

Shutesbury Select Board Meeting Minutes
May 29, 2018 Shutesbury Town Hall

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

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

DeChiara calls the meeting to order at 6:33pm.

At 6:33pm, DeChiara moves the Select Board go into executive session for reason #3/pending litigation only for the purpose of reviewing minutes and to return to open session; Makepeace-O'Neil seconds the motion. Roll call vote: DeChiara: aye, Makepeace-O'Neil: aye and Puleo: aye.

Open session resumes at 6:42pm.

Guests: Joan Hanson/Women of Positive Presence; Sergeant Wendy Masiuk and Officer Dan Fernandes

Agenda review: No changes made.

Public Comment: None offered.

Discussion Topics:

1. Marijuana Advisory Committee Follow-up: DeChiara offers a committee charge for consideration by the Board and points out that six months is too long for the Select Board to wait for a report from the committee therefore recommends the Committee collaborate with the Planning Board and report back to the Select Board every three months. Puleo: the Planning Board needs to be present for committee reports to the Select Board. Torres recommends the Select Board allow the committee to work with the Planning Board. DeChiara: because Town Meeting voted to create the committee, the Select Board should be the appointing body. DeChiara continues: if the Select Board is the appointing body and is accountable to the Town Meeting vote, the committee is responsible to the Select Board. Torres: Town Meeting voted to establish the committee; the committee needs to work with the Planning Board. Puleo: as this is a planning matter not a Select Board responsibility, the Planning Board needs to have oversight over the committee. Puleo reads a portion of the Temporary Moratorium into the record: "...the Town shall undertake a planning process to address the potential impacts of marijuana establishments with advice from a new town cannabis development business committee and shall consider adopting new zoning bylaws in response to these new issues". Torres: statute defines the Planning Board's responsibilities and, as an elected board, zoning bylaw recommendations come from the Planning Board; it is important that the Planning Board is vested in the formation and function of the committee. Puleo: perhaps the moderator, as a neutral body, maybe the appointer. DeChiara: usually the Select Board creates the charge.

Puleo: the committee will be appointed and the members will determine the chair; Sanford Lewis may be organizing the committee however the Select Board and Planning Board need to be seeking members, i.e. a notice on the town website. Torres: the Planning Board needs to meet with Lewis and draft a committee charge to bring to the Select Board. Torres reports speaking with Jeff Lacy/Planning Board and will be meeting with Deacon Bonnar/Planning Board Chair about the formation of the committee; this item will be on the Planning Board's June agenda. DeChiara: in summary, the Planning Board will create a charge to recommend to the Select Board. Torres: ultimately, the work of the committee and the Planning Board will come back to the Select Board in the form of bylaw recommendations.

2. Police Chief Search Update: Torres: the preliminary interviews, in executive session, will occur on 6.5.18. Select Board interviews are scheduled for 6.13.18 in open session.
3. Climate Mitigation Grant Update: Torres: in the event of a natural or manmade event, it will be important to have battery backup for the solar panels at town hall and/or the fire station and an electric public safety vehicle; these are potential concrete grant requests. DeChiara asks about water reliability as grant topic. Torres: the Town has a \$15,000 Community Compact grant for the town hall water supply that has yet to be used. Puleo: water concerns should be added to the review/refreshing of the Hazard Mitigation Plan; without a new grant, this is something FRCOG can assist with. Torres will ask Linda Dunlevy/FRCOG if there is a cost for having the Hazard Mitigation Plan reviewed and refreshed. DeChiara: it seems that Massachusetts towns are being encouraged to ask for assistance with climate change mitigation assessment and planning. Torres: in addition to the Hazard Mitigation Plan, the town has other emergency management plans in place, i.e. for the Lake Wyola dam. Torres: the question is, if we become isolated, what do we need to get through the period of isolation. DeChiara suggests self-reliance training for residents. Puleo: the Emergency Management Team is discussing the need to update the list of shut-ins, etc. and for educational pamphlets, i.e. hurricane preparation. This agenda item will be reconsidered during the 6.13.18 meeting.
4. Cell Town Inquiry: Torres has been unable to reach the pertinent party; an email was sent to this party recommending contact with the Planning Board for guidance regarding the relevant zoning bylaw. The tentative cell tower site is Lot D-35 Wendell Road. The benefit of this site will be increased cell service for the Lake Wyola district and safety.
5. FY 19 Appointments: Scott reviews the draft FY19 Appointed Officials list. Torres, regarding the Energy Committee: Clark Sylvester and Larry Hunter recently adjusted the solar panels and will continue to do so. Per Torres, the ADA Committee needs to find a replacement for Martina Carroll; this committee has not held a meeting in awhile. Torres will recheck on the renewal of Historical

Commission terms. It is noted that the Select Board can decide to not reappoint the remaining members of the Open Space Committee. DeChiara: the Energy Committee has not been meeting and has been elusive about meeting with the Select Board. Torres will follow-up with the Energy Committee. The plan is to accomplish the FY19 appointments during the 6.26.18 Select Board meeting.

6. Town Administrator Updates:

- A. The draft email to municipal officials is reviewed. Makepeace-O'Neil moves the Select Board approve the 5.29.18 letter offering board and committee members the opportunity to filter email; Puleo seconds the motion that passes unanimously.
- B. Puleo moves the Select Board approve the Highway Superintendent's request to participate in the "Franklin Regional Collective Highway Bids for FY2019" and contract on the Town's behalf; DeChiara seconds the motion that passes unanimously.
- C. Sample picnic table photos are reviewed; the tables offer easy seating and one will allow wheelchair access. Torres suggests placement close to library where there is shade and Internet availability. Makepeace-O'Neil moves the Select Board purchase two picnic tables constructed of solid composite material; Puleo seconds the motion that passes unanimously.
- D. In response to a request from DeChiara, Torres asked Gail Weiss/Town Accountant whether his concept for creating a warrant article for the purpose of dedicating solar farm PILOT funds to future special capital projects is possible; the anticipated PILOT income starts at \$75,000/year. Torres: per Weiss, a specific revenue stream can be determined; Weiss will double check with the Department of Revenue. Puleo recommends this topic be referred to the FinCom for consideration. DeChiara: his intention was to find out if his proposal is possible.
- E. Police Department: Chief Harding is not expected back until 6.25.18; his retirement date is 6.30.18. Sergeant Masiuk and Officer Fernandes are asked to speak about current department staffing levels. Per Masiuk, license to carry renewals have increased by 75%, about 20 in the last month; renewal paperwork takes time from patrol hours; we are managing however there is a decrease in efficiency as it takes more steps to complete some tasks. Per Torres, the Chief's cruiser is now parked at Town Hall so it can be used for detail duty. Officer Fernandes: we are making due for the time being; activity at the lake is picking up and he has been conferring with DCR staff. Torres: has a call into Chief Harding to inquire about the placement of Lake Wyola area "no parking" signs. Fernandes: more qualified and experienced part-timers are needed to assist with patrols; the department had a good staffing plan with at least two officers on duty for part of each shift. Masiuk: the current part-time staff is limited as to the number of hours they can work.

7. Committee Updates:

- A. Broadband/Municipal Lighting Plant: Per Torres, the committee met with WG&E staff; the RFP for the ISP and NOI will become live on 6.4.18
- B. Web Communications Committee: Per DeChiara, implementation of the "search" function will be forthcoming.

8. Action/Agenda Item: 6.13.18 at 7pm: Police Chief interviews, review draft of climate grant and, time permitting, any other necessary business. 6.26.18: FY19 committee appointments.

Administrative Actions:

1. The Select Board will sign vendor warrants totaling \$152,269.49.
2. The Select Board will sign payroll warrants totaling \$96,952.82.
3. Police Chief Hiring Committee: Per Torres, Principal Mendonsa is unable to attend evening meetings therefore recommends the appointment Renee Richards in her place. Makepeace-O'Neil moves and Puleo seconds a motion to appoint Renee Richards to the Police Chief Hiring Committee; motion passes unanimously.
4. Puleo moves the Select Board approve the 5.15.18 meeting minutes; Makepeace seconds the motion and the minutes are unanimously approved as amended.
5. DeChiara moves the Select Board approve the 5.2.18 meeting minutes; the motion is seconded by Makepeace-O'Neil; Makepeace-O'Neil: aye, DeChiara: aye, Puleo: abstain; minutes are approved as presented.
6. DeChiara moves and Makepeace-O'Neil seconds a motion to approve the 4.17.18 Select Board meeting minutes; Makepeace: aye, DeChiara: aye, Puleo: abstain; minutes are approved as presented.

Puleo moves and Makepeace seconds to adjourn the meeting at 8:27pm; motion is unanimously passed.

Documents and Other Items Used at the Meeting:

1. Draft charge: Sustainable Cannabis Business Development Advisory Committee
2. GIS map for Lot D35 Locks Pond Road
3. Draft list of FY19 Appointed Officials
4. 5.29.18 letter to Municipal Officials
5. FRCOG Collective Purchasing Program participation approval document

Respectfully submitted,
Linda Avis Scott
Administrative Secretary