Select Board Meeting Minutes June 23, 2025 3:00 PM Town Hall

**Call to Order**: Rick LaPierre, Chair called the meeting to order at 3:00pm. Others present included: Selectboard members Andrew Baker and Rodney McBride; Highway Superintendent, Jeff Johnston, and Town Administrator, Terry Narkewicz.

**Order of Business**:

Transfer Station Closing Due to Excessive Heat: F.C. Solid Waste Management District manager, Jan Ameen strongly advised member towns to close their transfer stations due to excessive heat this week. OSHA regulations require that special be precautions when temperatures reach 100 degrees (two employees working together, access to air-conditioning, etc.). Given the predicted temperatures, and for the overall well-being of our employees, Andrew presented a motion to close the transfer station on Tuesday, June 24th. Rodney seconded the motion. The motion passed unanimously 3-0-0. The Town Clerk will send out a town-wide call. A message will also be placed on the gates of the transfer station, on the town’s web page, and on the front door of Town Hall.

Transfer Station Operations: The Board selected four applicants to interview for the part-time position of transfer station attendant. One did not respond to the invite, one was out-of-state and could not attend, and one cancelled last minute leaving the Town with only one potential candidate.

The Town’s longstanding transfer station attendant, Joseph Giard’s is retiring as of Saturday, June 28, 2025. Terry asked to discuss a plan for covering the hours at the station if the Board is not successful filling the position following today’s interview. The town’s spare attendant, Rick Grant also submitted a letter of resignation effective June 30th. Jeff agreed to speak with both Highway crew member, Joe Finck and Rick Grant to see if they would be willing to offer some assistance until the position is staffed.

The new “mirror” tag system goes into effect on Tuesday, July 1st. To date, over 370 tags have been issued to Shelburne residents. Terry suggested that she spend a few hours at the transfer station on Tuesday handing out tags to residents who have yet pick theirs up since becoming available in early May.

3:30 pm Interview for Transfer Station Attendant Position, Bailey Cole, Heath, MA: The applicant currently holds two part-time positions. He serves as the Municipal Light Plant Manager for the Town of Heath and enjoys working for small towns. He indicated that he has good customer service skills, he is organized, and reliable. The Board discussed the hours of the position, the hourly rate, snow removal, safety, handling of money, and the enforcement of the transfer station’s regulations. Mr. Cole indicated that he was capable of handling the responsibilities of the position. The Board also discussed a potential start date of July 8th to accommodate his vacation plans.

Following the interview, members of the Board deliberated briefly and agreed to offer Bailey Cole the position pending successful reference checks. Andrew presented a motion to offer the part-time non-benefitted position to Baily Cole at an hourly rate of $22.50. Rodney seconded the motion. Motion carried 3-0-0.

Terry will reach out to the applicant to see if he is available to “shadow” Joe Giard during Saturday hours on June 28th. Jeff will speak with Richard Grant and Joe Finck to see if they would be willing to cover the hours at the transfer station on July 1st and the 5th.

FY’26 Highway Truck Purchase: Town meeting approved the purchase of a 2025 International Dump truck (diesel) with Stainless Steel Body and Plow for $196,038. Jeff reported that since obtaining quotes last fall, the cost of the truck has increased by $10,000. He is waiting to find out what the trade-in value is on the 2017 Chevy to determine whether he can make up the difference in cost. Meanwhile, he was able to locate a Ford Dump truck for significantly less money and wondered whether he was bound by the wording of the article. Terry believes that the article wording was too specific to deviate from. Further, she knows that the Department of Energy Resources would frown upon the purchase of a gas powered vehicle. Members of the Board recommended that Jeff continue to pursue the truck that was approved.

Buildings & Grounds Position: The Town currently utilizes two different individuals to perform highway related tasks (mowing, weed whacking, shoveling and snow blowing). The individual who handles snow removal has indicated his desire to step down. Terry suggested that the Town advertise the position of Buildings & Grounds. A 20 hour per week position that handles a variety of tasks including trash removal, oversight of building inspections, routine building maintenance, mowing, snow removal, and assistance to the transfer station and highway department as needed. Following a brief discussion, Andrew presented a motion to authorize Terry to advertise the part-time, benefitted position. Rodney seconded the motion. Motion passed 3-0-0.

Adjournment: Andrew presented a motion to adjourn the meeting at 4:10 pm. Rodney seconded the motion. Motion passed 3-0-0.

Respectfully submitted,

Terry Narkewicz

Town Administrator