

Shutesbury Select Board Meeting Minutes
May 2, 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: Police Sergeant Wendy Masiuk, Town Moderator Penny Kim, Anna Aaron/Personnel Board and Joan Hanson/Women of Positive Presence.

DeChiara calls the meeting to order at 6:30pm.

Public Comment: None offered.

Discussion Topics:

1. Police Chief Hiring Committee: The community representatives Al Springer, Russ Mizula, Karen Traub and Mary Anne Antonellis have received appointment letters. The tentative first meeting date: Thursday 5.10.18 at 6:00pm. Per Torres, 10-12 applications for the Police Chief position have been received. Makepeace-O'Neil moves Michael DeChiara represent the Select Board on the Police Chief Hiring Committee; DeChiara seconds the motion that passes unanimously.
2. Change in Town Administrator Job Responsibilities: The 4.24.18 meeting was cancelled due to lack of quorum. New date: 5.15.18 at 6:00pm.
3. Electric Car Charger Update: Torres has been researching electric car charging stations and recommends a dual outlet single-mount charger; the estimated cost is \$5,000; the remaining \$1,800 in Green Community Grant funds will be applied to the cost. Siting factors are considered. At this time, there will be no cost to use the charger. Makepeace-O'Neil moves the Select Board authorize the Town Administrator to purchase an electric car charging station to be installed outside of Town Hall; DeChiara enthusiastically seconds the motion that passes unanimously.
4. Civic Engagement Committee Charge: The draft Committee Charge is reviewed, discussed and revised. DeChiara: the goal is to establish a committee that will create public gathering spaces/activities and interface with relevant other committees. Makepeace-O'Neil suggests "public engagement" in lieu of "civic engagement". DeChiara will rewrite the draft for review at the 5.15.18 meeting.
5. Town Email Preferences: DeChiara will request Fred Steinberg/Web Communications Committee to set up the "block" on emails sent to town official email addresses by a particular town resident. Torres will draft a letter to town officials regarding the decision and the blocking procedure for those using personal email addresses for town business.

6. Annual Town Meeting Prep: Torres explains that the Broadband interest amount in the budget is too high therefore the budget has been revised to reflect the correct amount; after discussion, the Finance Committee voted to fund this interest through free cash rather than by debt exclusion. DeChiara moves the Select Board support the FinCom recommendation to fund the Broadband interest with free cash; Makepeace-O'Neil seconds the motion that passes unanimously. In the motion for Article #6, the word "estimate" will not be read. As recommended by Town Counsel MacNicol, the language for Article #26 has been revised. The Select Board will speak to Town Meeting participants about the process leading up to the Small Touches warrant articles.
7. Election Worker Appointments: Makepeace moves the Select Board accept the 4.19.18 letter from David Mosher requesting appointment as an election worker, noting that his wife, Susie Mosher, is Town Clerk and stating that he is able to perform the duties of an election worker fairly and objectively; DeChiara seconds the motion that passes unanimously. Makepeace-O'Neil moves the Select Board appoint Elizabeth Adams, David Mosher, Aidan Thomas-Paquin, Lauren Thomas-Paquin, Daniel Thomas-Paquin, Michael Ross and Andrew Fairfield as election workers for annual town meeting and going forward; DeChiara seconds the motion that passes unanimously.
8. Town Administrator Updates:
 - A. A new boiler, funded with Green Communities monies, has been installed in Town Hall.
 - B. Annual Town Meeting setup details are reviewed.
9. Committee Updates: Scott reads the 250th Anniversary Steering Committee's charge into the record: "The Steering Committee is charged with preparing and recommending to the Select Board, for their approval, a program of celebrations to commemorate Shutesbury's 250th anniversary in 2011. This committee will organize and assist the broader community in implementing projects ensuring the widest possible inclusion of ideas" and explains the Committee has completed their work and requests to be dissolved. Per Scott, over the last several years, the Committee created an archive of the 250th year that is stored in the custom cabinet housed in Town Hall, a selection of materials is also stored and available digitally through UMass Special Collections and University Archives and there is a copy for the town records. Makepeace-O'Neil moves the Select Board accept the 250th Anniversary Steering Committee's final report; DeChiara seconds the motion that passes unanimously.
10. Agenda items for the 5.15.18 meeting are reviewed: changes to the Town Administrator's job role/responsibilities, Town Meeting debrief, Public Engagement Committee Charge, and electric car charging station update. The draft FY19 Appointed Officials list will be reviewed during the 5.29.18 meeting.

11. DeChiara moves the Select Board award the first Select Board Award for Excellence to Linda Avis Scott for creation of the FY17 Town of Shutesbury Annual Report. Makepeace-O'Neil seconds the motion that passes unanimously.

Administrative Actions:

1. Select Board members will sign vendor warrants totaling \$107,126.41.
2. Select Board members will sign payroll warrants totaling \$100,847.20.
3. Consideration of the 4.17.18 Select Board meeting minutes will be carried over to the 5.15.18 meeting.

At 7:59pm, DeChiara moves and Makepeace-O'Neil seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. Civic Engagement Committee Charge
2. 4.19.18 letter from David Mosher
3. 5.2.18 letter from Susie Mosher/Town Clerk re: election worker appointments
4. Motions for the 2018 Annual Town Meeting Warrant
5. 4.27.18 Shutesbury Town Budget

Respectfully submitted,
Linda Avis Scott
Administrative Secretary