

Shutesbury Select Board Meeting Minutes  
February 6, 2018 Shutesbury Town Hall

Select Board members present: Michael DeChiara/Chair and Melissa Makepeace-O'Neil  
Staff members present: Becky Torres/Town Administrator and Linda Avis  
Scott/Administrative Secretary

Guests: Susie Mosher/Town Clerk, Jeff Lacy/Planning Board & MPWG, and Joan Hanson

DeChiara calls the meeting to order at 6:31pm.

Public Comment: Lacy raises an objection to the 1.23.18 Select Board decision to place a hold on the Lot O32 project and reminds the Select Board that the town spent \$10,000 on the visioning consultant Harriman Group; the Lot O32 design study was the premiere recommendation of the Master Plan Working Group, the Town engaged the Conway School of Landscape Design and obtained a \$7,000 grant to be matched by his consulting services; the Select Board decision disrespects the people who worked on the MPWG committee and all those that participated in the visioning process; we have lost face with the Conway School and the State grantor. DeChiara duly notes Lacy's comments.

**Discussion Topics:**

1. Change in Board of Registrars Payment: Susie Mosher/Town Clerk researched how the Registrars' stipend was created: until 1945, the Town Clerk and Select Board were listed as the registrars with no separate salary line; in 1946, a town warrant article lists the Board of Registrars salary as \$30. DeChiara refers to the Registrars job description and notes that the "compensation" section could be changed. Mosher recommends the compensation section be changed to "could be paid by the hour" and notes that a member of the Board of Registrars cannot hold an elected position in town. Makepeace-O'Neil moves the Board of Registrars job description be revised to change the compensation to an hourly rate and add "Eligibility: the individual may not serve as a town elected official as well as a member of the Board of Registrars"; the motion is seconded by DeChiara and passed unanimously.
2. Town-level Gender Identification Information: DeChiara refers to four sample bylaws regarding gender identification information listed on the State website. Mosher states that she does not know of any town forms that ask for gender identification information; the State census forms do ask for gender identification; a request to change the identification from binary or to remove the category can be made. DeChiara: going forward, if gender identification on a form is necessary, it could include additional non-binary options. Makepeace-O'Neil recommends bringing the need to change forms to the Personnel Board; DeChiara agrees and volunteers to draft language for consideration during the next meeting. In the future, the Select Board may consider a human rights bylaw.

3. Recycling Coordinator/Bulky Waste Day Schedule: Joan Hanson, a volunteer at both the June and October 2017 Bulky Waste Days, reports that the June date is heavily attended and the October date sparsely attended. It seems to make sense to hold one bulky waste day/year given the opportunity for residents to purchase Leverett Transfer Station stickers. Makepeace-O'Neil moves the Recycling and Solid Waste Committee hold one bulky waste day/year in the spring; DeChiara seconds the motion that passes unanimously.
4. Select Board Appreciation Dinner: The Board plans for the 3.2.18 event. Torres will email committees, boards and employees; notices will be placed around Town Hall. The Women of Positive Presence will also be invited.
5. Small Touches Quality of Life Contest: One response has been received thus far, The notice was included in the recent edition of "Our Town"; a "town announce" will be made, the notice will be posted on the town website and Nextdoor Shutesbury as well as placed on bulletin boards and in the "Roadtown News".
6. Pratt Corner Road Condition/Possible Liability: DeChiara refers to Michael Suter's 1.27.18 email "Damage to Pratt Corner Road" regarding the rut at the bottom of the access road to the solar site; this area is okay when frozen however is significant when the area thaws. Torres: with the thaw, hay bales to right of this area were frozen, prevented the water from running off and resulted in the hole becoming larger upon refreezing; at this point, one row out of four hay bale rows has been removed. DeChiara notes that since the Highway Department is not regularly available, workers arriving at the solar site before 7am is of concern; Suter asks if there is damage to an individual's car, who is liable; the Town is responsible for maintenance of the road however if wear and tear is related to the solar site, the contractor could repair the road under Hunting's/Highway Superintendent guidance. Torres: the site visit with herself, Hunting and Kevin Sullivan/site manager was very positive; the contractors will do the road repair work in conference with Hunting and the road has been fortified with extra gravel and is improved; 100% of the steel has been delivered and Thursday, 2.8.18, is expected to be the last day for delivery of the solar panels; after that, sand deliveries will go on for another few weeks; per Sullivan, they are hoping to avoid mud season; the project is on schedule. DeChiara appreciates Torres report and acknowledges the need for Hunting to ensure the condition of Pratt Corner Road is maintained. Torres: the site manager is committed to restrict erosion. DeChiara notes the 2.6.18 Gian DiDonna email "Violations" regarding the timing of truck traffic and school buses on Pratt Corner Road and refers to Special Permit Construction Condition #6 "Hours of construction (which include idling trucks and startup of other equipment) shall be limited to 7:00am to 6:00pm Monday through Saturday". Torres: removal of trees from the solar site may be completed; agrees to follow-up with Sullivan regarding the start of work at 7am as per the Planning Board special permit. DeChiara moves the Town Administrator have a

radio to access and monitor Highway Department activity related to road conditions; Makepeace-O'Neil seconds the motion that passes unanimously.

7. Review Four-Town Meeting: Makepeace-O'Neil: the potential significant budget cuts were reviewed during the 1.27.18 meeting. DeChiara notes the impact of Leverett's decision and that a phase in of S10 is the best scenario for the schools. Torres: S10 has more sustainability. It is noted that two assessment method articles will be needed on the annual town meeting warrant: one for a S10 phase-in and one for phased-in statutory. Makepeace-O'Neil moves the Select Board request the Regional School Committee support an amendment to the regional school agreement to change the assessment method to S10 with a 3-5 year phase-in; the motion is seconded by DeChiara and passed unanimously. Torres will attend the 2.8.18 FinCom meeting and ask the FinCom to consider a similar vote.
8. Removal Process for Appointees: DeChiara: Town Counsel MacNicol recommends that if the Select Board is not satisfied with appointees, it not reappoint inactive members rather than develop a policy to un-appoint; inactive committees may be dissolved. The annual reappointment process is reviewed. Board members and Torres consider the functioning of the Energy Committee. Makepeace-O'Neil recommends a review of the Energy Committee charge. DeChiara notes that the town's energy needs will only become more compelling. Torres notes the need to be supportive of Energy Committee members; the Select Board's vision of what an Energy Committee could do does not mesh with how the Committee currently functions. DeChiara notes his frustration with not being able to have a Select Board conversation to productively discuss energy issues with the Energy Committee. Torres will continue to communicate with the Committee about the need to meet with the Select Board. DeChiara, per MacNicol, it may be good to have a town policy about committee member attendance requirements.
9. Review Land Use Clerk Job Description: The proposed Land Use Clerk position will combine the current Conservation Commission Clerk, ZBA Clerk and Planning Board Clerk positions to create a more sustainable and practicable position. The description and number of hours are reviewed; ZBA is case driven; the Planning Board meets regularly however may meet more frequently due to caseload; the Conservation Commission meets regularly and has office hours. Torres recommends the position remain un-benefited; pay rate as per the Administrative Secretary position rate. Makepeace-O'Neil and DeChiara agree to amend the description to "hours/week may vary according to demand". Makepeace-O'Neil moves to approve the Land Use Clerk job description as amended; DeChiara seconds the motion that passes unanimously.
10. Web Communications Committee Appointment: DeChiara moves the Select Board appoint Stephen Grettenberg to the Web Communications Committee; motion is seconded by Makepeace-O'Neil and passes unanimously.

11. Town Administrator Updates:

- a. The Select Board will hold a pole hearing on 2.20.18 to consider approving a request to relocate a National Grid/Verizon pole.
- b. The 1.31.18 letter from Town Counsel Donna MacNicol titled “Dog Hearing and Your email chain entitled same” to Ron Meck is reviewed.
- c. COA grant contract for the \$3,934 balance of the \$5,000 grant; the \$1,066 from the FY17 grant remains unspent. Makepeace-O’Neil moves the Select Board sign the COA annual grant contract form; DeChiara seconds the motion that passes unanimously.
- d. The Broadband Committee will meet with the FinCom on 2.8.18.

12. Committee Updates:

- a. Web Communications Committee: Per DeChiara, two website improvements that will aide user ability and education will be implemented; new member Stephen Grettenberg will work with Mosher to improve the process for uploading agendas and minutes; upcoming committee meetings will appear on the homepage and agendas will automatically appear on the committee’s webpage

Future Agenda/Action Items are reviewed.

Administrative Actions:

1. The Select Board will sign vendor warrants totaling \$113,356.01.
2. The Select Board will sign payroll warrants totaling \$103,517.87.
3. Firefighter Personnel Action Forms (PAF): The PAFs reflecting an hourly rate for training, approved at a previous Select Board, are signed.
4. Select Board Meeting Minutes: DeChiara moves to approve the 1.23.18 meeting; Makepeace-O’Neil seconds the motion; the 1.23.18 minutes are unanimously approved as amended.

At 8:59pm, DeChiara moves to adjourn the meeting; the motion is seconded by Makepeace-O’Neil and passed unanimously.

Documents and Other Items Used at the Meeting:

1. Board of Registrars Job Description, Reviewed April 2010
2. Sample gender information bylaws
3. “Small Touches: Quality of Life” notice
4. Suter 1.27.18 email “Damage to Pratt Corner Road”
5. DiDonna 2.6.18 email “Violations”
6. Land Use Clerk Job Description and related salary chart
7. 1.31.18 Letter from Town Counsel Attorney Donna MacNicol to Ron Meck
8. COA FY18 Executive Office of Elder Affairs Grant

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary