

Shutesbury Selectboard Meeting Minutes
August 4, 2025 Hybrid Meeting Format

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

Staff present and Guests: Hayley Bolton: Town Administrator (Virtually), Gail Fleischaker, Tom Siefert, Nettie Harrington-Pangallo, Penny Kim, Susie Moser, Frank McGinn, Jean Fontaine, Bill Fontaine, Matteo Pangallo.

Makepeace-O'Neil calls the meeting to order at 4:31pm

Agenda Review: As posted.

General Business:

1. Code of Conduct Policy:

- a. Bolton shared that Gail Fleischaker brought it to her attention that the Select Board had voted in a new Code of Conduct Policy but did not vote on replacing the old one. This vote would state that the current iteration would replace the ones that came before.
- b. Gail Fleischaker also shared that the new Code of Conduct Policy would receive a new policy number consistent with the system of the other policies. This would be the date.

VOTE: Makepeace-O'Neil makes a motion to replace the current Code of Conduct Policy with the new Code of Conduct Policy with the policy number of 250804, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

2. Discussion of Special Town Meeting in the Fall:

- a. Bolton shared that she discussed potential dates for a Special Town Meeting with the school, and they came back with Tuesday, September 23rd as the date.
- b. Makepeace-O'Neil shared that we have a scheduled Select Board Meeting for that date, and the Board then decided to move their regularly scheduled meeting to September 16th instead.
- c. Makepeace-O'Neil shared one of the main triggers for this Special Town Meeting to be held is that our insurance is going to be increased as of October 1st, and we will need funding to cover that. The increase will be a full 20% additional increase to the previous 19% one. It will be more money for the town, as well as more money for those on the insurance. The Franklin Regional Council of Governments (FRCOG) will not increase their rates to reflect the health insurance increase.
- d. Bolton shared premiums will go up and they are going to stop paying for certain prescriptions such as the weight loss prescriptions.

- e. Farrell stated that we will get the word out about the Special Town Meeting to other committees and boards, so that if they need a Warrant item added, they can submit them. Bolton shared she would do this now that the date has been arranged. Gail Fleischaker will send out a Town Announce.
- f. Nettie- Harrington Pangallo proposed that we think about hosting Saturday meetings in the future based off her discussions with other Massachusetts towns and their Moderator's experiences. Farrell stated in her experiences, Saturdays can be tough turn out wise, because school sports are started and families do not come. Also, working families do not tend to come on Saturdays after they have been working all week.
- g. Bolton shared we need to post the meeting 14 days in advance, so if we have it on September 23rd, it must be posted on September 9th. If we did September 20th, it would have to be even earlier.
- h. There was discussion about logistics and the upcoming Special Town Meeting being the same as the Annual Town Meeting. Same Wi-Fi password, same custodian setup.
- i. The council on Aging is looking to have a Warrant item decreasing their membership total, so they can meet quorums to hold meetings.

3. Meeting adjourned at 4:51pm

VOTE: Makepeace-O'Neil makes a motion to adjourn the meeting at 6:33 pm, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil aye; motion carries.

Administrative Actions:

- 1. Bolton to reach out to April Stein and the Personnel Board, to add discussion of salary increases to their upcoming meeting agenda. (Land Use Clerk, Tax Collector)
- 2. Plan handouts for Special Town Meeting
- 3. Bolton to email Boards and Committees about the Special Town Meeting.

Document and Other Items Used at the Meeting:

- 1. New Code of Conduct Policy.

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

** A full version of the 8/4/25 SB meeting is available to view on the Town of Shutesbury's YouTube page: <https://www.youtube.com/watch?v=NO40MbG25KI&t=70s>

