

Shutesbury Select Board Meeting Minutes  
July 9, 2019 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo, and April Stein  
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Mary Anne Antonellis and Kevin Rudden/Administrative Assessor

This being the first meeting of the new fiscal year, in the absence of a Chairperson, Torres calls the meeting to order at 6:23pm.

Agenda Review: No changes are offered.

**Discussion Topics:**

1. Election of Select Board Officers: Stein moves and Puleo seconds a motion nominating Melissa Makepeace-O'Neil as chairperson. Makepeace-O'Neil states her willingness to serve as chairperson unless either Stein or Puleo would like to do so. Both Puleo and Stein support Makepeace-O'Neil in continuing her role as chairperson of the Select Board. Makepeace-O'Neil is willing to accept the position of chairperson. The motion passes unanimously. Makepeace-O'Neil moves that Puleo continue in her role as vice-chairperson; Stein seconds the motion that passes unanimously.

Public Comment: Mary Anne Antonellis requests to host an event, Lights for Liberty, 7.12.19 on the Town Common from 7pm -9pm; the purpose of the event is to shine a light on conditions in border detention centers. Puleo requests a future agenda item for the Select Board to consider codifying special event requests and those needing forms. Torres advised Antonellis that a special event form is not needed for short schedule political events and notes that certain events require police assistance. Puleo: events that are in a building, using town equipment, and/or cooking require special event forms. Antonellis acknowledges that her event could be considered political in nature. Stein notes that certain events are about freedom of expression. Makepeace-O'Neil recognizes that Antonellis is coordinating the event as an individual not in her role as Library Director. Puleo moves the Select Board grant permission and sign the special event form for the 7.12.19 Lights for Liberty event; Stein seconds the motion that passes unanimously.

2. FY20 Personnel Action Forms (PAFs): Stein moves the Select Board approve and sign the Personnel Action Forms for FY2020; Puleo seconds the motion that passes unanimously.
3. Broadband Celebration Planning: Puleo: a quote is pending for a tent that will easily fit 450 people and includes high top tables, a dance floor and stage, two bar setups and tables for hors d'oeuvres; Town owned tables and chairs will be used for seating; Cosco party trays are ~ \$100/per tray; each tray serves ~ 20-30 persons; another option is to prepare the food ourselves by borrowing serving trays from the school. Puleo estimates \$2,000 or \$5/person for food. The concept of borrowing small tents is considered. Puleo suggests a cash bar for beer and wine and that the first drink be free with a ticket. Stein

has one free band scheduled and is continuing to work on more entertainment. Torres will ask Police Chief Fernandes for assistance with planning/managing parking. Torres and Puleo will schedule a conference call with Asha Strazzero-Wild, former Broadband Committee member to assist with planning and potential donations. Ticket price and the time for the event are considered.

4. Complete Streets: The plan is to carry this agenda item over to a date when Michael DeChiara/Planning Board can be present. Puleo explains that in the past she was interested in Complete Streets as a potential source of funding for installation of a path from the school through Lot O32 toward the center of town. Torres notes that the problem with such a plan is that it would involve private property and is uncertain there is a way for the Complete Streets program to fit the needs of Shutesbury. Stein notes that the Recreation Committee is in the process of documenting the walking trails on town property. Puleo shares her experience with Complete Streets in Springfield and notes that the program does not seem appropriate for Shutesbury; the goal of the program is to promote walkability and safety. Next step: meet with DeChiara.
5. Town Administrator Updates:
  - a. Broadband installation update: Tri-Wire is not completing work reports as quickly as expected; a total of about seven hook ups, including the library and school, have been completed thus far; it is expected that the installations will really get rolling by 7.15.19 rather than 6.15.19. The Select Board confirms their willingness to stay with the 9.14.19 date for the celebration even though some households will still not have broadband.
  - b. The Board receives the first draft of the FY2020 Appointed Officials list and signs thank you notes to those volunteers who have completed their terms. Makepeace-O'Neil signs the annual appointment letter.
  - c. Registrar of Voters: Torres refers to the 5.30.19 email from Town Clerk Susie Mosher requesting the Select Board's assistance in recruiting a new Republican registrar as former registrar Peter Nyzio has moved away; the Select Board is being asked to assist in the absence of a actively organized Shutesbury Republican Committee; registrars must not hold a Town of Shutesbury elected or appointed position. Torres will follow-up by contacting potential candidates.
  - d. The mini-splits have been installed and are working beautifully; the Town Clerk's office now has air conditioning.
  - e. Puleo spoke with Principal Mendonsa regarding the condition of the school shed used by the Recycling and Solid Waste Committee (RSWC): the custodian is completing an annual clean out of the shed and does not think the problem is a large as the RSWC considered it to be; replacing the shed may be a capital project. Torres: the School Committee allocated \$6,000 to rebuild the preschool shed.
6. Committee Updates:

LWAC: per Stein, the Committee is continuing to consider upgrading the boat ramp that will include designated parking areas. Concern about overuse of the old town beach (Elliott Waterfront Park) is recognized; the need for signage regarding use and police patrols are identified. Torres will follow-up with Police Chief Fernandes, Emergency

Management Director Tibbetts and Board of Health member Catherine Hilton/Elliott Waterfront Park and arrange a meeting with the Director of Lake Wyola State Park.

7. Kevin Rudden joins the meeting briefly to introduce himself as the new Administrative Assessor and explains the new applet the office will be using beginning 8.1.19 to facilitate property owners in scheduling appointments for inspections as well as the plan to offer inspections on Saturdays; the goal is to be customer focused.

Unanticipated Topics:

- a. Regulatory Agreement with the Department of Housing and Community Development (DHCD): Per Torres, Town Counsel Donna MacNicol has concerns about the pathways in the document that may result in the parcel being purchased by an ineligible party; there is a set of requirements that the town must sell or rent the property within a certain period of time; MacNicol considers the agreement to be onerous for the town. Torres has emailed Rita Farrell/CPC requesting guidance based on Farrell's experience with this type of agreement; input from Pioneer Valley Habitat for Humanity may be needed. The plan is to carry the topic over to a future meeting.
  - b. HG&E Intergovernmental Services Agreement Addendum: Torres explains that the addendum is an extension of the 1.2.19 Inter-governmental Agreement for Project Management services to 12.31.19. Puleo moves and Stein seconds a motion for the Select Board to approve and sign the "First Addendum to Inter-governmental services Agreement, for Fiber to the Home Project Management by and between the Town of Shutesbury and the City of Holyoke Gas & Electric Department"; the motion passes unanimously.
8. Prior/Future Items: Consider David Wheeler's/COA suggestion to rename the senior lounge to the "David Dann Conference Room" and brainstorm other ideas for honoring David Dann; consider Chuck DiMare's/ZBA Chair request to honor Tom Williams years of service with a plaque; an executive session on the salt issue will be scheduled for the 7.23.19 meeting.
  9. Letter to FRCOG for Village Neighbors: Torres will draft the letter of support to FRCOG on behalf of Village Neighbors; once prepared, Makepeace-O'Neil will sign the letter.

Administrative Actions:

1. Select Board members sign vendor warrants totaling \$180,538.92.
2. Select Board members sign payroll warrants totaling \$93,907.88.
3. Select Board members sign broadband warrants totaling \$135,999.99.
4. Puleo moves and Stein seconds a motion to approve the 6.25.19 minutes as presented; Makepeace-O'Neil and Puleo approve the motion with Stein abstaining.
5. Puleo moves and Stein seconds a motion to approve the 5.31.19 minutes as presented; Stein and Puleo approve the motion with Makepeace-O'Neil abstaining.

At 8:26pm, Stein moves and Puleo seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. Special Event Notification Form for use of Town Common 7.12.19 by Mary Anne Antonellis
2. FY2020 Appointed Officials list
3. 5.30.19 email from Town Clerk Susie Mosher “new registrar needed”
4. “First Addendum to Inter-governmental services Agreement, for Fiber to the Home Project Management by and between the Town of Shutesbury and the City of Holyoke Gas & Electric Department”

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary