

Shutesbury Selectboard Meeting Minutes  
November 19, 2024 Hybrid Meeting Format

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

Staff present: Gabriele Voelker/Interim Town Administrator

Volunteers & Other Staff present:

Guests: Matteo Pangallo, Abbigail, Elaine Puleo, Gail Fleischaker, Chief Burgess, Joe Salvador, Penelope Kim, Frank McGinn, Amanda Alix, April Stein, Leslie Bracebridge, Jon Lawless, Miriam DeFant, Tom Siefert, Susie Mosher

Farrell calls the meeting to order at 6:02 pm.

Agenda Review: As posted.

Public Comment: Elaine Puleo ("Puleo") asks the Selectboard ("SB") to address the Harry Masterton plaque she emailed about. Melissa Makepeace-O'Neil ("Makepeace-O'Neil") will be in contact with David Grenier ("Grenier"), Highway Superintendent. Puleo will bring the plaque to Grenier and is happy to work with him regarding placement.

Review of Minutes: None

**Discussion Topics:**

1. Proposed Schedule and process for TA hiring: The SB discussed the draft guidelines for the town administrator candidate search. Some edits were made to the draft guidelines. They discussed the administrative secretary job description and possible changes to that in the future. The search committee will be comprised of a representative from the SB, Personnel Board, Finance Committee ("FinCom"), Interim Town Administrator ("TA"), 1 department head and 2 individuals with relevant government experience. The SB will do the reference checks when the time comes. The job description will be reviewed on December 3.
2. Town Hall Use Policy: The SB reviewed the draft policy on the use of town hall and town common. The SB also discussed the need for a "Special Event Notification Form" similar to the one provided by Chief Burgess. The SB discussed creating a calendar to keep track of rooms and requests. The SB will discuss this more after Special Town Meeting ("STM").
3. Google Calendar for Internal Use: Gabriele Voelker ("TA") has created a Google Calendar for town hall, internal use only. The SB also discussed their desire to have department hours and town hall hours posted in town hall and on the website. The SB discussed a master email list for all employees as well as committee/board members.
4. Tech Instructions on using the TV for Video Presentations: TA and Makepeace-O'Neil have put together instructions on how to use the TV in the SB meeting room of town hall. The SB will need to discuss a laptop for the SB Meeting room at another meeting.
5. Review Open Meeting Law Determination from Attorney General's Office letter of 1/13/24: The SB wants OML complaints to be sent to the SB as this one was only sent to Farrell. Farrell did forward to the full SB. The SB needs to be more attentive to the deadlines.
6. Signing of the Community Grant Contract: Shutesbury has received \$30,000 from Community Compact. The funding will be used for Phase 2 of the Fire Department Regionalization Study being done with Leverett, Wendell, New Salem and Shutesbury. The SB will sign the contract.

**VOTE:** Farrell makes a Motion to execute the Community Compact Grant for the Fire Department Regionalization Grant; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

7. Police Chief Contract – Schedule and Negotiating Committee: The SB discussed what process they would like to follow when doing negotiations. April Stein thinks it is best to have a negotiating committee with a representative from the SB, FinCom and the Personnel Board as well as the Interim TA. Makepeace-O'Neil will be the SB representative and TA will reach out to FinCom and the Personnel Board for a representative from each of those committees.
8. Review of American Rescue Plan Act (“ARPA”) Expenditure: All ARPA money has been accounted for and there is nothing available to spend. All contracts must be signed by December 31, 2024. There was some discussion regarding the school roof contract. The TA discussed signed contracts and the accountant should have copies of all signed contracts. They also discussed employment contracts and PAF Forms.
9. Liaison/Committee Rep Report/Updates: Eric Stocker (“Stocker”) discussed Lake Wyola Advisory Committee (“LWAC”) and their concern for wildfires and the desire for the Emergency Management Committee to take a look at what can or should be done here. Makepeace-O'Neil updates the SB on Pump Engine 2 for the Fire Department it is being serviced at the moment and should be back in town soon. The Brush Tanker has electrical issues that Chief Czerwonka is working on addressing. Stocker discusses the Lake Wyola Storm Water Erosion Task Force and their desire to have an engineering study done. Chief Burgess discusses an email she received from Dan Nietzsche at Franklin Regional Council of Governments (“FRCOG”) asking if anyone is interested in sitting on the Planning Subcommittee of the Regional Emergency Planning Committee and will forward to the TA and the SB and asks Stocker to also forward to LWAC. Stocker attended the Massachusetts Water Resource Authority (“MWRA”) meeting and there was a lot of discussion of PFAS in other towns.
10. Highway Fiske: Makepeace-O'Neil discuss with the SB a beaver issue at the Fiske Culvert. Dave Grenier (“Grenier”), Highway Superintendent, has been talking with a trapper who has suggested using a Body Trap which requires BOH approval. The Board of Health (“BOH”) determined there was a safety risk and will not grant the request. Grenier will look at his budget to see if there is anything in there to cover beaver trapping, if not he may need to go to FinCom. Grenier is in contact with FinCom and Conservation Commission (“ConCom”).
11. Town Administrator Updates, Credit Card, Business Zoom Account and Upcoming Meetings: Rita Farrell (“Farrell”) updates the SB and TA on the solar litigation. Mediation will begin, the Planning Board will meet in executive session on November 25 to discuss strategy. Mediation itself is scheduled for some time in January. Farrell will attend as a SB member and report back to the SB. An outstanding public records request was discussed. Draft minutes will need to be submitted to the requestor until finalized. The December meeting Schedule is set, they will meet 12/3/24 at 5 pm, 12/10/24 at 5 pm, 12/17/24 at 6 pm and 12/30/24 at 6 pm. There will be no meeting on 12/24/24. Any agenda items will be sent to the administrative secretary. Zoom and the need for a town credit card were discussed. The TA discussed the hiring of snow plow drivers. STM was discussed and the SB's preference on getting information out to residents. Jo Commerford will come to a December meeting to meet with the SB, it will not be a “Town Hall”. Chief, Lenny Czerwonka (“Czerwonka”) has been cleared to return to light duty and will be back on Monday. Ongoing PFAS, letter requirements and deadlines were discussed. The highway department has a major repair on one truck that will cost around \$9,000. Grenier and Czerwonka may need to go to FinCom to request money as neither departments have enough to cover the repairs. Capital Planning requests were discussed. The private roads letter was also discussed and will be followed up on.

Farrell Motions to Adjourn (8:00 pm); Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Administrative Actions:

1. SB to sign and TA will email signed contract back;
2. TA will email FinCom and the Personnel Board regarding a representative for the Police Chief Contract Negotiation Committee; and
3. Makepeace-O'Neil will discuss private roads with highway superintendent Dave Grenier;
4. Follow-up on private roads letter;
5. Public Records Request will be followed up on and completed;

Documents and Other Items Used at the Meeting:

1. Draft Town of Shutesbury Guidelines for Town Administrator Candidate Search November 2024;
2. Town of Shutesbury Policy on Use of the Town Hall and Town Common Adopted November 2024; and
3. Town of Shutesbury Special Event Notification Form

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 11/19/24 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOeJsNzf5DBgMTZgcJA>