

Shutesbury Select Board Meeting Minutes
March 8, 2016 Shutesbury Town Hall

Select Board members present: April Stein/Chair, Mike Vinskey, and Michael DeChiara
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Stein calls the meeting to order at 6:35pm.

Agenda Review: DeChiara appreciates the agenda format prepared by Torres for tonight's meeting.

Public Comment Period: no attendance

Administrative Actions

1. Select Board Meeting Minutes:
 - A. DeChiara moves to approve the 1.5.16 minutes; Vinskey seconds the motion; minutes are unanimously approved as amended.
 - B. DeChiara moves to approve the 2.9.16 minutes; Vinskey seconds the motion; minutes are unanimously approved as amended.
 - C. DeChiara moves to approve the 2.23.16; Vinskey seconds the motion; approved as amended.

Issue Not Anticipated by the Chair:

1. Torres: Police Chief Harding is exploring the concept of a shared police chief and wonders if the Select Board would be interested in exploring the efficacy of sharing three ways with Leverett and Sunderland; the idea has become timely because Sunderland is currently looking for a new chief. Torres: per Harding, the future of law enforcement is requiring full-time training for officers in uniform; one consideration is whether it will be feasible for our town to have three cruisers; Harding wonders if Attorney Donna MacNicol/Town Counsel has any experience with a shared system. Harding lives in Sunderland and knows the current chief; their population, including college students and a transitional population, is twice that of Shutesbury; we currently have a mutual aid agreement with Leverett and Sunderland. Torres: in the past, Leverett and Shutesbury explored sharing a chief together though voted it down twelve years ago; their chief is going to retire in about two years. DeChiara notes that he is open to exploring both a shared police chief as well as a shared fire chief. Stein: Sunderland is a more complex community. Vinskey supports exploring idea of a shared police chief.

Administrative Actions (continued)

2. Vendor warrants totaling \$202,392.85 are signed.
3. Payroll warrants totaling \$90,120.39 are signed.
4. Master Appointment Letter: DeChiara moves the Select Board approve the master appointment/election volunteer letter; Vinskey seconds the motion. DeChiara suggests documents listed in the letter be made available for reference on the

Town website; he will be meeting with Fred Steinberg and Jamie Malcolm-Brown/Web Committee members to make the website more usable. Torres suggests holding the decision to post the documents until the website is updated; DeChiara agrees. The master appointment/election letter is unanimously approved as amended.

5. Franklin County Regional Shelter Plan Addendum: Torres: a while ago, there was an initial discussion regarding this plan. DeChiara, referring to item 6, asks if the types of insurance listed are within the realm of coverage the Town already has. Torres: yes; the Shutesbury Elementary School would be the shelter. Vinskey: do we have the equipment and supplies to set up a shelter? Torres: we have ten cots. DeChiara, referring to the first paragraph, asks if the School Committee is being asked to sign the document. Torres will follow-up with the School Committee. DeChiara: item 8 allows for withdrawal from this Addendum. Vinskey: by agreeing with this document, we are basically saying we would share our shelter with someone who doesn't have one. Torres: if there were an emergency, we would obtain supplies from Massachusetts Emergency Management Agency (MEMA). Vinskey: what are we obligated to do? Torres: we would define our capacity. DeChiara: it would be good to have the School Committee involved; can we say no if we cannot accommodate others? Stein reads from item 3: "It is mutually understood that each Participating Municipality's foremost responsibility is to its own residents." and from item 5 "The Host Community shall pay for the expenses to operate the regional shelter and then seek reimbursement from the other Participating Municipalities that requested sheltering assistance." DeChiara asks if signing the document commits the Town to the Addendum. Torres: yes. DeChiara suggests that if the Select Board basically agrees with the document, they pass it on to the School Committee for their review, feedback, and questions. Vinskey and Stein agree with this suggestion. DeChiara moves the Select Board forward the "Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement" to the School Committee for their comments before final approval by the Select Board; the Select Board is disposed to feel positively about the document; Vinskey seconds the motion and it passes unanimously.
6. Authorized Services of New England (ASNE) Contract: Torres: this contract is for the maintenance of the generators at Town Hall, the Fire Station, and the Shutesbury Elementary School (SES); each generator, with a full tank of propane, can run its building for 10 days to 2 weeks; ASNE did a good job with the SES installation and subsequently took over maintenance of the other two generators; last year, there was an 8% increase in the cost of the contract, however, there is no increase this year. Vinskey: is there a warranty for their work? Torres: the Preventive Maintenance Scope of Work checklist is best practice; currently, the automatic weekly generator check is done on Saturday; ASNE has been highly professional; Fire Chief Walter Tibbetts is satisfied and confident with their service; this will be their fifth year servicing our generators. Vinskey recommends

a three-year maintenance contract. DeChiara moves and Vinskey seconds a motion to sign the ASNE Service and Maintenance Agreement effective 3.1.16. Motion passes unanimously. Stein will sign on behalf of the Select Board.

7. Emergency Management Performance Grant (EMPG): Torres: signatures are required in several places on the grant documents: MEMA Sub-recipient Pre-Award Risk Assessment Questionnaire Response Form, MEMA Special Terms, Conditions and Reporting Requirements for EMPG (and others) Sub-Recipients and Commonwealth of Massachusetts Standard Contract Form, Contractor Authorized Signatory Listing, and Proof of Authentication of Signature. Torres: Walter Tibbetts/Emergency Management Director has to purchase the equipment and supplies by 6.30.16. DeChiara moves the Select Board approve the packet of documents for the FY2015 EMPG for Shutesbury grant of \$2,460; Vinskey seconds the motion; motion is unanimously approved. Stein will sign on behalf of the Select Board and arrange authentication of signature with the Town Clerk.

7:00pm Attorney Donna MacNicol/Town Counsel

Torres: Attorney MacNicol is unable to attend this evening; she is willing to attend a future meeting. DeChiara: delay in the meeting with MacNicol regarding personnel evaluations will postpone the start of the evaluation process.

Issues Not Anticipated by the Chair (continued):

2. Vinskey: the purpose of Municipal Light Plant (MLP) meeting on 3.15.16 is to consider what are we responsible for, what the expectations are for the MLP; the goal is to receive some guidance about our role as a MLP. DeChiara: if MacNicol can come on 3.15.16, we could request her guidance on the MLP, the relationship between the MLP and the Select Board, as well as, guidance on Open Meeting Law and personnel evaluations. DeChiara states that he also wants, as the MLP, to review the MLP manager position and the WiredWest (WW) delegate position. Torres refers to “The Leverett Municipal Broadband Model” document’s section titled “Allocation of MLP Responsibilities” as an example of specifics. Vinskey: what is the role of the MLP as it relates to WW? Torres: theoretically, there will be less work for the MLP as a WW town than there is with the Leverett model. DeChiara: how do we separate the roles of MLP and Select Board; asks Torres if there is a definition for the size of the MLP? Stein supports meeting with MacNicol on 3.15.16. The Select Board plans for a 6:30pm MLP meeting followed by a 7:30pm Select Board meeting on 3.15.16. DeChiara: if we were to do municipal solar, would the MLP be the overseer? Torres: yes, though there could be two MLPs; the MLP is a structure that allows the municipality to run a business. Vinskey: how do we go about running a business as a MLP?

3. DeChiara: email about typographical responses to minutes sent to all may be in conflict with Open Meeting Law. Torres: Vinskey can send typographical corrections directly to Scott. All agree to confer with MacNicol on the handling of the procedure.

Discussion Topics:

1. Review of 2.27.16 Four-Town Meeting/Consolidation, Assessment, Regionalization and Budget: DeChiara: Steve Sullivan, George Arvanitis, and Gary Hirshfield along with himself attended the 2.27.16 meeting; the capital plan was reviewed, in 2017-18 the middle school roof and parking lot will need attention; if consolidation goes forward, the question is whether the towns will be willing to invest in capital planning if the building is not used as a school. Torres: because the towns own the building, there has to be a revenue stream to care for the building if there are no students using the facility. DeChiara: there will need to be tenants that generate revenue; Greenfield Community College is currently using some space in the building to offer free credit courses; Amherst's Leisure Services and Supplemental Education (LSSE) will be moving into the building soon. Torres wonders who paid for the capital improvements done in order for LSSE to move in. DeChiara: the assessment agreement is for one year; further discussion on the assessment agreement will continue after town meetings are held; Sean Mangano/Amherst Regional Public Schools will be following up on who will participate in these discussions; Leverett is moving their town meeting to the last week in April. Vinsky: when will the (Regional School Committee) regionalization vote take place? DeChiara: officially, the regionalization vote is postponed and will come back to the Regional School Committee in January 2017 in advance of next year's town meetings.
2. Select Board Policy Manual Progress Review: Stein: the process on 3.5.16 was very helpful. Next working session is scheduled for 3.29.16 from 5:30pm – 7:00pm.
3. Select Board Soup Night at the Shutesbury Athletic Club 4.15.16: Board members consider the menu for the event.
4. Last Mile Update: Torres: on 2.23.16, the Broadband Committee had an instructive meeting with Crocker Communications; most of the presentation was done by Matt Crocker; Wendell representatives also attended. Torres: Gayle Huntress/Broadband Committee Co-chair asked Crocker what the benefits of their program would be for Shutesbury; Crocker noted the benefit is outsourced services with a good reputation; currently Holyoke Gas & Electric is managing Leverett; Crocker showed how the costs of municipal broadband could be lower for Shutesbury than they are for Leverett. Torres: the WW Board of Directors held a long non-public session, the Negotiating Team is working hard to hold onto the WW goals; this Team will be having a non-public meeting with MBI 3.11.16; Elizabeth Copeland is the new MBI interim director; Steve Nelson officially resigned from the WW Executive Committee and Negotiating Committee on 2.27.16 subsequent to his op-ed article in the Berkshire Eagle; the Tolland representative resigned from the WW Executive Committee; the Outreach Team, of which Huntress is a member, is working effectively - they are redoing the website, working on surveys, and ways to better communicate with WW delegates. Torres: on Thursday, 3.10.16, Craig Martin/WW Alternate Delegate

and Huntress will attend a Wendell meeting; Wendell is suggesting that Shutesbury and New Salem work with them; Martin feels we would be better off on our own; the 3.7.16 Westborough meeting with Wendell and MBI, as well as other towns, was cancelled. Vinskey notes that he was invited to the 3.10.16 meeting in Wendell which he thought would be an informal meeting to talk about a small regional cluster; the newspaper article indicated it will be more than that; sees the meeting as a listening opportunity. Stein, DeChiara, and Vinskey plan to attend to observe. Torres: "The Leverett Municipal Broadband Model" document may be a framework for the presentation on 3.10.16. Stein: it will be interesting to see how much interest there is from Wendell and New Salem.

5. Thank you to Peter Goodhind for Hearse House sign: DeChiara moves and Vinskey seconds a motion for the Select Board to sign the 3.8.16 thank you letter; motion is unanimously approved.
6. Town Administrator Updates: Torres: Caylin Lee/305 Locks Pond Road reported to the police that Shawna Smyth's/309 Locks Pond Road dog was sitting on the back porch unattended.

Issues Not Anticipated by the Chair (continued):

4. Vinskey asks if there have been updates from the Building Committee. Torres: the upstairs carpet will be installed on 3.26.16; the Building Committee is meeting 3.9.16, they have read the memo from the Select Board and will discuss it then. Vinskey: do we expect the Building Committee to do the work or coordinate the work? Torres: the Committee usually gives me specifications on what is to be done; she often coordinates the work with Building Committee direction; the back door of town hall is complicated because new floor tile will be installed.
5. Vinskey asks about the summer volunteer picnic. Torres: suggests the picnic be held in the middle of May; Mary Anne Antonellis will help coordinate the event. Torres will verify with Antonellis on either the 14th or 21st of May as the date for the picnic.

At 9:02, DeChiara moves and Vinskey seconds the motion for the Select Board to go in to Executive Session for Reason #3/Salt Issue and to adjourn Open Session; Vinskey: aye, DeChiara: aye, and Stein: aye.

Documents and Other Items Used at the Meeting:

1. Master Volunteer Letter
2. Franklin County Regional Shelter Plan Addendum to the Western Massachusetts Intergovernmental Emergency Mutual Aid Agreement
3. Authorized Services of New England Contract
4. Emergency Management Performance Grant
5. The Leverett Municipal Broadband Model 3.6.16
6. 3.8.16 Thank You Letter to Peter Goodhind
7. 2.29.16 Dog Officer Control Form

Future Select Board Meetings:

March 15, 2016 7:30pm Shutesbury Town Hall
March 22, 2016 6:30pm Shutesbury Town Hall
March 29, 2016 5:30-7:30pm Shutesbury Town Hall
April 5, 2016 6:30pm Shutesbury Town Hall

Future MLP Meeting:

March 15, 2016 6:30pm Shutesbury Town Hall

Respectfully submitted,
Linda Avis Scott
Administrative Secretary