

Shutesbury Select Board Meeting Minutes  
February 20, 2019 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair and April Stein

Select Board member absent: Elaine Puleo

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

Guests: Town Counsel Donna MacNicol and Paul DeMarco/Mass Teachers Association

Makepeace-O'Neil calls the meeting to order at 7:05pm.

At 7:05pm, Makepeace-O'Neil moves the Select Board enter executive session for reason #3, to discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the government's litigating position, salt contamination lawsuit/Watkins and to return to open session; Stein seconds the motion. Roll call vote: Stein: aye and Makepeace-O'Neil: aye.

At 7:34 pm, open session resumes.

Agenda Review: No changes.

Public Comment: None offered.

**Discussion Topics:**

1. Pioneer Valley Habitat for Humanity Letter of Support: The draft letter by Makepeace-O'Neil is reviewed, revised, and prepared for mailing.
2. Special Event Form Revision: Carry this item over to the 2.26.19 meeting.
3. Hampshire County Group Insurance Trust: Torres: the Select Board will not be voting during this meeting. Per Torres, during the HCGIT Insurance Advisory Committee 1.30.19 meeting, a vote was taken and the decision made to make plan design changes. Torres reviews the plan design changes on page 14 of the 1.30.19 meeting packet. Paul DeMarco/Mass. Teachers Association: changes were also made to the drug tiers. Torres: the estimate is that the HCGIT will experience a 5% savings in the cost of the plan; without the plan changes, there would have been a 5% premium increase; there will be a detailed analysis of the exact cost of the changes. DeMarco refers to page 3 of 1.23.19 HCGIT Executive Committee meeting minutes and notes the initial motion to accept a 4.3% rate increase with no benefit changes was withdrawn; the Committee then voted for a zero percent premium increase and the proposed benefit changes; the Executive Committee also voted a contingency plan in case the Insurance Advisory Committee did not vote benefit changes; the HCGIT has an obligation to provide the changes to each employer. DeMarco continues: the HCGIT is waiting for final actuarial figures from BCBS; with the design changes, the HCGIT will increase their reserves. DeMarco: in Chapter 32B Section 19, unions and retiree representatives are at one table for bargaining; the law states that towns need to provide the exact same insurance to all their

employees; in Section 19, everyone can bargain together; Sections 21-23 allow for the bargaining to occur on a 30-day “fast track” which reduces the bargaining power of the unions; in both bargaining situations, both retiree and union votes are weighted; per Sections 21-23, if there is no decision, a tripartite panel is convened and, if the plan meets the minimum requirements, the plan stands; membership needs to be notified of design changes by July 1<sup>st</sup>. DeMarco provides a draft of the “Agreement by and between the City of Easthampton and (name of union). DeMarco refers to the HCGIT balance sheets and notes that FY17 was a high claims year for the Trust, however, the agency is bringing in ~\$190,000 on average/month; notes the “Amherst-Pelham Health Trust July 2014-October 2017” document demonstrating the organization’s negative cash flow. DeMarco questions if design changes are needed, however, notes they are most likely going to happen; the MTA would want to bargain an ongoing agreement; if the Select Board adopts Sections 21-22, the Town will need to fund a .125% increase over the cost of insurance. Torres: at this point in time, the HCGIT has five months in reserves; can the Town bargain without adopting any statute? DeMarco: yes; the only ones that can sue the Town over health insurance are the unions; the Board could bring together the teacher and police union stewards along with one retiree representative and come up with a reasonable plan; the MTA would like to see a recurring arrangement. Torres will seek additional feedback from Attorney Brian Maser/KP Law and the Board will consider whether to vote during the 2.26.19 7:00pm meeting.

4. Cultural Council Appointment: Stein moves and Makepeace-O’Neil seconds a motion to appoint Nathan Longcope to the Cultural Council; motion passes unanimously.
5. FY2019 State COA Formula Grant Contract: Stein moves and Makepeace-O’Neil seconds a motion to approve and sign the FY2019 Executive Office of Elder Affairs Council on Aging Grant for \$5,354.52; motion is unanimously passed.
6. Municipal Small Bridge Grant Award: Torres: step one in the grant award process is to select an engineer; Nitsch Engineering helped, pro bono, with the grant application for the replacement of the Locks Pond Road/Sawmill River culvert; this firm was recommended by the Buckland Town Administrator and two other town administrators for the quality of their work and responsiveness. Torres found this to be true during the grant application process; engineers are not subject to Chapter 30B procurement requirements and Nitsch Engineering is on the Mass DOT list. The Select Board indicates that they have no reservations. Stein moves and Makepeace-O’Neil seconds a motion for the Town to hire Nitsch Engineering to assist with the Municipal Small Bridge Grant process; motion passes unanimously.
7. Town Administrator Updates:
  - a. Mark Rivers/LWAC Chair and the Conservation Commission are in the process of choosing a wildlife biologist to complete the Wildlife Habitat Evaluation required by the annual lake drawdown Order of Conditions.
  - b. Stein moves the Select Board accept and sign the joint authorization for the Franklin County Regional Housing and Redevelopment Authority’s Housing Rehabilitation

Program Wendell/Shutesbury Community Development Block Grant application; Makepeace-O'Neil seconds the motion that is passes unanimously.

- c. Fire Chief Tibbett's January report has been received and will be forwarded to the Board.
- d. Police Chief Fernandes will have revised Civilian Ride-Along and Body Camera policies for the Board's review during the 2.26.19 meeting.
- e. The Special Town Meeting date has been changed to 3.26.19; the Broadband Committee will be requesting \$274,000 to cover contingencies; the FinCom is considering whether to recommend the use of stabilization funds or free cash.

8. Committee Updates:

- a. Per Makepeace-O'Neil, the Emergency Management Team worked on a draft of the "event check list".

Administrative Actions:

- 1. Select Board members previously signed the 2.5.19 vendor warrants totaling \$108,832.83.
- 2. Select Board members signed vendor warrants totaling \$151,488.11.
- 3. Select Board members previously signed the 2.5.19 payroll warrants totaling \$107,196.95.
- 4. Select Board members sign payroll warrants totaling \$105,884.82.
- 5. Select Board members previously signed Broadband warrants totaling \$34,749.82.
- 6. Select Board members sign Broadband warrants totaling \$207,506.89.
- 7. Select Board Meeting Minutes:
  - a. Makepeace-O'Neil moves and Stein seconds a motion to approve the 1.15.19 meeting minutes; the minutes are unanimously approved as presented.
  - b. Makepeace-O'Neil moves and Stein seconds a motion to approve the 1.22.19 meeting minutes; the minutes, as amended, are unanimously approved.

The Select Board executive session for reason #1, to discuss the reputation, character, physical condition or mental health, rather than professional competence, of an individual, solely for the purpose of approving minutes is postponed to the 2.26.19 meeting.

At 8:43pm, Makepeace-O'Neil moves and Stein seconds a motion to adjourn the meeting; motion passes unanimously.

List of Documents and Other Items Used at the Meeting:

- 1. Draft letter of support for the Pioneer Valley Habitat for Humanity proposal to the Community Preservation Committee
- 2. HCGIT Insurance Advisory Committee 1.30.19 Meeting Notice and Agenda packet
- 3. HCGIT Executive Committee 1.23.19 meeting minutes
- 4. "Agreement by and between the City of Easthampton and (name of union)"
- 5. HCGIT and "Amherst-Pelham Health Trust July 2014-October 2017" financial documents as provided by DeMarco
- 6. "FY2019 Executive Office of Elder Affairs Council on Aging Grant" document
- 7. "Municipal Bridge Projects MGL Chapter 85 Section 35 Review Process" documents

8. “Franklin County Regional Housing and Redevelopment Authority’s Housing Rehabilitation Program Wendell/Shutesbury Community Development Block Grant” application

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary