

Shutesbury Select Board Meeting Minutes
July 5, 2016 Shutesbury Town Hall

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

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

In the absence of a Select Board Chair, Becky Torres/Town Administrator calls the meeting to order at 6:32pm. Melissa Makepeace-O'Neil, newly elected Select Board member, is welcomed by all present.

Agenda Review: no changes

Public Comment Period: no attendance

Discussion Topics:

1. Select Board Reorganization:

A. Elections: DeChiara nominates Mike Vinskey for the office of Select Board Chairperson. Vinskey seconds the motion to nominate. There are no further nominations. Vinskey is unanimously elected to be the new Select Board Chair. DeChiara: while developing the Select Board policy manual, the Board considered adding the position of vice-chair. Vinskey, noting that the policy is in process and that the chair cannot conduct a meeting from a remote location, suggests electing a vice-chair this evening. Makepeace-O'Neil nominates Michael DeChiara for the office of Select Board Vice-chair; Vinskey seconds the motion and DeChiara is unanimously elected to be the Select Board Vice-chair.

B. Select Board committee liaisons, membership, and representation:

Personnel Board membership by statute: Makepeace-O'Neil

Water Resources Committee member: Makepeace O'Neil

Community Preservation Committee member: Vinskey

Lake Wyola Advisory Committee member: Vinskey

Emergency Management Team members: Vinskey, DeChiara, and

Makepeace-O'Neil - attendance decided amongst the Board

Shutesbury Elementary School liaison: DeChiara

Franklin Regional Transit Authority Advisory Board Representative: Vinskey

Web Committee member: DeChiara

Franklin Regional Council of Government Alternate Representative:

DeChiara

DeChiara moves the Select Board approve the appointments listed above; motion is seconded by Makepeace-O'Neil and passes unanimously.

Additionally, Makepeace-O'Neil will continue her membership on the Council on Aging and the Memorial Day Committee.

2. Town Administrator Updates:
 1. Harald Scheid/Regional Resource Group confirmed, by email, that he would provide a more specific scope of services. Vinskey: this agenda item will be continued at the 7.12.16 Select Board meeting.
 2. In order to present some information, Al Werner/Board of Health & Water Resources Committee has been requested to attend an executive session for reason #3/salt issue. Vinskey suggests and all agree to hold the executive session on 7.11.16 at 6:00pm.
 3. Per Police Chief Harding, there were no major problems on the Fourth of July.
 4. To follow-up on DeChiara's inquiry relative to Miriam DeFant's requests for information from the Planning Board and Open Meeting Law, Torres contacted Attorney Donna MacNicol/Town Counsel: site visits are not subject to Open Meeting Law therefore there are no minutes; under Open Meeting Law, you do not have to create a record that does not exist, i.e. a list of those attending a site visit; MacNicol does not yet know if the archeological report will be public record, it will not be a public record if any other exemption in the statutes applies, such as the burial section; MacNicol will conduct this research next week; if the archeological report is not exempt, the public record will be forthcoming. DeChiara appreciates Torres' timely clarification. DeChiara notes that Jeff Lacy/Planning Board did provide the name of the developer's archeologist per DeFant's request; notes that Open Meeting Law will change January 2017 and Mosher/Town Clerk will become the Records Access Officer for the whole town; if we are not compromising anything, we need to share information. DeChiara: transparency and communication were the themes for last year's All Boards meeting when the need for committees to have email addresses was addressed; suggests that for the next All Boards meeting, Mosher do a presentation on upcoming Open Meeting Law changes and the changes to the website could also be presented at this meeting. Torres: Mosher has been attending Town Clerk workshops and learning more about the Open Meeting Law changes; she wants to do a presentation about these changes and about how email communication needs to be handled. Makepeace-O'Neil's Select Board email status is confirmed. DeChiara: as Paul Vlach/Web Committee pointed out, the Town has record retention requirements and that if an email address is deleted, the archive is lost; a solution to this problem requires further consideration; Vlach will set up an auto response with current Select Board email contact information for the email addresses of retired Select Board members Elaine Puleo and April Stein.
 5. The Highway Department dismantled the pre-school playground and properly disposed of it. Fire Department hose testing will be continued. Vinskey requests Torres inquire about the Highway Department plans for paving Locks Pond Road. Torres has been talking with Hunting/Highway Department Superintendent about planning for an informational session; the focus would be on communication noting that she and Hunting have been working on improving communication about highway projects to the public. Vinskey: the idea is for Hunting to inform the Select Board about upcoming projects; residents can then attend a Select Board meeting to ask Hunting questions

about how an impending project may affect them. Makepeace-O'Neil suggests a project information sheet be posted on the website; the information could be updated as needed. DeChiara notes the need for public to have input before project plans are firm and cannot be changed. Torres to DeChiara: what do you anticipate might be changed? DeChiara: Hunting would not be beholden to suggestions, though, would like for him to allow for a suggested change that makes sense; notes the need for information to be provided in order for residents to have adequate advance notice – what do residents need to know and how they will receive information. Torres: Hunting is a working superintendent and has limited time to do paperwork and would need assistance in updating a webpage; notes the time/experience needed to update a webpage. DeChiara: this reaffirms the need to make updating web pages an easier experience. Vinskey agrees: to facilitate use, the website system needs to be more user friendly. Torres: there was a particular sensitivity around the Task Hill project; for other road projects, citizens have sent thank you notes to express their appreciation. Vinskey: goal for meeting with Hunting and the public is to find out what information residents want about highway projects and the best way to get this information out; the plan is to hold this meeting in August. Torres: if only Task Hill folks attend? Vinskey: their inputs are valid; the conversation will not be only about Task Hill. Torres suggests providing project ideas so residents have something to respond to. DeChiara: Hunting could present some past projects as well as projects planned for the near future. Makepeace-O'Neil: the Task Hill project concerns could apply to any road project. Torres notes the need to ensure the conversation focuses on a broader body of work and to avoid an unproductive session. All agree to continue the topic/meet with Hunting on 9.20.16; other ideas can be added to Torres list.

6. After the last Select Board meeting with the Broadband Committee, Torres spoke with other WiredWest towns and learned that the need for a revote is because our vote is in conflict with the choice of “standalone” on the readiness application; the other options were “multi-town network” or “other”; towns that have selected “multi-town network” or “other/WiredWest (write-in)” are not being asked to revote. DeChiara: if we could not be a part of something bigger, standalone is what we want; we did indicate in our readiness meeting that we wanted to be part of something bigger. Torres states she emailed this information to the Broadband Committee; if the town does not want to revote, there is an opportunity to change our choice on the readiness application. DeChiara: our readiness is valid; we can change this status if needed; the Broadband Committee has done enough analysis and we want to get started. Torres: the revote could be problematic; if we categorized ourselves as “other/WiredWest”, a revote would not be needed. Vinskey: we are being asked to revote, will there be a problem down the road if WiredWest becomes a reality? DeChiara: in case there is a need for an update, suggests the Broadband Committee be on the agenda.
7. Concerns about the health of the trees in front of town hall will be addressed with the Tree Warden.

Unanticipated Item:

1. Makepeace-O'Neil: earlier this evening, it was reported on the local news that Harding's negotiations with Sunderland for the position of Police Chief have failed. Torres will continue to follow-up with Patch/Sunderland Town Administrator about the potential for a shared police chief. Vinskey: the window of opportunity for looking at a shared chief may still be open.

Administrative Actions:

1. Schedule Select Board Manual Workshop: 8.16.16 at 6:00pm.

Future Agendas:

7.12.16:

- Land purchase inquiry/Douglas
- Select PILOT consultant
- Closing transfers/financial update from Gail Weiss/Accountant
- Annual Personnel Action Forms
- Thank-you notes to retiring committee/board members

7.12.16 packets will include the update from Scheid and a master sheet for individuals/positions needing annual Personnel Action Forms

7.26.16:

- Nextdoor Shutesbury
- Next step in preparing for the Native American Heritage fall agenda item.
DeChiara: goal is to be sure about what we want to accomplish and who to actively invite; suggests that Torres could invite Miriam DeFant, Rolf Cachat-Schilling and perhaps a representative from the Nolumbeka Project as well as someone familiar with the Greenfield/Turners Falls Native American sites; the Shutesbury Historical Commission will be invited to participate in the preparation; notes the need for a balanced discussion/feedback about how to proceed. Vinskey recommends a brainstorming session about who should attend the fall meeting.
- 5.31.16 meeting minutes

8.9.16:

- Policy regarding the sale of town properties

At 7:55pm, DeChiara moves and Vinskey seconds the motion to adjourn the meeting; motion passes unanimously.

Respectfully submitted,
Linda Avis Scott
Administrative Secretary