

Shutesbury Selectboard Meeting Minutes
September 15, 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, Tom Siefert, Michael DeChiara, Nate Heard, Devon Pelletier, Amanda Alix, Mark Rivers, Jill Bancroft, Bob Douglas, Gail Fleischaker

Makepeace-O'Neil calls the meeting to order at 4:00pm

Agenda Review: As posted.

General Business:

- I. Approve Meeting Minutes for 9.10.25:
 - a. Two amendments were made from Stocker to the 9.10.25 Minutes in terms of a name spelling error and a grammatical error in the public comment section that should have been put in the past tense.

VOTE: Makepeace-O'Neil makes a motion to approve the Meeting Minutes for 9.10.25 as amended, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- II. Lake Wyola Stormwater Erosion Task Force Report Presentation- Jennifer Wallace:
 - a. Wallace gave a presentation on the final report of the Lake Wyola Stormwater Erosion Task Force. Wallace shared who the members were on the committee, the reasons behind forming the committee, the guiding principles, and responsibilities, their findings, and overall recommendations.
 - i. To date, Wallace shared they have identified “hot spots” and key drainage systems. They submitted a grant application for the studies to the Rural Development Fund in June. They created short-term road maintenance project lists for the Highway Department.
 - ii. Among others, a conclusion the Task Force determined was to reduce the discharge of sediment by slowing the flow of water from uphill locations and trace the water flow to various discharge points.
 - iii. Wallace shared their recommendations for the Town such as conducting a hydrologic and hydraulic engineering study of the watershed as well as a fluvial geomorphic study of Fisk Brook. She stated that we need to research alternative funding for engineering, as well as infrastructure. We need to continue and be consistent with our public education sessions. We also need to have a coordinated town and Lake Wyola operational and management plan.

- iv. Wallace presented questions for the Select Board such as whether the Task Force will transition to a standing committee and whether they will continue into a second phase with a new charge. Wallace also asked if the Board and the Town will need a hard copy of the full Task Force Report, and the Board responded that it would be a good idea to have at least one hard copy in the Town Hall for record reasons.
- v. The Board and Wallace weighed the options of the future direction of the Task Force and decided that it would make the most sense to move forward with a permanent committee with a new charge.

VOTE: Farrell makes a motion to create a permanent Stormwater Erosion Task Force Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- III. Energy and Climate Action Committee to present on Community Choice Aggregation products. Vote on products (and related pricing). Michael DeChiara:
 - a. DeChiara on behalf of the Energy Climate Action Committee presented recommendations for Community Choice Aggregation products, including two main options: a default option meeting Massachusetts green energy requirements at 63% and an optional 100% renewable energy choice. The committee recommended a 3-year contract term to provide price stability. If approved, Colonial would obtain executable pricing by September 22nd, with a decision meeting scheduled for 11 o'clock that day, followed by a 30-day opt-out period for town residents.

VOTE: Farrell makes a motion to accept the Energy and Climate Action Committee's recommendations for the Community Choice Aggregation products, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

VOTE: Farrell makes a motion to appoint Hayley Bolton as the town's Representative at the Monday Meeting on 9/22/25, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- IV. Review Group Insurance Commission (GIC) Letter for new membership opportunity:
 - a. This letter is for an opportunity on July 1st, 2026 to switch group health insurances from our current provider, Hampshire Count Insurance Trust. Bolton and Ryan Mailloux will look further into this and see if it would be competitive to our current insurance and be a good fit for the Town. Bolton will stay in touch with the Board on it, including any pricing about it.

- V. Review and vote on sending a letter to the Franklin Regional Transit Authority stating our Town's FRTA Advisory Board Member; and sign Conflict of Interest forms:

VOTE: Makepeace-O'Neil makes a motion to appoint Hayley Bolton as the Town's Franklin Regional Transit Authority's Advisory Board Member, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- VI. Appointment of Rich Strangman to the Council on Aging:

- a. Bolton shared Strangman is a great person with very thoughtful ideas, especially on transportation for elderly adults.

VOTE: Farrell makes a motion to approve the appointment of Rich Strangman to the Council on Aging, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- VII. Appointment of Kathy Salvador to the Police Chief Search Committee as Personnel Board's Representative:

VOTE: Farrell makes a motion to approve the appointment of Kathy Salvador to the Police Chief Search Committee as the Personnel Board's Representative, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- VIII. Appointment of Jill Bancroft as a Part-Time Police Officer

- a. Pelletier shared that Bancroft would help with time-off coverage as well as overlapping coverage on a regular basis. Bancroft currently works part-time in New Salem. Makepeace-O'Neil and Bolton were the ones to interview her and found that she will be a good fit for our community and Police Department as she has a great way of observing situations and meeting the needs of our department in a patient way.

VOTE: Stocker makes a motion to approve the appointment of Jill Bancroft as a Part-Time Police Officer, Farrell seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- IX. Review and sign a Special Event Permit Application for Town Common use on October 5, 2025 for a 3rd Annual Town Wide Birthday Party:

VOTE: Farrell makes a motion to approve the Special Event Permit Application for Town Common use on October 5, 2025 for a 3rd Annual Town Wide Birthday Party, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- X. Town Administrator Report:

- a. Bolton proposed two policies to the Board. One regarding scheduling meetings around holidays. The other being a Special Events Policy.

- b. Amendment were made to the Special Events Policy to further make it clear that the fire truck rate was hourly and to further state "Select Board or Designee," for approval authority.

VOTE: Farrell makes a motion to approve the Shutesbury policy regarding meetings on religious holidays, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

VOTE: Makepeace-O'Neil makes a motion to approve the Special Events Policy as amended, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

- XI. Meeting adjourned at 6:33pm to enter Executive Session for Reason 3. To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declares. Will not be returning to public session.

VOTE: Makepeace-O'Neil makes a motion to adjourn the meeting at 5:24 pm and enter Executive Session for Reason 3.

Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil aye; motion carries.

Administrative Actions:

1. Schedule the disbandment of the current Lake Wyola Stormwater Erosion Task Force Committee in preparation for the new one at an upcoming meeting.
2. Bolton and Farrell to draft a charge for the new, permanent Stormwater Task Force.
3. Bolton to attend the 9/22/25 decision meeting in regard to the Community Choice Aggregation Products.

Document and Other Items Used at the Meeting:

1. Presentation of Lake Wyola Stormwater Erosion Task Force Report
2. Group Insurance Commission (GIC) Letter
3. Appointment Letter for Rich Strangman to Council on Aging
4. Appointment Letter for Kathy Salvador to the Police Chief Search Committee
5. Appointment Letter for Jill Bancroft to be a Part Time Police Officer
6. Special Event Permit Application
7. Special Event Policy Draft
8. Shutesbury Meetings on Religious Holidays Policy Draft

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

** A full version of the 9/15/25 SB meeting is available to view on the Town of Shutesbury's YouTube page: <https://www.youtube.com/watch?v=9908E9Cfpw4>