

Shutesbury Board of Selectmen June 28, 2011 Meeting Minutes

Members present: Chairwoman Elaine Puleo and member Al Springer. April Stein absent.
Also Present: Town Administrator Rebecca Torres, Administrative Secretary Leslie Bracebridge recording.
Meeting opened at 6:30 P.M. at Shutesbury Town Hall.

Appointments

Police Chief Harding was not present.

Sergeant Wall: Distribution of the letters concerning fireworks at Lake Wyola is going well.
Approximately 80% of the residents understood; a few were very supportive; a few were not very happy.

Topics

1. **Approval of Personnel Action Forms (PAF):**

- There are no Police personnel action forms ready for Select Board approval: Mr. Galerno is on vacation and did not send final information before he left.
- A meeting will be called for the Police Chief contract.
- The Highway Department contract can be signed.
- All other town employees

Selectmen unanimously voted to accept and sign the Personnel Action Forms for all town employees except for the Police Department.

Select Board Action Items

1. See vote above for **signatures of town employee Personnel Action Forms** above.
2. **Sign Contracts:**
 - Fire Chief Walter Tibbetts contract was opened for salary increase only of 1.5% consistent with the previous Select Board vote. **Selectmen unanimously voted to approve and sign a contract for Fire Chief Walter Tibbetts.**
 - Selectmen unanimously voted to sign a contract opened for salary increase only for Town Administrator Rebecca Torres in the amount of 1.5%.
3. Selectmen unanimously voted to sign a Chapter 90 Project request in the total amount of \$196,000 for a 23 foot wide and 3240 foot long re-pavement on West Pelham Road starting 135 feet south of Leverett Road and a 23 foot wide and 3950 foot long segment of Locks Pond Road between numbers 16 and 174 Locks Pond Road.
4. Approval of the June 18 minutes was put off for the July 6 meeting in member April Stein's presence.

Topics the Chairman Could Not Reasonably Have Anticipated

1. **Elaine inquired about cutting over pulling to control knotweed:**
 - Multiple volunteers in various parts of town are pulling knotweed; a cutting machine can spread it.
2. **Town Administrator Torres shared an email comment from Montague Road resident Milton Harris** concerning maintenance. Town Administrator Torres has responded with an explanation about the Highway Department's process of attending to all gravel roads evenly, and the effect the recent heavy rains have had on all gravel roads.
3. Elaine delivered a copy of the **Elementary School Teachers' contract** to Town Administrator Torres. It will be discussed after it is determined that it has been ratified.

The Select Board **adjourned at 7:17 P.M.**

Respectfully submitted,

Leslie Bracebridge, Administrative Secretary