

Shutesbury Selectboard Meeting Minutes  
January 30, 2024 Hybrid Meeting Format

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

Staff present: Rebecca Torres/Town Administrator and Geneva Bickford/Administrative Secretary

Volunteers & Other Staff present:

Guests: Jill Marland, Tom Siefert, Matteo Pangallo, Gail Fleischaker, Grace Bannasch, Mike S., Leslie Luchonok, Nathan Murphy, April Stein, Frank McGinn, Ron Meck, Amanda Alix, Penelope Kim, Kristin Burgess, Curtis McGuire, Devon Pelletier, Joan Hanson, Joyce Braunhut, Jan Rowan

Makepeace-O'Neil calls the meeting to order at 5:34 pm.

Agenda Review: As posted.

Public Comment: Leslie Luchonok raises the issues of police logs not being posted on a regular basis. Matteo Pangallo advises the SB that the guideboard has been loaded and transported safely to the Williamstown Art Conservation Center with the help of Daniel Lass, Paul Lyons, Cliff Read and Al Warner. Jill Marland asks what the agenda item regarding the policy on incoming emails entails and wonders if it has to do with responding to comments and questions from the residents.

Review of Minutes: Minutes of December 19, 2023, January 2, 2024 and January 11, 2024 were approved. January 11, 2024 minutes were approved as amended.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the December 19, 2023 minutes; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the January 2, 2024 minutes; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the January 11, 2024 minutes as amended; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**Discussion Topics:**

1. ABCC Annual Report Review: The SB approved the ABCC Annual Report. The Administrative Secretary will correct the calendar year on the report to read 2023 and will submit to the State by 2/15/24.

**VOTE:** Makepeace-O'Neil makes a Motion to sign the ABCC Annual Report; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

2. Ron Meck with more on Roosters: Ron Meck discusses his rooster issue further with the SB. An order has been issued by the Court and the Police Chief will look into the order. The SB's position is that this is in the hands of the judge and Town Counsel has already said there is nothing the SB can do.
3. Police Department Comfort Dog: Chief Burgess has brought a comfort dog policy to the SB for approval as well as introducing Office Charlie to the SB. Officer Charlie is an 8 week old Aussie Doodle.

**VOTE:** Makepeace-O'Neil makes a Motion to accept the comfort dog policy for the Shutesbury Police Department; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Makepeace-O'Neil makes a Motion to appoint officer Charlie to the Shutesbury Police Department; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

4. EV Charging Super Station: The SB discusses a list of questions regarding the EV charging super stations. Stocker would like to do an RFP to see what other vendors are out there. ECAC meets on Tuesday 2/6/24 Stocker will request an agenda item with ECAC and attend the meeting.
5. SB Review of GZA Updated Contract for Dam Permitting: NO DISCUSSION
6. Selectboard Response Policy to Incoming Emails: As emails come into the SB Makepeace-O'Neil has been replying with an acknowledgment. Makepeace-O'Neil will set up an auto reply and agenda items will be responded to as appropriate.
7. Selectboard Vote on Early Voting: The Town Clerk asks the SB to vote to set the mandatory minimum hours for early voting for the March 5 Primary at 25% of the Clerk's usual business hours. The Clerk will offer early voting 2 hours a daily during weekdays and 4 hours on Saturdays.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the mandatory minimum hours for early voting at 25% of the town clerks regular business hours for the March 5 Primary; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Makepeace-O'Neil makes a Motion to set the mandatory minimum hours for early voting at 25% of the town clerk's regular business hours for all elections in 2024; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

8. Review OML Violation to the Selectboard: An OML Violation was received from Amanda Alix regarding the SB's 1/2/24 meeting. The alleged violation being that the agenda did not identify who was being appointed as the Assistant Town Clerk. SB does not believe this is an open meeting violation and must respond in writing within 10 days.
9. Accept resignations from ECAC and Historical Commission: The SB accepts Miriam DeFant's resignations from ECAC and Historical Commission and thanks DeFant for all her work.

**VOTE:** Makepeace-O'Neil makes a Motion to accept the resignation of Miriam DeFant from the Energy Climate Action Committee; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Makepeace-O'Neil makes a Motion to accept the resignation of Miriam DeFant from the Historical Commission; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

10. DLTA Review for FRCOG Submissions: The SB chose the Roadway Speed Study, the Pollinator Habitat Plan, the IT Training and Policy Development and the Rural Policy Plan Implementation. The Projects selected were the MVP, Green Communities and the Culvert Assessment on the Dudleyville Dam.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the DLTAs choices of the Roadway Speed Study, Pollinator Habitat Plan, the IT Training and Policy Development and Rural Policy Plan Implementation and the projects are MVP, Green Communities and the Culvert Assessment on Dudleyville; Stocker seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

11. Unanticipated Item: The FRCOG Collective Purchasing Program for construction services and materials has been brought to the SB. Tim Hunting has always had authorization to sign bids and contracts. Steve Sullivan is asking the SB for the same authorization.

**VOTE:** Makepeace-O'Neil makes a Motion to approve the FRCOG Permission Authorization Form for Steve Sullivan for construction services; Stocker moves and Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

12. Town Administrator Updates: The elevator passed its reinspection. The reason for reinspection is the vent in the elevator failed to open when it was first inspected. There are 3 new homes that need PFAS POET filters installed and they have been provided with water and can come to town hall for more water as needed. Testing on the gasoline has been done and hope to have results soon. Capital planning has been meeting and have a number of items coming forward.

Makepeace-O'Neil Motions to Adjourn (7:14 pm); Stocker moves and Makepeace-O'Neil seconds. Roll call vote: Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

Administrative Actions:

1. TA to draft OML Violation response; and
2. Officer Charlie Appointment Letter.

Documents and Other Items Used at the Meeting:

1. Minutes of December 19, 2023, January 2, 2024 and January 11, 2024;
2. ABCC Annual Report and SAC No Violation Letter;
3. DLTA Request Form;
4. Comfort Dog Policy;
5. SB Canned Response;
6. FRCOG FY25 Budget Notice and Signatory Authorization Form; and
7. OML Complaint of 1/2/24 SB Meeting

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 1/30/24 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>