

Shutesbury Selectboard Meeting Minutes
October 8, 2025 Hybrid Meeting Format

Selectboard members present: Melissa Makepeace-O'Neil/Chair, Eric Stocker/ Vice-Chair, Rita Farrell/ Board Member.

Staff present and Guests: Hayley Bolton: Town Administrator, Brennan Mailloux, Jennifer Wallace, Barbara Bigelow, Gail Fleischaker.

Makepeace-O'Neil calls the meeting to order at 9:33am

Agenda Review: As posted.

General Business:

1. Review and approve Meeting Minutes for 9.30.25:

VOTE: Makepeace-O'Neil makes a motion to approve the Meeting Minutes for 9.30.25 as worded, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

2. Review and approve (2) Appointments as follows:

1.Jessica Carlson-Belanger to the Recreation Committee.

a. Bigelow shared that Carlson-Belanger has a lot of great ideas and will bring a younger perspective to the committee. Farrell shared she works in the school system and that we are very excited to have her join the Recreation Committee.

VOTE: Makepeace-O'Neil makes a motion to approve the appointment of Jessica Carlson-Belanger to the Recreation Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

2.Peggy Woods to the Cultural Council.

VOTE: Makepeace-O'Neil makes a motion to approve the appointment of Peggy Woods to the Cultural Council, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

3. Vote to disband the Lake Wyola Stormwater Erosion Task Force:

- a. The Board publicly thanked Jennifer Wallace (who attended the meeting virtually) and the rest of the Task Force members for their hard work, dedication, and attentiveness to the Committee's charge.
- b. It was shared that they secured a \$81,000 grant.
- c. Wallace shared that Tamsin had reached out and shared that an expression of interest on some kind of capacity building project would be something that the

MVP Action Grants look for. The Board determined they would invite Jennifer Wallace, Michael DeChiara, and Tamsin Flanders from the Franklin Regional Council of Governments (FRCOG) to discuss the MVP grant at their upcoming October 14th meeting.

VOTE: Farrell makes a motion to disband the Lake Wyola Stormwater Erosion Task Force, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

VOTE: Farrell makes a motion to designate Jennifer Wallace as the town's liaison for the two engineering studies and working with FRCOG, GZA, the Lake Wyola Association, and Conservation Commission, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

4. Review and go over Town Administrator Evaluation:
 - a. The Board presented their filled-out Town Administrator Evaluations to our Town Administrator Hayley Bolton. The rating scale consisted of (N/A- Not Applicable, 1-Unsatisfactory, 2- Needs Improvement, 3- Meets Expectations, 4- Exceeds Expectations, and 5- Outstanding.)
 - b. Section 1 of the Evaluation was **Core Performance Areas**.
 - i. The Board discussed their scores that they chose for Bolton. The Board expressed their appreciation for the work she has done with the Meeting Room downstairs. They appreciate that she saved money and got quality upgrades wherever possible such as with the "new to us" furniture upgrades. They scored her a 5 for Revenue Generation as she has helped secure multiple grants in the short time that she has been here. The Rural Development Fund Grant for example, as well as securing funding from the Opioid Settlement Program.
 - ii. The Board expressed their appreciation for the work she has done in bringing the Town Hall all together, and the relationships she has built with community members. They stated she has done a great job at recruitment and retention, as well as professional development through encouraged staff trainings.
 - iii. For Public Relations and Communications, Makepeace O'Neil gave her a 5 for being great with customer service, responding in timely manners, and making great printouts. Farrell did add that she believes Bolton can be a little shy at times. She encouraged Bolton to seek out other opportunities to meet townspeople, such as at school events to get more exposure.
 - iv. For Long-Term Vision, Farrell added she would like to see Bolton use the next year to be able to spend more time on our Town's vision and working with the Capital Planning Committee and the Finance Committee to think through where we want to be headed.
 - c. Section 2 of the Evaluation was **Goals and Objectives**.
 - i. Bolton shared she has started her goals and is working on getting files in the Town Hall outsourced to be scanned and digitalized, to reduce

file/records clutter in the Town Hall. She stated she finds herself at 25% on fiscal management and she has been attending a lot of regional and state meetings. She has put up a newsletter, made some changes to the town website, and has been working on a new Personnel Policy Handbook. She stated she would really like to develop more skills in fiscal policy management and procurement. She would also like to see a more comprehensive budget process, increase readability on the Town Website with ADA improvements, and create a Town Meeting vocabulary list in coordination with our Town Moderator, Nettie Harrington-Pangallo.

- ii. Bolton shared her one regret is that in the last six months her time has been so meeting dense, that she wasn't regularly making some of the meetings that she wished she could have, so she feels a little behind in that perspective.
 - iii. Bolton shared that for increasing positive relationships with residents, she would like to host more fun activities and celebrations of Shutesbury.
- d. Section 3 of the Evaluation was **Overall Assessment**.
- i. Farrell recapped her overall assessment of Bolton, especially on her strengths such as problem-solving skills, time management, reliability, and staff/team management. Stocker added to the discussion by saying "giving all of those accolades, do not take on too much and continue to do a good job as you have."
 - ii. Makepeace-O'Neil offered one suggestion to Bolton, that instead of always using Amherst as a reference point, venture out to the smaller towns as well, because Shutesbury is a very unique town with its own unique, small-town needs.
- e. Section 4 of the Evaluation was **Goals for Next Year**.
- i. Goals for next year were mentioned throughout the other sections.

5. Town Administrator Report:

- a. Bolton sent out a press to the Gazette for the grant notification.
- b. Bolton encourages the public to take a glance at the upstairs of the Town Hall, as it has been updated with new furniture.
- c. Bolton shared the staff meeting with the Finance Committee date has changed to Tuesday, October 21st at 10 am.
- d. The next Select Board Meetings are scheduled for October 14 and October 28.
- e. Bolton shared the Police Chief Search Committee will move forward with the first round of candidate interviews in early November. She believes the hiring will be done by the end of the calendar year.

6. Meeting adjourned at 11:04 am

VOTE: Makepeace-O'Neil makes a motion to adjourn the meeting at 11:04 am, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil aye; motion carries.

Administrative Actions:

1. Mailloux to add Tamsin Flanders (FRCOG), Michael DeChiara and Jennifer Wallace to the 10.14.25 Select Board Meeting Agenda for an MVP Grant discussion.
2. Select Board to join the Finance Committee at their October 21st Meeting.
3. Acting Police Chief and Fire Chief to be added to 10.28.25 Meeting Agenda to give department updates and talk about their Halloween plans.
4. Bolton to work with the Select Board to appoint the new Stormwater management group.
5. Bolton to discuss PFAS issues with Jo Comerford during their November visit.

Document and Other Items Used at the Meeting:

1. Appointment Letter of Peggy Woods
2. Appointment Letter of Jessica Carlson-Belanger
3. Meeting Minutes Draft for 9.30.25.
4. Town Administrator Evaluation Forms

Respectfully submitted,
Brennan Mailloux
Administrative Assistant
Town Administrator/Select Board

** A full version of the 10/8/25 SB meeting is available to view on the Town of Shutesbury's YouTube page: <https://www.youtube.com/watch?v=uMY3uxUsfME>

