

Shutesbury Board of Selectmen Wednesday June 20, 2012 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.

Chairman Puleo opened the meeting at 6:30 P.M. at the Shutesbury Town Hall

Appointments

Police Chief Harding: Was not present.

Topics

1. Annual Appointments:

- **Selectmen unanimously voted to appoint and re-appoint officials for FY 13 as attached.**

2. Select Board vote a Chairman:

- **A motion was made, seconded and unanimously voted that Elaine Puleo be Chairman of the Board of Selectmen for the coming fiscal year.**

3. Fire Station Remediation – Update of Oxidation Remediation/time table

- Selectmen received videos and photos of the June 14 procedure.
- Shutesbury will receive quarterly progress reviews for the next 18 months.
- Water tests were conducted yesterday.
 - The groundwater is getting warmer which indicates oxidation remediation is working.
 - It will take 2 to 3 months before the tests will show progress.

4. Projects:

- Selectmen will schedule an All Boards meeting for September.
- The Farmers Market needs more farmers, good local growing soil and more traffic flow.
 - Having the Library open during the Farmers Market brings in some customers.
 - There are no more pony rides.
 - To bring products to the Farmers Market is a big time commitment.
- **A medical ride-share will be developed for senior citizens.**
 - Insurance will be reviewed and
 - Drivers coordinated.
- **The south west lower level room of town hall** will soon be cleaned out and prepared for resumed use as a senior lounge.
- **Old Town Hall use possibilities:**
 - There is a possibility that the kitchen, bathroom area of the Old Town Hall could be cleaned out and reused as a storage area for trash bags and recycling containers.
 - Elaine: Would like to refurbish the old Town Hall as a museum where Selectmen meet.
 - It's a waste to have a historic place unused.
 - The back should be ripped off and renovated.
 - It's a learning place for kids.

Select Board Action Items

1. Sign FY 13 PAF's:

- **Selectmen unanimously voted to sign Personnel Action Forms (PAF's) for the coming year.**

2. Selectmen signed payroll warrants totaling \$106,195.18.

3. Selectmen signed vendor warrants totaling \$108,069.87.

4. Sign Contracts: Review of the Ratified Police Union /contract:

- a. Redo wage scale steps: It was after the 1st 500 hours there was a 3% increase and at 1000 hours there was another 3% increase for officers, and then for Sergeant as well. A full time officer if made Sergeant could see a 12-15% increase in a single year; COLA only after that.
 - b. The new system is steps for 6 years at 1% with COLA for 3 years at 2%.
 - c. The Sergeant will not get to take a vehicle home regularly.
 - d. New officers will get a seasonal uniform. At the end of probation they will get their remaining clothing allowance.
 - e. The Call to Duty will remain unchanged.
 - f. Longevity was not added because it is already in the Personnel Bylaw.
 - g. There will be a \$2 increase from \$40 to \$42/hour for details.
 - h. Private duty minimums were set at 4 hours, 6 hours and 8 hours.
 - i. The contract will be re-opened in 3 years, but the steps at 1% were set for 6 years.
 - j. To be eligible for a step increase an officer will be required to be available at least 1 shift/week.
 - **Selectmen agreed to meet on Friday, June 29, 2012 at 8 AM in order to sign the Police Union Contract.**
- 5. Selectmen unanimously voted to approve the June 6, 2012 meeting minutes as written.**

Topics the Chairman Could Not Reasonably Have Anticipated

- 1. Elaine took a call from Lakeview Road resident Darryl Cupak:**
 - Concerned about pedestrian teenagers walking three abreast around the sharp narrow corner on Lakeview Road in low sunlight which could blind drivers' vision of pedestrians.
 - The Highway Department has trimmed the vegetation back. Mr. Cupak would like even more cutting, but much of the vegetation is on private property.
 - Elaine will go down and observe the situation.
- 2. Recording Secretary and Business Representative of Teamsters Local 404 Ralph Galarneau stepped into the meeting and announced that the police union contract was ratified by the officers.**
- 3. Following a question, Becky offered to research if a Harbor Master is an appropriate position for Shutesbury's Lake Wyola.**

The Select Board **adjourned at 8:15 P.M.**

Respectfully submitted,

Leslie Bracebridge
Administrative Secretary

TOWN OF SHUTESBURY, MASSACHUSETTS
APPOINTED OFFICIALS: JULY 2011 – JUNE 2012

Terms commence on the date determined by the Selectboard, but no sooner than July 1, and end on the date determined by the Selectboard, but no later than June 30 of the year indicated, unless otherwise noted. **Bold lettering of title** indicates the position receives a salary or stipend.

All Terms End

<u>Office/Board/Committee</u>	<u>Term Length</u>		
	<u>By June 30</u>	<u>Up to:</u>	
Accountant			
Gail Weiss	2013		(3 yr)
ADA Committee			
ADA Coordinator is Town Administrator (non-voting)			
Martina Carroll, Chair	2013		(3 yr)
Matt Foster	2014		(3 yr)
Marilyn Tibbetts	2012		(3 yr)
Administrative Assessor			
Kenneth Holmberg	2012		(1 yr)
Assessors' Clerk			
Lynda Grybko	2012		(1 yr)
Board of Assessors			
Amanda Alix, Chair	2012		(3 yr)
Vacancy	2014		(3 yr)
Stephen Schmidt	2013		(3 yr)
Administrative Secretary			
Leslie Bracebridge	2012		(1 yr)
Animal Inspector (By statute, term is May 1-April 30)			
Denise Chiminiello	4/30/2012		(1 yr)
Nancy Long (for quarantines & barn book)	4/30/2012		(1 yr)
Building Inspector – (paid and administered by FRCOG/Franklin County Cooperative Inspection Program , not directly by town)			
James D. Hawkins, Inspector of Buildings	2012		(1 yr)
James Cerone, Local Inspector	2012		(1 yr)
Capital Improvement Planning Committee (Membership bylaw: “1 member from the Finance Committee, 1 school representative, the Town Treasurer and 2 members at large. In the event that the Town Treasurer is not a resident of Shutesbury, the Finance Committee shall have two representatives and the Treasurer will be an ex-officio staff member without the right to vote. The Town Administrator shall be an ex-officio staff member without the right to vote. The committee shall choose its officers.”)			
Rebecca Torres – (Town Administrator, ex-officio non-voting)			
Gabriele Voelker – (Treasurer, ex-officio non-voting)			
Ellen McKay – Chair (Community-at-Large)	2012		(1yr)
Frederick “Rus” Wilson – (Finance Committee Rep.)	2012		(1yr)
Gary Hirschfield - (Finance Committee Rep.)	2012		(1yr)
Jeff Quackenbush - (Community at Large)	2012		(1yr)
Vacancy - (School Committee Rep.)	2012		(1yr)
250 th Celebration Committee			
Janis Gray, Co-Chair	2012		(3 yr)
Maryelise Lamet, Co-Chair	2012		(3 yr)
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Linda Lau	2012	(3 yr)
Linda Scott , Secretary	2012	(3 yr)
Karen Traub	2012	(3 yr)
Rose Dawson	2012	(3 yr)

Cemetery Grounds Keepers: Intermittent

Nancy Dihlmann	2012	(1 yr)
Central Franklin County Veterans District Representative		
Theodore Cumberledge	2012	(1 yr)
Albert Springer, Assistant	2012	(1 yr)

Community Preservation Committee (Nine voting members pursuant to MGL Chapter 44B, Section 5: 1 member designated by the Conservation Commission, 1 member designated by the Historical Commission, 1 member as designated by the Planning Board, 1 member in the capacity of a member of a housing authority, appointed by the Selectmen, 1 member of the Select Board in the absence of a board acting in the capacity of or like duties of a Parks Commission, 1 member designated by the Open Space Committee, 1 at-large member appointed by the Selectmen, 1 Recreation Committee member, and 1 Finance Committee member.)

Vacancy (Conservation Comm. Rep.)	2012	(3 yr)
Susan Personette (Planning Board Rep.)	2014	(3 yr)
Vacancy (Finance Comm. Rep.)	2012	(3 yr.)
Leslie Bracebridge (Historical Comm. Rep.)	2014	(3 yr)
Al Springer (Select Board Rep./Parks Comm.)	2013	(1 yr)
Rita Farrell (Member of a housing authority)	2012	(3 yr)
Donald Fletcher (Community-at-large Rep.)	2014	(3 yr)
Vacancy (Recreation Committee Rep.)	2013	(3 yr)
Susan Essig (Open Space Committee Rep.)	2013	(3 yr)

Constables

Marilyn Tibbetts (Elected)	2013	(1 yr)
Paul Vlach	2012	(3 yr)

Conservation Commission (5 member commission)

Gail Fleischaker	2012	(3 yr)
Vacancy	2012	(3 yr)
Penny Jaques	2014	(3 yr)
Jeffrey Ragle	2013	(3 yr)
Vacancy	2013	(3 yr)

Conservation Commission Clerk

Linda Avis Scott	2012	(1 yr.)
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Council on Aging (5 member Council)

Muriel Gross, Chair	2013	(3 yr)
Judy Gross Makepeace	2012	(3 yr)
Vacancy	2014	(3 yr)
Marilyn Tibbetts	2013	(3 yr)
David Dann	2012	(3 yr)

Cultural Council (7 member Council - Mass Arts Lottery Council requires members take a year off after serving 2 full three year terms.)

Susan Hanna	2014 (2 nd term)	(3 yr)
Richard "Roo" Trimble	2014 (2 nd term)	(3 yr)
Rory Valentine	2014 (1 st term)	(3 yr)
Colleen Kelly	2012 (2 nd term)	(3 yr)
Veronica Richter	2012 (2 nd term)	(3 yr)
Ellen Kalt	2014 (2 nd term)	(3 yr)
Laura Sylvester	2014 (1 st term)	(3 yr)

Custodian

Michael Reskie	2012	(1 yr)
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Dog Officer

Nancy Long	2012	(1 yr)
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Eastern Franklin County Regional Health District Representative (Appointed by the Board of Health)

William Elliott	2012	(1 yr)
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Electrical Inspector (compensated thru fees)

Maurice Gregoire	2012	(1 yr)
James Slowinski, Alternate	2012	(1 yr)
Paul Chouiniere, Alternate	2012	(1 yr)

E-911 Coordinator

Michael Friedman	2012	(1 yr)
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Emergency Dispensing Site Planning Committee (created May 26, 2009)

William Elliott (Bd. Of Health)	2012	(1 yr)
Catherine Hilton (Bd. Of Health)	2012	(1 yr)
Robert McCormick (Bd. Of Health)	2012	(1 yr)
Walter Tibbetts (Emergency Management Dir.,EMD)	2012	(1 yr)
Thomas Harding (Police Chief & Assistant EMD)	2012	(1 yr)
Brenda Franck (Community-at-large)	2012	(1 yr)
Edith Hunsberger (Community-at-large)	2012	(1 yr)

Emergency Management Team

Walter Tibbetts Fire Chief & Emerg. Mgt. Dir.	2013	(3 yr)
William Elliott Elected Board of Health Chairman	2013	(3 yr)
Thomas Harding Police Chief	2014	(3 yr)
April Stein Board of Selectman	2013	(3 yr)
Al Springer Board of Selectmen member	2014	(3 yr)
Elaine Puleo Board of Selectmen member	2012	(3 yr)
Timothy Hunting Highway Superintendent	2014	(3 yr)
Rebecca Torres Town Administrator	2012	(3 yr)
Michael Friedman E-911 Coordinator	2013	(3 yr)
Robert Mahler Elementary School Principal	2013	(3 yr)

Energy Committee

Mark Tuominen	2012	(1 yr)
Larry Hunter	2012	(1 yr)
Clark Sylvester	2012	(1 yr)
Craig Marden	2012	(1 yr)
Stephen Rice	2012	(1 yr)
Bruce Davidson	2012	(1 yr)
Susan Reyes (Energy Committee Associate, non-quorum)	2012	(1 yr)

Ethics Commission Liaison

Leslie Bracebridge (as Town Clerk)	2012	(1 yr)
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Farm and Forest Commission (Established at the 5/2/09 ATM. 5 members appointed by Selectmen, all town residents and at least 3 engaged in the pursuit of agriculture or forestry.)

Rebecca Torres	2012	(3 yr)
Wm Levine	2014	(3 yr)
William Wells	2013	(3 yr)
Sarah Shields	2012	(3 yr)
Susan Rice	2013	(3 yr)
Deacon Bonnar (Associate)	2014	(3 yr)
Kathy Carey (Associate)	2012	(3 yr)

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Finance Committee (Moderator appointed, 7 member committee no more than 3 consecutive full terms)

Marie Houle, Secretary	2014	(3 yr)	start 7/1/2009
Eric Stocker	2014	(3 yr)	restart 7/1/2011
Lori Tuominen	2013	(3 yr)	start 2006
George Arvanitis	2013	(3 yr)	start 7/1/2009
Allen Hanson	2012	(3 yr)	start 7/1/2011
Frederick "Rus" Wilson	2012	(3 yr)	start 8/15/2003
Gary Hirshfield	2014	(3 yr)	start 7/1/2009

Fire Department

Walter Tibbetts, Fire Chief & Emerg.Mgt.Dir.	2012	(3 yr)	
Marilyn Tibbetts, Secretary	2012	(1 yr)	
George Davies, Captain	2012	(1 yr)	
Dale Houle	2012	(1 yr)	
Chris Hasbrouck, Captain	2012	(1 yr)	
Leonard Czerwonka	2012	(1 yr)	
Stuart Richter	2012	(1 yr)	
Sean Sawicki	2012	(1 yr)	
Daniel Emerson	2012	(1 yr)	
Collette Schmidt	2012	(1 yr)	
Michael Reskie	2012	(1 yr)	
Benjamin Caulton	2012	(1 yr)	
Forest Warden (Appointed by Fire Chief)			
Currently performed by Fire Chief	2012	(1 yr)	

Franklin Regional Planning Board Representative (Select Board Representative)

Rebecca Torres	2012	(1 yr)	
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Franklin County Cooperative Inspection Program Representative

Dale Houle	2012	(1 yr)	
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Franklin Regional Council of Governments Representative

F. Ellen McKay	2012	(1 yr)	
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Franklin Regional Transit Authority Advisory Board Representative

Marilyn Tibbetts	2012	(1 yr)	
Rebecca Torres (Select Board Delegate)	2012	(1 yr)	

Gate and Dam Keeper

Howard Kinder	2012	(1 yr)	
Kevin Young, Assistant	2012	(1 yr)	

Hazardous Waste Coordinator

Vacancy	2012	(1 yr)	
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Historical Commission (7 member commission)

Julie Taylor, Secretary	2012	(3 yr)	
Joanna Hayes	2013	(3 yr)	
Leslie Bracebridge	2014	(3 yr)	
Barbara Goodhind, Chairwoman	2013	(3 yr)	
Karen Czerwonka	2012	(3 yr)	
Marilyn Tibbetts	2013	(3 yr)	
Stephen Puffer	2012	(3 yr)	

Highway Department

Timothy Hunting, Superintendent	2012	(3 yr)	
Robert Spaulding, Equipment Operator	2012	(1 yr)	
John Field, Equipment Operator	2012	(1 yr)	
Kenneth Wildman	(seasonal)		

Lake Wyola Advisory Committee (ad hoc)

William Elliott, Board of Health Rep.	2012		(1 yr)
J. April Stein (Selectboard Rep.)	2012		(1 yr)
Leo Riendeau	2012	(1 yr)	
John Gory	2012		(1 yr)
David Green, Chairman	2012		(1 yr)
Terry Smith	2012	(1 yr)	
Mark Rivers	2012	(1 yr)	
Vacancy (Conservation Comm. Rep.)	2012	(1 yr)	
Vacancy (Planning Board)	2012		(1 yr)

Lake Wyola Dam Management Committee (First appointed October 7, 2003)

Vacancy, Chairman	2012		(1 yr)
Mark Rivers	2012		(1 yr)
Leo Riendeau	2012		(1 yr)
Paul Lyons	2012		(1 yr)
Howard Kinder, Gate & Dam Keeper	2012		(1 yr)
Richard Brazeau (Representing Leverett)	2012		(1 yr)
Walter Tibbetts (Emergency Mgt. Dir.)	2012		(1 yr)

Library

Mary Anne Antonellis, Director	2012		(1 yr)
Susan Millinger, Substitute	2012		(1 yr)
Jessica Carlson-Belanger, Substitute	2012		(1 yr)
Sally Fairfield, Assistant Librarian	2012		(1 yr)
Linda Avis Scott, Substitute	2012		(1 yr)
Patrick Borezo, Substitute	2012		(1 yr)
Wendy Pearson, Substitute	2012		(1 yr)

Memorial Day committee

Anne-Marie Kenerson	2012		(1 yr)
Laurey Kenerson	2012	(1 yr)	
Theodore Cumberledge	2012		(1 yr)
Al Springer	2012		(1 yr)

Municipal Lighting Plant Manager and Delegate to Wired West Coalition (Position created 6/7/2011)

Rebecca Torres	2012		(1 yr)
Alternate Delegate to Wired West Coalition:			
Marie Louise "Weezie" Houle	2012		(1 yr)

New Library Fundraising Committee (Created 9/7/2010; composed of 3 community at large members, 2 Library Trustees and 2 Friends of the M.N. Spear Memorial Library)

Susan Mosher, Chairman Community-at-large	2012		(1 yr)
George Arvanitis, Community-at-large	2012		(1 yr)
Jennifer Davies, Community-at-large	2012		(1 yr)
Karen Traub, Library Trustee	2012		(1 yr)
David Wheeler, Library Trustee	2012		(1 yr)
Jane Urban, Friend of the Library	2012		(1 yr)
Marie Louise "Weezie" Houle	2012		(1 yr)

Newsletter Committee

Janis Gray, Editor	2012		(1 yr)
Leslie Bracebridge, Town Hall Liaison	2012		(1 yr)

Open Space Committee

Susan Essig	2012		(1 yr)
Janice Stone	2012		(1 yr)

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Susan Steenstrup	2012	(1 yr)
Veronica Richter	2012	(1 yr)
Personnel Board (5-member, Finance Committee selects a Rep., Select Board selects a Rep., Moderator appt. 3 community at large, no member shall be an employee of the town or under direction of the School Committee, Town Administrator is non-voting.)		
Kathy Carey	2014	(3 yr) Moderator Appoints
Ralph Armstrong	2012	(3 yr) Moderator Appoints
Vacancy	2013	(3 yr) Moderator Appoints
George Arvanitis (Fin. Comm. Rep.)	2012	(3 yr) Fin. Comm. selects
April Stein (Select board Rep.)	2013	(3 yr) Select Board appoints
Becky Torres, Town Administrator, ex-officio	2012	(3 yr)
Plumbing and Gas Inspector (compensated thru fees)		
John Letourneau	2012	(1 yr)
Police Department		
Chief Thomas Harding (Asst. Emerg. Mgmt. Dir.)	2014	(3 yr)
Ofc. Don Robinson, PartTime	2012	(1 yr)
Ofc. Mike Gelinas, Part Time	2012	(1 yr)
Ofc. Mark Shlosser Part Time	2012	(1 yr)
Sgt. Justin Wall, Full Time	2012	(1 yr)
Recreation Committee		
Richard Ferro	2012	(1 yr)
Recycling/Solid Waste Committee		
Nancy Dihlmann	2012	(1 yr)
Karen Czerwonka	2012	(1 yr)
J. Gary Bernhard, Recycling Coordinator	2012	(1 yr)
Meryl Mandell	2012	(1 yr)
Ronald Essig	2012	(1 yr)
Stephen Rice	2012	(1 yr)
Paul Vlach	2012	(1 yr)
Benjamin "Mino" Caulton	2012	(1 yr)
Gail Fleischaker	2012	(1 yr)
Michael Baines	2012	(1 yr)
Registrars of Voters (appts. run 4/1-3/31, Governed by M.G.L. Ch. 57 §15)		
Leslie Bracebridge, as Town Clerk (U)	3/31/2014	(3 yr) (not appointed)
Marilyn Tibbetts (R)	3/31/2014	(3 yr)
Linda Jacobson (D)	3/31/2013	(3 yr)
Ruth Todrin (U)	3/31/2012	(3 yr)
Right-to-Know Coordinator		
Vacancy	2012	(1 yr)
Shutesbury-Leverett Broadband Committee		
Shutesbury Members:		
Howell Lee	2012	(1 yr)
Marie "Weezie" Houle	2012	(1 yr)
Leverett Members Appointed by Leverett Selectboard:		
Rob Brooks, Chairman and Connie Peterson Still active???		
Shutesbury Education Study Committee (Created March 18, 2010: One Select Board chosen member, two School Committee chosen members, one Finance Committee chosen member, one School Council member, the Town Administrator and three jointly selected by the Select Board and the School Committee at-large citizens: one with a student in pre-K to 12 th grade and two other residents without children in school.)		
Clifton "Clif" Read, Co-Chair (School Comm. Rep.)		Ad Hoc
Elaine Puleo, Co-Chair (Select Board Rep.)		Ad Hoc
Emily Bloch (Parent with school age child)		Ad Hoc
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Michael DeChiara, (School Comm. Rep.)		Ad Hoc
Eric Stocker (Finance Committee Rep.)		Ad Hoc
Gary Bernhard (Resident without a school age child.)		Ad Hoc
Patrick Callahan (Resident without a school age child.)		Ad Hoc
Jody Brush (School Council Rep.)		Ad Hoc
Rebecca "Becky" Torres (Town Administrator)		Ad Hoc

Shutesbury Elementary School Principal

Robert Mahler

Shutesbury Vexillologist

Al Springer 2012 (1 yr)

Superintendent of Schools (Appointed by Union 28 School Committee)

Joan Wickman

Town Buildings Committee (At least 3 members appointed jointly by the Moderator and Selectboard)

Robert Groves	2012	(3 yr)
Dale Houle	2013	(3 yr)
Alphonse Plaza	2014	(3 yr)
Andrew Webster	2014	(3 yr)

Town Center Committee

Deacon Bonnar	2014	(3 yr)
Barbara Goodhind	2012	(3 yr)
Kathy Carey	2013	(3 yr)
Theodore Cumberledge	2012	(3 yr)
John Darby	2013	(3 yr)
Julie Taylor, Chairman	2014	(3 yr)
Steve Puffer	2014	(3 yr)

Tax Collector/Parking Clerk

F. Ellen McKay 2014 (3 yr)

Town Administrator

Rebecca Torres 2012 (3 yr)

Town Clerk Assistant

Vacant 2012 (1 yr)

Town Counsel

Donna MacNicol 2012 (1 yr)

Treasurer

Gabriele Voelker 2014 (3 yr)

Tree Warden

Thomas Houston 2012 (1 yr)

Deputy Tree Wardens: 2012

Dave Hawkins, Timothy Hunting, Robert Spaulding, John Field (1 yr)

United States Department of the Interior Trail Stewardship Council Representative

Janice Stone 2012 (1 yr)

Kevin Weir 2012 (1 yr)

Veteran's Agent (compensated through Central Franklin County District Department of Veterans' Services)

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Leo Parent	2012	(1 yr)
Warwick 4-Town Citizen Advisory Committee Representative		
Rita Farrell	2012	(1 yr)
Water Resources Committee (Created 8/08/09: Up to 7 members: Board of Health , Planning Board, Conservation Commission, Open Space Committee and Lake Wyola Advisory Committee representatives and 3 Community-at-large.)		
Mark Rivers (LWAC)	2012	(1 yr)
William Elliott (Board of Health)	2012	(1 yr)
Hugh Harwell (Planning Board)	2012	(1 yr)
April Stein	2012	(1 yr)
Paul Lyons (Conservation Commission)	2012	(1 yr)
Al Werner	2012	(1 yr)
Web Committee		
Willa Jarnagin	2012	(1 yr)
Fred Steinberg, Chairman & Webmaster	2012	(1 yr)
Leslie Bracebridge, Town Clerk	2012	(1 yr)
Paul Vlach	2012	(1 yr)
Gail Fleishaker	2012	(1 yr)
<u>Bulk Email Reviewers Following Web Master:</u>		
Town Administrator, Primary		
Town Clerk, Back-up		
Selectboard Chairman, Back-up		
Zoning Board of Appeals (3 member board with 2 alternates)		
Jon Thompson	2013	(3 yr)
Charles DiMare, Chairman	2014	(3 yr)
Tom Williams	2012	(3 yr)
Rebecca Wheeler, Alternate	2013	(3 yr)
Vacancy, Alternate	2012	(3 yr)