**Select Board Meeting Minutes September 22, 2025 Zoom Teleconference 5:30 pm**

**Call to Order**: Rick LaPierre called the meeting to order at 5:30 pm. Others present: Selectboard members Andrew Baker and Rod McBride and Town Administrator Terry Narkewicz.

A motion was put forth by Andrew to approve the minutes of September 8. This was seconded by Rod. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Department Liaison** **Reports:**

**Town Hall** – Town Clerk Joe Judd has returned from vacation and his office hours are back to normal.

**Highway Department** – Jeff Johnston reported that the crew had assisted the Tree Warden with some tree work. They have added $2,100 of patch to Smead Hill and Hawks Roads. There are still some issues with water on Fiske Mill Road. Seth, the department’s newest crew member is doing great.

**Memorial Hall** – Renovations are almost complete. A full accounting will be done when all the invoices have been received.

**Police Advisory Committee –** A meeting has been scheduled.The renewal of the inter-municipal agreement needs to be completed by December.

**Police Department** ­– Newly hired administrative assistant Rebecca Wells-Robinson will start work on September 29. The interrupted power unit at the station has failed. A replacement will cost $1,355.

**FRTA** – The group had previously voted to suspend fares on fixed bus routes. It has now voted to suspend fees for demand-response for people age 60 and above. Also voted was an increase in the authority’s share of health insurance from 75 to 80%. A $400,000 state grant has been received to continue weekend service.

**DCR Meeting** – A representative from the flood hazard management program recently held a required monitoring visit/meeting to discuss the flood insurance program. FEMA is updating flood maps. Only nine Shelburne residents currently have flood insurance. Town representatives attending the meeting included: Rick LaPierre, Terry Narkewicz, Jeff Johnston, Tom Williams, and John Harrington, Conservation Commission

**Appointments:**

**6:00 pm Jeff Johnston, Highway Department RE: Overtime Policy & Punch Clock** (Jim Burnham, Terri Mitchell, Todd Dubreuil, Finance Committee) – Starting with the punch clock, Jeff said he didn’t see his crew abusing the time and not having to punch in and out would give the crew the sense that they are trustworthy. Highway is the only department with a clock. Rick felt Jeff’s judgement could be trusted and saw no reason for the clock to continue. Terri asked why highway was the only department with a punch clock. Terry and Andrew explained that it had been put in place following a specific incident with the mis-use of time reporting. Terri said everyone should have a clock or no one should. The way the pay system works is that highway submits the time cards. The treasurer then creates time sheets from the cards. All other employees simply fill out time sheets, which are signed off by department heads. Jim felt it was easier to use the clock than fill out times sheets. Jeff said the time sheets would be filled out on a daily basis. The Finance Committee said the Selectboard could do what they thought was best. Andrew said the consequence of an employee forgetting to do a time sheet was that they don’t get paid that week. A motion was put forth by Andrew, seconded by Rod, to suspend the use of the punch clock for the Highway Department, with its use to be reviewed if the need arises. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

The next discussion was on overtime. Jeff said last year on two occasions, an employee had a family emergency and a death of a family member which occurred during a pay period where overtime had been worked. In both situations, the Select Board approved the payment of overtime despite the town’s policy. In circumstances such as this, Jeff said he would like to be able to determine if overtime is justified rather than seek Select Board approval each time. It was mentioned that the town’s overtime policy had changed many times. Currently overtime is paid after 40 hours. The town has bereavement leave and family leave policies. Police and highway are the only departments eligible for overtime. Terri said the OT policy needs to be the same for all departments. Rick thought Jeff could approve overtime and make a notation of that to the Board. Andrew thought that might be adding a lot to Jeff’s work load. Jeff said he would know if an employee was playing a game. It was decided to leave the overtime as it is and continue to bring requests to the Selectboard.

While Jeff was in attendance the topic of erosion on Old Greenfield Road was raised. Soil and rip rap are getting into the brook. Jeff has one solid quote for a repair job. He has tried to get other quotes, with no response. The estimate given is $39,630 from All States Construction. That is under the bid threshold and the procurement process has been followed. An emergency order to do the work has been received from the Conservation Commission. The repair work will cost more the longer the erosion continues. The consensus was to go ahead with the work.

**Old Business:**

**Pocket Park – Landscaping Proposals for Pocket Park Change Order #1 –** The Board did not approve Change Order #1. When the contractor learned of the Board’s decision, they withdrew their proposal. The Board plans to meet with local contractors to see if the work can be accomplished in different phases. Andrew expects to have a conversation with one contractor later this week.

**Buildings, Facilities & Grounds Position –** The potential hire has withdrawn his application. It was agreed that advertising for part time winter help would be the new priority.

**Hill Cemetery RE: Burials & Lot Procedures** – This item was tabled until a future meeting.

**Constance Clarke, Old Greenfield Road RE: Request to Remove Guardrails** – Board members have viewed the four sections where guardrails might be removed. The areas involve steep drop offs and/or are on curves. The vendor who installed the guardrails will not remove them and accept liability. The town would then be liable if the guardrails were removed. The landowner has a wood lot plan showing an access point that is now blocked by a guardrail. It was suggested that if the woodlot is ever to be harvested, that would be the time to request a temporary removal of a guardrail. Jeff said the landowner also wanted a place to park a vehicle on the side of the road and a place for pedestrians to get off the road. It was felt that the risk of a vehicular accident was too great. A motion was made by Andrew, seconded by Rod, that the town is not willing to remove guardrails on Old Greenfield Road as requested by a landowner. If and when logging access is needed, a request for a temporary removal of guardrails should be made. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**New** **Business:**

**Sewer Commissioner’s Recommendation for Hire RE: Part-Time Clerk** – The commissioners had received 11 applications for the position and had interviewed three people. Heidi Wheeler Corona had good references and was recommended by the commissioners. A motion was put forth by Rod, seconded by Andrew, to offer the position of part-time Sewer Commission Clerk to Heidi Wheeler Corona at $23.14 per hour for an average of eight hours per week. Roll call vote: Andrew – abstain; Rod – yes; Rick – yes. Motion passed 2-0-1.

**Upper Pioneer Valley Veteran’s Services District RE: Two-year Extension of Inter-Municipal Agreement** – This is a routine, two-year renewal. Each of the individual member towns must vote to continue as part of the district. A motion was made by Andrew, seconded by Rod, to extend the inter-municipal agreement through June 30, 2028. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0

**Parade permit RE: Moonlight Magic** – The request was for the same procedure as last year, basically asking to close Bridge Street from 2 pm until 9 pm, on November 28 for Moonlight Magic. A motion was put forth by Andrew, seconded by Rod, to approve the request to use Bridge Street for Moonlight Magic on November 28. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0

**Liquor License Request** – Floodwater Brewing has requested a one-day wine and malt beverage license for Oktoberfest, on October 4. They had such a license for the event last year. The paperwork is all in order. A motion was put forth by Rod, seconded by Andrew, to approve a one-day wine and malt beverage license for Floodwater Brewing for October 4. Roll call vote: Andrew – yes; Rod – yes; Rick – yes. Motion passed 3-0-0.

**Any Other Business:**

**Request to Use Pocket Park** – Davis Bates has asked to be able to use the pocket park for a series of plays on October 13. The Board does not have a mechanism in place for dealing with such a request and at that time the park may be under construction. Andrew suggested other possible locations such as the band shell, the Baptist Lot, or the field near the Historical Society. Andrew recalled previous discussions about the Board not wanting to be in charge of organizing events at the park and wondered if permission was even needed. Davis will be advised that the Board can’t specifically approve his request and that the area may be under construction at that time. Other options will be suggested.

**Community Preservation Application** – Andrew mentioned to the Board that he intended to submit a pre-application to the Community Preservation Committee at their meeting held on September 8th. Because he was not able to meet with Renaissance Builders until the day that the pre-applications were due, he submitted the pre-application to the Community Preservation Committee seeking $50,000 for an engineering study of the pothole deck without bringing the matter back before the Board. When Rick learned that the pre-application had been submitted without a Board vote to do so, he wanted to make it clear that individual Board members should not act outside of a Board discussion and eventual vote. Rick said no due diligence had been done. He thought the deck boards should be replaced but that the joists were fine. The problem was that there had been no vote from the Board before the application was submitted. Andrew responded that the CPC deadline for submitting pre-applications was last week. The pre-application process was simply to see if the project was eligible for funding, and he was just opening up the process. Andrew said the whole deck structure would probably need replacing within 10 years and if it were to be a capital projects, funds should start to be set aside now. Discussion followed on what work is needed now and what might need to be done in the future. The CPC has accepted the pre-application proposal and would put it forward for a full proposal. It is unclear whether the application can be altered once submitted. Rick wanted the CPC to be notified that the pre-application for deck replacement should be withdrawn. Rod agreed that protocol had not been followed. A motion was made by Rick, seconded by Rod, that a letter from the Selectboard would be sent to the CPC saying the deck project pre-application is not from the Selectboard, the Town Administrator is not the contact person, the Selectboard never deliberated or voted on the application, therefore the Board respectfully requests that the CPC reject the application as invalid. Roll call vote: Andrew – no; Rod – yes; Rick – yes. Motion passed 2-1-0.

**Next Meeting** – The next Board meeting was to be on October 6.

**Correspondence:** None.

**Public Comment:** None.

**Adjournment**: At 7:05 pm a motion was made by Rod to adjourn the meeting. This was seconded by Rick. Roll call vote: Rod – yes; Andrew – yes; Rick – yes. Motion passed 3-0-0.

Respectfully submitted,

Faye Whitney, Recording Secretary