

Please attend fragrance free
Shutesbury Selectboard Agenda
1 Cooleyville Rd.
Shutesbury, MA 01072
6:00 p.m.
Tuesday, May 15, 2018

Posted: 5/11/18
At: 4:30pm
By: Becky Torres



posted in accordance with the provisions of MGL30A, sec. 18-2

- 6:00pm Call to Order
- 6:00pm Discussion with employees regarding Town Administrator job responsibilities
- 6:30pm Review of agenda
- 6:30pm Open Public Comment
(time allotted at discretion of the Chair)

Discussion Topics *(see below; normally taken in order listed)*

- 6:35pm Debrief from Town Meeting, letter to legislators
- 6:45 Email management for employees and volunteers
- 6:55 Marijuana Advisory Committee
- 7:10 Public Engagement and Public Space Committee
- 7:20 Purchase of picnic tables
- 7:30 Update on Police Chief search
- 7:40 Climate Mitigation grant
- 7:55 Check-in about FY19 appointments

8:00pm BREAK

- 8:10pm Town Administrator updates including garbage scheduling information, dog officer requirement form, update on fire chief job description, and TH Water Heater
- 8:30pm Committee Updates
- 8:35pm Review of Prior Action Items
- 8:35pm Future Agenda Items/ Future Action Items

Administrative Actions to Consider:

1. Vendor Warrants
2. Payroll Warrants
3. Minutes of 5/2/18
4. Sign PAFs for cemetery caretaker
5. Fire Chief's Updated Job Description
6. Town Administrator Contract
7. Sign Terms & Conditions Form for CC Water grant

And any other issue not reasonably anticipated by the Chair of the Committee
Adjourn

Future Select Board Meetings:

- May 29, 2018 6:30pm Shutesbury Town Hall COA Room
- June 12, 2018 6:30pm Shutesbury Town Hall COA Room

Any other topics or walk-ins

Persons with chemical sensitivities are advised to call the ADA Coordinator as no meeting can be guaranteed to be 100% smoke/chemical/fragrance free.

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PUBLIC PARTICIPATION AT SELECT BOARD MEETINGS

The Shutesbury Select Board welcomes everyone to their meetings. All regular and special meetings of the Select Board shall be open to the public and shall conform to the Open Meeting Law: Executive sessions are closed to the public and will be held only as prescribed by the Statutes of the Commonwealth of Massachusetts.

We are your elected officials. The Shutesbury Select Board serves as the leadership body for the community and as such, believes that community participation is vital to help us to be as informed and responsive as possible. This policy is designed to help the Select Board be better informed and to listen.

During its meetings, we will strive to find a balance between hearing from members of the community and conducting the required business. In order to achieve this, the following rules and procedures are established for Select Board meetings:

1. At the start of each regularly scheduled Select Board meeting, individuals, or group representatives will be invited to address the Committee during the Public Comment period. We welcome the opportunity to hear the wishes and ideas of the public. Public Hearing is the time for community members to bring up something not already on the agenda. In general, it is a time for us to listen, to acknowledge, to clarify, and, possibly, to direct your concern/issue to the appropriate place. It is not a time for lengthy discussion. The Chairperson will determine the length of the public comment period given the urgency and relevancy of the items raised the number of other speakers, and the number of items on the agenda.
2. The Chair of the Select Board shall preside over the meeting. In this role, s/he will acknowledge speakers from the public. S/he and will determine the length of time for public participation and insure that comments are appropriate. During any part of the meeting, the public may be recognized by the Chair to speak on an item before the Committee. All remarks will be addressed through the Chairperson of the meeting rather than directly to other participants.
3. Comments made by anyone at the meeting should at all times be respectful. If a speaker persists in improper conduct or remarks, the Chairperson may rescind the individual's right to address the committee. Defamatory or abusive remarks are always out of order.
4. Speakers may offer criticisms or concerns about town operations or decisions, but consistent with Open Meeting Law, the Select Board will not hear personnel complaints regarding town employees or volunteers in public session. Under most circumstances, administrative channels are the proper means for disposition of legitimate complaints involving employees or volunteers.
5. The Select Board will provide information to the public at the meeting to help them participate in an informed manner. This will include providing copies of the agenda and materials to be discussed. Since not all materials are easily reproduced and public attendance will vary, the number of documents provided for the public should be reasonable. Minutes of the meetings shall be maintained as required and available to the public.

Any other topics or walk-ins

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