

Shutesbury Select Board Meeting Minutes  
December 8, 2020 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/Administrative Secretary  
Guests: Susie Mosher/FinCom; Jennifer Donnelly, Mark Olszewski, and Tom Siefert/Shutesbury Athletic Club, and Sara Clark/Clark Auto Wrecking

Makepeace-O'Neil calls the meeting to order at 5:30pm.

Agenda Review: Torres requests that the executive session scheduled for this meeting be postponed because no additional information is available at this time.

Public Comment: None offered.

**Discussion Topics:**

1. Shutesbury Athletic Club (SAC) Alcoholic Beverage 2021 License Renewal:  
Tom Siefert/Manager, Jennifer Donnelly/Secretary and Mark Olszewski/Board President are present to represent the SAC. Seifert: the plan is to winterize/mothball the building, i.e., the pipes have been drained; the building and the business are sedate as the SAC is closed indefinitely until able to reopen. Seifert to Stein's question about the SAC's finances: the operating costs for the unused building are being met and we have the funds to keep running as is for four to six months; each fundraising dinner covered about a month's worth of expenses. Olszewski: it takes \$700-800/month to sustain the building as is so there are enough funds to get through to spring; if the SAC is unable to reopen in the spring, additional fund-raising dinners will be held.  
Scott reviews that as per the 11.24.20 meeting, the relevant ABCC renewal documents for a change in the Board of Directors/Officers have been submitted to the Select Board/Local Licensing Authority (LLA) and the ABCC renewal fee paid, the LLA fee was waived, and the Certificate of Inspection was received 11.25.20; the workers' compensation and liquor liability insurance requirement has been waived by ABCC. Per Scott, prior to reopening, the SAC will need to provide the LLA with evidence of both insurances, apply for pool table and live entertainment licenses and update the Common Victuallers license.  
Farrell moves and Stein seconds a motion to approve and sign the Licensing Authority Certification for a change of officers/directors. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion carries.  
No licensees failed to renew and no licenses were disapproved by the Town for 2021.  
Stein moves and Farrell seconds a motion to approve and sign the Renewal Certification 2021. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion carries.  
There being no additional licenses possible, Farrell moves and Stein seconds a motion to sign the 2021 Seasonal Population Increase Estimation Form as not applicable. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion carries.  
Scott reads "The Hours during which Alcoholic Beverages may be sold" from the "License Alcoholic Beverage Club License" into the record. Stein moves and Farrell seconds a motion to grant and sign a "Club License to Expose, Keep for Sale, and to Sell

All Kinds of Alcoholic Beverages” to expire 12.31.2021. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries.

Stein notes that the Memorandum of Agreement (MOA) between the Town and the Shutesbury Athletic Club has been in place for a number of years. SAC members do not suggest any changes to the MOA. Farrell moves and Stein seconds a motion to approve and sign the MOA (Revision 11.24.20). Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries. Arrangements will be made for Mark Olszewski/SAC Board President to sign the MOA.

2. Clark Auto Wrecking Class III License Renewal: Sara Clark, representing Clark Auto Wrecking reports that there have been no significant changes though business dropped off during the initial COVID-19 period and that snow impairs business. Farrell moves and Stein seconds a motion to waive the annual public hearing requirement. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries. Per Scott, a complete renewal application was submitted and the \$85 renewal fee paid. Farrell moves and Stein seconds a motion to approve and sign the “Application for Renewal of Class III License to Buy, Sell, Exchange or Assemble Secondhand Motor Vehicles or Parts Thereof”. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries. Stein moves and Farrell seconds a motion to grant and sign a Class III Auto Dealer License as per MGL Chapter 140 Section 59 for Clark Auto Wrecking to expire 1.1.2022. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O’Neil: aye; the motion carries. Clark appreciates and expresses gratitude for the work of the Select Board and all others who are working for the Town during a difficult time.
3. All Boards Meeting Plans: Torres will send the All Boards meeting invitation to the Select Board for their review. The All Boards meeting will be held on 1.19.21; the regular Select Board meeting will start at 5:30pm and the All Boards meeting will occur from 6:30-8:00pm.
4. Meeting Invitation from Evan Turner/Amp Energy: Torres refers to the 12.2.20 email from Evan Turner “Amp Energy Solar Arrays with W.D. Cows (in Shutesbury) second meeting” and notes that in the fall, Makepeace-O’Neil, Kevin Rudden/Administrative Assessor and Torres met with Turner; Stein also had an opportunity to meet Turner. Referring to the second meeting proposed by Turner, Torres suggests attendance by one Select Board member, Rudden who is familiar with solar farms & PILOTs and Deacon Bonnar/Planning Board Chair. Makepeace-O’Neil notes that such a partnership may be an effort to make the projects more appealing to residents. Farrell asks about Amp Energy’s experience with other towns. Torres: Rudden has experience with Amp Energy in the town where he resides; Turner, as a consultant, is laying the ground work for the relationships and his goal is to see if there is interest in the Town for a municipal partnership; historically, before projects roll out, this type of meeting is held. All agree to hold the meeting via Zoom on 12.16.20. Torres: until it is understood what Turner is proposing, it does not make sense to include the Highway Department or the electrical inspector at this time. Per Torres, the Conservation Commission has received repeated emails from one individual requesting solar project details; the individual has been informed that there are no solar farm project applications currently before the

Commission or the Planning Board. Torres will ask Turner to provide additional information before the 12.16.20 meeting. A report on the 12.16.20 meeting will be made during the 12.22.20 Select Board meeting.

5. Town Administrator Reports:

- a. Shutesbury Elementary School (SES): Referring to the email correspondence between the Board of Health and SES Principal Jackie Mendonsa, Torres reports that SES has reopened and that the Board of Health and School staff are working closely together.
- b. 12.5.20 Four Town Meeting: Stein: substantial budget cuts are being considered; more information is needed; the FinCom and Select Board are in consensus. Makepeace-O'Neil reaffirms that more information is needed; it will be interesting to see how many additional four-town meetings will be needed. Farrell: the baseline for the statutory assessment method with a five-year rolling average was established. Susie Mosher/FinCom is concerned about the extent of the cuts being considered; a reduced budget represents more severe cuts and will make it more difficult to run good programs. Makepeace-O'Neil: it is uncertain whether if those students who have "choiced-out" will return to the Regional school. Stein: more information is needed about what the cuts represent; vulnerable children lacking support are a concern. Makepeace-O'Neil: more children may need special education to catch them up.
- c. Library: With the tightening of COVID-19 restrictions by Governor Baker, in person library appointments have been cancelled for the foreseeable future; Library Director MaryAnne Antonellis is continuing curbside pickups.
- d. Town Hall: Staff are cycling in/out and keep functioning. Rudden/Administrative Assessor has been having a software problem with property tax bills and valuations; because of the time needed to resolve the problem, bills may be delayed by 7-10 days; Rudden is keeping Ellen McKay/Tax Collector updated. Torres continues to work with the SES team on contract negotiations as well as the Union's Memorandum of Agreement for the return to school.
- e. Board of Health: The Board of Health is busier than they have been; Arlene Read has been maintaining the MAVEN data however, given the amount of work required, a consultant may be needed. Stein acknowledges the extra work the Board of Health is required to do and suggests sending a letter of support from the Select Board. Torres: a letter of support was sent in June 2020; the Board of Health is held to a high level of performance and they present a consistent and concise tone. Stein: their members continue to use a professional tone to inform the community and so much responsibility lays on them as they deal with positive cases. Torres: Norene Pease is engaging with other agencies and the Board has needed to meet more frequently. Makepeace-O'Neil suggests placing a note of thanks to all boards/committees on the website. Farrell recommends a calendar year-end thank you which Stein agrees to draft. The draft letter will be reviewed during the 12.22.20 meeting.
- f. Capital Planning: Officially, on 12.9.20 the Request for Quote for the school roof will be published in the Central Register and in a number of other publications; bid results are expected 1.9.21 with the expectation to hire an architect/engineer by the end of January and to have a construction bid in advance of annual town meeting. In addition to the roof, the School has asked Capital Planning for \$5,000 to complete work on the sliding doors in the conference room. Torres encourages the Select Board to wait to schedule the date

for annual town meeting until the roof construction bids are in. The Building Committee did not have a quorum for their last meeting and has yet to reschedule.

- g. Sheds: The new Recycling and Solid Waste Committee shed has been ordered and will arrive in the spring; meanwhile, the new load of trash bags will be stored in Town Hall. During a walk about with Elaine Puleo/Recreation Committee to consider community garden sites, Puleo noted that a shed will be needed to store tools and garden carts for the community public garden.

#### Unanticipated Topics:

1. Lake Wyola Advisory Committee (LWAC) Request: Farrell requests consideration of the 12.7.20 email from Mark Rivers/LWAC “Request for a Town-Wide Storm Water Runoff Committee”. Stein: the LWAC is requesting the establishment of a committee to look at storm water drainage throughout town; the private lake roads are impacting one of the Town’s most important resources; runoff on Old Wendell Road and the other dirt roads in Town needs to be addressed. Torres: over the summer, a number of Lake residents asked to talk with her about assistance from the Town for lake roads and Torres met with Jennifer Wallace/Pine Drive; the Town does not have financial responsibility for private roads; a new version of the Lake Wyola Association Roads Committee is looking for a reasonable way to bring the Town into the picture. Torres contends the Lake community needs to take the management of their roads seriously; only about 50% of the Lake residents are members of the Association resulting in insufficient funds to do roadwork; they want to shift the burden to the Town however the majority of the stormwater management work needs to be done on their private roads. Stein: the residents of most private roads pay for the cost of fixing their roads. It is noted that there are more year-round residents living on the privately and Association owned Lake roads. Farrell, noting the density of the Lake population and that Lake Wyola is a resource for the whole community, identifies the need for properties values to be maintained and the health of the Lake preserved. Stein notes the need to engage in a conversation recognizing that the financial responsibility lies with the residents. Farrell suggests inquiring about other lake communities’ practices. Torres: the LWA has yet to follow-up on their partially Community Preservation Act funded North Cove engineering study though there is improvement in how their Roads Committee takes on road challenges; the LWA needs to be serious and consistent about care of their roads and have a long-term strategy and a financial commitment to the roads. The next step is for Torres and Stein/Select Board LWAC liaison to draft a response to Rivers. Makepeace-O’Neil notes that though there is a need to understand LWAC’s and LWA’s goals, it is not appropriate for a Town committee to address private road needs; tax title properties may be used for drainage structures and there is the possibility of grant funding.
2. Email from the Reyes: Farrell requests review of the 12.4.20 email from Susan and Eduardo Reyes “Snow dumping at corner of Wendell-Locks Pond”. Torres: this has been an ongoing issue; during 2019, the puddling problem was resolved; the Reyes’ driveway slopes toward their house which is located in a low-lying area where water tends to flow. Torres has visited the site many times with members of the Highway Department and the Conservation Commission; there are no jurisdictional wetlands; this is a natural area for snow to accumulate and is a practical matter. Torres will draft a response to the Reyes.

Makepeace-O'Neil is familiar with the area and agrees that there is no other place for plowed snow to accumulate.

3. Assistant Tax Collector Position: Torres to Stein's inquiry: given the rise in COVID-19 cases, the ad for the position will be pulled; at this time, Tax Collector Ellen McKay cannot do in-person training and this position cannot be trained over Zoom; the applicants will be notified.
4. Miscellaneous: Per Scott, the FY20 annual reports are trickling in. Makepeace-O'Neil will begin to draft the Select Board's report. Planning a due date for winter newsletter articles will occur at the beginning of January 2021; the publication/ mailing dates will consider the need for timely information relative to the Town's annual election. The Board briefly considers the need for electronic signatures. Per Torres, the use of electronic signatures is acceptable for State documents; early in the pandemic, the Board decided not to use signature stamps and has been comfortable with hand signatures; with a new member, the Board may want to vote that, if necessary, Makepeace-O'Neil can sign on behalf of the Select Board. Farrell moves and Stein seconds a motion authorizing Makepeace-O'Neil to sign warrants on behalf of the Select Board. Torres: in Makepeace-O'Neil's absence, the default is for the two other members to sign; for State documents, Stein/Vice-chair can sign; if no one is available, electronic signatures could be used. If the Board wishes to consider using electronic signatures, the matter will be discussed at a future meeting. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion carries.

#### Administrative Actions:

1. Select Board members will sign vendor warrants totaling \$64,840.04.
2. Select Board members will sign payroll warrants totaling \$107,724.35.
3. Stein moves and Farrell seconds a motion to approve the 11.24.20 meeting minutes. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the 11.24.20 minutes are approved as presented.

At 7:12pm, Stein moves and Farrell seconds a motion to adjourn the meeting. Roll call vote: Farrell: aye, Stein: aye, and Makepeace-O'Neil: aye; the motion carries.

#### Documents and Other Items Used at the Meeting:

1. Shutesbury Athletic Club License renewal documents (refer to file)
2. Clark Auto Wrecking renewal documents (refer to file)
3. 12.2.20 email from Evan Turner "Amp Energy Solar Arrays with W.D. Cowls (in Shutesbury) second meeting"
4. 12.6.20 emails from the Board of Health and Principal Mendonsa "BOH statement to SES staff" and "Follow Up Letter from BoH Rec/Hybrid Start Dec 7"
5. 12.7.20 email from Mark Rivers/LWAC "Request for a Town-Wide Storm Water Runoff Committee"
6. 12.4.20 email from Susan and Eduardo Reyes "Snow dumping at corner of Wendell-Locks Pond"

Respectfully submitted,  
Linda Avis Scott  
Administrative Secretary

