

Shutesbury Select Board Meeting Minutes
January 15, 2019 Shutesbury Town Hall

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

Select Board member absent: April Stein

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

Guests: Susie Mosher, Penny Kim and Joan Hanson/Women of Positive Presence; Walter Tibbetts/Fire Chief & Emergency Management Director

Makepeace-O'Neil calls the meeting to order at 6:35pm.

Agenda Review: Torres requests to carry over signing the remaining Personnel Action Forms to a future meeting. Puleo recommends planning for attendance at the 1.31.19 Emergency Management meeting.

Public Comment: None offered.

Discussion Topics:

Unanticipated Item:

Both Makepeace-O'Neil and Puleo are able to attend the 1.31.19 county-wide meeting titled "Franklin County Emergency Communications System: Options for the Future". Per Walter Tibbetts/Fire Chief-Emergency Management Director, the purpose of the meeting is to provide accurate information about the options for emergency services radio communications in Franklin County; the goal is for representatives from all participating towns to attend - particularly Police Chiefs, Fire Chiefs, Town Administrators, Select Board members and Finance Committees. Torres asks if the decision will be made by a Select Board or town meeting vote. Tibbetts: when the time comes, the decision will need to be made by a majority vote of the towns; ultimately, we all need to go with the same system; there are still a lot of unknowns.

1. MLP Manager/Broadband Employee Job Description: Torres reviewed the final draft of the job description with Personnel Board Chair Anna Aaron earlier 1.15.19; it will be posted as a one-year minimum wage 20hour/week position. Puleo moves the Select Board approve the 1.15.19 "MLP Manager/Temporary Project Manager" job description; Makepeace-O'Neil seconds the motion that passes unanimously. Torres asks the Board how they wish to handle hiring for the position; Gayle Huntress/MLP Manager is the current candidate. The Select Board plans to hire for the position during the 1.22.19 meeting; Torres will post the ad prior to this meeting.
2. HG&E IGA Contract: Torres: the contract was brought back to the Select Board and signed by Makepeace-O'Neil. Puleo moves the Select Board approve the "HG&E Town of Shutesbury, MA Fiber to the Home Project Management Intergovernmental Service Agreement"; Makepeace-O'Neil seconds the motion that passes unanimously.

3. Council on Aging Appointment: Puleo moves and Makepeace-O'Neil seconds a motion for the Select Board to appoint JoAnn Bernhard to the Council on Aging; motion passes unanimously.
4. Special Town Meeting/Broadband: Torres: from the discussions about how to handle additional drop costs, the consensus has been to fund the additional cost for a drop up to \$2,000 so that residents will not be excluded for financial reasons. Per Torres, the Broadband Committee has to issue an "invitation for bid" for the drops that includes a breakdown of pricing specifications for the length of driveways and other details, i.e. underground conduit; Town Counsel MacNicol emphasizes that exceptions and change orders be clear in the contract. Torres continues: the Broadband Committee had hoped to schedule the special town meeting for early February; now, potentially, it will be during the first week of March; it is anticipated that this will be a one warrant article meeting, however, a second article is possible. Torres to Penny Kim's question: the Finance Committee is recommending the funds for the Broadband warrant article come from stabilization; the article will require a two-thirds vote. Tentative special town meeting date: 3.6.19 at 7:00pm. Torres: the Broadband Committee has asked the FinCom whether they would support an addition to their initiative to fund everyone - the Broadband Committee would like a \$8,500 cap – there was a mixed response to determining a cap. Makepeace-O'Neil: if we are going to do the whole town, we need to do the whole town; some drops will be less expensive while others will cost more. Puleo confirms that the \$200 subscription signup is the same. Torres: yes, unless something changes.
5. "Our Town" Article: Makepeace-O'Neil will merge the content of Puleo and Stein's contributions into one document to be submitted to Janis Gray/Editor by 1.18.19.
6. MMA Annual Report Entry: Scott submitted Shutesbury's FY17 annual report to the MMA's Annual Town Report Contest; our report was not selected. The need to support departments, boards, and committees that have not submitted annual reports for some years is noted.
7. Town Administrator Updates:
 - a. The new supply of trash bags arrived today.
 - b. Time has been spent interfacing with the Broadband Committee on procurement procedures and special town meeting plans.
 - c. Letters were sent for the 14 Beechwood Lane 1.22.18 dog hearing, however, earlier 1.15.19, the complainant phoned to say he did not want to have a dog hearing – cancellation letters will be sent; rescheduling the 323 Locks Pond Road dog hearing is pending.
 - d. Police Officer T. Hudock will start work 1.22.19.
 - e. Budget drafts are being reviewed by the FinCom; the Select Board will receive the next draft; the joint meeting with the School Committee, FinCom and Select Board is 1.17.19.
 - f. The sodium and chloride numbers for the new well are good; the VOC results are pending receipt of the lab results.
 - g. Torres will be attending the MMA Annual Tradeshow on the 18th-19th.

8. Committee Updates: Torres notes the need to avoid scheduling Emergency Management Team meetings on Monday holidays. Select Board members suggest scheduling the EMT meetings on the fourth Monday of the month.
9. Prior/Future Actions: Puleo notes the need to update the Special Event form to include an explanation about the use of vehicles. Torres suggests the form be reviewed by the Police and Fire Chiefs and notes the need to have clarity about vehicle use. Makepeace-O'Neil will create a draft for review 1.22.19. Torres will complete posting the financial documents, developed with Joe Markarian/FRCOG, to the Town website. Future items for 1.22.19: Police Chief Fernandes' body camera and ride along policies for review, a representative from Habitat for Humanity regarding their Community Preservation application and a representative from the regional housing authority regarding funds for those on the waiting list.

Unanticipated Items:

Police Union MOA and Contract:

- a. Per Torres, the Police Union contract Memorandum of Agreement (MOA) reviewed in November had some issues; the language in the MOA was expanded to include a monthly stipend for cell phone insurance options for the two parties and that new employees begin no higher than Step five for FY19; Evan Golann, steward and the only current union member, agrees with this language. Puleo moves the Select Board approve the amended "Memorandum of Agreement between the Select Board and Police Teamsters Local Union #404"; Makepeace-O'Neil seconds the motion that passes unanimously.
- b. Per Torres, Golann had an issue regarding differential pay - he agrees to an increase from \$.65/hour to \$.95/hour, however, requests that the four-hour minimum shift requirement for the reference time period 3pm – 7am (paragraph #91) be struck; Fernandes' compromise, to which Golann agrees and if the Select Board is so willing, is to start the shift differential at 2pm and keep the four-hour minimum. Torres: the new officer will be working from 2-10pm. Makepeace-O'Neil: it will be helpful to know the anticipated shift schedule when a second full-time officer is added. Puleo: the addition to the budget is a concern (\$375). Makepeace-O'Neil: due to the need for school coverage, she is somewhat comfortable with a 2pm start. Puleo moves and Makepeace-O'Neil seconds a motion for the Select Board to approve the changes made to the "Town of Shutesbury Agreement By and Between The Town of Shutesbury Police, Teamsters Local Union No. 404 and The Town of Shutesbury July 1, 2018 – June 30, 2021"; motion passes unanimously.

Administrative Actions:

1. ABCC Annual Report: Puleo moves the Select Board approve the "Town of Shutesbury Annual Liquor License Report for the 2018 Calendar Year" to the Alcoholic Beverages Control Commission; Makepeace-O'Neil seconds the motion that passes unanimously.
2. FY19 Personnel Action Forms: continued to a future meeting.
3. Meeting Minutes: Puleo moves and Makepeace-O'Neil seconds a motion for the Select Board to approve the 1.8.19 meeting minutes; the minutes are unanimously approved as presented.

At 8:23pm, Puleo moves and Makepeace-O'Neil seconds a motion to adjourn the open session; motion passes unanimously.

At 8:23pm, Puleo moves the Select Board enter executive session for reason #2 – to conduct strategy sessions in preparation for negotiations with nonunion personnel, the Fire Chief, or to conduct collective bargaining sessions or contract negotiations with nonunion personnel – for review of minutes only. Makepeace-O'Neil seconds the motion. Roll call vote: Makepeace-O'Neil: aye and Puleo: aye.

Documents and Other Items Used at the Meeting:

1. 1.9.19 email from Tibbetts “Future of Franklin County Public Safety Communication (FCECS)
2. 1.15.19 MLP Project Manager/Temporary Project Manager Job Description
3. HG&E Town of Shutesbury, MA Fiber to the Home Project Management Intergovernmental Service Agreement
4. 12.3.18 letter from Mass Municipal Association
5. Memorandum of Agreement between the Select Board and Police Teamsters Local Union #404
6. Town of Shutesbury Agreement By and Between The Town of Shutesbury Police, Teamsters Local Union No. 404 and The Town of Shutesbury July 1, 2018 – June 30, 2021
7. Town of Shutesbury Annual Liquor License Report for the 2018 Calendar Year

Respectfully submitted,
Linda Avis Scott
Administrative Secretary