

Shutesbury Select Board Meeting Minutes
January 7, 2020 Shutesbury Town Hall

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo, and April Stein
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary

Guests: Jeff Lacy; Bruce Turner/Union 28 Finance Director; Ajay Khashu, Bob Groves, Jim Hemingway, Eric Stocker, Rita Farrell, Jim Walton and Weezie Houle/Finance Committee; Jessica Carlson-Belanger; Steve Sullivan and Dan Hayes/School Committee; Susie Mosher/Town Clerk, Ellen McKay/Capital Planning; Michael DeChiara/Planning Board; Joyce Rudzik; Police Chief Dan Fernandes; Mark Rivers/Lake Wyola Advisory Committee

Makepeace-O'Neil calls the meeting to order at 6:30pm.

Agenda Review: No changes.

Public Comment:

Jeff Lacy questions whether the road sanding done on Saturday, 1.4.20, was necessary and why the 1.6.20 sanding on Baker Road, after a small amount of snow, was not done during the workday. Lacy asks if anyone is limiting overtime use by the Highway Department.

Lacy continues: there is talk in Shutesbury about four potential solar installations that will have to come before the Planning Board; on NextDoor Shutesbury, Cinda Jones/Cowls implied that she has been working closely on these projects with the Town for ten years. Makepeace-O'Neil thanks Lacy for his comments and notes that the Select Board is not prepared to answer his questions at this time.

Steve Sullivan/School Committee Regional Representative explains his "no" vote on the Superintendent's contract: there is a year left on the current contract and he had the full backing of the Shutesbury School Committee regarding his concerns about issues of best practice when offering an early contract and the importance of waiting until the Superintendent's evaluation due in the Spring of 2020. Sullivan notes that the Region paid for the Superintendent to earn his doctoral degree as well as his salary during this period.

Steve Sullivan/Highway Department: Superintendent Hunting oversees the use of overtime. Sullivan notes that without overtime, he could not afford to work for the town.

Discussion Topics:

1. Funding for Replacement School Water Heater: Torres: everyone wholeheartedly agrees that a new water heater is needed: per Jason Zabko/Jamrog and the MIIA insurance inspector, who was in Town 1.6.20, an ASME certified water heater is required; the State requires a 30-day turn-around, however, it can be 4-6 weeks because these water heaters are built to order. Torres continues: the first heater ordered, a Bock, was damaged in transit; a new one has been ordered from AO Smith and will be delivered in 4-6 weeks; the cost with installation is ~\$20,000; there is a balance of \$25,000 in the FinCom reserve fund so the question is whether the reserve fund can handle the cost or is a special town meeting needed. Torres to Stein's question: yes, a special town meeting can be held "after the fact" or the decision could be part of annual town meeting. Torres notes the logistical challenges with scheduling a special town meeting, i.e. timing relative to the 3.3.20 primary election and extra mailing requirements as well as staff time.

Groves: the Town narrowly escaped getting the wrong water heater, the Bock, which was overrated for the site, therefore he agreed to look into the situation along with Hemingway and asked Jamrog to put the Bock order on hold so they could evaluate the best solution. Hemingway reaffirms that the Bock was oversized and notes that ASME oil fired boilers are hard to get because there is a limited selection and they are made to order; the price information he received does not line up with the quote from Jamrog. Torres: the questions about the efficiency of the Bock did not bear out; Jamrog and Hemingway have different perspectives. Torres explains that the water heater cannot be turned off due to student needs. Hemingway: school staff are concerned about flooding; both Bock & Smith engineers advised turning off the water supply to limit leakage therefore recommends seeking guidance from the insurance company. Torres: the insurance inspector and Zabko advised against this action therefore the school staff will not turn off the water supply. Sullivan: talking about the Bock is a mute-point; the AO Smith heater is on order; per the custodian and principal, the hot water heater is also part of the heating system for the school. Groves explains that on 12.30.19, as a member of the FinCom and Buildings Committee, he agreed to look into the water heater situation and that even though he tried to reach her, he did not hear back from Torres; the Buildings Committee's purpose is to advise, if we cannot do this, we may need to be disbanded. Groves emphasizes the need to do due diligence and recommends the Select Board set up a protocol for thorough vetting of projects. Torres notes that this was an unusual situation and that it would have been helpful to talk with Groves; in the process, we have learned the school's requirements. Torres continues: the expected lifespan of the water heater is 10 years; the current one lasted 26 years, therefore, other similar aged equipment needs to be reviewed. Puleo: does the FinCom have another need for the \$25,000 in reserve funds? None at present per Farrell. Torres to Stocker's question: two weeks advance notice is needed to schedule a special town meeting however, three weeks are needed to manage the logistics. Stocker: if another need arises there would be time to hold a special town meeting in time to pay an invoice. In general, the FinCom supports a transfer; the members will consider the matter further during their 1.7.20 meeting. Torres to Stocker's question: a bid is not required in an emergency. Groves supports receiving other bids. Hemingway: an Agawam supplier's price including shipping is \$9,000. Torres: Jamrog has placed the order. Stein reminds those present that if the water heater fails, the school will need to be closed.

Public Comment:

Joan Rudzik, Shutesbury property owner, explains that she is present as the result of a legal ad published in the *Athol Daily News* indicating that the Conservation Commission public hearings for the Abbreviated Notices of Resource Area Delineation would occur this evening. Scott clarifies for Rudzik that the public hearings will begin on Thursday, January 9, 2020 at 7:00pm.

2. Appointments:

- a. Recycling and Solid Waste Committee: Puleo moves and Stein seconds a motion to appoint Ezzell Floranina to the Recycling and Solid Waste Committee; the motion passes unanimously.

- b. Animal Control Officer: Stein moves and Puleo seconds a motion to appoint Nancy Long as Shutesbury's Animal Control Officer; the motion passes unanimously.
 - c. Assessor: Per Torres, she and Administrative Assessor Rudden met with Jeff Quackenbush to explain the role/responsibilities of an assessor; Quackenbush has agreed to serve as an assessor. Puleo moves and Stein seconds a motion to appoint Jeff Quackenbush to the Board of Assessors; the motion passes unanimously.
3. Record Storage Next Steps: Susie Mosher explains that the "Preamble" was written to more fully orient the Select Board to the Town's record storage needs; the Town has records stored all over the place in all sorts of conditions; the chart shows possibilities for consideration. Per Mosher, her mission is to ensure that the next step toward meeting record storage needs is taken. Mosher continues: the Select Board has experience orchestrating town projects; the RSAC disbanded because it reached the limit of its authority. Puleo: looking at the chart, it is obvious that unless a dedicated space is identified short-term, the Town does not have a space that can meet as many of the criteria as possible; how large a space is needed in the short-term, i.e. five years; a building addition is a long-term project. Mosher: even with shredding, storage over the bathroom, the upstairs closet where there is some mold, and downstairs where there is mix of good/bad days, there is not enough short-term storage in town hall and none of these spaces has environmental controls. Mosher to Stein's question about the cost of a module: the RSAC did not explore costs; a module could be a short-term solution. To Puleo's question about size, Mosher will look up the footage calculated by the RSAC. Mosher continues: the RSAC learned that any space should be used for that which it is best suited; an engaged discussion with the right people is needed; it would be good for the Select Board to make list of questions for the group. Mosher to Puleo's question: members of the original committee may be available and/or there could be a budget for a consultant. Lacy states his concern about the cost of storage and offers the possibility of leasing space in his barn. Mosher explains some of the criteria used to assess a storage space to Lacy. Mosher: to move forward, the RSAC's information needs to be winnowed into a proposal. Torres notes the need to focus on the need for storage without evolving too far into other concerns and suggests holding a community workshop led by the RSAC to help create a solution and start to develop the project. Makepeace-O'Neil likes Puleo's idea to focus where there are more yeses than noes on the chart. Torres suggests a Select Board member work with the RSAC to plan the workshop and Puleo is willing to do so. The next step is for members from RSAC and Puleo to meet and consider plans for a May workshop which will be announced during annual town meeting.
4. Town Administrator Updates:
- a. Torres, noting that the leaking water heater was a challenging situation, will work out a way to address the process concerns with Groves and Hemingway.
 - b. The Town Hall elevator inspection is up to date.
 - c. The new Highway Department 20-hour/week staff person has begun to put in some hours. Hunting has proposed renting his chipper/shredder manage post-storm brush cleanup. The Select Board raises concerns about insurance coverage when renting from a private individual; Torres will follow-up with Hunting.

- d. The next meeting date, 1.28.20, will include the FinCom and School Committee. If needed, the Board will meet 1.23.20.
 - e. Various options for the MLP manager position are being explored. i.e., in-house staff, Huntress staying on, how much could be absorbed by the MLP, an outside hire such as HG&E. There are a few houses without complete installations and the TriWire completion document, previously signed by the Select Board, remains pending. Stein moves and Puleo seconds a motion to approve and sign the "Second Amendment to Intergovernmental Services Agreement, for Fiber to the Home Project Management, by and between the Town of Shutesbury and the City of Holyoke Gas & Electric Department"; the motion passes unanimously. Torres: hourly billing has occurred since November 2019.
5. Regional Policing Study: Jeff Lacy: after the 12.23.19 Select Board meeting, he spoke with Peter d'Errico/Leverett Select Board and they are still interested in Shutesbury being part of shared police study and per Margie McGinnis/Leverett Town Administrator, both Leverett & Wendell have secured Community Compact grants for the effort; if we were to join, Shutesbury would have to pitch in funds. Torres: currently, Shutesbury has an open Community Compact grant to address Town Hall water/salt contamination which would have to be completed before the Town applies for another Compact grant. Puleo notes that a Local Technical Assistance grant may be possible. Lacy: the Revere police chief noted that shared departments are becoming more common and that Revere may share with Winthrop; Revere and Malden share a fire services building; Northfield and Bernardston are investigating sharing; shared departments came up during the visioning process and folks he has spoken to are in support of the idea, therefore, he encourages exploration. Torres reports that she learned about Leverett's study from Chief Fernandes and then spoke with McGinnis - because we have a new chief, Leverett did not ask Shutesbury to join in the study; exploration usually occurs when a chief is retiring and there is a transition in a department. Police Chief Fernandes has done some research on the shared chief idea: the Wendell police chief is retiring and the New Salem chief is retiring in July 2021; New Braintree and Hardwick share; it comes down to numbers and the ability to add coverage; per MGL, more than two towns cannot be combined. Fernandes states he is not against exploring something that saves the Town money and increases services, however, it would have to be the right combination. Puleo: Leverett and Wendell are not contiguous by road. Makepeace-O'Neil: distance cuts into response time. Torres: and cost. Fernandes: Wendell's police budget is very small; Shutesbury currently has good coverage and he does not think the Town would want to stretch this. Fernandes continues: the Town needs to consider staffing concerns and differing philosophies and look at the hard numbers to see if sharing is worth it. Torres: union considerations need to be looked at as well. Lacy has not spoken with anyone from Wendell. Torres: in 2017, the spreadsheet numbers did not indicate that Shutesbury would save money on a shared chief arrangement. Torres notes Makepeace-O'Neil's 12.23.19 suggestion to have a neutral party evaluate the situation. Lacy acknowledges the complicating factors, however, it may be worthwhile to investigate. Torres has copies of various agreements as reference. Stein: is does not seem prudent to consider joining with Wendell. Fernandes notes that he enjoys working in Shutesbury and plans to be here for at least two more years; the Leverett chief is in the process of signing another three-year

contract; once one of us may be ready, will the information be current enough in order to decide? Torres: that is one of the considerations; does it make sense to do the research at this time? Fernandes: hypothetically speaking, New Salem is very easy to get to and works well geographically; he does not know how New Salem does their policing, however, he knows that community policing is important to the current chief. Puleo: it would be ideal for timing to be concurrent with the budget process. Torres: a critical piece is the need for public information sessions throughout the process; the last time, there was resistance to sharing and the agreement would need to be passed by annual town meeting. Puleo: if granted, a DLTA grant would need to be used by 12.31.20. Torres: funding may be premature. Timing/funding considerations are discussed. Fernandes suggests Torres contact the New Salem town administrator; there could be upsides to shared resources, however, his concern is the number of moving parts and especially the need for input from the public. Next steps: Torres will contact the New Salem town administrator. Torres suggests and Fernandes agrees to a meeting with Shutesbury and New Salem select boards and police chiefs.

6. Municipal Small Bridge/Locks Pond Culvert Replacement Update: Torres is in the process of reviewing the relevant culvert replacement documents including the 25% submission; there is concern about the proposed Wendell Road detour. Torres suggests Mark Rivers/Lake Wyola Advisory Committee review the documents. Once Rivers has reviewed the reports, he will meet with Torres. Per Torres, it is expected that Locks Pond Road will be closed for three weeks to one month; the work is anticipated to start in August 2020.
7. Municipal Vulnerability Program Grant Update: Michael DeChiara/Planning Board: once the document is approved by the Select Board, he will complete and submit the application to meet the 1.15.20 due date. The Board appreciates DeChiara's work on the application. Stein suggests adding the test wells installed by the Water Resources Committee (WRC) to evaluate water quantity and recharge along the ridge. Per DeChiara, there may be additional funding to update the hazard mitigation plan, the open space plan and the master plan; the planning grants are not competitive, however, action plan funding is limited. Stein will request a report on the status of the test wells from Al Werner/WRC. DeChiara: once the grant is approved, a core team will choose a vendor/consultant and hold the workshops. Stein moves and Puleo seconds a motion to approve the "Municipal Vulnerability Preparedness Program FY20 Planning Grant: RFR ENV 20 MVP 01" as amended; the motion passes unanimously.
8. Dual Stream Designated Community Contract: Stein moves and Puleo seconds a motion to approve and sign the "Contract between the Massachusetts Department of Environmental Protection, the Contractor and a Dual Stream Designated Community"; the motion passes unanimously.

Administrative Actions:

1. Select Board members sign vendor warrants totaling \$89,114.46.
2. Select Board members sign payroll warrants totaling \$97,811.57.
3. Select Board members sign broadband warrants totaling \$2,676.74.

4. Select Board members acknowledge receipt of Fire Chief Walter Tibbetts' 1.2.20 updated letter to the Shutesbury Athletic Club. Puleo moves and Stein seconds a motion to approve and sign the "Town of Shutesbury Annual Liquor License Report for the 2019 Calendar Year"; the motion passes unanimously.
5. Puleo will complete the FRCOG "2020 Local Technical Assistance Request Form"
6. The Select Board acknowledges receipt of the citizen petition to "transfer \$750,000 from any combination of Free Cash, Stabilization, and Capital Stabilization funds to pay down the \$1,693,200 debt exclusion for broadband".
7. Review of the 12.23.19 meeting minutes is carried over to the 1.28.20 Select Board meeting.

At 9:37pm, Makepeace-O'Neil moves and Puleo seconds a motion to adjourn the meeting; the motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. 1.7.20 Jamrog HVAC letter to Torres with AO Smith water heater specs; 1.6.20 Travelers BoilerRe Risk Control regarding jurisdictional recommendations
2. 12.31.19 email from Meryl Mandell/RSWC requesting Floranina's appointment
3. Massachusetts Animal Fund Animal Control Officer 2020 document
4. Record Storage Advisory Committee October 2019 "Preamble", report to the Select Board and "Possible Record Storage Locations" chart
5. 1.7.20 "Proposal for Town of Shutesbury" from Tim Hunting
6. "Second Amendment to Intergovernmental Services Agreement, for Fiber to the Home Project Management, by and between the Town of Shutesbury and the City of Holyoke Gas & Electric Department"
7. 12.23.19 LGCI letter to Nitsch Engineering; "Culvert Replacement Locks Pond Road...25% Submission"
8. "Municipal Vulnerability Preparedness Program FY20 Planning Grant: RFR ENV 20 MVP 01"
9. "Contract between the Massachusetts Department of Environmental Protection, the Contractor and a Dual Stream Designated Community"
10. Fire Chief Walter Tibbetts' 1.2.20 updated letter to the Shutesbury Athletic Club; "Town of Shutesbury Annual Liquor License Report for the 2019 Calendar Year"
11. FRCOG "2020 Local Technical Assistance Request Form"
12. Annual Town Meeting Citizen's Article

Respectfully submitted,
Linda Avis Scott
Administrative Secretary