

Shutesbury Selectboard Meeting Minutes  
December 19, 2023 Virtual Meeting Format

Selectboard members present: Rita Farrell/Co-Chair, Melissa Makepeace-O'Neil/Co-Chair, and Eric Stocker

Staff present: Becky Torres/Town Administrator, Geneva Bickford/Administrative Secretary

Volunteers & Other Staff present: Sara Clark, Grace Bannasch

Guests: Mary David, Frank McGinn, Carlos Fontes, Miriam DeFant, Doc Payne, Garrett Simonsen, Tom Siefert, Paul Lyons, Mike S., Michael DeChiara

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

Agenda Review: As posted.

Public Comment: Miriam DeFant discusses changes to the draft Wetlands Bylaw and minor changes made during conversation with Attorney Donna MacNicol. Carlos Fontes is unhappy with 5 mins for public comment does not believe that is enough time and he believes McGregor is unprofessional for the last minute changes and asks the SB to support the new bylaw publicly.

Review of Minutes: Minutes of November 8, 2023, November 21, 2023 and December 5, 2023 were approved.

**VOTE:** Melissa makes a Motion to approve the November 8, 2023 minutes; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Melissa makes a Motion to approve the November 21, 2023 minutes; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Melissa makes a Motion to approve the December 5, 2023 minutes; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

**Discussion Topics:**

1. Clark's Class III Auto Dealer License: Clark Auto Wrecking Class III Auto Dealer License was approved.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the class III auto dealer license for Clark Auto Wrecking; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

2. Selectboard discusses possible date for Annual Town Meeting, April 27: ATM will be held on April 27, 2024 at the Shutesbury Elementary School in the gymnasium.

**VOTE:** Farrell makes a Motion to hold ATM on 4/27 at the school gym; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

3. Grant award from DEP: Recycling Dividends Program Funds under the Sustainable Materials Recovery Program: Shutesbury received \$1,900 from the MA DEP's Recycling Dividend Program.

**VOTE:** Makepeace-O'Neil makes a Motion to Sign and Accept the \$1, 960 from the Sustainable Materials Recovery Program; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

4. Review Changes to HW Superintendent and the Assistant Librarian Job Descriptions: This matter will be discussed at the 1/2/24 SB meeting.
5. Review Special Town Meeting Warrant for Approval and Posting: This matter will be discussed at the 12/26/23 Special SB meeting.
6. Initial Selectboard Review of Flag Pole Policy: The SB adopted the Flag/Banner/Sign Policy for Governmental Flagpoles, Town Buildings and Property.

**VOTE:** Farrell makes a Motion to approve the flag pole/banner policy as presented this evening; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

7. Administrator Updates – Culvert Wrap Up, PFAS and Gasoline Cleanup: Livingston Energy Group (“Livingston”) is a vendor for National Grid and the TA had a meeting with them to discuss the possibility of paying 100% for the installation and electrical setup of a super charger with zero cost to Shutesbury. Livingston will put together a proposal and TA will share that with the SB and ECAC. On December 18, 2023 there was a leak in the Collector’s Office coming from the copula. Chief Czerwonka helped locate and contain the leak. The Building Committee will work to resolve this issue. The DER Grant for Lois Brown to begin engineering work to remove the Dudleyville Dam has been approved and work will begin immediately. The TA submitted two ideas to MVP, one requesting solar for the library and one was to do the culvert repair at the Dudleyville Pond. PFAS testing continues and is going well. The TA and Sam Evans will continue to look for the well if they are not able to find it a new well will need to be installed. The TA will work on permitting if needed. The TA discusses the Wetlands Bylaw Warrant Article and reviews it for Michael DeChiara.

Farrell Motions to Adjourn (6:25 pm); Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

Administrative Actions:

1. Prepare Clark Auto Wrecking License for SB signature;
2. E-mail signed RDP Contract to Rachel Smith; and
3. Finalize 11/8/23, 11/21/23 and 12/5/23 Minutes for binder and Town Clerk.

Documents and Other Items Used at the Meeting:

1. November 8, 2023, November 21, 2023 and December 5, 2023 Meeting Minutes;
2. Clarks Auto Renewal Documents;
3. DEP Recycling Dividends Program Funds Grant documents;
4. Flag/Banner/Sign Policy for Governmental Flagpoles, Town Buildings and Property;

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 12/19/23 SB meeting is available to view on the Town of Shutesbury’s YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>