

Shutesbury Select Board Meeting Minutes
August 23, 2016 Shutesbury Town Hall

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

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

Guests: Susan Millinger, Penny Kim, Susan Rice, Susie Mosher/Town Clerk, Police Chief Tom Harding, Joan Hanson, Evan Jones

Vinskey calls the meeting to order at 6:40pm. Guests are welcomed.

Agenda Review is completed; agenda format is appreciated as being clear and accessible.
Public Comment Period: none offered.

Discussion Topics:

1. Special Municipal Employees Update: Select Board reviews Mosher's updated list of Special Municipal Employees. Mosher: "Municipal Light Plant Manager and Delegate to Wired West", previously the same person, will be deleted and listed as separate positions; she will also ensure it is clear that the "WiredWest Delegate and WiredWest Alternate Delegate" are two positions and will be listed as such. Purpose of Special Municipal Employee status is reviewed; any position over 800 hours/year does not fall into this category. DeChiara moves to approve the list as read into the record: Council on Aging: Aging in Place Task Force, Franklin County Cooperative Inspection Program Representative, Municipal Light Plant Manager, United States Department of the Interior Trail Stewardship Council Representative, WiredWest Delegate, WiredWest Alternate Delegate and Zoning Board of Appeals Clerk and to delete, as previously listed, the "Municipal Light Plant Manager and Delegate to WiredWest" and "Shutesbury Regional Assessment Summer Study Committee." Makepeace-O'Neil seconds the motion that is unanimously approved. DeChiara refers to Special Municipal Employee information he received when being sworn in and requests the updated document "Shutesbury Volunteers are 'Special Municipal Employees'" replace the current document.
2. MIIA School Security Grant: Police Chief Harding: the MIIA FY17 Grant is ready for signatures from Vinskey as Chief Municipal Officer and Torres as Chief Procurement Officer; this year, ~\$8,500 is being requested for two projects; Citizen Wiring provided cost projections for these projects: \$1,346.91 for installation of a camera at the main entrance of the school that will also monitor the school mailbox and \$7,063.81 to update the wiring system for the fire, intrusion, and lockdown systems and install a new keypad/fob reader to provide for user accountability and the ability to delete users. The wireless camera will go beyond the parking lot, record images twenty-four hours/day, and tie into the front

office computer-material can be viewed and deleted - additional cameras can be added; the school is also considering a locking mailbox. A second camera would be doable within the \$10,000 grant limit however Harding explains this is an annual grant program and that the current concerns will be met with one camera. Harding: Citizen Wiring will have a record of the issued fobs and there will be spare fobs for issuance if one is lost; grant notification will be in late October. DeChiara moves to approve the FY17 MIIA Grant application; Makepeace-O'Neil seconds the motion that is unanimously approved. Vinskey and Torres sign the document.

3. Conservation Commission Appointment: Agenda item will be carried over to the 9.6.16.
4. Open Bids for Sale of Lot B10: Vinskey, in the absence of Voelker/Treasurer, will open and announce the bids; the highest bidder will be awarded the property; subsequently, Voelker will handle the necessary paperwork. Vinskey opens the bids: Evan Jones/64 Lake Drive 8.8.16 bid letter is read into the record - bid for Lot B10 is \$16,501.99. Robert Douglas letter is read into the record - bid is \$5,222.00 for Lot B10. Vinskey: both bids meet the minimum bid requirement; Jones' bid wins. DeChiara moves the Select Board accept the bid for Lot B10 from Evan Jones in the amount of \$16,501.99; Makepeace-O'Neil seconds the motion that passes unanimously. Torres explains to Jones that Voelker will be in touch with him to process the next steps.
5. Policy and Process for the Sale of Town Land: Vinskey explains that, to date, there has not been a policy/procedure for determining how to go about selling Town-owned properties; Holmberg/Administrative Assessor provided a list of these parcels. DeChiara: there are two parts – when a request is received, what is the process, then, what are the questions to be asked, i.e. would a sale benefit the town, what are the needs of the potential buyer, i.e. Douglas need for a well; what is the rationale for selling. Jones: there are a few lots around his neighborhood that have become dumping grounds because they are not owned by residents; there are also large pine trees that may be a hazard on some of these lots; recognizes that the assessed values are low; suggests that when a parcel is to be sold, all abutters be notified. DeChiara: lots vary in size and may have potential use in the future. Vinskey suggests categorization of the lots by their value to the Town – there are parcels with Town buildings and others that are Conservation Areas. DeChiara suggests relative boards/committees, such as the Conservation Commission, be noticed about the potential sale of a parcel. Makepeace-O'Neil suggests an inventory of the lots and their condition. Vinskey: is there a need for the Tree Warden to evaluate parcels? Torres suggests the Recycling Committee as a resource for discarded items on Town-owned parcels. Vinskey notes the Board is leaning toward selling parcels in the “correct” situation; the right conditions remain to be defined. DeChiara is disinclined to sell, however, recognizes there are situations when it may be beneficial to sell. Makepeace-O'Neil would prefer not to sell, however, feels the option to sell should remain open. Kim: the Board

may be leading up to declaring some parcels as surplus and available for sale. Torres: there are circumstances when to sell would significantly decrease the open space around the lake. Vinskey: how will the process work – will the Board wait until an interested party inquires or do we determine that certain parcels are for sale? DeChiara recommends prioritizing parcels that are of value to the town, the “gray area” parcels, and the surplus parcels. DeChiara volunteers to draft recommendations and suggests subsequently soliciting input from relative committees. The Select Board plans to revisit this topic during the 10.4.16 meeting.

6. Develop Select Board FY17 Goals: DeChiara’s “Possible Select Board 2015-2016 Priorities” are reviewed. It is noted that there is still progress to be made regarding “clarify oversight role of Select Board for departments/positions”. All agree to change “town employees” to “department heads”, to continue work on “With town committees”. Vinskey, regarding “Community Engagement”: community surveys will be a part of the Master Plan Working Group visioning process – this will be a way to obtain a sampling of residents. DeChiara and Makepeace-O’Neil request the Group allocate a few survey questions to the Select Board. It is noted that good progress has been made on the policy manual. DeChiara recommends and all agree to maintain the primary categories for the next year with some revisions to the bullets and sub-bullets; edits made by DeChiara will be reviewed at the 9.6.16 Select Board meeting.
7. Format/Date for Fall All Boards Meeting: DeChiara suggests holding a spring “All Chairs” meeting, prior to appointments, as a strategy to increase participation. Vinskey supports this idea. Makepeace-O’Neil suggests two All Boards meetings per year – one for chairs and a second with more participants. Torres: in the past, there were more “All Boards” meetings within the year – some focused on financials and others were topical, i.e. a Broadband Committee presentation about whether or not to go back for a vote could be first brought before an “All Boards” meeting. The Select Board agrees with the concept of an “All Chairs” meeting and the need for an enthusiastic invitational agenda. Makepeace-O’Neil suggests Chairs might submit their areas of concern/report topics. DeChiara: this may be an appropriate time to initiate conversation with the FinCom about the budgetary process. The potential agenda for the fall All Chairs meeting will be considered during the 9.6.16 meeting. Torres notes the need to include department heads.
8. Email Communication Guidelines: Makepeace-O’Neil reports receiving complaints indicating email communication may need to be improved; reviews her draft “Shutesbury Town Hall/Town Gov’t Guidelines” as a basic start toward a process to improve email communication. Torres asks for clarification about whom the document is referring to. Makepeace-O’Neil: “Town Hall” professionals. DeChiara: representatives of the Town can be encouraged to use the guidelines. Makepeace-O’Neil: responses can inflate or deflate a controversy; her focus is on emails coming in/going out from outside Town Hall; emphasizes

need for more formal, business letter like responses. DeChiara suggests creating a “best practice” document. Vinskey states concern about “directing” staff. Makepeace-O’Neil: no matter the tone coming in, the response needs to be professional and business like. DeChiara reminds that Boards/Committees were asked to identify an individual to respond to incoming emails. Torres: professional staff respond to emails in this manner already; there are members of boards who have been under attack; suggests rather than a policy, having a conversation supporting volunteers and elected officials on how to respond appropriately to emails. Torres recommends an “All Boards” meeting on how to manage stress because boards/committees/staff are experiencing an unusual number of highly stressful matters. DeChiara: it is important for those facing heat and those not facing heat to receive guidance about how to respond; acknowledges there is a high level of skill among volunteers. Kim states concern that Boards may be carrying on email discussions about potentially volatile issues. DeChiara: this matter was addressed during the last All Boards meeting – the goal is for received emails to be acknowledged. Torres: there is a need to assist Boards that may have become entrenched in email conversations. Torres states concern, however, about how employees may respond to such a policy. DeChiara: there is a limit to the number of Shutesbury.org email addresses; there may be a need to add more addresses in the future. Vinskey suggests seeing how this topic fits in with Mosher’s “All Boards” open meeting law presentation.

9. Contract Employee List: DeChiara’s questions relative to the list: does the Town notify the contracted individual by a certain date regarding renewal, is negotiation needed, and if yes, by when and how, and how is contract renewal tracked. Torres: the Town Administrator and representatives from the Personnel Board, Select Board, and Finance Committee participate in the contract renewal negotiations; the Town has never had an auto renewal policy. Torres: Police negotiations are with the Teamsters Union representative. All members agree to add the “Shutesbury Contracted Employees” document to the Select Board policy manual. Torres: contract negotiations for the Police Chief are best done before the budget season; the Personnel Board usually triggers the start of the negotiation. Makepeace-O’Neil is the Select Board representative to the Personnel Board and will discuss with the Personnel Board a start date to begin negotiating the Police Chief’s contract that expires in June 2017.
10. Select Board Committee Reports:
 - a. Regional Assessment Committee: DeChiara: topics included how to determine the “ability to pay” – average expense/household and average income/household were suggested; equalized valuations (EQVs)/town are also being talked about; because we will not have an “ability to pay” scheme for this year, a FY18 number will need to be determined – this number will potentially be based on FY16; 10-40% is being considered; there is a need to determine the FY18 number while there is an interim superintendent.
 - b. Emergency Management Team: Vinskey reviews his notes for the 8.15.16 meeting. Regarding the Regional Sheltering agreement, Torres reads from an

email from Fred Steinberg/Shutesbury School Committee Chair who quoted the 5.19.16 School Committee meeting minutes noting their need for more information. Torres informed Steinberg that she is willing to attend a School Committee meeting to provide information about the sheltering agreement.

- c. Locks Pond Road Culvert Meeting: Vinskey reviews his notes for the 8.10.16 meeting to begin the process to replace/repair the culvert below the Lake Wyola dam and discuss agencies/individuals that need to be included in the process; funds will need to be sought for this project. Torres: any remaining Chapter 90 funds can be used. Because traffic will need to be diverted during work on this culvert, Hunting recommended the Ames Brook culvert be replaced prior to work on the Locks Pond culvert. Next steps: Hunting will confer with the DOT and DEP regarding the sizing for both the Ames Brook and Locks Pond culverts.
- d. Lake Wyola Advisory Committee (LWAC): Vinskey reviews his notes for the 8.20.16 meeting. The need for a wastewater treatment plant is again being discussed; the goal is to have a plan in readiness. LWAC is requesting the Select Board consider asking the Water Resources Committee (WRC) to review existing studies and make recommendations about next steps. Mark Rivers, a member of both committees, felt a recommendation from the Select Board would be appropriate. Torres: the work of the WRC has been to first evaluate town-wide water resources; it may be time to allocate work on Lake Wyola area wastewater treatment needs; there may be grant funds available to conduct a study.
- e. Council on Aging: Makepeace-O'Neil reports the next issue of the COA newsletter will be out soon, an open house is scheduled for Saturday, 10.1.16, from 10am-noon – the plan is for both LifePath and Triad to be represented; the Aging in Place Task Force is continuing to meet, and the next potluck will be 9.6.16.

11. Town Administrator Updates:

- a. On 8.11.16, Torres met with Jim Hemingway to evaluate the potential for a microwave antenna to beam Internet service from the Fire Department to the Highway Department - the equipment may cost up to \$300. Hemingway is also providing MacBook service guidance.
- b. Torres has been in email contact with Mike Barry/Baystate Forestry regarding knotweed treatment modalities; she and Scott will be working on the wetland permit.
- c. The FinCom is not available to meet with the Select Board on 9.6.16; the Select Board agrees to meet with the FinCom on 9.13.16 at 7:15pm.
- d. Buildings update: the new Town Hall back door will be installed 8.25.16, additional painting will be done on the Library, the Fire Station will be power-washed prior to painting; the Library was prepared differently because lead paint was previously used on the building.
- e. PILOT update: Scheid has not received a response to his Lake Street inquiries for information; Torres will follow-up with Marnin Lebovits/Lake Street.

Review of Future Agenda Items:

9.1.16: Joint meeting with Broadband Committee.

9.6.16: Fire Chief employee review, Conservation Commission appointment, review Select Board goals, begin the All Boards meeting agenda, and consider LWAC request for WRC assistance with planning for wastewater treatment.

9.13.16: Joint meeting with FinCom.

9.20.16: Road project discussion - Torres recommends not holding Hunting's employee review on the same night as the roads conversation. Vinskey: goal will be to look at what was learned from the Montague Road/Task Hill project for future road projects – this would complement and lead into Hunting's review. DeChiara: the night of the check-in/review, the stakeholders will be present whether the topics are together or separate. Makepeace-O'Neil: items could be separated on the agenda so they are not back-to-back. Torres: it is possible to move the roads conversation off of the Task Hill project. Vinskey: goal will be to close out the Task Hill matter and to move on; the stone embankment may be a lingering issue. Torres: the concerned residents may want further engineering work; they feel they were promised a solution that did not happen – feels they are really after a fully engineered solution. Neither DeChiara nor Vinskey believe this is the case.

Makepeace-O'Neil notes residents' concern about the stone embankment and the potential for sliding on the hill. Vinskey is willing to break up the topics. Also on 9.20.16: revisit whether it is time to schedule the planning session for Native American heritage concerns and consider participation in the Community Compact - Torres is requested to do some basic research on what decisions/commitments may be needed.

10.4.16: Police Chief review and policy regarding sale of town property.

DeChiara: items for future consideration - Pratt Corner “no trespassing” signs and invite the Energy Committee to learn about their evaluation of potential sites for municipal solar.

Administrative Actions:

1. Response to Department of Transportation (DOT) Signage Letter: As Select Board Chair, Vinskey received the 7.11.16 letter from DOT regarding signage deficiencies and reviewed the contents with Hunting; the requirement for road signs has changed and Hunting is in the process of updating the signs that are not in compliance as well as installing a weight limit sign on the single bridge requiring one. DeChiara moves to approve the 8.23.16 response letter to DOT; Makepeace-O'Neil seconds the motion that is unanimously approved. Vinskey will sign the letter on behalf of the Select Board.
2. Franklin Regional Planning Board (FRPB) Select Board Representative: Per Vinskey, the FRPB does not want the Town Administrator to be the Planning Board representative. DeChiara moves, Makepeace-O'Neil seconds and all agree with the motion for DeChiara to be the Select Board representative to the FRPB and to leave the Planning Board seat absent. DeChiara completes the FRPB appointment document.
3. Celebrate Shutesbury Tasks: Vinskey will have prepared the supplies in advance; Makepeace-O'Neil and DeChiara will support the booth during Celebrate

Shutesbury. Vinskey suggests pumpkin carving and donut “bobbing” become the annual Select Board contributions to Celebrate Shutesbury.

4. Approve Organizational Chart: DeChiara moves to approve the “Shutesbury Organization Chart as of August 2016” with a key added; Makepeace-O’Neil seconds the motion that passes unanimously. DeChiara suggests the chart be posted on the Town website. The goal will be to review the chart at the time of the annual appointments. Kim requests an opportunity, in the future, to talk about the chart with DeChiara; she has created a chart with a slightly different focus. DeChiara expresses his willingness to confer with Kim; of note is the fact that the Moderator has not been involved with Building Committee appointments.
5. Select Board Meeting Minutes:
DeChiara moves to approve the 8.9.16 meeting minutes; the motion is seconded by Makepeace-O’Neil. The minutes, as amended, are unanimously approved by Vinskey and DeChiara; Makepeace-O’Neil abstains as absent on 8.9.16.
6. Vendor Warrants totaling \$59,171.48 will be signed by the Select Board.
7. Payroll Warrants totaling \$74,421.56 will be signed by the Select Board.

At 10:20 pm, Vinskey moves and DeChiara seconds the motion to go into executive session for reason #3/salt issue and not to return to open session: DeChiara: aye, Makepeace-O’Neil: aye, and Vinskey: aye.

List of Documents and Other Items Used at the Meeting:

1. Special Municipal Employee list compiled by Mosher/Town Clerk
2. “Shutesbury Volunteers are ‘Special Municipal Employees’” by DeChiara
3. FY17 MIIA Grant Application
4. Lot B10 Terms and Conditions of Sale
5. 8.8.16 letter from Evan Jones regarding Lot B10 bid
6. Letter from Robert Douglas regarding Lot B10 bid
7. List of Town owned properties by location
8. “Possible Select Board 2015-2016 Priorities” by DeChiara
9. Draft “Shutesbury Town Hall/Town Gov’t Guidelines” by Makepeace-O’Neil
10. Shutesbury Contracted Employees as of 8.18.16
11. Vinskey’s 8.15.16 Emergency Management Team meeting notes
12. Vinskey’s 8.10.16 Locks Pond Road Culvert meeting notes
13. Vinskey’s 8.20.16 Lake Wyola Advisory Committee meeting notes
14. 7.11.16 DOT letter and 8.23.16 Select Board response
15. Shutesbury Organizational Chart as of August 2016

Respectfully submitted,
Linda Avis Scott
Administrative Secretary