

Shutesbury Select Board Meeting Minutes  
Virtual Meeting Platform

Select Board members present: Melissa Makepeace-O’Neil/Chair, April Stein, and Rita Farrell  
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Land Use Clerk

Guests: Town Counsel Donna MacNicol, Diane Jacoby, Jeff Lacy, and Leslie Luchonok

Makepeace-O’Neil calls the meeting to order at 5:34pm.

Agenda Review: Torres: because neither the Planning Board nor the Historical Commission are prepared to make appointments, their agenda items will be postponed to a future meeting.

Public Comment: None offered.

At 5:36pm, Farrell moves and Stein seconds a motion to enter executive session for reason #3, Pill/Watkins land swap, to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body or the chair so declares and to resume open session. Roll call vote: Stein: aye, Farrell: aye and Makepeace-O’Neil: aye; the motion carries.

Open session resumes at 6:09pm.

**Discussion Topics:**

1. Shutesbury Waste Disposal Contract: Torres: the “Commercial Agreement for Disposal Services” is three-year contract which was late in being received by the Town; the price/ton is about \$20 less than the competition. Torres to Farrell’s question: the contract amount is within the budgeted range and, because the contract was late, the Town received the lower rate until 9.2.20. Torres to Makepeace-O’Neil’s question: the Town Administrator receives “tickets” for the amounts the haulers pick up and the subsequent invoice allowing Torres to compare figures. Stein moves to approve the “Commercial Agreement for Disposal Services” with Casella of Holyoke, Inc.; Farrell seconds the motion. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries.
  
2. Shutesbury Hazard Mitigation Contract w/FRCOG: Torres: the agreement with FRCOG to complete an updated “Multi-Hazard Mitigation Plan” (HMP) will be funded with Municipal Vulnerability Preparedness (MVP) grant funds; the HMP needs to be updated every five years. Per Torres, the MVP grant has a balance of \$11,000; the initial FRCOG quote was for \$13,500 however because they can begin the project in September, FRCOG agreed to do work for \$11,000. Torres: because FRCOG assisted the Town with the HMP five years ago, having their assistance with the update will result in a consistent plan and there is some overlap with the MVP study, i.e. culverts; it will be wonderful to complete the HMP update in 2020. Torres to Farrell’s question: some State grants give points to Town’s with current HMPs. Makepeace-O’Neil notes that the Emergency Management Team uses the HMP for planning purposes. Stein moves to approve the “Agreement for Services by and between the Town of Shutesbury and the Franklin

Regional Council of Governments” to assist the Town complete an updated Multi-Hazard Mitigation Plan; Farrell seconds the motion. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries.

3. Status of Reopening Plans: Torres: the Town Hall downstairs (basement) was used for the 9.1.20 primary election and will be used for the November’s general election as well; on 9.1.20, all windows were open; this will be more difficult in November so a new air circulation system is being investigated. Makepeace-O’Neil: the process for voting was set up well; the flow for voters worked and could be used in the future. Torres: about 300 people voted in person; we will continue to work on what needs to be done to improve ventilation; there is potential funding through the CARES Act. Torres to Makepeace-O’Neil’s question: a second quote will be needed to upgrade the Town Hall ventilation system. Regarding reopening the library, Torres explains that a system that will change the air twice an hour is being considered; once installed, the library could reopen to limited traffic; three bids have been received, however, confirmation that the cost of the system will be covered by the CARES Act is necessary. Torres: in general, the elementary is scheduled to open to in-person instruction 11.9.20.
4. Plans for 9.5.20 Special Town Meeting: Torres: Farrell attended the 8.31.20 morning walk through; the Board of Health will be approving a stripped-down model of annual town meeting during their 9.2.20 meeting; there will be no portable toilets, the Town Hall sound system will be used with mics set up for specific uses. Torres continues: the one warrant article meeting will start at 9:00am so heat will not be an issue; folks will bring their own chairs. Farrell: parking will be on the Town Common with handicapped access/parking behind Town Hall; the Shutesbury Police Department will direct the traffic.
5. Town Administrator Updates:
  - a. Torres, noting the need to be mindful about the approaching flu season, has started to draft a policy with a strategy for when people feel ill and expects to have a draft for the Select Board to review during the 9.15.20 meeting. Makepeace-O’Neil: anyone not feeling well needs to stay home and use sick time as needed and most everyone can work from home; contact tracing will need to be considered as well. Torres to Farrell’s question: the policy will be for Town staff and will include when and how to get tested for COVI-19 and, if positive, when the individual my return to work. Makepeace-O’Neil: will the need for a test be determined by a physician? Stein recommends the Board of Health review the policy.
  - b. Torres will ask Emergency Management Director Walter Tibbetts about his plans for scheduling an Emergency Management Team meeting.
  - c. Torres and Town Clerk Grace Bannasch are continuing to distribute trash bags and Leverett Transfer Station stickers on Monday afternoons.
  - d. Town Hall continues to be closed to the public. The Select Board has not received any reports from residents about unmet services. Per Torres, Town Hall staff have been setting up needed appointments outside.
  - e. Administrative Assessor Kevin Rudden reported to Torres that there will some re-evaluation changes.

- f. The audit report is pending; once received, it will be submitted for Select Board review.
- g. Because Police Department officers are expected to be on duty for a short time during the special town meeting, they may need to be paid for “minimum hours worked” per the Union contract. The contract is coming up for renewal as are three other employee contracts; currently, no officers are members of the Union. Police Officer Marcus Johansson will begin attending the police academy on 9.28.20.
- h. The elementary school is finishing their financial books for the year and will have a report for the Finance Committee 9.8.20 meeting.

Makepeace-O’Neil confirms for Jeff Lacy/Planning Board that the joint appointment for the Planning Board’s vacant seat will be carried over to the 9.15.20 meeting. Torres: per Deacon Bonnar/Planning Board Chair, a number of peoples have responded and will be considered during the 9.14.20 Planning Board meeting. Lacy: there are five interested parties; two have already met with the Planning Board; three others will talk with the Board on 9.14.20.

Administrative Actions:

- 1. Select Board members will sign vendor warrants totaling \$64,551.18.
- 2. Select Board members will sign payroll warrants totaling \$100,122.10.
- 3. Farrell moves and Stein seconds a motion to approve the 8.11.20 meeting minutes as presented. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries.
- 4. Stein moves and Farrell seconds a motion to approve the 8.18.20 meeting minutes as presented. Roll call vote: Makepeace-O’Neil abstains; Farrell: aye and Stein: aye; the motion carries.
- 5. Farrell moves and Stein seconds a motion to approve the 8.21.20 meeting minutes as presented. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries.

At 6:44pm, Farrell moves and Stein seconds a motion to adjourn the meeting. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries. The guests are thanked for their attendance.

Documents and Other Items Used at the Meeting:

- 1. Commercial Agreement for Disposal Services” with Casella of Holyoke, Inc.
- 2. Agreement for Services by and between the Town of Shutesbury and the Franklin Regional Council of Governments

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary