

Shutesbury Select Board Meeting Minutes
September 15, 2015 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/Chair calls the meeting to order at 6:38pm

Guests: Tim Hunting/Shutesbury Highway Superintendent; Jim Okun, LSP/O'Reilly, Talbot & Okun; Jeff Lacy/resident.

Agenda Review: Torres: Steve Sullivan/School Committee may attend the public comment period; all agree to provide him time to speak upon arrival.

Public Comment Period: no one attends.

Appointments

1. Police Chief Harding: not in attendance
2. Highway Superintendent Hunting –Salt Treatment for Snow Removal: Hunting submits a document to the Select Board stating his concerns about Mike Smith's/Baystate Roads 9.1.15 presentation. Hunting: he heard the pros for an all-salt program from Smith; this letter summarizes his thoughts subsequent to Smith's presentation. Select Board members review Hunting's letter. DeChiara asks if Hunting liked anything about Smith's program. Hunting: likes the idea of getting away from hauling sand and being able to do less sweeping, however, is skeptical about Smith's figures. Hunting states he believes the State spreads salt every time they plow; Smith used 1/3 of what Shutesbury uses, however, if you are spreading three times - we usually pre-sand, plow, and then re-sand for a typical storm and do an additional sanding for a long storm. Hunting states that he spoke with Hadley and learned that they do the same thing we do for a typical storm; what we do works; his goal is to have a "black" road when the sun comes out after a storm. Hunting: per Smith, it takes a great deal more salt to melt packed snow from the top down; it can be a problem, depending on temperatures, if it rains and there is snow left on the road. Hunting states that he doesn't know if we want to go into this (all-salt program); wishes he could talk to similarly sized towns that are doing the program. Torres: Al Canali/Heath, with whom she has a WiredWest connection, does some part time plowing for Heath, so she asked about their all-salt program; Canali told Torres that he lives on a dangerous down hill corner where the salt is a benefit; Canali noted that sand becomes a hazard in the in-between seasons (skidding); with an all-salt program there are fewer accidents and less cleanup. Torres spoke with David Nixon/Hadley Town Administrator – Hadley did an analysis before switching to the all-salt program, they just finished their 3rd year as an all-salt town and there is much less clean up; it will take time to see any savings, though, as the all-salt program takes a lot more work – the same was said by Canali – potentially more road crew hours will be required. Torres explained the 9.15.15 spreadsheet "Analysis of Salt and Sand

Use” that she compiled using Franklin Regional Council of Governments (FRCOG) bids for Heath and Shutesbury, #tons/mile, and the total # of paved roads, either asphalt or surface treated, and the total tonnage to figure the total sand tons/mile and salt tons/mile. Torres: the new Heath Highway Superintendent did not change their plan when Smith retired; she did not have full data for Hadley noting that they may not be using any sand; there was no way for her to know if sand is being applied in some mixtures. DeChiara asks for an explanation of the Shutesbury/Heath comparison. Torres: the total cost of the bid tonnage was divided by the number of road miles in order to obtain the total cost/mile; the same source for figures was used for everyone. Torres: this year, Shutesbury used 45 salt tons/mile. Hunting states that he bid on 950 tons of salt and actually used 512. Hunting refers to the FRCOG actual bid sheets for Winter 2015 – 2016 and notes that most bosses err on the side of ordering a little extra to avoid additional costs later in the season. Torres, referring to the spreadsheet’s blue box, notes that Leverett used 550 tons of salt and 2500 tons of sand; Shutesbury bid 2,850 tons of sand and actually used 1945 tons; even with a bad winter, Shutesbury was under in both categories; cost is one of the main drivers for looking at an all-salt program. Stein: no savings jump out. DeChiara: could we do a test road? Hunting: we would need to calibrate a truck. DeChiara: would only want to do a test if it was easy. Hunting: when we were first using treated salt, the “magic salt” with a molasses smell, it was very good; now, though, we use a less costly salt. Hunting: (magic) salt could be spread in the middle of the road; the current salt was tried on both lanes of Cooleyville/Prescott Roads and the cars following the truck driver could not make it back up the road because it takes time for the salt to work; using a 50% salt/sand mix works well; Sunderland uses the same 50% mixture; there are times, when during the course of a storm, you cannot prevent the roads from becoming white, there is no way around it, hence his concern about traffic traction with using all salt. Vinskey: would think there’d be a way to deal with traffic traction when doing an all-salt program. Hunting: the only rural program on the all-salt list is Heath; others are using a lot of salt and may be using more than Smith says. Torres: confirms that, per Andrea Woods/FRCOG Chief Procurement Officer, Greenfield, Hadley, Heath and Orange are all salt, although, Orange is still using some sand. Torres: Heath and Shutesbury have a similar number of paved road miles; the numbers don’t indicate that they are using 1/3 less salt. Stein: the chart doesn’t say what Heath was using before. Torres: one would have expected to see Heath using less salt than Shutesbury; their numbers are double instead of less. Lacy recommends that the Select Board get back to Mike Smith with our questions; it could be colder and there could be more snow in Heath; Smith did not address weather differences in his presentation. Torres: according to the data that she had to work with, so far, it seems that there will be higher salt costs and labor costs with an all-salt program. Stein suggests having Smith review/comment on the chart. DeChiara asks about the post-season handling of salt and the presence of toxins in the salt. Hunting: thus far, DEP is not enforcing this. DeChiara recommends learning more about this. Vinskey inquires about the hiring status of a potential new employee. Hunting: applicant has a re-test for the required license on 9.24.15; Hunting has agreed to

wait until then, if he doesn't pass, he will hire someone else. Hunting reports that he walked the proposed Montague Road work site with Barry Field/SCC to see if there were any jurisdictional wetlands; Clark will do the work; once completed, the area will be much less of an issue for buses and vehicles. Vinskey asks about hiring someone to plow the school. Hunting: talked with a local candidate who would be a good person for the job, if this candidate does not work out, he will be interested in other candidates. Hunting: the work on Highpoint is in process and it will be paved next week; crack sealing will start later in the month. Vinskey: the Leonard Road culvert looks very good. Hunting and Lacy leave the meeting.

3. Licensed Site Professional (LSP) Jim Okun – Fire Station Cleanup Update: Okun explains that he and Torres recently went through a set of communications with DEP; in this communication, DEP acknowledged that recently submitted documents had been approved though asked about other documents and what actions are currently being done. Okun: Torres perceived a change in DEP's tone. After receiving the 8.12.15 letter "Tier 1 Extension Approval" from Kevin Daoust/Section Chief, Okun and Torres spoke with Kathy Fournier/DEP Risk Reduction-Brownfield who noted that Shutesbury is a small town that could use their money to write reports or put it into remediation; subsequently, Torres contacted Fournier who stated that her new supervisor, now in another department, was concerned about reports and advised her to write the letter; per Fournier, the situation has changed and she recommended Torres check in with Eva Tor/DEP Waste Site Cleanup. Torres: Fournier's department will not have any more questions; Shutesbury will work with Okun and Tor and put their resources into remediation; work equal to Stage 4 has been completed; the purpose of tonight's meeting is to decide how to go forward. DeChiara: sounds like we cannot get a letter from DEP, so, writing a letter about Shutesbury's current plan is the way to go forward. Okun agrees - DEP is giving Shutesbury a large amount of latitude. Torres: from the beginning, Shutesbury has had upper level DEP support and DEP has been impressed by the work Shutesbury has done. Okun: this is the most problematic gas station site he has ever seen; most people have never had the problem with fires during digging that was experienced here; DEP recognized the difficulty of the situation. Torres: the Town has spent hundreds of thousands of dollars; we need to decide how to proceed in order to have the best results, fewer reporting requirements, and less work needing to be done in the future. Okun: the station is in a funny geographical spot - the ground goes up toward Town Hall in the east, drops off to north and south; goes up a bit before going down to the west; there is a "saddle" of dense soil/sandy till with not a lot of ground water flowing through, thereby allowing the persistence of gas; the bedrock is shallow, about 15-20' down, which has complicated the situation; the key thing is that the gasoline tends to persist. Okun refers to the "Shutesbury Fire Station: Site Plan" dated March 2010: basically all the soil, 3,000 tons, was dug out from the front of the station and, after a section of pavement was removed, from under the first lane of the road; a lot more than was thought needed to be dug out as there was a denser till under the bedrock, about 12' deep, that was contaminated. Okun, referring to the gray area on the map within the fire station building: there is still contaminated soil under the station; the chemical oxidation

process that was done worked well; in the interim, there is a slug of contamination at test well MW-8R; there are pretty high concentrations in this area. Stein asks if this contamination moved from under the station. Okun: yes, the tank bled under the station; the contamination migrated under the wetlands into residential wells; there were breakouts into the wetlands before we did the digs. Stein: other wells were not affected. Okun: wells on the other side of the wetlands have not been tested in a couple of years; what has been done has recovered 95% + of the recoverable material; the question is, is 95% enough or is another round of remediation needed. Okun: this is a temporary solution; in order to get a permanent solution, all wells have to meet drinking water standards; this proposal will probably get another 2-3% of the contamination out; it will not get it all out. Stein: the proposed treatment will take out ½ of what is remaining. Okun: things are slowly getting better; there is no further environmental damage; the question is, will you get to a permanent solution in 10 or 20 years. Stein: if we don't do anything, it may take 20 years for a permanent solution. Okun: in 20 years, with doing nothing, could reach a permanent solution; if we do another treatment, ~10 years to a permanent solution. DeChiara: if injection is done, should we have a clear zone from the firehouse to what point, as there will be some residual left. Stein: how will the cost relationship with DEP change? Torres: the annual DEP charge was \$4,000 per year, it is now \$4,500; with temporary solution status, the cost will drop; we will still have to be monitored annually. Okun: the question is what to do. Okun's recommendation: submit an IRA Plan Modification explaining that the Town wants to do another injection, then after we have some monitoring data, the Town will file for temporary solution status with monitoring; the fee for the annual monitoring report is \$980. Vinskey: if we get to temporary solution status, there will be a \$980 annual compliance fee plus Okun's fee of \$2,000 plus the \$3,500 cost of testing. Torres: that totals ~\$5,000 versus the current DEP cost of \$4,500 alone. Vinskey: where are we currently? Okun: tier one cost. Okun: the temporary solution report is simpler. Stein: 10 years of fees versus 20 years at a higher fee rate. Okun: even without the next injection, you could talk to DEP about seeking temporary solution status; we would develop the conclusion that a permanent solution is not possible. Torres: DEP will appreciate the Town's effort to do a step that will achieve 2-3% more remediation. Vinskey: we could apply for temporary solution status without doing the injection. Torres: without trying, it will leave more doors open for potential problems. DeChiara: we could try and not spend the money; if temporary solution is granted, everything gets less expensive; if DEP says no to temporary solution status, the Town will come back with a plan to remediate. Torres: we have the opportunity to lower the risk level. Vinskey: we have something sitting around MW-8R – what is the risk? Okun: the biggest risk is the surrounding homeowners; this is a town release; #50 Leverett Road has gasoline in their well. Torres: because the Town has been aggressive, the folks at #50 have not sought litigation. Vinskey: could the remaining half move to the wells? Okun: most of the remaining contamination works its way into the wetlands, discharges into the air or into the Quabbin; some does go under the wetland. Torres: due to salt contamination, this home's (#50) water well line ran from the fire station. Torres: this line was subsequently

contaminated by fuel, so a new line was run from the well located on the fire station's back lot; the owners have a deed restriction for the first well and will need a second restriction for the well on the fire station's back lot. Okun: it was not necessary to come back and do the inside of the fire station again. Vinskey: what was the timing for noticing the gas at MW-8R; was it pushed out from the station by the injection? Okun: the ground water naturally flows from the station in the direction of this area; one could argue the injection water caused flow. Stein: does digging make soil more permeable? Okun: yes, before the dig glacial pressure compacted the soil. Vinskey: it looks like the plume went to MW-8R after the injection, would an injection at MW-8R push the plume somewhere else? Okun: we will need to be more careful with the amount of water injected; it will move toward the wetland; the goal is for there to be less time to attaining permanent solution status; chemicals enhance biodegradation. Torres: before the injection, there was new virgin soil outside the station; a lot of what was under the fire station broke down; injections were done in June 2012; this is the third year of monitoring. DeChiara: the plan makes sense; for what we want to achieve, the cost is reasonable. Torres: the Town has set the money aside. Stein: it would not feel right to not take the next step to get more remediation; it will ultimately save money. Okun: it is his job to present options to the Board. Vinskey: what if we do the injection and it moves? DeChiara: even if the injection is somewhat successful, there will be less contaminant to move. Stein asks Okun to describe the process. Okun: what was under the station was there for 50 years; the process is to inject sodium persulfate which provides bacteria with an oxygen source to degrade/strip the hydrocarbons; this worked very well as there is nothing detectable left under the fire station. Okun: until all levels are below GW1 criteria, we cannot get a permanent solution; temporary status is more of a performance based status, i.e. we have done all we can do. Torres: some of the original hand held vapor detection tests were over 200ppm (parts per million). Okun: in July, the depth to ground water was tested; we can only do injections when the ground water is high. Torres: testing was done every six months; we've had a series of eighteen months worth of reporting no further change to DEP. Okun: we are looking for a residual level of sulfate; when there is no more sulfate, there is no further residual change; the chemicals are carried by ground water and the ground water carries the chemicals through the soil. Vinskey: there is still a liability for the Town. Torres: the argument is that the Town did all they could. Okun: the Town will be able to close the door of liability in 10 years rather than 20 years. Torres: the cost to dig out the soil, at this time, would be more than \$200,000. Okun: this process has benefits; there is probably some gas in the deep sediments under the wetlands; the sulfate may get in there and further degrade the gasoline. DeChiara moves the Select Board approve the "Proposal for Groundwater Remediation" from O'Reilly, Talbot & Okun, dated 8.25.15, for a total of \$38,200. Vinskey seconds and all Select Board members agree to approve the proposal. Stein will sign the document on behalf of the Select Board. Okun: the first thing to check will be the water level; if it is not high enough, will have to wait, though is hoping to do the injections this fall. At 8:11pm, Okun leaves the meeting.

4. Council on Aging (COA) - Use of Tables/Chairs: Torres: spoke with Dann to obtain an update on the last COA meeting; the Council did not vote on the subject of whether the Select Board can use a COA table and chairs for their meetings; the COA has a draft “use policy” on their next meeting agenda. The Select Board reviews the draft policy and agrees on the COA developing their policy. Torres encourages fostering the shared use of resources. Vinskey: a COA member expressed concern that the equipment was purchased with COA funds and, if only used by the COA, it will last longer. DeChiara and Vinskey support the shared use of resources. DeChiara: the Select Board could buy their own chairs. Torres suggests that the Select Board could use the equipment line to buy the COA two smaller tables to be used by small groups, card playing, etc., at such time as the COA needs them; the important thing is that small departments share resources and storage space.

Discussion Topics

1. Select Board Participation at Celebrate Shutesbury: Vinskey prepared fun photos of Select Board “faces” for folks to throw balls at; Vinskey and his wife Pat will be doing pumpkin painting, a donut eating contest, and another art activity.
2. Select Board Liaison to the Web Committee: DeChiara reports that he attended the last Web Committee meeting as the Select Board liaison - Steinberg wanted to step down as Chair of the Committee, Paul Vlach was voted to be the new Chair and Jamie Malcolm-Brown will be the Vice-Chair. DeChiara: the Committee discussed Leslie Bracebridge’s membership on the Committee; the question is, was she on the committee as Town Clerk or as a person. Torres: the position is listed as the office/Town Clerk. DeChiara: the Web Committee voted to ask the Select Board to appoint Bracebridge, the person, to the Committee; also, the Committee considered DeChiara’s non-voting position as Select Board liaison and voted to ask the Select Board to appoint DeChiara, the person, to the Committee as a voting member; if not, DeChiara will remain a liaison. Stein asks for the Committee’s original charge. Torres: has not been able to locate the original charge; the available binder of charges is incomplete; the Town Clerk is the only positioned person listed as an appointment to the Web Committee. Stein confirms with DeChiara that current Town Clerk Susie Mosher was present for the meeting. Torres: if Bracebridge/former Town Clerk were not a member of the Committee, it would allow Mosher to take her place as Town Clerk and add the Town Clerk open meeting law perspective. DeChiara, conveying for the Committee, often committees oversee their membership, why would the Select Board decide who the members of the Web Committee are? Torres: the Select Board has been very supportive about committee membership; in this case, it would be like having two Town Clerks on the Committee. Stein: we need to support Mosher in her new position. DeChiara: it seemed like the Committee wanted Bracebridge for her historical presence on the Committee. Torres: Steinberg and Vlach are the technical experts on the committee. Vinskey asks why the Board would disapprove of someone volunteering to be on a committee; is concerned about setting a precedent. DeChiara: Mosher will be aware of changes in Open Meeting Law. Torres: typically, the charge has a membership

number, which was most likely five; adding DeChiara and Bracebridge would make it seven. DeChiara: since we don't have a current charge, the Select Board could re-create the charge; suggests the Committee may need seven members and that the name of the committee be changed to "Electronic Communication."

Torres: the Committee has been in existence for about twelve years. DeChiara notes the changing nature of communication. Stein: we need to ground more in current reality. Vinskey: we need to support those willing to volunteer for committee work. DeChiara: could we do a three-month appointment? Torres: it would be an annual appointment. DeChiara: both Committee recommendations were unanimous excepting Mosher's abstention. Torres: suggests Bracebridge be appointed once she is able to catch up on prior Select Board work. DeChiara: his concern is on behalf of the Committee and its need for members. Stein: the Select Board needs to express their support for Mosher in her role as Town Clerk; the Select Board is the appointing authority and work is owed to the Select Board. Vinskey notes the need for work to be brought up to date and that the Select Board does not want to over burden Bracebridge. Vinskey: how shall we proceed? Stein will speak with Bracebridge and follow up with Vlach/Chair. DeChiara notes the need for timely communication. DeChiara moves the Select Board approve Bracebridge's membership to the Web Committee pending completion of the Select Board meeting minutes. The motion is seconded and all Select Board members agree. Stein: DeChiara would be a good asset to the Committee. Vinskey motions the Select Board appoint DeChiara as a voting member of the Web Committee. The motion is seconded and both Stein and Vinskey agree. DeChiara abstains. DeChiara referring to his 9.11.15 email to the Select Board and Vlach: most committees have their email set up as "committee @ Shutesbury.org"; "police chief @shutesbury.org" forwards to his personal email account; another example, the FinCom does not check their Town email account, so, forwarding to a personal email would ensure receipt of emails. Vinskey: how would this work? DeChiara: there needs to be at least one person on the committee managing the town email for that committee/board; it is a reasonable expectation that emails are received; we are eligible to use some Google systems for free. Torres: the *Our Town* newsletter has contact phone numbers, no email addresses. DeChiara: per Vlach, there is a need for privacy protection. DeChiara: the Select Board could present this concept at the All Boards Meeting; the Web Committee will meet before All Boards and may have something to offer about posting meetings/agendas. DeChiara: Willa Jarnagin/Committee member designed our web user interface; the Committee will discuss web platforms, such as Drupal, and perhaps upgrade the Town website next year. DeChiara briefly explains how websites work; there could be one link for all of a committee's minutes. Torres: we need to improve the posting tool for agendas and minutes. DeChiara: there is a need for folks to know that they can reach someone on a committee. DeChiara: do we like the idea of asking each committee to have email from the Town address forwarded to one member's personal email? Stein notes the importance of no online deliberation. DeChiara: can we make this a requirement? Scott notes that some committees, i.e. Conservation and Zoning, have staff managing their email. Vinskey: if it goes to a private email, what about

- open meeting law and public documents? DeChiara: it is worth having a discussion about “Google for Government” which would cost \$5/person/month. DeChiara: can only ask for what is easy to do at this point. Vinskey confirms that recommendation #2 regarding a Town committee “classified page” is pending.
3. Outline for All Boards Meeting: all agree to carry over this item over to the next meeting.
 4. Select Board Organizational Issues: DeChiara: all have Vinskey’s draft policy manual; will talk about this at the next meeting. Stein agrees this is something that the Select Board should go ahead with. DeChiara notes need for the Select Board to consider its priorities. Torres: when she was a member of the Select Board, they had a list of annual priorities. DeChiara: it is helpful to have a list in order to know what things they want to advance. Stein: other things can come up and take priority. Vinskey: the list provides focus so you can get back on track. DeChiara: a list will help residents know what is important to the Select Board. Stein recommends tabling the discussion until the next meeting.

Administrative Actions

1. Election Worker Appointments: a motion is made and seconded to appoint the 2015-2016 “Election Workers of Shutesbury,” as listed, and recommended by Mosher/Town Clerk. All Select Board members agree.
2. Select Board Meeting Minutes: DeChiara moves and Vinskey seconds to approve the 8.4.15 Select Board meeting minutes; all agree to approve. Approval of the 8.18.15 meeting minutes is carried over to next meeting.
3. Celebrate Shutesbury Event Form: All members agree to sign the event form for the 9.19.15 Celebrate Shutesbury event; Stein signs on behalf of the Board.
4. Appoint E911 Coordinator Paul Vlach: DeChiara: Vlach was asked by Emergency Management Coordinator Walter Tibbetts to be the E911 Coordinator; Vlach has reached out to former E911 Coordinator Michael Freeman. Torres: per email, Vlach has accepted the invitation. DeChiara motions the Select Board appoint Paul Vlach as the E911 Coordinator; Vinskey seconds and all agree.
5. Sign Personnel Action Forms (PAFs):
 - Daniel Emerson’s resignation as Deputy Chief of the Fire Department: DeChiara moves, Vinskey seconds, and all agree to sign the document which then goes on to the Personnel Board.
 - Cynthia Coffin/new Assistant Librarian: DeChiara moves, Vinskey seconds, and all agree to sign this PAF that has already been approved by the Personnel Board.
 - Linda Newcomb/part-time Police Officer: DeChiara moves, Vinskey seconds, and all agree to sign this PAF that has already been approved by the Personnel Board. Torres: typically, the Select Board interviews potential new hires then follows-up with Harding/Police Chief; the Police Department was short-handed when the Chief moved ahead with this officer’s hiring.
6. The 9.15.15 Vendor Warrant for \$59,647.26 was signed last week.
7. The 9.15.15 Payroll Warrant for \$82,755.75 was signed last week.

Issue not reasonable anticipated by the Chair:

1. Torres: Holmberg/Administrative Assessor is asking for Lynda Grybko/recently retired Assessor's Clerk to be appointed as an Assessor; Grybko is a resident of Pelham and owns property in Shutesbury. Torres: the Select Board can appoint an out of town committee member; Assessors make decisions that impact citizen's finances; Grybko had been Clerk to the Administrative Assessor for 14 years and is very experienced. Vinskey: confirms that Grybko currently retired as the Clerk and now wants to come back as an Assessor. Torres: as an Assessor, there is less time commitment; Assessor Amanda Alix recently retired and one of the current Assessors frequently misses meetings resulting in problems with attaining quorum. Vinskey: Holmberg is requesting; Grybko has not asked. DeChiara: Grybko is a property owner in town and is qualified to be an Assessor. DeChiara asks if it is Holmberg's intention to request an appointment. Torres: Holmberg has invited Grybko to the next Assessor's meeting. Vinskey confirms the process: if Grybko agrees and the other Assessors agree, then the Select Board will consider the appointment. Torres: it seems the first two steps have happened. DeChiara: she is a knowledgeable person and able to move quorum forward. Stein: the Select Board will wait until the Board of Assessors have formally agreed and Grybko has agreed then the Select Board will vote to appoint.

Future meeting: DeChiara: 9.29.15 - personnel review issues, Select Board priorities, Union 28 Superintendent and Finance Director will attend. All agree to hold off on discussing the manual and Select Board/departments head communication. Torres: personnel review is on the Personnel Board agenda. DeChiara suggests the Personnel Board give the Select Board an update. Stein, as a member of the Personnel Board, will give the Select Board an update. DeChiara volunteers to be keeper of priority list. Torres: regarding the "special municipal employees" list, nothing has been sent to the Ethics Commission since 1998; she is working with Mosher/Town Clerk to update the Town's list; the Select Board will have two votes to make – one to remove positions from the list and one to add; per Donna MacNicol/Town Counsel, Torres's interpretation of the policy is okay, however, since the Town has a list, it needs to be updated.

Vinskey will not be able to attend Saturday's LWAC meeting due to Celebrate Shutesbury.

DeChiara moves and Vinskey seconds; all agree to adjourn the meeting at 9:45pm.

Documents and Other Items used at the Meeting:

1. Hunting/Highway Superintendent letter to the Select Board received 9.15.15
2. 9.15.15 "Analysis of Sand and Salt Use" table by Torres/TA

3. FRCOG Winter Sand Bid W1-2015-2016
4. FRCOG Winter Salt Bid W2-2015-2016
5. 8.25.15 O'Reilly, Talbot, & Okun "Proposal for Groundwater Remediation near MW-8R
6. DEP 8.12.15 "Tier 1 Extension Approval" letter
7. Shutesbury Fire Station Site Plan by O'Reilly, Talbot, & Okun, March 2010
8. 10.14.15 COA agenda and "COA draft policy on Use of Lounge and Furniture"
9. "Web Committee requests to the Select Board – 9/11/15" email from Paul Vlach; "additional info from web committee" 9.11.15 email from Michael DeChiara
10. 9.9.15 letter from Mosher/Town Clerk and "Appointed Election Workers for 2015-2016"
11. 8.4.15 Select Board meeting minutes
12. Special Event Notification Form: 9.19.15 Celebrate Shutesbury
13. PAFs: Daniel Emerson, Cynthia Coffin, and Linda Newcomb
14. 9.12.15 Town Expense Report

Upcoming Select Board Meetings:

- 9.29.15 Tuesday 6:30pm Town Hall meeting room
- 10.6.15 Tuesday 6:30pm Town Hall meeting room
- 10. 20.15 Tuesday 6:00pm; 7:00pm All Boards Meeting Town Hall meeting room
- 11.3.15 Tuesday 6:30pm Town Hall meeting room

Respectfully submitted,
Linda Avis Scott
Administrative Secretary