

Shutesbury Selectboard Meeting Minutes  
January 7, 2025 Hybrid Meeting Format

Selectboard members present: Rita Farrell/Co-Chair, Melissa Makepeace-O'Neil/Co-Chair and Eric Stocker

Staff present: Gabe Voelker/Interim Town Administrator

Volunteers & Other Staff present: Chief Burgess, Sgt. Devon Pelletier,

Guests: Tom Siefert

Makepeace-O'Neil calls the meeting to order at 5:00 pm.

Agenda Review: As posted.

Public Comment: Gail Fleischaker expresses her concern with guests being named in minutes and asks that someone make sure all participants and guests both in person and online are named.

Review of Minutes: Minutes of September 25, 2024, October 8, 2024 and November 4, 2024 were approved. Voelker discusses Fleischaker's concerns and does not see a concern as Geneva Bickford has been adding all guests who were present online and in person. The SB had a brief discussion about Personnel Board meeting minutes that have not been forwarded to the Town Clerk or posted on the website as is required.

**VOTE:** Farrell makes a Motion to approve the September 25, 2024 minutes; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Farrell makes a Motion to approve the October 8, 2024 minutes; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Farrell makes a Motion to approve the November 4, 2024 minutes; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**Discussion Topics:**

1. Chief Burgess: Recognition of Sgt. Devon Pelletier in demonstrating exceptional performance for his lifesaving actions on January 1, 2025: Chief Burgess recognizes Sgt. Devon Pelletier for going above and beyond while helping to save an individual who was contemplating suicide and present Sgt. Pelletier with a Certificate of Commendation.

**VOTE:** Makepeace-O'Neil makes a Motion to execute the Certificate of Commendation for Sgt. Pelletier; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

2. Town Administrator Search Review and Update: Signing the appointment slips for the Search Committee: Appointment letters for those members chosen for the Town Administrator Search Committee have been sent out. The Personnel Board appointed Kathy Salvadore and the SB revisited their appointment of Farrell and due to her schedule they have chosen to rescind Farrell's appointment and appoint Stocker as the SB representative. The SB had a brief discussion on scheduling of meetings and Farrell will work on assisting with that. The SB will have a short meeting on Thursday to approve and the job description and ad for the Administrative Assistant position.

**VOTE:** Farrell makes a Motion to appoint Kathy Salvadore as the Personnel Board representative to the Town Administrator Search Committee; Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

**VOTE:** Farrell makes a Motion to appoint Eric Stocker as the Selectboard representative to the Town Administrator Search Committee; Makepeace-O'Neil seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

3. Selectboard letter to Department of Conservation & Recreation re: Forest Management Project Proposal for Lot NS-25-02: Farrell discusses a draft letter to the Massachusetts Department of Conservation and Recreation regarding the cutting that is anticipated. Farrell's draft includes photos to help illustrate to the Department the town's concerns and the residents concerns. Stocker has abstained from voting and discussion as he is an abutter to an abutter and could potentially have a conflict.

**VOTE:** Farrell makes a Motion to send this letter to Commissioner Arrigo; Makepeace-O'Neil seconds. Roll call vote: Farrell: aye, Stocker: abstain, and Makepeace-O'Neil: aye; the motion carries.

4. Review and Approval of the Wyola Drawdown Contract Amendment: Voelker discusses with the SB the Amended Change Order from GZA. GZA amended the change order to do Tasks 1 and Tasks 3. Task 3 has been changed to Task 2 in the amendment and that will allow GZA to prepare the grant application. The SB will be voting to spend \$10,400 and that will keep the project moving forward. Mark Rivers ("Rivers") and the SB discuss the process for funding and the actual repair work and a memorandum from GZA from November 12 that shows about \$150,000 in improvements and repair work that needs to be done. Rivers will reach out to Matteo Pangallo ("Pangallo"), Community Preservation Committee ("CPC") Chair, regarding the use of Community Preservation Act ("CPA") funds.

**VOTE:** Makepeace-O'Neil makes a Motion to sign the Change Order for Professional Consultant Services for the Lake Wyola Dam Permitting, Dam Inspection, and Repair for GZA; Farrell moves, Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

5. Town Administrator Updates: Voelker has figured out GZA matters and has worked with Susie Mosher on PFAS matters. Voelker has received a request from Penelope Kim ("Kim") to meet with the SB regarding the adoption of a bylaw declaring Shutesbury as a sanctuary community. Town Counsel, Donna MacNicol ("MacNicol") has advised this could either be a Citizen's Petition or a Bylaw placed on the Annual Town Meeting ("ATM") warrant, the SB will discuss this further at their next meeting. Voelker will forward Kim's request to the SB. Voelker and the SB discuss the scheduling of future SB meetings and returning back to every other week schedule followed in the past, that will begin on January 14, 2025. Farrell brings up the discussion of moving ATM and Voelker will be discussing this tonight with the Finance Committee ("FinCom") and will update the SB after her discussion. Voelker will also be discussing the increase in the salary line for the Administrative Secretary position. At the higher salary range it will add \$17,000 to the budget at the lower salary range it will add \$13,000 to the budget and it is slated to be a 4 day work week at 32 hours a week. Voelker ran into a glitch with Zoom and waiting for Zoom to respond to the "help ticket" she has submitted. Stocker discussed October 24, 2024 SB minutes and if those have been approved and a correction that needs to be made. Fleischaker and the SB discuss emails for town officials and town boards and committees and will forward pricing she has received to the SB. The current contract with Google Workspace will expire at the end of June. The SB had a brief discussion regarding the use of personal emails and the issues that creates and the need for town issued emails. Voelker will be holding a Department Head Meeting and will post a SB meeting in case the SB member would like to attend and listen in.

Farrell Motions to Adjourn (6:16 pm); Stocker seconds. Roll call vote: Farrell: aye, Stocker: aye, and Makepeace-O'Neil: aye; the motion carries.

Administrative Actions:

1. Fleishhacker to send SB information on email account costs;
2. Voelker to follow up on Zoom account;
3. Voelker to follow up with FinCom regarding moving ATM and will update the SB;
4. Mark Rivers will follow up with Matteo Pangallo regarding the use of CPA funds;
5. Farrell will work on scheduling for the Town Administrator Search Committee and reach out to Michael DeChiara to see what his availability is.

Documents and Other Items Used at the Meeting:

1. September 25, 2024 SB Minutes;
2. October 8, 2024 SB Minutes;
3. November 4, 2024 SB Minutes;
4. SB letter to Department of Conservation & Recreation;
5. Certificate of Commendation for Sgt. Devon Pelletier; and
6. GZA Amended Change Order.

Respectfully submitted,  
Geneva Bickford,  
Administrative Secretary

\*\* A full version of the 1/7/25 SB meeting is available to view on the Town of Shutesbury's YouTube page at: <https://www.youtube.com/channel/UC4ajoOcJsNzf5DBgMTZgcJA>