

Shutesbury Select Board Meeting Minutes
March 31, 2020 Virtual Meeting

At 6:41pm, Makepeace-O'Neil calls the virtual meeting to order.

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

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

Guest: Mary Anne Antonellis/Library Director

Agenda Review: Stein requests time to talk about the newsletter and the possibility of changing the meeting time to earlier in the day. Torres requests the Lodestar PILOT matter, per guidance from Town Counsel Donna MacNicol, be considered during executive session on 4.14.20 and to review the draft warrant and budget during a future meeting.

Public Comment: Mary Anne Antonellis expresses her deep appreciation for all that is being done to keep the Town functioning during the coronavirus crisis.

Discussion Topics:

1. Watkins Settlement Agreement: Torres: the “Confidential Settlement Agreement and General Release” has been signed by the Watkins and is ready for the Select Board to approve and sign; three signatures are required. Puleo suggests Board members come into Town Hall one at a time to sign the document. Torres suggests a backup plan, in the case of illness, for providing signatures. Makepeace-O'Neil affirms the need to determine an alternate way for the Select Board to sign documents. Puleo moves and Stein seconds a motion for the Select Board to approve and sign the “Confidential Settlement Agreement and General Release”. Roll call vote: Puleo: aye, Stein: aye and Makepeace-O'Neil: aye; the motion passes unanimously.

2. Library Story Walks Proposal: Referring to the “Library Story Walks” proposal, Mary Anne Antonellis/Library Director explains an easy way to install the story signs and that the walks can be conducted safely with signage asking participants not to touch the signs and to maintain social distancing. Per Antonellis, the Board of Health will consider the story walk project during their 4.1.20 meeting; listening to a CDC webinar convinced her that a story walk can be a safe activity. The proposal is for one story walk on the Town Common and a second story walk behind Town Hall. Per Antonellis, two stories will provide a longer activity time for families looking for alternatives to online activities; the stories could be changed once per week; the announcement will request families not to meet each other and for one family at a time to walk the story. Antonellis to Puleo's question: the sites will be checked while Antonellis is staffing the library and, when in the office, Torres will be able to see the area behind Town Hall. Stein moves and Puleo seconds a motion to approve Antonellis' “Library Story Walks” proposal. Roll call vote: Stein: aye, Puleo: aye and Makepeace-O'Neil: aye; the motion passes unanimously. Antonellis leaves the meeting.

1. Fuss & O'Neill Municipal Vulnerability Plan (MVP) Proposal: Torres: Julianne Busa/Senior Environmental Scientist for Fuss & O'Neill, consultant for the Town's MVP grant, met with Michael DeChiara and herself to consider how to proceed with grant criteria given the requirement for social distancing; small group sessions rather than one long session are an option; updating the hazard mitigation plan is pending for the time being. Torres: the current plan is to hold a stakeholders meeting in mid-April. Pending the availability of the other stakeholders, the date is set for 4.16.20 from 9-11am; the alternate date is 4.23.20 at the same time. Stein moves and Puleo seconds a motion for the Select Board to approve and sign the 3.26.20 Fuss & O'Neill “Proposal for MVP Planning – Town of Shutesbury”. Roll call vote: Stein: aye, Puleo: aye and

Makepeace-O'Neil: aye; the motion passes unanimously. The document will be signed by Makepeace-O'Neil.

3. Fuel Bids: Torres: per guidance from Makepeace-O'Neil, FRCOG has been requested to move ahead with bids for diesel and gasoline vehicle fuel on behalf of the Town. Puleo moves and Stein seconds a motion to retroactively approve the request for FRCOG to bid, on behalf of Shutesbury, for diesel and gasoline vehicle fuel. Roll call vote: Puleo: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion passes unanimously.
4. Annual Town Meeting/Elections Update: Torres refers to the municipal relief legislation, "Chapter 45 of the Acts of 2020" that treats annual town meeting date changes as postponements and authorizes special voter registration deadlines and voting options. Puleo: the KP Law document, "COVID-19 EMERGENCY RESPONSE: General Court Authorizes Postponement of Elections" clarifies early voting procedures. Torres: Town Clerk Susie Mosher has yet to print the Shutesbury municipal election ballots. Puleo moves the Town municipal election date be postponed to 6.27.20; Stein seconds the motion. Roll call vote: Puleo: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion passes unanimously.
5. COVID-19 Discussion/Updates: Torres: the plan is to continue to pay staff, as they would normally, during the state of emergency; three do not have the option to fully work from home: the Town Clerk needs access to the State computer for vital records and the Treasurer and Accountant need to be in the office to use the SoftRight software - a cloud based accounting software, available for a significant investment, could be a solution - both the Accountant and Treasurer are generally in the office when others are not in; the Tax Collector picks up the mail at the post office so continues to do some work in town hall; the Administrative Assessor is in the office two days/week; the Custodian is here regularly, keeping things clean and in order; the Assistant Town Clerk has been out ill. Torres asks for guidance regarding the need for individuals to have a temperature reading before entering Town Hall. Makepeace-O'Neil: essential Amherst College staff have a "fever scan" before starting work; the scanner needs to be cleaned with alcohol between uses. The Select Board supports the purchase of a forehead fever scan thermometer. Torres: the Police Department is minimizing all personal contact; the Fire Department changed their protocol so that dispatch now asks additional specific questions; additional supplies have been requested by the Governor and are on the way. Puleo will share a study on the protocol for cleaning n95 masks for reuse with Torres, the Select Board, and Board of Health. Torres: the Emergency Management Team is working very well; the Board of Health has the brunt of the work at this time. Torres: a question has been asked about what benefits the Town can provide to a stipend employee, on self-quarantine, who has another full-time job. Per Torres, questions for the legislative briefings can be directed via the Mass Municipal Association. Recording of the meeting begins at this time.
6. Families First Coronavirus Response Act: Torres: if a need arises, it is helpful for the Town to be aware of the "Families First Coronavirus Response Act" which provides heightened protection for employees and is especially important for those part-time employees that do not have sick time benefits; we are in a unique situation because salary allocations are in place. Puleo states concern for those having difficulty paying mortgages/rent and suggests there be information on the Town website letting folks know about the protections being offered, i.e. a "Look 4 Help" link. Torres suggests putting out another announcement requesting the donation of grocery store gift cards for families in need and notes that there are regulations prohibiting foreclosures and that this benefit be passed on to renters who cannot be evicted at this time. Torres suggests Mary Anne Antonellis be asked about ideas for ways to help the community. Puleo is willing to assist Antonellis.

7. Amherst Regional School Debt Authorization: Torres, refers to the letter, dated 3.12.20, from Jill Berry/Treasurer acknowledging receipt of the debt authorization. Puleo, referring to the \$50,000 for maker space renovations and \$100,000 for the replacement of A/C chillers at the Middle School, asks what happened to the study about the utilization of this building. Torres: Steve Sullivan/School Committee representative to the Region is waiting for a report about the proposal. Torres: the latest plan is for Amherst 6th graders to go to the Middle School; per Sullivan, the proposal for Amherst's new elementary schools is short 146 students hence the plan to use the Middle School pending the construction of the new elementary schools. Puleo moves and Stein seconds a motion for the Select Board to acknowledge receipt of the Amherst-Pelham Regional School District debt authorization letter dated 3.12.20. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion passes unanimously.
8. Draft Annual Town Meeting Warrant & Budget: Carried over to the next meeting.
9. Town Administrator Updates:
 - a. The cap on a boiler pipe burst, there was water pouring out of the pipe and the loss of water was affecting boiler function; Jamrog came immediately to make the repair and restart the pump.
 - b. The results of the air quality tests for the Town Administrator's office were good, no mold was present; efforts to find a contractor to remove the old venting continue to be unsuccessful.
 - c. Torres expresses her gratitude for Michael DeChiara's assistance with the MVP grant.
 - d. Per Scott, the Planning Board public hearing for the proposed zoning bylaw amendments differs from the adjudicatory public hearings held for Planning Board special permits, Zoning Board special permits and variances and Conservation Commission permits; the Conservation Commission is required to follow the Wetland Protection Act; if pending legislation is passed, there may be relief for the Commission and the four ANRAD public hearings opened before the State of Emergency.
 - e. Puleo: the Community Preservation Committee will hold a virtual meeting on 4.16.20 to vote on a proposal and prepare for annual town meeting.
 - f. Per Puleo's request, as Med-Ride coordinator, the outgoing Council on Aging phone message will be changed to indicate that the Med-Ride program, in addition to the Foot Clinic and potluck luncheons, have been suspended.
 - g. Stein will initiate a Select Board article for the upcoming *Our Town* newsletter; articles are due by 4.10.20. Scott recommends the spring issue be available on the Town website and, if addresses are obtainable, copies mailed only to those households that do not have broadband. Scott reports being unable to reach the Greenfield printing company, however, based on Antonellis' experience, Amherst Copy & Design Works is taking some orders; copying of the newsletter for a limited number of households could be done on the Town copier; bulk mailing requirements would not be met, so the newsletters will need to be sent first class; how to do this while meeting social distancing requirements is of concern. Puleo suggests the sandwich board be used to promote the online newsletter and that information about the virtual issue be published in the *Greenfield Recorder* and *Daily Hampshire Gazette*. Torres notes that it may be possible to obtain an email list from the Broadband Committee.
 - h. Per Stein's request, the next Select Board meeting, scheduled for 4.14.20, will start at 5:30pm.
 - i. Per Torres, Chris O'Neil/Custodian picked up the paint for the new shed; when the weather warms, the Select Board will begin painting.
 - j. Torres to Puleo's question: Johansson's entrance date for the Police Academy is on hold; the Police Chief in conversation with potential candidates.

Administrative Actions:

1. On behalf of the Select Board, Makepeace-O'Neil will sign vendor warrants totaling \$1,020,300.06.
2. On behalf of the Select Board, Makepeace-O'Neil will sign payroll warrants totaling \$96,018.33.
3. Stein moves and Puleo seconds a motion to approve the 3.17.20 meeting minutes. Roll call vote: Stein: aye, Puleo: aye and Makepeace-O'Neil: aye; the motion passes unanimously and the 3.17.20 minutes are approved as presented. Approval of the 2.18.20 minutes will be carried over to a future meeting.

At 8:29pm, Puleo moves and Stein seconds a motion to adjourn the meeting. Roll call vote: Stein: aye, Puleo: aye and Makepeace-O'Neil: aye; the motion passes unanimously.

Documents and Other Items Used at the Meeting:

2. "Confidential Settlement Agreement and General Release"
3. 3.26.20 email from Mary Anne Antonellis "story walk"
4. 3.26.20 Fuss & O'Neill "Proposal for MVP Planning – Town of Shutesbury"
5. KP Law: "COVID-19 Emergency Response: General Court Authorizes Postponement of Elections"
6. KP Law: "FAQs for Municipal Employers on the Novel Coronavirus COVID-19 Updated - March 19, 2020"
7. Amherst-Pelham Regional School District debt authorization letter dated 3.12.20

Respectfully submitted,
Linda Avis Scott
Administrative Secretary