

Shutesbury Selectboard Meeting Minutes
October 24, 2024 Virtual Meeting Format

Select Board members present: Rita Farrell/Co-Chair, Melissa Makepeace-O'Neil/Co-Chair

Staff present: Becky Torres/Town Administrator

Planning Board members: April Stein, Kathy Salvador, Peg Ross

Guests: Tom Siefert

Farrell calls the Select Board to order at 6:13 pm.

Ross calls the Personnel Board to order at 6:14 pm.

Agenda Review: As posted.

Public Comment: None

Discussion Topics:

1. Review Interim TA job description: The Personnel Board and the Select Board along with Rebecca Torres, Town Administrator, met to review, discuss and make any changes to the "Town of Shutesbury Interim Town Administrator Role and Responsibilities". Minor spelling and grammatical changes were made. A few substantive changes were made: "Consultant" was removed and replaced with "Interim Town Administrator"; unbenefited was changed to "non-benefited"; Financial Management paragraph, first bullet is removed; Municipal Operations paragraph, fourth bullet, is changed; Financial Management paragraph, second bullet is changed; minor changes to the capital planning wording sentence; The Select Board and the Planning Board approve the final version of the "Town of Shutesbury Interim Town Administrator Role and Responsibilities". Farrell indicates she has spoken with three different retired town administrators who have expressed some interest. Farrell will send the approved job description and request a letter of interest and resume from all three interested parties. The Select Board votes to acknowledge they are turning this around quickly and prioritizing this. Farrell will coordinate the scheduling of interviews with all parties. Stein agrees to attend the Highway Superintendent Contract Negotiations as a Planning Board member.

VOTE: Planning Board votes to approve the job description for the Interim Town Administrator Roles and Responsibilities; Roll call vote: Stein: aye; Makepeace-O'Neil, aye; and Ross: aye; the motion carries.

VOTE: Select Board votes approve the job description for the Interim Town Administrator Roles and Responsibilities; Roll call vote: Makepeace-O'Neil: aye; and Farrell: aye; the motion carries.

VOTE: Farrell makes a Motion to classify this as an emergency and therefore we are going to move ahead; Makepeace-O'Neil, seconds. Roll call vote: Makepeace-O'Neil: aye; and Farrell: aye; the motion carries.

VOTE: Select Board votes approve the job description for the Interim Town Administrator Roles and Responsibilities; Makepeace-O'Neil, seconds. Roll call vote: Makepeace-O'Neil: aye; and Farrell: aye; the motion carries.

Makepeace-O'Neil Motions to Adjourn the Select Board (6:46 pm); Farrell seconds. Roll call vote: Makepeace-O'Neil: aye, and Farrell: aye; the motion carries.

Ross Motions to Adjourn the Personnel Board (6:46 pm); Stein seconds. Roll call vote: Ross: aye; Salvador, aye; Stein, aye; the motion carries.

Administrative Actions:

1. Torres will email out final Interim Town Administrator Role and Responsibilities to Personnel Board, Finance Committee, Farrell, Stein, Makepeace-O'Neil, Ross and Salvador.
2. Farrell to send out job description and request resumes & letters of interest.

Documents and Other Items Used at the Meeting:

1. Town of Shutesbury Interim Town Administrator Consultant Role and Responsibilities

Respectfully submitted,
Geneva Bickford,
Interim Administrative Assistant

** A full version of the 10/24/24 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>

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