

Shutesbury Select Board Meeting Minutes
June 9, 2020 Virtual Meeting Platform

Select Board members present: Melissa Makepeace-O'Neil/Chair, Elaine Puleo, and April Stein
Staff present: Becky Torres/Town Administrator; Linda Avis Scott/Administrative Secretary
Guests: Mary Anne Antonellis/Library Director, Rita Farrell/FinCom, Paul Lyons/Town Moderator, Melanie DeSilva, and Michael DeChiara

Makepeace-O'Neil calls the meeting to order at 5:30pm.

Agenda Review: Torres: additional items to be considered during "Town Administrator Updates" include the FRCOG bid for Highway Department services and a Select Board vote to approve the 6.27.20 Election Warrant.

Public Comment: Mary Anne Antonellis/Library Director proposes installing a "Black Lives Matter" banner across the front of Town Hall in an effort towards becoming an anti-racist society and offers to research the cost of such a banner. Stein notes that the Select Board does not usually discuss items presented during the public comment period. Makepeace-O'Neil agrees and plans for the topic to be discussed when the Select Board's letter to the community is considered. Melanie DeSilva, noting that her comments follow on the heels of those made by Antonellis, emphasizes the need for a clear community statement and states support for the Black Lives Matter banner and her willingness to contribute funds. DeSilva notes that Shutesbury needs to go further as a community and establish a community oversight committee and recommends Shutesbury adopt the #8CANTWAIT policies of Campaign Zero; people of color drive through town and visit Lake Wyola. DeSilva wants to know more about the policies and procedures of the Shutesbury Police Department and wants to know her family will be treated well when they visit Shutesbury; an oversight committee is needed because the police officers change and states her willingness to serve on such a committee.

Discussion Topics:

1. MVP Contract Extension: Torres: because extending the Municipal Vulnerability Preparedness contract was timely, Makepeace-O'Neil signed the extension document and the extension to 6.30.21 has been received; this extension will allow Fuss & O'Neil to compile the matrix responses in advance of a listening session to perhaps be scheduled in July; the extension will also provide time for FRCOG to complete Shutesbury's hazard mitigation report in FY21 at a reduced price that fits Shutesbury's budget.
2. CARES Act Application: Torres: timely submission requires Select Board sign-off though some of the cost estimates remain pending. Stein moves and Puleo seconds a motion for Makepeace-O'Neil to sign "Attachment B – Certification" (as per the 5.14.20 letter from Michael Heffernan, Secretary of Administration and Finance regarding the CARES Act Coronavirus Relief Fund) with estimated dollar amounts. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

3. 2020 Annual Town Meeting Warrant:

Article #1: To Makepeace-O'Neil's question about taking time for committee/board/departments reports, Torres notes that Paul Lyons/Town Moderator has yet to review the warrant. Stein suggests cutting this item from the warrant. Puleo recommends the board/committee/departments reports be made available online. Lyons: this article is also used as a forum for upcoming announcements and requests Torres notify boards, committees and departments that typical reports will not be made during this annual town meeting. Torres to Lyons question: if necessary, annual town meeting can be reconvened to a specific date/time.

Article #2: Stein moves and Puleo seconds motion to approve Article #2 "To see if the Town will vote to amend Section VI of the Amherst Pelham Regional School District Agreement". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #3: Stein moves and Puleo seconds a motion to approve Article #3 "To see if the Town will vote to set the salary compensation for all elected officials of the town". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #4: A Select Board is not required for this article.

Article #5: Puleo moves and Stein seconds a motion to approve Article #5 "To see if the Town will vote to transfer a sum of money not to exceed \$12,000 from the Assessors Overlay Surplus account to the Assessors Revaluation account". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #6: Puleo moves and Stein seconds a motion to approve Article #6 "To see if the Town will vote to accept the provisions of M.G.L. Chapter 64G Section 3A". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #7: Stein moves and Puleo seconds a motion to approve Article #7 "To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 64 G Section A to impose a six (6) percent excise tax". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #8: Stein moves and Puleo seconds a motion to approve Article #8 "To see if the Town will vote to transfer \$15,000 from Free Cash to the Shutesbury Unemployment Compensations Fund". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #9: Puleo moves and Stein seconds a motion to approve Article #9 "To see if the Town will vote to return \$20,028.08 from Wyola Dam Project to Stabilization". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #10: Stein moves and Puleo seconds a motion to approve Article #10 "To see if the Town will vote to return \$12,400 from the Alternative Energy Account to Stabilization". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #11: Stein moves and Puleo seconds a motion to approve Article #11 "To see if the Town will vote to return \$24,016.16 from the Hazardous Waste Clean Up account to Free Cash". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #12: Stein moves and Puleo seconds a motion to approve Article #12 "To see if town will vote to return \$24,000 from the School Sidewalk Repair account to Free Cash". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #13: Stein moves and Puleo seconds a motion to approve Article #13 “To see if the Town will vote to return \$4,137.59 from the School Flooring Account to Free Cash”. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #14: Stein moves and Puleo seconds a motion to approve Article #14 “To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide a sum to meet town expenses” and to accept the annual budget amount as written in Article #14. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #15: Puleo moves and Stein seconds a motion to approve Article #15 “To see if the Town will vote to strike the Town of Shutesbury Community Preservation Bylaw and replace it with the following new bylaw” as written. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #16: Puleo moves and Stein seconds a motion to approve Article #16 “To see if the Town will vote to act on the recommendation of the Community Preservation Committee on the fiscal year 2021 budget to transfer the following sums of money” as written. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #17: Puleo moves and Stein seconds a motion to approve Article #17 “To see if the Town will vote to appropriate \$2,500 from fiscal year 2021 Community Preservation Fund” for administration and operation expenses. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #18: Puleo moves and Stein seconds a motion to approve Article #18 “To see if the Town will vote to appropriate \$13,800 from the Open Space/Recreation Fund balance for schematic design and engineering study for the Amherst Regional School Track and Field” project. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #19: Stein moves and Puleo seconds a motion to approve Article #19 “To see if the Town will vote to strike Section 8.10 of the Town of Shutesbury Zoning Bylaw and replace it with the following new Section 8.10” as written. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #20: Stein moves and Puleo seconds a motion to approve Article #20 “To see if the Town will vote to strike Section 8.4 of the Town of Shutesbury Zoning Bylaw and replace it with the following new Section 8.4” as written. Torres notes that the full text of proposed bylaw amendments will be included in the warrant. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #21: Stein moves and Puleo seconds a motion to approve Article #21 “To see if the Town will vote to strike Article V, Open Space Design, of the Town of the Town of Shutesbury Zoning Bylaw and replace it with the following new Article V” as written. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #22: Makepeace-O’Neil moves and Stein seconds a motion to approve Article #22 “To see if the Town will vote pursuant to General Laws Chapter 268A, Section 21 A., to authorize the Municipal Light Plant to appoint Gail Huntress to the position of Municipal Light Plant Manager”. Torres notes that this will be an annual warrant article and, that per Labor Counsel, declaring Huntress as a special municipal employee will not require resignation from the MLP Board 30-days in advance of being appointed. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #23: Makepeace-O'Neil moves and Puleo seconds a motion to approve Article #23 "To see if the Town will vote to appropriate the sum of \$462,792.00 for the MLP Enterprise Fund" beginning July 1, 2020". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #24: Puleo moves and Stein seconds a motion to approve Article #24 "To see if the Town will vote to accept and expend funds available from the State for Highway reimbursement programs, such as the Chapter 90 program". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #25: Stein moves and Puleo seconds a motion to approve Article #25 "To see if the Town will vote to authorize the Treasurer to enter into compensating balance agreements during Fiscal 2021". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #26: Makepeace-O'Neil moves and Stein seconds a motion to approve Article #26 "To see if the Town will vote to allow the Select Board to apply for, accept and expend state, federal, and other grants which do not require a town appropriation". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #27: Stein moves and Puleo seconds a motion to approve Article #27 "To see if the Town will approve the appointment pursuant to General Laws Chapter 268A, Section 21 A., of Catherine Hilton as Board of Health Administrative Consultant while also serving as an elected official on the Board of Health". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #28: Makepeace-O'Neil moves and Stein seconds a motion to approve Article #28 "To see if the Town will vote to approve the transfer from Free Cash in the sum of \$7,200 for two replacement sliding glass doors" in the elementary school conference room. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #29: Torres explains that if Article #13, which removes \$4,137.59 from the school flooring account, is deleted from the warrant, the goal of having the required funds for flooring will be accomplished. Puleo moves and Stein seconds a motion to remove Article #13 from the warrant. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries. Stein moves and Puleo seconds a motion to approve Article #29 "To see if the Town will approve the transfer from Free Cash the sum of \$25,000" for school flooring needs. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #30: Stein moves and Makepeace-O'Neil seconds a motion to approve Article #30 "To see if the Town will vote to approve the transfer from Free Cash the sum of \$2,700 to install two overhead door operators at the fire station". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #31: Stein moves and Puleo seconds a motion to approve Article #31 to approve Article #31 "To see if the Town will vote to approve a transfer from Free Cash of the sum of \$900 for a handheld radar gun and \$1,300 for the purchase of a portable breathalyzer unit for the Police Department". Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Article #32: Puleo moves and Stein seconds a motion to approve Article #32 "To see if the Town will vote to amend the Revolving Fund bylaw to cancel the SRECS Solar

Renewable Energy Certificates revolving fund”. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

Article #33: Stein moves and Puleo seconds a motion to approve Article #33 “To see if Town will vote to approve annual spending limits for FY2021 for revolving funds established in the Town Bylaws”. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O’Neil: aye; the motion carries.

4. Annual Town Meeting Planning and Communication/Review: Puleo: the 6.5.20 town meeting planning group was productive. Lyons: during their 6.10.20 meeting, the Board of Health will be discussing whether to take participant temperatures; Koppelman and Page have advised against taking temperatures because doing so is a de facto exam and, if someone has an elevated temperature, action will need to be taken and other participants may hear this conversation. Puleo to Stein’s question: rules for attending this year’s annual town meeting will be communicated in the Town Announce about the online posting of the warrant and budget. Puleo and Torres will meet with Scott Merzbach/*The Daily Hampshire Gazette* 6.10.20 about an article. Puleo, referring to the annual town meeting diagram created by Susie Mosher/Town Clerk, recommends the bike rack be located in the front of town hall to avoid bikers bringing their bikes to the rear of the building. Torres: per Police Chief Fernandes, the provider will set the tent up in the flattest area. Puleo suggests asking Michael’s (tent provider) to look at the site prior to setting it up on 6.26.20. Torres verifies that the tent will be in place until 7.1.20 and will cost \$2,400; the Board of Health will assist with annual town meeting costs. Torres continues: the Board of Health will usher participants to seats from the front to the back of the seating area; there will be smaller tents on either side; securing the portable toilets is pending and both will be handicap accessible. Puleo: those with mobility challenges will be seated under the solar panels and drop off will be possible; participants can only bring in water, no food will be brought in and a small amount of bottled water will be available. Torres: there will be forty folding chairs available; citizens will be encouraged to bring chairs versus blankets; the EMT vehicle will be located where bike racks currently are. Makepeace-O’Neil recommends including parking information in Town Announce. Puleo: folks will be encouraged to bike and walk and permission has been received to move the bike racks from the school to the front of town hall for the day. Lyons states that he feels pretty good about the flow as per the diagram, however, is concerned about the number of volunteers needed, how to safely move around microphones as well as the need to set up and test the sound system; lining up at a microphone to speak is not recommended. Puleo notes that a boom mike can be held out and sanitized with a wipe in between uses and encourages Lyons to limit repetitive comments. Lyons: given weather concerns, there is a chance that the whole warrant will not be completed on 6.27.20, therefore suggests placing those that need to be addressed first and leave the rest for another time. Stein: the non-priority articles could be tabled, i.e. #7 & 8. Makepeace-O’Neil supports Lyons’ idea to do the priority articles first. Lyons: other towns are doing strictly financial articles at this time. Torres has a chart to track changes to the warrant; those related to short-term rentals and the citizens’ petition could be postponed. Lyons: there may be legal issue if the petitioners disagree with moving their article to a different date. Torres expects the citizens’ petition may be withdrawn. Farrell gives the okay to table the Community Preservation Committee bylaw

article. Torres: regarding the Planning Board proposed amendments, the solar amendment is more time sensitive and the other two could be tabled and, per Town Counsel Donna MacNicol, it is not an issue to prioritize the solar amendment. Lyons recommends reordering the articles so if conditions are okay, they can be accomplished; after the financial items, there could be an hour break and folks that want to do so can return for the remainder of the meeting.

Torres has highlighted those articles that could be moved to the end and will review with the order with Lyons 6.10.20; all Select Board members agree with this strategy. Lyons suggests grouping related articles so they can be discussed together then be voted on individually. Torres cites Articles #9-12 as an example. Stein suggests the routine CPC articles and Lyons suggests Articles #24-27. Select Board members support this concept. Torres: the motion will drive the consent. Lyons: it is recommended all participants will be asked to wear a mask. Lyons notes, however, that after talking for a while, he may need to take his off. Antonellis refers to the Governor's guidance. Michael DeChiara states that even with 6 feet of social distancing, he is not comfortable if people are not wearing masks. Torres: the Board of Health will segregate those who are not wearing a mask. Stein: information will be provided about the management of children. Torres: Catherine Hilton/Board of Health has repeatedly said masks are not needed if there is 6 feet or more of social distancing.

5. Town Administrator Updates:

- a. Select Board & Police Chief Letter to the Community: Makepeace-O'Neil: to resume the matters raised during the public comment period, Antonellis asked about placing a "Black Lives Matter" banner on Town Hall with potential funding from different sources. Antonellis notes the need to measure Town Hall, however, a 4'x10' banner costs \$140 and a 12'x4' costs \$180. Puleo and Stein state support for a banner. Makepeace-O'Neil recalls the "All Are Welcome" sign previously displayed in front of Town Hall and asks if it is effective to set apart a portion of the population. Stein: all lives don't matter until black lives matter; the banner will highlight an issue in our culture. DeChiara: it is not a negation of others; it is calling out affirmatively that black lives matter. Stein agrees with DeChiara; it can appear provocative however there has been so much in our culture that does not do this. Puleo notes the need to make a loud and clear statement; there are few non-white people in our community and this will let people of color know they are safe coming to our community. Stein: there have been tensions at the Lake Wyola beach. Puleo moves and Stein seconds a motion that a 4'x12' "Black Lives Matter" banner be placed on the front of Town Hall and be paid for by the Select Board expense line. Torres: the Select Board expense line balance is \$570.49. Roll call vote: Stein: aye and Puleo: aye; Makepeace-O'Neil: abstains; the motion carries. Makepeace-O'Neil: during the public comment period, DeSilva stated her support for the banner and noted the need for a clear community statement. Makepeace-O'Neil explains that the Select Board and Police Chief Fernandes are in the process of structuring a statement to the community and notes that DeSilva also recommended a community oversight committee and the implementation of #8CANTWAIT policies to increase the transparency of the Shutesbury Police Department now and over time. DeSilva thanks Makepeace-O'Neil for her summary. Makepeace-O'Neil: the Select Board is "on the

letter". DeChiara refers to his 6.8.20 email "suggestions for my public comment" and explains that the #8CANTWAIT policies of Campaign Zero are designed for municipalities to initiate. Torres: it will be helpful for Police Chief Fernandes to be involved in this conversation. Makepeace-O'Neil suggests the Select Board listen now and include Fernandes in a future discussion. DeChiara: if the #8CANTWAIT policies are codified, they are in place; it is the Select Board who will initiate the conversation with the Police Department. Makepeace-O'Neil affirms that there will be a future agenda item with Fernandes present. Stein and Puleo agree with the need to take time with the conversation. Puleo suggests that in addition to the Police Department, the Shutesbury Fire Department and Principal Mendonsa also be included. Torres is hopeful the letter will be the first step; in general, the community is not aware of the type of police department that has been fostered over the years, communication about the remarkable officers that care for our town is needed. Puleo reinforces Torres' observation and the need to note what has been accomplished by the Police Department over the years; there was a recent inquiry about the use of body cameras and Shutesbury's Department already has them in use. Puleo to DeSilva: the Select Board has been working on the letter for a week. Makepeace-O'Neil regarding DeChiara's email: the police officers receive relevant annual training and training has been provided for all town employees. Torres: the training was also for volunteers. Stein: if needed, trainings can be done via Zoom. Makepeace-O'Neil notes DeChiara's recommendation for reporting data. DeChiara: going beyond police procedure to creating policy ensures part-timers are aligned with how policing happens in Town and that part-timers are included in trainings. Makepeace-O'Neil: the Select Board expense line could be used to assist with the cost of training. Torres: Fernandes has been aggressive and resourceful with providing implicit bias training. Puleo observes how open Fernandes is to providing training for the officers. DeChiara: the Select Board requiring training gives support to the Chief. DeChiara shares that while working for a local non-profit, he became aware of the racial profiling done by a local police department; noting that the police cannot ask people to self-identify, if someone is pulled over, the data is on the driver's license. Makepeace-O'Neil is concerned that collecting such data may be a violation of privacy. DeChiara: the goal would be to look at trends and the Select Board would decide how the data is shared. Puleo: the former Police Chief maintained an online activity report; like the Fire Chief, the report could be provided monthly. DeChiara: race, gender, and age data would give a glimpse. Makepeace-O'Neil: the Fire Chief's reports provide a sense of what resources are being used for, i.e. how many of the calls are for medical reasons. Torres: the Police Chief submits required reports to the State; about 25 years ago, there was time when the number of minorities being stopped was noted and addressed; it is not just about data, it is knowing your department. Stein: the body cameras provide a record. Torres: former Police Chief Harding became concerned when the general police activity logs were being picked up and discussed on NextDoor and about how the information was being used. Makepeace-O'Neil: record requests can be made. Torres: one cannot ask for a report that has not been compiled; no requests have been made for Fire Chief's reports. Antonellis notes that Town employees and volunteers are all doing a lot and the need to ensure there is support when adding extra work to the Police Department.

- Torres emphasizes the need for awareness about how hard it is to be a police officer during this time; they are experiencing complex responses to wearing their uniforms. Antonellis: these are hard-working people being asked to do more. DeChiara: there is a balance to be struck; a respectful conversation needs to be had; without a lot of work, i.e. use of the reports to the State, there needs to be a mechanism for accountability to Select Board. Stein emphasizes the need for Fernandes to be part of conversation. DeSilva notes that she sent the Select Board a follow-up email regarding her public comment that mirrors DeChiara's comments and what she spoke about earlier. DeSilva recognizes the extraordinary job that law enforcement is doing in Shutesbury and notes that her concerns are not personal towards Fernandes and that she did not know the Department's history. DeSilva notes the importance of creating standardized and codified procedures that work over time while a progressive department is in place. Makepeace-O'Neil to DeSilva's oversight idea: the Police Chief is overseen first by the Town Administrator and then the Select Board; per statute Shutesbury's is a "strong chief". DeSilva: an oversight committee may not be appropriate for our town. Makepeace-O'Neil: prior to the COVID-19 crisis, individual Select Board members met with the Chief on a weekly basis. Stein to DeSilva: the Town always need volunteers. Makepeace-O'Neil invites DeSilva to attend Emergency Management Team meetings noting that with the COVID-19 crisis, the meeting schedule has been irregular. Torres: Officer Burgess suggested a community and Shutesbury Police Department Zoom session. DeChiara suggests the Select Board consider a citizen advisory or oversight role noting that a citizen advisor could serve as a sounding board. Stein: citizens can always contact the Select Board with concerns. Antonellis recommends a trained facilitator manage a community meeting with the Police Department. Select Board members appreciate Antonellis, DeSilva, and DeChiara for their input. Makepeace-O'Neil appreciates Torres' work to bring everyone's drafts into one letter and will review the Select Board/Police Chief letter and bring into a final form.
- b. MLP Manager: Torres: Labor Counsel is preparing a job offer letter for after annual town meeting. Puleo moves and Stein seconds a motion to approve the Municipal Lighting Plant Manager job description as approved by the Personnel Board. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.
 - c. Open Meeting Law: Torres reports that the Open Meeting Law complaint against the FinCom has been resolved and no violation occurred; the individual making the complaint arrived late to the session and did not receive the instructions; there is a question and answer function in the Zoom webinar format; the official letters from Town Counsel Donna MacNicol will go out 6.10.20. Torres: for their 6.8.20 meeting, the FinCom returned to the usual Zoom format.
 - d. COVID-19 Related Supplies: Per Torres, the Board of Health is purchasing a tent and is assisting with the purchase of supplies for annual town meeting; Emergency Management Director Walter Tibbetts did an inventory of the trailer that he provided to the Board of Health. Torres to Puleo's inquiry: opening of Town Hall to the public may occur after annual town meeting though there is a need for accommodations, i.e. two dozen face shields are available for use with a mask. Torres: logistics for reopening Town Hall are problematic.

- e. Annual Town Meeting Election Warrant: Puleo moves and Stein seconds a motion to approve the 6.27.20 Annual Town Meeting Election Warrant. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.
- f. FRCOG Bid: Puleo moves and Stein seconds a motion for the Select Board to approve the FRCOG collective highway products and services bid documents. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.
- g. Upcoming Meetings: Per Torres, the FinCom will present the FY21 budget on 6.18.30 via Zoom; the Planning Board public hearing on the proposed Zoning Bylaw amendments is 6.22.20 and the next Select Board meeting is 6.23.20; annual appointments will be considered 6.23.20.

Administrative Actions:

- 1. The Select Board will sign vendor warrants totaling \$74,418.16. Off-week vendor warrants totaling \$88,787.72 were signed.
- 2. The Select Board will sign payroll warrants totaling \$105,183.26.
- 3. Stein moves and Puleo seconds a motion to approve the 5.26.20 meeting minutes. Puleo is referred to the Planning Board for her question about the contiguous frontage requirement in Section C. of the proposed Ground-Mount Solar Electric Installation amendment. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

At 8:10pm, Puleo moves and Stein seconds a motion to adjourn the meeting. Roll call vote: Stein: aye, Puleo: aye, and Makepeace-O'Neil: aye; the motion carries.

Documents and Other Items Used at the Meeting:

- 1. "Attachment B – Certification" as per the 5.14.20 letter from Michael Heffernan, Secretary of Administration and Finance regarding the CARES Act Coronavirus Relief Fund
- 2. 2020 Annual Town Meeting Warrant
- 3. 200606 ATM map by Susie Mosher/Town Clerk
- 4. 6.8.20 email from Michael DeChiara "suggestions for my public comment"
- 5. "Ongoing Operations – Shutesbury MLP" and "BB Activity Tracker"
- 6. MLP Manager Job Description with Personnel Board 6.8.20 edits
- 7. 6.27.20 Annual Town Meeting Election Warrant

Respectfully submitted,
Linda Avis Scott
Administrative Secretary