

Shutesbury Select Board Meeting Minutes
August 30, 2022 Virtual Meeting Platform

Select Board members present: Rita Farrell/Chair, Melissa Makepeace-O'Neil, & Eric Stocker
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary
Other Staff/Volunteers present: Susie Mosher/Finance Committee; Henry Geddes & Miriam DeFant/Historical Commission, Matteo Pangallo/Community Preservation Committee, Steve Sullivan/Highway Department, Mary Anne Antonellis/Library Director, & Brad Foster/Library Trustee

Guests: Doug Slaughter/Regional Schools Finance Director, Bert Fernandez, Martha Favre, Frank McGinn III, Mary Lou Conca, Dale Houle, Stephen Dallmus, Elaine Puleo, Penny Jaques, Molly Moss, Jeff Quackenbush, & Gail Fleischaker

Farrell calls the meeting to order at 5:30pm.

Agenda Review: As posted.

Public Comment: None offered.

Discussion Topics:

1. High School Track & Field Update/Doug Slaughter: Farrell: previously, discussions about funding the project were held with the Community Preservation Committee (CPC) then, with COVID, the project was put on hold; a recent Town Meeting vote supports the project. Regional Schools Finance Director Doug Slaughter reviews slides titled "ARHS Track & Field Project Financing Plan Update July 2022" noting that the goal of the presentation is to obtain initial feedback and a sense from the community about funding suggestions. Slide #1: Regional School Committee (RSC) 3.15.22 debt authorization vote with three options; the RSC prefers Option 3 to move, resize, and reorient the track and field and install synthetic turf. Option 1 would replace the existing track in the existing location. Slide #2: How does the suggested financing work? Some project costs are Community Preservation Act (CPA) eligible; Option 1's total cost is \$1.5 million; Option 3's total cost is \$4.7 million; the total member town assessment for each option is \$1.5 million; Option 3 requires the use of other town sources including grants and donations. Slaughter recognizes that \$1.5 million is too large for towns to take on. Slide #3: How much would each member town pay? Local taxation, CPA funds, other town sources would be used; use of ARPA grants is considered. Amherst has more ownership for the cost because the project is located there. Shutesbury's contribution includes \$106,050 from taxes, \$84,840 in CPA funds and \$39,127 from other sources. Per Slaughter, funding is about community comfortability and willingness. Slide #4: Current Authorizations and Potential Sources. Slaughter notes that Shutesbury's \$38,898 in certified free cash was going to be spent on schools so could be used for the track project. Farrell to Stocker's question: the Town has approximately \$300,000 in CPA funds; \$84,000 would be over and above what is allocated for recreation/open space; the CPC application process includes a town meeting vote so it would not meet RSC timing. Slaughter: the RSC will determine whether there is enough in allocated funding to move ahead; Amherst has already committed approximately \$958,000 in CPA funds plus taxation; there may already be enough funding for the RSC to move ahead in January 2023. Per Slaughter: the goal is to move ahead with the design in order to start

construction in the fall of 2023; the other towns will make their commitments in April/May 2023; it is important that towns feel comfortable with their commitments. Matteo Pangallo/CPC Chair: this year, the CPC allocated \$73,000; Determinations of Eligibility are due in early December with final applications due in late February. Farrell: if there is a special town meeting, it would be in the winter and outside the CPC process; there would need to be an urgent situation for the CPC to consider a funding request out of process.

Susie Mosher/Finance Committee asks Torres to explain how the \$106,000 tax commitment would occur. Torres: through bond authorization via a town meeting vote. Slaughter: once borrowing is in place, requests will be made on an annual basis; parts of the project will be funded with borrowing on different time terms. Slaughter to Mosher's question: yes, the FY23 capital assessment includes an assessment for the track; it will need to be reworked. Slaughter to Mosher's next question: yes, funding for the middle school roof is in the debt schedule; the track may not show up in the debt schedule until 2025. Farrell notes that the \$38,000 put back into free cash came from the Region; a large portion of the Town's ARPA funds have been allocated for the elementary school roof for which MSBA funding is unlikely; there are a number of other demands on the ARPA funds and there is the construction of a new library. Slaughter: it is helpful to know the Town's constraints and to understand the context for considerations. Mosher asks Shutesbury be kept in the loop about fundraising efforts. Next steps: Slaughter will submit CPC requests and provide other updates as indicated.

1. Highway Superintendent Contract Extension: The "Town of Shutesbury Personnel Contract with Highway Superintendent" is screenshared. Torres: the contract is being extended because Highway Superintendent Tim Hunting, who previously planned to retire this September, is now planning to retire 9.30.23. Per Torres: the extension includes the FY23 rate including the Cost of Living Adjustment; there are no other changes; in 1999, the original contract was reviewed by Town Counsel Donna MacNicol; the only change is an extension of the commitment. All agree to remove the home address as has been done for other contract personnel. Torres: per Town Counsel, the address is listed to clearly identify the employee though it is not required.
 - Makepeace-O'Neil moves and Stocker seconds a motion to approve the extension of the "Town of Shutesbury Personnel Contract with Highway Superintendent" to 9.30.23 Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
2. Historical Commission Appointments: Historical Commission members Henry Geddes/Chair and Miriam DeFant are present. Candidate Bert Fernandez has lived in Shutesbury for forty years, is retired and looking for a way to serve the Town; he is willing to learn and work with the Commission. Candidate Matteo Pangallo has lived in Shutesbury for five years, has a background in history; as a professor, he has archive and historical record experience and has done non-profit history related work. Geddes: the Historical Commission has reviewed both candidates who seem to be compelling additions to the Commission. DeFant notes that the Commission has been struggling to meet quorum so it will be great to appoint both candidates.

- Makepeace-O'Neil moves and Stocker seconds a motion to appoint Bert Fernandez to the Historical Commission. Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Matteo Pangallo to the Historical Commission. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
3. Council on Aging Appointment: Council on Aging candidate Martha Favre is a retired nurse practitioner, is interested in joining the Council, lending a voice for aging health issues, and supporting the work of the Town; the Council on Aging is a good fit for her. Scott, Council on Aging Co-Chair, speaks to the Council's unanimous and delighted support for Favre's appointment.
- Makepeace-O'Neil moves and Stocker seconds a motion to appoint Martha Favre to the Council on Aging. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye and Farrell: aye; the motion carries
4. Town Building Committee Appointments: Farrell: currently, there are four well qualified candidates, two of which have previously served, for the new Town Building Committee whose establishment bylaw was approved by annual town meeting; the bylaw includes member qualifications and the work of the Committee; a fifth candidate is not ready to commit. Per Farrell, given current and future projects it is time for the Committee to begin. Frank McGinn III enjoyed serving for three years on the prior Building Committee, has thirty years in the building supply business, has worked with professionals in the field, and wants to continue to have the pleasure to serve. Steve Sullivan served on the former Building Committee from 2017 to 2020, he is a School Committee member and works for the Highway Department therefore has a keen interest in town buildings; he has good working relationship with the school principal and head custodian. Jeff Quackenbush is a registered retired architect, worked in design and construction management at UMass, and served on the Building Committee twenty-two years ago; he has more time now to commit and donate to the town. Stephen Dallmus became a permanent Lake Wyola resident in 2019; he is a retired residential home inspector, has a degree in architecture and is experienced with how buildings and materials perform; he has time and interest in serving.
- Makepeace-O'Neil moves and Stocker seconds a motion to appoint Stephen Dallmus to the Town Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Jeff Quackenbush to the Town Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Stephen Sullivan to the Town Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Frank McGinn III to the Town Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Torres will work with the new members to schedule an initial meeting which Farrell will attend.

5. New Library Building Committee Appointments: Mary Anne Antonellis/Library Director: all candidates recommended by the Board of Trustees on 8.29.22 are present. Farrell: the Committee's charge was approved by the Select Board and Trustees; serving on the Committee was open to the community and letters of interest were submitted to the Trustees. Antonellis: there was an enthusiastic response from people with talent, support and dedication for the library; Brad Foster will represent the Trustees on the Committee; a letter of interest was not received from Jeff Quackenbush who asked to be appointed; the candidates have a good understanding of and dedication to the process. Jeff Quackenbush and Stephen Dallmus stated their qualifications and availability for their Town Building Committee appointments. Elaine Puleo: her contribution will be in community coordination and engagement; she has experience running meetings, taking minutes, and community liaison. Brad Foster, a current Library Trustee, has lived in Shutesbury for thirty years; he has experience in arts accounting and management. Molly Moss, a former Trustee, is an Assistant Director at the Forbes Library; she has been involved in a public library building project and brings this knowledge to the Committee. Dale Houle started working on behalf of the library in 2007 when the addition was being planned; he has been a Trustee and served on the committee that worked on the 2012 proposal; he has experience on the Town Buildings Committee; for him, this is an opportunity to continue his service and see a new library built. Penny Jaques oversaw the building of her home and served twenty years as a Conservation Commissioner and as the Commission's secretary; there are jurisdictional wetlands on the new library site; she assisting in writing the updated Open Space Plan; wants the new library and its surrounding area to be heart of the town; she has experience in record keeping for a UMass graduate program.
- Makepeace-O'Neil moves and Stocker seconds a motion to appoint Penny Jaques to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Jeff Quackenbush to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Stephen Dallmus to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Elaine Puleo to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Brad Foster to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
 - Makepeace-O'Neil moves and Stocker seconds a motion to appoint Molly Moss to the New Library Building Committee. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

- Makepeace-O’Neil moves and Stocker seconds a motion to appoint Dale Houle to the New Library Building Committee. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
- Makepeace-O’Neil moves and Stocker seconds a motion to appoint Mary Anne Antonellis to the New Library Building Committee. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Unanticipated Topic: Jaques: the Friends of the Spear Memorial Library (FSML) is working to raise \$200,000 by the time the new building is built; she is asking the Select Board to allow an article about the Stop & Shop bag fund raising project to be included in the upcoming issue of the *Our Town* newsletter. Scott/Town Hall Newsletter Liaison: she and Newsletter Editor Janis Gray responded to a request to publish the article by providing the newsletter policy and explaining that Stop & Shop is a private for-profit entity and that only \$1.00 of the \$2.50 bag price would be donated to the FSML. Jaques: per the policy, the article is subject to final approval by the Select Board; we are not encouraging shopping at Stop & Shop; the fundraising project would last one year with the opportunity to be “group of the month”. Torres: development of the newsletter policy took exacting work by the Select Board; only the Select Board can allow exceptions to the policy; suggests tabling the topic until it can be considered at a future meeting; the FSML has other means to advertise the program. Stocker agrees; the topic was not on the 8.30.22 agenda. Makepeace-O’Neil notes the need to review the policy. Farrell: the topic is to be considered at an upcoming meeting.

6. Town Administrator Updates:

- a. Energy Audit: A company affiliated with National Grid thoroughly audited the building envelopes for any air leaks; the report will be used to apply for Green Communities grants for air sealing and LED lighting in the school that will cost approximately \$200,000. The insulation in the other buildings was done well and is holding up; the auditor will return to assess the library attic.
- b. Personnel Board: Members are working hard on updating job descriptions and developing a template for operational standards as a supplement to job descriptions especially for transitions, i.e., fire chief.
- c. ARPA Funding: Torres is in conversation with Michael DeChiara about a potential project for ARPA funding; the Rural Road Assessment Report, a MVP project, focuses on the methodology used by three other small rural towns to analyze dirt roads and stormwater management. We will be figuring out if there is a MVP path for funding or if ARPA funds will be requested; the ECAC will have information in 1-2 months.
- d. Select Board Planning Tool: The tool, identifying month by month issues to be considered, is screenshared and reviewed. Farrell suggests members review the tool for additions/questions and notes the need to sketch out special town meeting plans and consider planning an All Boards meeting.

Administrative Actions:

1. Makepeace-O’Neil moves and Stocker seconds a motion to approve the 8.16.22 meeting minutes. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the 8.16.22 minutes are approved as presented.
2. Select Board members will sign vendor warrants #23-5 totaling \$115,405.26.
3. Select Board members will sign payroll warrants #23-5 totaling \$113,598.63.

At 7:18pm, Makepeace-O'Neil moves and Stocker seconds motion to adjourn the meeting. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Documents and Other Items Used at the Meeting:

1. "ARHS Track & Field Project Financing Plan Update July 2022"
2. "Town of Shutesbury Personnel Contract with Highway Superintendent"

Respectfully submitted,
Linda Avis Scott
Administrative Secretary