

Shutesbury Select Board Meeting Minutes  
August 18, 2020 Virtual Meeting Platform

Select Board members present: April Stein/Vice-chairperson and Rita Farrell

Select Board member absent: Melissa Makepeace-O'Neil/Chairperson

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

Guests: Penny Jaques/Conservation Commission

Stein calls the meeting to order at 5:31pm.

Agenda Review: No changes.

Public Comment: None offered.

**Discussion Topics:**

1. Land Use Clerk Position: Penny Jaques/Conservation Commission reports that of the five applications received, two were outstanding enough to be interviewed via Zoom; Tessa Dowling began working in a similar position in Leverett in February 2020 and has a BA from Bard and a Masters in Biology from the University of New England; Deacon Bonnar/Planning Board Chair and Chuck DiMare/Zoning Board of Appeals Chair support the goal of hiring a candidate with longevity. Jaques to Farrell's question: the references for both candidates were very good. Torres: Amanda Smith, the other candidate interviewed, recently completed a degree from the Conway School of Landscape Design and received top references for projects she completed, her MACC class references were positive and she received an outstanding reference from a member of the Granby Conservation Commission of which she is a member. Torres continues: Tessa Dowling received an outstanding reference from one of her professors who stated that she is very detailed oriented and handles bureaucracy well; this was a tough decision though it is wonderful the way things worked out. Torres: the Town is fortunate to have qualified applicants; during the process there was great appreciation for Scott's work. Farrell moves and Stein seconds a motion to hire Tessa Dowling as the new Land Use Clerk. Roll call vote: Farrell: aye and Stein: aye; the motion carries. Jaques will confer with Scott to make plans for Dowling to begin work.
2. Shutesbury Athletic Club (SAC) Common Victualler's License: Torres: per Catherine Hilton/Board of Health, SAC representatives met with the Board of Health to review their plan to prepare food for curbside pickup; the Health Agent, representing the Board of Health, ensures that the SAC kitchen meets necessary requirements. Torres: by issuing the Common Victualler's License, the Select Board/Local Licensing Authority is giving permission for the SAC to do these activities; the Board of Health ensures the facilities are in order, that they have the correct equipment and meet temperature requirements. Scott reviews the documents provided by the SAC: Application for License, Town of Shutesbury Annual License Information Form and a statement certifying that state tax returns have been filed and state taxes paid; the document verifying that the SAC carries workers' compensation insurance is on file with their ABCC/Local Licensing Authority license. Farrell moves and Stein seconds a motion to issue the Shutesbury Athletic Club a

Common Victualler's License. Roll call vote: Farrell: aye and Stein: aye; the motion carries. The license will expire 12.31.20.

3. Franklin Regional Council of Government (FRCOG) Appointments: Torres: Ellen McKay is the current FRCOG representative. Stein is willing to serve as the alternate representative. It is noted that Jeff Lacy represents the Planning Board and Torres represents the Select Board on the Franklin Regional Planning Board. Stein and Farrell support having Torres continue representing the Select Board. Per Torres, Emergency Management Director Walter Tibbetts serves on the County's Regional Emergency Planning Committee. Farrell moves the Select Board accept the slate of candidates as reviewed by Torres; Stein seconds the motion. Roll call vote: Farrell: aye and Stein: aye; the motion carries. Torres: the Town belongs to the Franklin Regional Transit Authority (FRTA) even though sufficient need has not been demonstrated in order for Shutesbury to receive services. Stein is willing to represent the Town's transportation needs to the Council. To Stein's inquiry, Torres anticipates there will soon be a meeting of the Emergency Management Team; there are currently three new volunteers on the Fire Department. Stein and Farrell suggest waiting for Makepeace-O'Neil to discuss FRTA representation.
4. Special Town Meeting Warrant: Torres reads Warrant Article #1 into the record: "To see if the Town of Shutesbury will vote to amend Article #11 of the 6.27.20 Annual Town Meeting warrant, as approved, by reducing the amount of free cash applied to the FY21 budget from \$467,367 to \$220,000 and to increase, raise and appropriate by corresponding amount \$256,357, or take any other action relative thereto". Farrell moves and Stein seconds a motion to approve Article #1 and sign the 9.5.20 Special Town Meeting Warrant. Roll call vote: Farrell: aye and Stein: aye; the motion carries. Per Torres, the Finance Committee will review and consider whether to recommend Article #1 during their 8.18.20 meeting.
5. Chapter 90 Highway Reimbursements: Torres: the Chapter 90 Reimbursement Request and Final Report, as prepared by Highway Superintendent Tim Hunting, are for the paving of a 3,200 foot section of Locks Pond Road. Farrell moves to approve the Chapter 90 Reimbursement Request for \$70,054.65 and Stein seconds the motion. Roll call vote: Farrell: aye and Stein: aye; the motion carries.
6. Community Preservation Committee (CPC) Appointment: Farrell: the CPC will review appointments relative to the bylaw revision during their 9.17.20 meeting.
7. Status of Reopening Plans: Torres: the elementary school will not reopen for in-person teaching until 11.9.20 with remote learning will taking place until then; the Region will reopen to in-person teaching later in the Fall. Torres continues: teachers will have two weeks training on how to teach remotely; at this point, the amount for additional expenses is not clear, though the elementary school has requested a number of tents under the CARES act.

Torres: per the Board of Health, the library will need a new ventilation system before reopening; so far, the one quote received is for \$6,000. Stein to Farrell's question: the tents will be used as outdoor classrooms for special education students. Torres confirms that a segment will be going back before 11.9.20; Steve Sullivan/Shutesbury's Regional representative will be forwarding a detailed document from the Region. Farrell notes that the FinCom will want to know the impact on the school budget and how FY20 reduced costs are reflected in the FY21 budget. Torres: the school administration has been switching the purpose of funds in order to adapt to the new environment. Farrell: the CARES Act will cover some expenses. Torres: DESE is requiring that all personnel continue to be paid.

8. State Primary Election Warrant: Farrell moves and Stein seconds a motion to sign the 9.1.20 State Primary Election Warrant. Roll call vote: Farrell: aye and Stein: aye; the motion carries. Torres: preparing for and managing mail in ballots requires a huge effort; Susie Mosher/Assistant Town Clerk is putting in much more time than was expected; as well as the 9.1.20 election, the Clerks are building a system for the November election and there is concern about the U.S. Postal Service's funding and ability to handle the number of ballots being mailed.
9. Town Administrator Updates:
  - a. There will be an executive session with Town Counsel Donna MacNicol 9.2.20 to consider the Watkins issue.
  - b. Municipal Bridge project/Sawmill River culvert: the second abutter gave positive feedback on signing an easement agreement; it is hopeful that both easements will be signed quickly; Nitsch Engineering will provide the necessary meets and bonds.
  - c. Municipal Vulnerability Preparedness Report: At this point, there are no comments pending. Stein: the Lake Wyola Advisory Committee (LWAC) was planning to issue a statement related to the private roads. Torres confirms that Mark Rivers/LWAC Chair member, sent a letter. Stein will follow-up with Rivers regarding the 8.16.20 LWAC meeting. Torres: the Lake Wyola Association sent a group letter and Leslie Luchonok sent a letter as well. Per Torres, the next steps will be to work on the Hazard Mitigation Plan with FRCOG and to get the Open Space Plan committee going.
  - d. Gail Weiss/Accountant and Ryan Mailloux/Treasurer are working on closing out FY20; free cash will be certified after the special town meeting.
  - e. Makepeace-O'Neil and Torres met with Evan Turner/Amp Energy; the parcels with ANRADs (Abbreviated Notice for Resource Area Delineation) were reviewed; because of some of the results, i.e. the number of wetlands on the Carver Road parcel, a new ANRAD for a Leverett Road site will be submitted. Scott, as Land Use Clerk, notes that the Conservation Commission gave TRC, the applicant's representative, permission to provide an amended ANRAD for the expansion to the Carver Road parcel. Torres: per Turner, Amp Energy has an agreement with National Grid for up to 40 megawatts, ~ 250 acres. Torres explains that this was a general introductory meeting to provide the Town with a sense of what Amp Energy is considering; the bylaw amendments approved at annual town meeting are being reviewed by the Attorney General's office.
  - f. The Highway Department will be moving the shed after the Library site is cleared out.

- g. Top of the Lake Conservation Area: one of the abutters has been selling parking spaces on the Area for \$10.00 apiece. Harold Eaton Associates will be surveying the site later in the week; Hunting will work with Commissioner Penny Jaques to install large rocks to prevent illegal parking.
- h. Farrell moves and Stein seconds a motion to appoint Noah Johansson as a Shutesbury Fire Department Firefighter. Roll call vote: Farrell: aye and Stein: aye; the motion carries.

Next Select Board Meeting Date: Because the Select Board does not meet on an election day, the next meeting is scheduled for 9.2.20.

Administrative Actions:

- 1. Select Board members will sign vendor warrants totaling \$106,415.58.
- 2. Select Board members will sign payroll warrants totaling \$93,506.62.
- 3. Farrell moves and Stein seconds a motion to approve the 8.11.20 meeting minutes. Torres requests an opportunity to review the minutes prior to their approval. The motion is tabled.

At 6:39pm, Farrell moves and Stein seconds a motion to adjourn the meeting. Roll call vote: Farrell: aye and Stein: aye; the motion carries.

Documents and Other Items Used at the Meeting:

- 1. SAC Common Victualler's License documents
- 2. 9.5.20 Special Town Meeting Warrant
- 3. Chapter 90 Final Report and Reimbursement Request for Locks Pond Road
- 4. State Primary Election Warrant

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary