

Shutesbury Select Board Meeting Minutes
May 31, 2019 Shutesbury Town Hall

Select Board members present: Elaine Puleo and April Stein

Select Board member absent: Melissa Makepeace-O'Neil

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

Guests: Don Wakoluk

Puleo calls the meeting to order at 12:50pm.

Agenda Review: Add an update on the Pioneer Valley Habitat for Humanity documents.

Public Comment: None offered.

Discussion Topics:

Unanticipated Topic:

“Local Initiative Program Application for Local Action Units”: Torres reviews changes made to the document by Town Counsel MacNicol; Pioneer Valley Habitat for Humanity will make the necessary changes and provide the required attachments; once this is done, the Select Board will be asked to re-sign the document. Per Torres, MacNicol is also reviewing the “Community Preservation Grant Agreement”; her feedback will determine whether the Select Board will need to re-sign this document.

1. Assistant Town Clerk Appointment: Per Torres, Town Clerk Susie Mosher recommends the Select Board appoint Grace Bannasch to the position of Assistant Town Clerk; Torres and Mosher interviewed Bannasch 5.24.19; Bannasch is thoughtful about town government and communication issues and has the technical skills necessary for the position. Board members review Bannasch’s resume. Per Torres, this is Grade 6 position; the starting pay rate of \$16.84/hour will increase to \$17.83/hour on 7.1.19. Stein moves the Select Board appoint Grace Bannasch to be the Assistant Town Clerk; Puleo seconds the motion that passes unanimously.

At 12:57pm, Puleo moves and Stein seconds a motion to adjourn the meeting; motion passes unanimously.

Documents and Other Items Used at the Meeting:

1. Revised “Local Initiative Program Application for Local Action Units”
2. Resume from Grace Bannasch

Respectfully submitted,
Linda Avis Scott
Administrative Secretary