

Shutesbury Select Board Meeting Minutes
March 12, 2019 Shutesbury Town Hall

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

Select Board member absent: Elaine Puleo

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

Makepeace-O'Neil calls the meeting to order at 8:46pm.

Agenda Review: No changes.

Public Comment: None offered.

Discussion Topics:

1. Contract for Services with Crocker Communications and the Town of Shutesbury and Shutesbury Municipal Light Plant Shutesbury MA Agreement for Communications Services/Network Operations and Internet Service Provider (ISP/NOI): Torres: the contract with Crocker Communications has been reviewed by Town Counsel Donna MacNicol; the plan is for a Crocker Communications representative to sign the contract 3.13.19. Stein moves the Select Board approve and sign the Contract for Services with Crocker Communications and the Town of Shutesbury and Shutesbury Municipal Light Plant Shutesbury MA Agreement for Communications Services/Network Operations and Internet Service Provider (ISP/NOI) dated 3.12.19. Makepeace-O'Neil seconds the motion that passes unanimously.
2. Highway Department Chapter 90 Reimbursement Request: Stein moves and Makepeace-O'Neil seconds a motion to approve and sign the Chapter 90 Reimbursement Request for \$130,000 and Final Report for the cold planing and paving of two sections of Leverett Road; motion passes unanimously.
3. Fire Department/Department of Conservation and Recreation (DCR) 2018 Volunteer Fire Assistance Program Grant: Makepeace-O'Neil moves and Stein seconds a motion to approve and sign documents necessary for the receipt of Department of Conservation and Recreation (DCR) 2018 Volunteer Fire Assistance Program Grant funds of \$1,689.75; motion passes unanimously.
4. FRCOG Fuel Bid Agreement: Torres recommends the Town participate in the FRCOG bid process gasoline and diesel fuel, at the same gallon amount as FY19, and to not participate in the heating fuel bid. Stein moves and Makepeace-O'Neil seconds a motion to sign the FRCOG fuel bid participation agreement for gasoline and diesel fuels; motion passes unanimously.
5. Town Administrator Updates:
 - A. The Finance Committee voted on 3.5.19 to recommend use of capital stabilization funds for the "Shutesbury Fiber to the Home Construction Fund" for the 3.26.19 special town meeting warrant article.

B. On 3.11.19, Torres met with employee union representatives, union stewards, one union member and three non-union employees to review benefit changes, premium rates and Town savings. In light of the new copay costs to subscribers for imaging, outpatient and hospital, Torres proposed using 25% of the town's savings in premium costs to create a fund to reimburse subscribers for the new copay costs. The proposal was well received by those present; two requests were made: in light of the ongoing savings to the Town, that the reimbursement fund be ongoing fund as well and that there be an annual cap on individual subscriber use of the fund; the fund will be monitored annually and reviewed at the end of three years. Torres, noting that there are approximately 40 subscribers, suggests an individual cap of \$750/fiscal year; the fund activity will be monitored by the Treasurer. Makepeace-O'Neil moves the Select Board support using 25% of the Town's savings on health insurance premiums to create a copay fund for all employee health insurance subscribers, that there be a \$750 per subscriber fiscal year cap on use of the fund and that the fund will be monitored annually and reviewed in three years. Stein seconds the motion that passes unanimously.

Administrative Actions:

1. Select Board members previously signed vendor warrants totaling \$58,870.53.
2. Select Board members previously signed payroll warrants totaling \$104,471.78.
3. Select Board members previously signed Broadband warrants totaling \$186,808.59.
4. Consideration of the 2.26.19 meeting minutes will be carried over to the 3.20.19 meeting.

At 9:02pm, Stein moves and MMO seconds motion to adjourn the meeting; motion passes unanimously.

List of Documents and Other Items Used at the Meeting:

1. 3.12.19 Contract for Services with Crocker Communications/Network Operations and Internet Service Provider
2. 1.28.19 Chapter 90 Reimbursement Request and Final Report
3. DCR 2018 Volunteer Fire Assistance Program Grant
4. 3.6.19 FRCOG Collective Fuel Bid documents
5. 3.26.19 Special Town Meeting Warrant
6. Fiscal Year 2020 health insurance benefit and financial information

Respectfully submitted,
Linda Avis Scott
Administrative Secretary