

Shutesbury Select Board Meeting Minutes
October 16, 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: Susie Mosher/Record Storage Advisory Committee Chair, Greg Caulton, and Janis Gray/Newsletter Editor

At 7:38pm, Makepeace-O'Neil calls the meeting to order.

Agenda Review: No changes.

Public Comment: The Select Board appreciates Susie Mosher for providing their snacks.

Discussion Topics:

1. Record Storage Advisory Committee Report (RSAC): Susie Mosher/RSAC Chair refers to the RSAC's report to the Select Board and the "Possible Record Storage Location 10.9.19" table: over the past two years, the RSAC continually learned new information; we hope the Select Board will consider what we have learned and consider next steps. Mosher: we feel our charge has been completed and have dissolved the committee. Makepeace-O'Neil: in the future, would some of the members be willing to work on next steps? Mosher: the RSAC's intention was to be open when evaluating a space and did not imagine selecting a storage space that did not meet the basic criteria; except for Monson, all the places visited by the Committee had space limitations. Puleo: is it true that records need to be stored in town hall? Mosher does not believe this to be the case, however will research Puleo's question. Mosher notes that it is important that the space is not isolated. Makepeace-O'Neil suggests the possibility of remote monitoring, i.e. fire detection. Mosher, referring to the storage location table: the Committee advocates the storage location criteria be understood. Stein: municipal needs may have outgrown Town Hall; this may be an opportunity to dovetail projects. Mosher requests she be informed about next steps the Select Board may be considering. The Select Board acknowledges that the current RSAC has been dissolved and appreciates their work.
2. All Boards Meeting Plans: Torres asks if the Select Board would like to have a traditional all boards meeting during which departments/boards/committees report on their activities and goals. Torres: subsequent to the MCAD training, perhaps implicit bias training could be an "all boards" training. Puleo and Stein: an all boards meeting with brief reports followed by snacks is a way to share and spend time together. All agree that including implicit bias training would make the meeting too long and would require a different atmosphere. Makepeace-O'Neil: the timed short reports worked well. The Board agrees to hold the "all boards" meeting following the tax classification hearing on 11.12.19.
3. "Our Town" Newsletter Policy: Greg Caulton presents an updated version of Emily Bayard's 10.16.19 letter to the Select Board regarding "interactions between the

Shutesbury Community Church and the Town of Shutesbury”. Stein, referring to the letter, notes that she has been thinking about the prominence of the Church’s sign board on the Town Common. Janis Gray/Newsletter Editor: she has been the newsletter editor since 1995 when the “Our Town” was restarted, with Select Board approval, due to the lack of local news about what was going on in town as well as in town hall; when it was resumed, the newsletter included news from the community, i.e. Shutesbury Elementary School PTO, Shutesbury Education Foundation, and Celebrate Shutesbury. Per Gray, when the newsletter was restarted, Caulton helped with the layout. Gray was prompted to request a newsletter policy when an individual asked to write an article about their personal business. Citing the newsletter policy, Gray notes that “We welcome news...from individuals and groups about local projects, activities, or special events of benefit to our community. Submissions promoting the sale of goods or services for private profit cannot be accepted.” Gray: the Shutesbury Community Church is a non-profit, however, NextDoor now contains ads so is no longer non-profit; by limiting the newsletter to just municipal news, groups like Village Neighbors and the elementary school spaghetti dinner announcements would be eliminated. Gray reports that she worked with Pastor Mark Ellis/Shutesbury Community Church to edit his recent article so that it focused on community events and not religious statements. Regarding the annual “Holiday Shop” insert, Gray sees this as a community event that includes a group of artists and a library sponsored dinner. Torres notes that the shop grew out of the Farm & Forestry Committees farmers/crafters market. Caulton: NextDoor does not go to everyone in the way that the newsletter does; Pastor Ellis submitted a religious article to NextDoor and when Bayard wrote to Ellis about its content, he took it down; unlike any other group in town, the Community Church is religious and the state does not allow inclusion of religious material in the newsletter. Gray emphasizes the need for backup from the Select Board given the challenges of the last issue. Torres: the NextDoor articles submitted to the newsletter are also edited for content; with advertising content, NextDoor is no longer non-profit. Gray: for the last issue, a temporary solution was used when an individual wanted to publish several photographs - the Historical Commission gave support for the inclusion of these photographs in the newsletter; a municipal organization could support a group that would like to include articles, i.e. the COA could support the Village Neighbors. Scott reports that the COA recently decided not to include Village Neighbors information in the COA’s *Geezette* because the Council’s goal is to limit the content size for the upcoming issue and the Village Neighbors have their own digital and print publication. Puleo: any group that does not have a related municipal group to ask for support would need to come before the Select Board. Torres: what criteria would be used; 50% of the town currently has broadband and 90% have signed up. Stein: Gray has captured the spirit of the newsletter. Torres agrees with “at the discretion of the Town Administrator” and that any challenges received by the Town Administrator would come before the Select Board. Stein: separation of church and state is very important. Puleo suggests including a statement that indicates that separation of church and state are honored in this publication.

Stein: do we want to request removal of the sandwich board sign? Torres notes that political signs are put on the common. Caulton receives confirmation that all the property surrounding the Community Church building is owned by the Town. Puleo: the location of the wooden sign is okay; the sandwich sign needs to be moved closer to the Church

entrance. Torres recommends the sign be moved to the north of wooden sign. Makepeace-O'Neil recommends Torres have an informal conversation with Pastor Ellis about the sign's location then, if needed, the Select Board will meet with Ellis.

Torres: on the special event application form for the Church's use of the Town Common for Christmas related events, Ellis will need to list any Town resources that may be used, i.e. Santa riding on a fire truck.

Gray: the next issue of the newsletter does not come out until January 2020 so the policy conversation can be continued. Caulton suggests an editorial committee so Gray does not feel the whole burden. Gray notes that she has had support from the Town Administrator, Town Clerk, and Administrative Secretary. Puleo suggests an advisory board. Gray: it will be helpful to have an updated policy in the newsletter. Gray's ongoing editorial work is appreciated by all present. Gray: Caulton did a wonderful layout that lives on. To Gray's question about whether submissions to the newsletter are public record, Torres and Makepeace-O'Neil recommend saving original submissions. Makepeace-O'Neil: the author of an article can rework it for tone/content. Stein: if NextDoor is now for-profit, it no longer meets the submission criteria. Makepeace-O'Neil, via online research, confirms that NextDoor is a privately held company. Makepeace-O'Neil: use "local secular" groups instead of the "separation of church and state" language. Gray agrees with Makepeace-O'Neil's suggestion. Caulton: is any activity of a religious organization considered secular? Puleo: a food drive is an example. Caulton: the Church needs to be very specific about what they are raising money for. Makepeace-O'Neil notes the need for a conversation with Pastor Ellis. The newsletter policy will be further discussed during the 12.17.19 meeting.

4. Annual Town Meeting Date Recommendation: Torres: based on the results from the "Town Meeting Schedule Preference" survey indicating participants willingness to change the date, the last Saturday in April had support and will be doable within the budgetary process. Puleo moves and Stein seconds a motion to hold Shutesbury's annual town meeting on the last Saturday of April; the motion passes unanimously. In 2020, the annual town meeting date will be Saturday, April 25th.
5. Implicit Bias Workshop for Volunteers & Employees: Torres provides Select Board members with copies of a document about implicit bias from the UMass Workplace Learning and Development website. Planning for implicit bias training will take place at a future meeting.
6. Town Administrator Updates:
 - a. Stein moves the Select Board approve and sign the "Memorandum of Agreement by and between the Franklin County Council of Governments and the Franklin County Emergency Communications System Oversight Committee and Users of the Franklin County Emergency Communication System". Puleo seconds the motion that passes unanimously.
 - b. Puleo moves the Select Board authorize Torres to sign a letter to Gregory Stutsman/350 Leverett Road stating that he takes full responsibility for the Town-owned trees, located to the front of his property, that he did not want cut down. Stein seconds the motion that passes unanimously.

- c. Makepeace-O'Neil reads her letter to Bill Wells/371 West Pelham Road regarding the Select Board's discussion during the 8.20.19 meeting in response to Wells' concerns about police cruisers being seen outside Shutesbury. Stein and Puleo agree the letter captures the Select Board's discussion.
 - d. Stein moves and Puleo seconds a motion for the Select Board to retroactively sign the special event form for the Shutesbury Community Church 9.12.19 tag sale; the motion passes unanimously.
 - e. Torres met with the MIIA representative to reviewed Shutesbury's policy; the Town will have increased coverage for a lower premium.
 - f. Per Torres, the free cash certification has been submitted to DOR.
 - g. The annual tax classification hearing will be held during the 11.12.19 meeting.
 - h. Per Torres, 400 broadband installations, nearly half, have been completed.
- 7. Committee Updates: None offered.
 - 8. Prior/Future Actions: No discussion at this time.

Administrative Actions:

- 1. Select Board members sign vendor warrants totaling \$144,775.64.
- 2. Select Board members sign payroll warrants totaling \$104,816.35.
- 3. Select Board members sign broadband warrants totaling \$58,355.64.
- 4. Consideration of the 10.1.19 meeting minutes is carried over to the 10.29.19 meeting.

At 9:17pm, Stein moves and Puleo seconds a motion to adjourn the meeting; the motion passes unanimously.

Documents and Other Items Used at the Meeting:

- 1. 10.16.19 RSAC final report and "Possible Record Storage Location 10.9.19" table
- 2. 10.16.19 letter from Emily Bayard, Greg Caulton and others
- 3. "Town Meeting Schedule Preference" survey
- 4. UMass Workplace Learning & Development webpage: "Unconscious Bias"
- 5. "Memorandum of Agreement by and between the Franklin County Council of Governments and the Franklin County Emergency Communications System Oversight Committee and Users of the Franklin County Emergency Communication System"
- 6. Town Administrator letter to Gregory Stutsman
- 7. Select Board Chair letter to Bill Wells
- 8. Shutesbury Community Church special event form

Respectfully submitted,
Linda Avis Scott
Administrative Secretary