Board of Selectmen Meeting Minutes May 27, 2020 4:00pm Via: Zoom

**Call to Order**: Chairman Marchese called the meeting to order at 4:00pm. Other members present: Andrew Baker, Robert Manners, and Town Administrator, Terry Narkewicz.

**Order of Business**:

Interview for the Position of Senior Center Director – Crystal Cote-Stosz, Easthampton, MA

In attendance: Barry DelCastilho, Buckland Selectboard; Ellen Eller, Buckland COA; Doug Field, Ashfield COA; and Senior Center Staff, Leanne Dowd and Gloria Fisher.

Ms. Cote-Stosz is currently employed as the Executive Director of the Lathrop Home in Northampton, MA. She has extensive background in elder services (Assistant Director, Northampton Senior Center, Social Worker, Elder Care Advisor, and Information & Referral Specialist for seniors). Members of the Shelburne Selectboard presented twenty-four questions relating to all aspects of the Director’s position. Following the interview, Chairman Marchese requested feedback from everyone present. Each individual commented positively on the individuals qualifications, level of experience, and ease when answering questions. Of the four individuals interviewed for the position, Ms. Cote-Stosz is the most qualified. Everyone in attendance agreed that Shelburne should present an offer of employment. Before discussing a potential salary offer, Matt indicated that the salary budgeted for the position in FY’21 is $58,573. The maximum salary for the position in accordance with Shelburne’s Compensation Plan is $69,680.

Given Ms. Cote-Stosz’s qualifications, the salary she is currently paid, and the towns’ efforts to fill the position, members of the Board agreed that a competitive offer was necessary. During the discussion, Bob and Andrew suggested a salary offer of $63,000 to $64,500. Both Ashfield and Shelburne’s Selectboard have indicated supportive of the Center’s FY’21 budget however, an increase in the Director’s Salary would require a revised budget. Barry DelCastilho indicated that Buckland is considering level funded budgets for both the Senior Center and the Arms Library. Further, the Consortium Agreement requires that each member town pass the Senior Center budget by a majority vote.

While discussing possible solutions, Terry suggested bridging the salary gap using excess funds from the Senior Center. Office Assistant, Gloria Fisher agreed to review fund balances to see if approximately $4,500 to $5,900 was available to supplement the Director’s salary in the first year.

Following a brief discussion, Selectboard members agreed that Ms. Cote-Stosz should tour the Center and meet staff before accepting the town’s employment offer. Andrew presented a motion to offer the position of Senior Center Director position to Crystal Cote-Stosz with an annual salary of $63,000, contingent upon availability of funds, a tour of the Center, and successful reference and CORI check. Bob seconded the motion. The motion passed unanimously.

COVID-19 Building Retrofit Account – in anticipation of our town-owned buildings reopening to the public, Matt and Terry recommended that the Board consider allocating $10,000 for the purpose of retrofitting the buildings to protect the health and safety of our employees before opening them to the general public. Andrew presented a motion to increase the town’s FY’21 operating budget by $10,000 to allow funding for necessary building retrofits before reopening them to the public. Bob seconded the motion. Motion passed unanimously.

Annual Town Meeting Rain Date – acting on a recommendation presented by Town Moderator, Sylvia Smith, Bob presented a motion to designate Sunday, June 14, 2020 at 2:00pm as an alternate date for town meeting should heavy rain postpone annual town meeting scheduled for Saturday, June 13, 2020. Andrew seconded the motion. The motion passed unanimously.

Adjournment – Bob presented a motion to adjourn the meeting at 6:15 pm. Andrew seconded the motion. Motion passed unanimously.

Respectfully submitted,

Terry Narkewicz

Town Administrator