

Shutesbury Selectboard Meeting Minutes
June 3, 2025 Hybrid Meeting Format

Selectboard members present: Melissa Makepeace-O'Neil/ Co-Chair, Rita Farrell
Staff present and Guests: Hayley Bolton: Town Administrator, Gail Fleischaker, Tom Siefert, Brennan Mailloux, Matt Borowiec, Frank McGinn, Mark Rivers, Jennifer Wallace.

Farrell calls the meeting to order at 5:02pm

Agenda Review: As posted.

General Business:

I. Approve Meeting Minutes for 5.20.25:

VOTE: Makepeace-O'Neil makes a motion to approve the meeting minutes for 5.20.25 as written, Farrell seconds. Roll call vote Farrell: aye, Makepeace-O'Neil: aye; motion carries.

II. Appointment of Tom Siefert to the vacant seat on the Lake Wyola Advisory Committee for the Planning Board Representative position. (Balance of FY25):

- a. Farrell stated she talked with Siefert, and the plan would be to revisit this at a coming Select Board Meeting.
- b. Farrell stated she would like to sit down with Mark Rivers and Tom Siefert and discuss some questions and concerns regarding the appointment within the next coming weeks.

III. Accept the Resignation of Peg Ross from the Shutesbury Personnel Board:

- a. Makepeace-O'Neil thanked her for her time and all her contributions.
- b. B. Mailloux will send out a thank you letter to Ross for her service to the town.

VOTE: Farrell makes a motion to approve the resignation of Peg Ross from the Shutesbury Personnel Board, Makepeace-O'Neil seconds. Roll call vote Makepeace-O'Neil: aye, Farrell: aye; motion carries.

IV. Review and sign contract for inspection services through the Franklin County Cooperative Inspection Program (FCCIP):

VOTE: Makepeace-O'Neil makes a motion to sign and move forward with inspection services through the Franklin County Cooperative Inspection Program, Farrell seconds. Roll call vote Makepeace-O'Neil: aye, Farrell: aye; motion carries.

- V. Matt Borowiec to present recommendations, answer questions, and advise on the next steps for Lake Wyola and the Lake Wyola Boating and Safety Committee:
- a. Borowiec shared they completed the three goals of the committee's charge. These included:
 - i. Review Current bylaw and recommend changes to the bylaw to account for current patterns on the lake.
 - ii. Review how the bylaw is enforced and make recommendations to the Select Board regarding any needed changes.
 - iii. Identify ways to educate the public about the bylaw.
 - b. For recommendations, Borowiec discussed collaboration with law enforcement, new weather-resistant lake signage, an annual Lake Safety Kickoff community outreach event, and buoys. The buoys would be put out 150 ft from the boat launch at the boat ramp. There is a potential recommendation of community flyers of the proposed signage for lake residents and for visitors to the lake. These could be distributed at the Town Hall or Library, as well as through the Lake Wyola Association and at the boat launch for lake visitors.
 - c. There was also a potential recommendation of online resources and updating the Town and Lake Wyola Association websites. There could be graphics and even QR codes.
 - d. Borowiec asked what the future of the committee will be now that the tasks are accomplished, and the members have other commitments elsewhere to attend to. Farrell stated she thinks it is a good time to close the committee as there doesn't seem to be a necessity for more meetings.
 - e. Borowiec stated he would continue to be a liaison.
 - f. The slideshow presentation will be added to the Town Website for public review.
 - g. After the next and last Lake Wyola Boating and Safety Committee meeting, the Select Board will add the disbandment of their committee to their next Selectboard meeting's agenda.
- VI. Review and Sign Board of Registrars Letter to Penelope Kim regarding FY26 appointments:
- a. This letter must be done by statute.
 - b. The letter requests Penny Kim, the Chair of the Shutesbury Democratic Committee to submit to the Board of Registrars a list of qualified individuals residing in the Town of Shutesbury who are enrolled, members of the Democratic party and have a desire to be appointed as an election worker.
- VII. Town Meeting Recap:
- a. Farrell stated she thought the Meeting went very well and Makepeace-O'Neil thanked Town Administrator Bolton and Brennan Mailloux for their work on

getting everything put together so efficiently. Farrell stated the new Town Moderator, Nettie Pangallo, did an amazing job on her first Annual Town Meeting and encouraged the public to express that with her. All together Farrell and Makepeace-O'Neil felt it went very smoothly, especially with all the new additions in personnel to Shutesbury and being down a Selectboard member at the meeting.

VIII. Town Administrator Report:

- a. Bolton shared she submitted an ADA grant application.
 - i. The total would be just below \$10,000 and it would be to develop a Self-Evaluation and Transition Plan with FRCOG.
 - ii. Bolton stated this will open the door for more grant opportunities down the road.
 - iii. It will help assess the town on things such as sound and acoustics, and it will also help the town develop its own comprehensive plan on how to better meet ADA qualifications.
- b. Cyber Security Grant
 - i. Bolton shared she got in touch with Cybertrust regarding an approximate \$10,000 Cyber Resilient Grant, a three-year protection suite package, for software that does all the active and passive security scanning and 24-7 monitoring. It would help monitor any potential cyber security risks.
 - ii. She is currently working on the application and has been given the scope of work by the company for review.
 - iii. Bolton also expressed that cyber security training should be engaged with by Town Employees and even the Committees.
- c. Meeting with MIIA Risk Manager
 - i. Bolton stated she met with our Risk Management Advisor at MIIA for the Town's Annual Audit, and our representative has required that town staff and volunteers take and meet some mandatory training requirements. Trainings such as on issues like liability, discrimination, harassment, etc.
- d. Stormwater Erosion Task Force Presentation
 - i. Bolton asked on Jennifer Wallace's behalf what kind of presentation the Board is looking for related to the Stormwater Erosion Task Force. Farrell stated any presentation and report sometime in June or July would be great and she feels the future of the task force is important. The Task Force could be on a need be basis even.
- e. Opioid Settlement Fund
 - i. We will be getting \$3,700 this year from 3 out of 4 of the companies that were sued.
 - ii. Over the next 10 to 12 years, we should receive about \$42,000. This is by Calendar year and payments typically are received in July.
 - iii. This money can go to prevention trainings related to public health.

- f. Bolton asked the Selectboard to sign a letter stating Sargeant Pelletier will be the Officer in charge moving forward. Bolton shared that the scheduling within the Police Department has been operating fine as of current.

IX. Meeting adjourned at 5:52pm

VOTE: Farrell makes a motion to adjourn the meeting at 5:52pm, Makepeace-O'Neil seconds. Roll call vote Makepeace-O'Neil: aye, Farrell: aye; motion carries.

Administrative Actions:

1. Brennan Mailloux to send a thank you letter to Peg Ross.
2. Brennan Mailloux to send the signed Board of Registrars List Request Letter to Penelope Kim.
3. The Lake Wyola Boating and Safety Committee presentation to be added to the Town Website.
4. Farrell to meet with Mark Rivers and Tom Siefert regarding his potential appointment.
5. Wallace to meet with the Board and offer them a presentation and written report.
6. Bolton to continue working on the cyber security grant.

Document and Other Items Used at the Meeting:

1. Meeting Minutes for 5.20.25
2. Peg Ross Resignation Letter
3. Franklin County Cooperative Inspection Program Contract
4. Letter to Penelope Kim for Board of Registrars Appointments
5. Letter stating Sergeant Pelletier is now the Temporary Officer in Charge.

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

** A full version of the 6/3/25 SB meeting is available to view on the Town of Shutesbury's YouTube page at <https://www.youtube.com/watch?v=KoQki01yuEs>.

