

Shutesbury Selectboard Meeting Minutes  
December 10, 2024 Hybrid Meeting Format

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

Staff present: Gabriele Voelker/Town Administrator

Volunteers & Other Staff present:

Guests: Gail Fleischaker, Matteo Pangallo, Melissa, Penelope Kim, Tom Siefert

Farrell calls the meeting to order at 5:03 pm.

Agenda Review: As posted. An unexpected item has been added to the agenda, Vote and accept the Admin Secretary's letter of resignation.

Public Comment: Matteo Pangallo ("Pangallo") updates the Selectboard ("SB") on the guideboard. Phase 1 is nearing completion and Williamstown Art Conservation Center will incorporate Steve Smolskey's recommendations regarding weatherization. Phase 2 will be the roofing piece, however it was discovered that the roof is not historically authentic as it was added sometime in the 1940's or 50's. Pictures of the work that has been done will be sent out via town announce to share with the community.

Review of Minutes: None

**Discussion Topics:**

1. Town Administrator Search Review and Update, Town Administrator job description; review of comments by personnel board and building committee and finalize document; draft town admin job posting and town administrator search committee creation: The SB reviewed, discussed, made various changes and approved the Town Administrator ("TA") job description and incorporated the Buildings Committee suggestions as well. The SB reviewed, discussed, made changes and approved the TA job posting. The SB discussed the creation of the TA Search Committee which will consist of a representative from the SB, the Finance Committee ("FinCom"), the Personnel Board, the Interim TA ex officio, one department head and two community members.

**VOTE:** Farrell makes a Motion to approve the job description as edited this evening; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

**VOTE:** Farrell makes a Motion to approve the job posting as edited this evening; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

2. Discussion of questions for Jo Commerford's upcoming visit: Jo Commerford ("Commerford") will meet with the SB at the December 17 meeting. Farrell will reach out to FinCom to see if they have any questions for Commerford. Farrell reiterates this is not a "Town Hall" and questions they should be sent to the TA for the SB to address as appropriate.
3. Town Hall Storm Delays/Opening/Closings: There is no current policy in place, this past storm Voelker was the only employee to come to Town Hall. Makepeace-O'Neil will draft a policy and bring it to the SB for review. The snow clearing at town hall will need to be discussed at a future meeting.
4. Internal Google Calendar: No discussion.

5. Town Meeting Recap: The SB felt it was a great Special Town Meeting (“STM”) and all went well.
6. Unanticipated Item: Vote to Accept the Admin Secretary’s letter of resignation and discuss replacement: Abbigail Hernandez, the Administrative Secretary unexpectedly submitted her letter of resignation. The SB voted to accept her resignation. The job description will need to be reviewed and updated. Makepeace-O’Neil will assist with the ABCC matters and Geneva Bickford, the former Administrative Secretary, will help out working on PFAS letters and possibly other matters as time allows. Voelker does have a college student who will be able to help out over winter break for a few weeks which will provide some more support as well.  
  
**VOTE:** Farrell makes a Motion to accept Abbigail Hernandez’s resignation; Makepeace-O’Neil moves, Stocker seconds. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.
7. Building Committee Request about Town Buildings and Work Order Notifications: Farrell believes this was discussed earlier in the meeting.
8. Town Administrator Updates: Voelker discusses with the SB the hiring of firefighters and police officers. By statute the Fire Chief and Police Chief are the ones that do the hiring and the SB is the appointing authority. The SB would like to consider this matter more and review the statute and discuss again at the next SB meeting.

Farrell Motions to Enter into Executive Session: Reason No. 3: To discuss strategy with respect to litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares and not returning to Open Session; Makepeace-O’Neil moves, Stocker seconds. Roll call vote: Makepeace-O’Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Adjourn (6:29 pm)

Administrative Actions:

1. Post Town Administrator Job Description;
2. Post Town Administrator advertisement;
3. Reach out to boards for TA Search Committee members as well as sending out Town Announce for community members; and
4. Makepeace-O’Neil will work on a draft snow closing/delay policy.

Documents and Other Items Used at the Meeting:

1. Town Administrator Job Posting; and
2. Town Administrator Job Description;

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 12/10/24 SB meeting is available to view on the Town of Shutesbury’s YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>