Board of Selectmen Meeting Minutes May 5, 2020 9:30 am

Via Zoom: Meeting ID 359 058 3442

**Call to Order**: Chairman Marchese called the meeting to order. Others present included Andrew Baker, Bob Manners, and Town Administrator, Terry Narkewicz.

Attendees: Leanne Dowd, Barry DelCastilho, Doug Field, Gloria Fisher and Dena Wilmore

**Order of Business – Final Interviews for Senior Center Director Position**

Members of the Screening Committee representing the Senior Center’s three town Consortium interviewed three candidates on April 22, 2020. Following the interviews, the Committee presented two finalists to the Shelburne Select Board for consideration. The finalists included Lisa Clara Burke of Heath, MA and Jonathan Stafford of Ashfield, MA.

The Select Board met with Lisa Burke first, followed by Jonathan Stafford. Each candidate answered a series of fifteen (15) questions in the final round of interviews which allowed each candidate to discuss their familiarity with municipal law, their management and leadership skills, public speaking, technology, confidentiality, budgeting, grant writing, etc.

Following the interviews members of the Shelburne Select Board and meeting attendees representing Senior Center staff, Buckland Select Board and Ashfield COA discussed each candidate, interview responses, strengths and weaknesses. Everyone agreed that each candidate possessed some relevant skills however; neither candidate was an ideal fit particularly when there would be little or no overlap with the current Director. Jonathan Stafford possessed stronger administrative/managerial skills and had previously worked in the field of social services several years ago. Lisa appeared to be a very thoughtful, caring, and artistic individual however; the screening committee questioned her ability to manage the demands of a three-town Center.

Following a lengthy discussion, the group decided that given the complexity of the Director’s position, it did not make sense to make a quick decision. Therefore, it was unanimously agreed to take no action until, Shelburne’s Town Administrator had an opportunity to explore other options which included an interim Director and the use of a professional hiring service. Select Board members Dena Wilmore and Barry DelCastilho indicated that their Town had great results when hiring a Town Administrator. Should the Select Board decide to seek other alternatives for the hire, it may mean delaying a permanent hire for another two to three months. Employees of the Center who were present for the discussion indicated that they would be willing to work hard to meet the demands of the Center if it meant finding a good fit.

Other Business:

**Order Requiring Face Coverings in Public Places** – On May 1, 2020, Governor Charlie Baker signed an Order Requiring Face Coverings in public places where social distancing is not possible. The Order is effective on Wednesday, May 6th. The Town’s transfer station attendant requested that the Select Board send out another town-wide message reminding residents of the Order, which will include patrons using the transfer station. Members of the Select Board agreed that the Governor’s Order warrants an updated message to residents. Matt agreed to draft a statement.

Terry inquired about the staff’s use of masks and/or face coverings while working at Town Hall. The Board agreed that while an employee is in their own private office space, masks are not necessary. Individuals who share an office should determine whether 6’ social distancing is feasible. The Board recommended that employees wear masks and/or face coverings when entering common areas (bathroom, hallway, kitchen, etc.).

Adjournment: Bob presented a motion to adjourn the meeting at 12:25pm. Andrew seconded the motion. The motion passed unanimously.

Respectfully submitted,

Terry Narkewicz

Town Administrator