost of transportation would be funded:
      - 1. Smaller things could be packaged and sent UPS.
      - 2. Where could a transportation line be put in the budget for larger items? Elaine suggested the Finance Committee reserve funds are a possibility and the potential purchasing department would then have to go to the Finance Committee to review the purchase and the method of payment to get the item to Shutesbury.
      - 3. Elaine gave the examples of: 1. A \$50,000 truck for \$1500, plus the cost for someone to go look at it, and bring it back if it seemed like a smart purchase. 2. A radio would be simple to research online and have packaged and shipped if deemed worth the 3% cost.

- vii.** We need a team to look at the federal surplus supplies lists daily for items from town departments' pre-determined needs lists. The items have to be tagged quickly because the best items go so quickly. We need someone who wants to do this. Perhaps Selectman-elect Vinsky, or Bill Wells could be appointed to this task? EMD Tibbetts was thinking that he would be the purchasing designee.
  - viii.** Becky: The example of the pick-up truck is nice because we need one; she cautions for balance against purchasing something that we don't need but that would be nice, because everything has to be stored somewhere and maintained.
  - ix.** Elaine: Each department would put what it is looking for on the list. We could go through Capital Planning Committee in advance for items of a certain dollar amount.
  - x.** Becky: Why are we shopping for things we don't need?
  - xi.** Elaine: A department might not be desperate for a \$1,000 radio, but if one became available for \$30, it would be money well spent. A major item would have to be on the capital plan. "This is evolving." Once the paperwork is cleared through the state, we need to designate a person. These three people have done the research into the surplus program. There should also be a discussion of this with the Select Board, Finance, and Capital Plan Committees.
  - xii.** April: It's complicated. How does it fit into the purchasing structure of the town?
  - xiii.** Becky: Once you start stockpiling for future use, you have to be able to store stuff. Becky gives the example of no place to store the town hall sign, or the library circulation desk purchased a decade or more ago, for the new library, which is stored in the town hall downstairs storage room. Leslie adds that she's observed over the years, as each new committee and position is created, there is need for more office and storage space at town hall. The town hall closets and rooms are full.
  - xiv.** Elaine : It's going to be like going to a tag sale: Would we use it? Is it worth the price? We shouldn't be stockpiling things not already on the radar. There are wanted items that federal surplus could be used for that departments don't have the money to purchase.
  - xv.** Becky: This is coming from the Chair of the Selectboard as if it's already policy, before the Capital Planning and Finance Committees have had input.
  - xvi.** Elaine: These 3 people have taken the initiative to gather information about it to bring to the committees. It is not policy. It came to Elaine's attention at the Emergency Management Team meeting and she is bringing it to the Select Board's attention.
  - xvii.** Elaine: We need to think about how to finance transportation. Elaine applauds the 3 people for doing the legwork. They're coming to us with questions and issues. They're not going to set policy. To get the information, someone has to do the legwork.
  - xviii.** Al: Sooner or later, we're going to need a "gator." With all the trails in the woods, someone will fall and break a leg and we will need an all terrain vehicle to get them out of the woods. Three percent of a \$20,000 gator is \$600. We need a way to get to people who are out walking.
  - xix.** April: As long as we are going through the correct process.
  - xx.** Becky: Where are we going to put a temporary structure to house the items?
  - xxi.** Elaine: We need a discussion on accumulating things.
- c. Emergency Management Performance Grants for 2013 and 2014 have been folded together:
- i. Many of the items that the Team feels necessary for emergency planning were not on the allowable items list.

- ii. Some of the most urgent supplies that were on the list included: Uninterrupted power supplies for electronics, and a portable generator for the dam house for emergency work there, and that could potentially be brought to the Lake Wyola Association building to provide shelter for people in the Lake area if they couldn't get to the school shelter. The grant application is due by the end of May.
3. **Selectmen asked for an update on the knotweed concern:** Town Administrator would need to put a meeting of interested people together. The parties interested in the fall left any future work up to the Select Board. If the project would be sponsored by any existing town department, it would probably be the Conservation Commission. The Conservation Commission usually meets on Thursdays. Elaine and April voiced interest in attending a knotweed discussion.
  4. **Selectmen received copies of an application for buying and selling used cars at 361 Montague Rd. and copies of the state statute referring to such a business:**
    - a. Would such a business be compliant with Zoning Bylaws? Would a Special Permit be needed? If so, which comes first, the license or the Special Permit? Would the public hearings be combined?
    - b. Leslie's understanding is that there are 3 kinds of auto dealers' licenses: Class I: new cars, Class II: used cars and Class III: used cars for parts resale. Shutesbury only has a Class III license so far. Though the Select Board typically votes to waive the public hearing for the existing annual license renewal, Leslie feels the statute requires the Select Board to hold a public hearing for a new license.
    - c. April: Residents on the road would want to attend a public hearing.
    - d. Can Montague Road handle the business?
    - e. A lot of town departments will need to be consulted.
    - f. Right now the business is described as a small office in the home and 2 portable car ports. What is the potential for the business to outgrow the space?

The Select Board **adjourned at 8:31 A.M.**

Respectfully submitted,

Leslie Bracebridge  
Administrative Secretary