

Shutesbury Selectboard Meeting Minutes
December 30, 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: Mare Fox, Erin Jacque

Guests: Nancy Logan, Joyce Brauhn, Sharon Weizenbaum, Joseph's iPad, Tim Logan, Jon Lawless, Meryl Mandell, Gail Fleischaker, Suzanne Lyon, Amanda Alix, Jenny Kallick, Jill Buchanan, Penelope Kim, Elana Klugman, Beth Wilson, Leslie Cerier, Hanson, Charlene, Michael DeChiara, Tom Siefert

Farrell calls the meeting to order at 5:00 pm.

Agenda Review: As posted.

Public Comment: Sharon Weizenbaum ("Weizenbaum") reads a statement she had regarding the appointment of Mare Fox or Erin Jacque to the Conservation Commission ("ConCom"). Weizenbaum does not understand why Fox would even be considered since she does not have any background and there are many others who are more qualified. Weizenbaum feels something shady is happening and has ethical concerns with the potential of having so many ConCom members living at the lake. Weizenbaum also voices her concerns regarding Town Counsel and states Town Counsel must recuse herself. Weizenbaum states appointing Fox would be illogical and only reward a select number of powerful and wealthy parties including the Lake Wyola Association ("LWA").

Discussion Topics:

1. Search Committee Appointments for Town Administrator Position, Candidates for the Committee:
The Selectboard ("SB") appointed the following to the Town Administrator Search Committee: Police Chief, Kristin Burgess, as the Department Head representative; Bob Groves as the FinCom representative; Frank McGinn, Michael DeChiara and Elaine Puleo as community members; Interim Town Administrator, Gabe Voelker, as a non-voting member and Rita Farrell as the SB representative. Makepeace-O'Neil will reach out to the Personnel Committee regarding their appointment recommendation.

VOTE: Farrell makes a Motion to appoint Kristin Burgess as the Department Head Representative; Stocker moves, Farrell seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Farrell makes a Motion to appoint Bob Groves as the Finance Committee Representative; Stocker moves, Farrell seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Farrell makes a Motion to appoint Frank McGinn to the Search Committee; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Farrell makes a Motion to appoint Michael DeChiara to the Search Committee; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Farrell makes a Motion to appoint Elaine Puleo to the Search Committee; Stocker moves, Makepeace-O'Neil seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to appoint Interim Town Administrator, Gabe Voelker, to the Search Committee as a Non-Voting Member; Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to appoint Rita Farrell serve on the Town Administrator Search Committee as the SB Representative; Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

2. Conservation Commission Appointment: Candidates: Mare Fox & Erin Jacque: The SB talks with both candidates and appoints Mare Fox to the Conservation Commission.

VOTE: Makepeace-O'Neil makes a Motion to Appoint Mare Fox to the Conservation Commission; Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

3. Final Review of the Administrative Secretary Job Description: Two substantive changes have been made, increasing the number of hours and increasing the grade of the position to reflect additional responsibilities. The title of the position was changed to Administrative Assistant.

VOTE: Farrell makes a Motion to approve the Amended Job Description for the Administrative Assistant formerly the Administrative Secretary; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

4. Athletic Club Vote for Renewal of License, Review of Documentation: The SB signs and votes to renew the Victualler License, the Operation of a Pool Table License, the Live Entertainment License and the Liquor License for the Shutesbury Athletic Club.

VOTE: Makepeace-O'Neil makes a Motion to Offer Renewal to the Shutesbury Athletic Club for their Alcohol Beverages Control Commission License; Farrell moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to sign the Seasonal Population Increase Estimation Form; Farrell moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to approve and sign the Common Victualler License for the Shutesbury Athletic Club to operate through the December 31, 2025; Farrell moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to vote and sign the Operation of a Pool Table License for the Shutesbury Athletic Club valid through December 31, 2025; Farrell moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

VOTE: Makepeace-O'Neil makes a Motion to approve and sign the Live Entertainment License for the Shutesbury Athletic Club valid through December 31, 2025; Farrell moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

5. Signing of the Tri-State Mutual Aid Agreement: The SB approves and signs the Tri-State Mutual Aid Agreement.

VOTE: Farrell makes a Motion to approve the Tri-State Mutual Aid Agreement; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

6. Review and Approval of the October 24, 2024 SB Meeting Minutes: The SB approved the Minutes of October 24, 2024.

VOTE: Farrell makes a Motion to approve the October 24, 2024 Minutes; Makepeace-O'Neil moves, Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

7. Town Administrator Report – PFAS Funding, PFAS Update, Office Supply funds and broken Cannon Copier: Voelker reminds everyone the budget expense report is on the website for anyone to view. Voelker discusses here concerns with the SB regarding the PFAS funding and how it will affect the SB next year. They also discuss the testing of houses and the process of how that testing is done as well as cost of the testing and the POET systems that need to be installed. It is estimated that there are about 70-80 systems installed in various houses and buildings in town. Voelker discusses the PFAS loan and a letter that needs to be drafted for the banks bond counsel substantiating why it was emergency borrowing. The Water Pollution Abatement Trust ("WPAT") is anxious to fund this borrowing. Voelker briefly discussed Zoom and will be meeting with someone soon. The copier is broken and there was a brief discussion regarding the contract and other possible options. Voelker and the SB move meetings back to every other Tuesday. The Annual Report is getting started. Voelker suggests the SB discuss with FinCom the possibility of moving ATM to May for various budgeting reasons. Gail Fleischaker discusses appointment letters with the SB and send out letters via email and regular mail. The SB signed the renewal documents for Clark's Auto Wrecking that was voted and approved at their last meeting.

Makepeace-O'Neil Motions to Adjourn (6:21 pm); Stocker seconds. Roll call vote: Makepeace-O'Neil: aye, Stocker: aye, and Farrell: aye; the motion carries.

Administrative Actions:

1. Appointment Letter to be sent to Mare Fox;
2. Makepeace-O'Neil to talk with the Personnel Board regarding search committee representative;
3. Gail Fleischaker will send out appointment letters.

Documents and Other Items Used at the Meeting:

1. Shutesbury Athletic Club Renewal Documents;
2. October 24, 2024 Draft Minutes;
3. Town Administrator Search Committee Confidentiality Agreement;
4. Clark's Auto Wrecking Documents;

Respectfully submitted,
Geneva Bickford,
Administrative Assistant

** A full version of the 12/30/24 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>