

Shutesbury Select Board Meeting Minutes
April 17, 2018 Shutesbury Town Hall

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

Guests: Susie Mosher/Town Clerk, George Arvanitis and Eric Stocker/Finance Committee Co-chairs, Penny Kim/Town Moderator, Police Sergeant Wendy Masiuk, Lisa Saunders/Positive Presence and Police Officer Dan Fernandes

DeChiara calls the meeting to order at 6:32pm.

Public Comment: None offered.

Discussion Topics:

1. Annual Town Meeting Warrant: DeChiara's goal is to group like/related articles. George Arvanitis/FinCom Co-chair: the Finance Committee presentation will answer many of the questions relative to the other finance related articles. Penny Kim/Town Moderator: the FinCom report will follow the other reports from town officials/committees. The order of the warrant articles is reviewed, discussed and decided upon. Arvanitis recommends that abstentions not be added to the base number of voters because they count as a "no". Mosher: abstentions are counted into the total; she will research whether abstentions must be added to the base. DeChiara recommends the instructions for voting be included in the warrant. Mosher: a request from the floor for a ballot vote does not have to be honored. Representatives for specific warrant articles are identified and confirmed. A representative from the Capital Plan Improvement Committee will present a preface for the capital plan items. Arvanitis reminds those present of the need to explain to town meeting that there is a plan for a special town meeting for additional capital items, i.e. paving projects, the school roof and Broadband. Mosher reviews the physical layout for town meeting.
2. Police Chief Hiring Committee Update: Torres: Russ Mizula, Al Springer, Karen Traub and Mary Anne Antonellis have submitted letters of interest to be community representatives to the Committee. DeChiara suggests that if Bruce Carroll is available, he could be added as a professional in the field. Makepeace-O'Neil moves the Select Board appoint Russ Mizula, Al Springer, Karen Traub and Mary Anne Antonellis as community representatives to the Police Chief Hiring Committee; DeChiara seconds the motion that passes unanimously. Makepeace-O'Neil moves the Select Board appoint Bruce Carroll as the police professional representative to the Police Chief Hiring Committee; DeChiara seconds the motion that passes unanimously.

3. Health Care Trust Update: Torres attended the 4.12.18 Hampshire County Group Insurance Trust (HCGIT) meeting: the HCGIT executive committee recommended and subsequently the Trust members voted for the plan design to remain unchanged for FY19 and to work with member towns during the year on the procedure for making plan design changes; premium increases for this year, depending on the plan, will range from 3%-4.7%.
4. Planning Grant: Torres: the Planning Board is considering applying for an EOEAA Planning Grant to explore future uses for Lot 032. Torres announces that Green Communities Grant authorization to purchase an electric car charger has been obtained. DeChiara shares information about the new Division of Local Services Municipal Vulnerability Preparedness Planning Grant and suggests the Select Board identify application parameters for their 5.18.18 meeting. DeChiara volunteers to write the grant proposal. Makepeace-O'Neil supports this suggestion.
5. Digital Communications: Per Torres, due to the extent of Town Counsel Donna MacNicol's feedback, the draft letter is not ready for review. The Select Board will review the draft during a tentatively scheduled 4.20.18 meeting.
6. Energy Committee Charge: The Energy Committee Charge is reviewed. DeChiara moves the Energy Committee Charge be revised to read: "The purpose of the committee is to study and recommend to the Select Board, in coordination with other committees: energy policies, approaches and projects on efficiency, conservation and generation for the benefit of the town and residents"; Makepeace-O'Neil seconds the motion that passes unanimously.
7. Town Administrator's Updates:
 - A. Broadband Committee: The Committee has been working with two Pelham residents (133 & 135 Shutesbury Road) who are not part of the Pelham Comcast system; the goal is to provide these residents with Broadband service from Shutesbury and for these property owners to pay an amount equal to the cost for a Shutesbury resident's build out.
 - B. Aggregate Electricity: Torres signed the aggregate agreement for 18 months; the agreement also includes the elementary school.
 - C. Makepeace-O'Neil moves the Select Board approve the Personnel Action Form for Jonah Myer/Shutesbury Fire Department Firefighter; DeChiara seconds the motion that passes unanimously.
 - D. Small Touches: The Select Board considers how to proceed with the bandstand/gazebo project. Torres recommends the Select Board create a charge for the project committee in advance of town meeting. The Board plans to consider the charge during the 5.2.18 meeting. DeChiara suggests the Select Board consider the purchase of picnic tables/chairs for town common and recommends a Community Engagement Committee whose goal will be to encourage civic creativity and quality of life; their first project will be the

bandstand/gazebo. DeChiara will draft a charge for consideration during the 5.2.18 meeting.

- E. Town Center Committee: The Board reviews the Town Center Committee Charge. Torres: the town center is defined as being from the school to the town pound. DeChiara suggests this committee be disbanded as the Community Engagement Committee takes form. The recent resignations of Julie Taylor, Barbara Goodhind and Steve Puffer from the Town Center Committee are noted. DeChiara moves, that as of 6.30.18, the Town Center Committee be disbanded; Makepeace-O'Neil seconds the motion that passes unanimously.

2018 Annual Town Meeting Warrant as per the 4.17.118 draft:

Article 1: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 1; motion passes unanimously.

Article 2: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 2; motion passes unanimously.

Article 5: The Select Board previously approved this article.

Article 7: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 7; motion passes unanimously.

Article 8: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 8; motion passes unanimously.

Article 9: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 9; motion passes unanimously.

Article 10: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 10; motion passes unanimously.

Article 11: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 11; motion passes unanimously.

Article 12: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 12; motion passes unanimously.

Article 13: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 13; motion passes unanimously.

Article 14: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 14; motion passes unanimously.

Article 16: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 16; motion passes unanimously.

Article 17: DeChiara moves and Makepeace-O'Neil seconds a motion to approve Article 17; motion passes unanimously.

Article 18: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 18; motion passes unanimously.

Article 19: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 19; motion passes unanimously.

Article 20: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 20; motion passes unanimously.

Article 21: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 21; motion passes unanimously.

Article 22: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 22; motion passes unanimously.

Article 23: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 23; motion passes unanimously.

Article 24: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 24; motion passes unanimously.

Article 25: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 25; motion passes unanimously.

Article 26: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 26; motion passes unanimously.

Article 27: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 27; motion passes unanimously.

Article 28: Makepeace-O'Neil moves and DeChiara seconds a motion to approve Article 28; motion passes unanimously.

DeChiara moves to approve the 2018 Annual Town Meeting Warrant as previously discussed and amended; Makepeace-O'Neil seconds the motion that passes unanimously. The Select Board will sign the amended Warrant during their 4.20.18 meeting.

8. Committee Updates: None offered.

9. Future Agenda Items: 5.2.18: Police Chief Hiring Committee, charging station details, Civic Engagement Committee, picnic tables, and town meeting details. The Select Board decides not to hold a pre-town meeting budget discussion for the public. The plan for the 4.24.18 meeting is reviewed; Torres will invite the relevant town employees and Makepeace-O'Neil will draft an explanatory letter to accompany the invitation; the goal of the meeting is to explain the changes to the town administrator's role and responsibility.

Administrative Actions:

1. Select Board members will sign vendor warrants totaling \$532,403.778.
2. Select Board members will sign payroll warrants totaling \$98,328.77.
3. Select Board members will sign Broadband warrants totaling \$20,501.17.
4. DeChiara moves to approve the 4.3.18 Select Board meeting minutes; the motion is seconded by Makepeace-O'Neil and the 4.3.18 minutes are unanimously approved as amended.

At 9:17pm, Makepeace-O'Neil moves and DeChiara seconds the motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. 4.17.18 Draft Annual Town Meeting Warrant
2. 4.17.18 Draft Shutesbury FY19 Town Budget
3. Police Chief Hiring Committee letters of interest
4. Division of Local Services "Municipal Vulnerability Planning Grant" information
5. Energy Committee Charge

6. Colonial Power Group 4.1.18 “FRCOG Electricity Supply Aggregation Consultant Services Proposal”
7. 3.26.18 letter from Pelham Board of Selectmen
8. 3.15.18 Fire Department Personnel Action Form for Jonah Meyer
9. Town Center Committee Charge

Respectfully submitted,
Linda Avis Scott
Administrative Secretary