

Shutesbury Selectboard Meeting Minutes
April 8, 2025 Hybrid Meeting Format

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

Staff and Guests present: Town Administrator Hayley Bolton, Gabriele Voelker, Chief Burgess, Gail Fleischaker, Tom Siefert, Matteo Pangallo, Dave Green, Alexandria Windcaller, Jessica Makepeace, Isaac Goldstein, Nate Heard, Brennan Mailloux, Frank McGinn, Jennifer Wallace, Penelope Kim, Susan Moser, Nancy Long, Sandy Armac, Michael Dechiara, Beth Willson, Nick Valorie, Mary Ann Antonellis, Catherine Hilton, Liz Good, Matt Borowiec.

Farrell calls the meeting to order at 5:02pm

Agenda Review: As posted.

Public Comment: No Public Comments.

General Business:

- I. Approve Meeting Minutes for 1.7.25, 1.9.25, 1.14.25, 1.28.25, 2.11.25, 2.18.25, 2.25.25, 3.6.25, 3.11.25, and 3.25.25:

VOTE: Farrell makes a motion to: Approve all the minutes as amended, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

- II. Discuss renewal of Dog Officer Appointment. Nancy Long.

-Nomination of Inspector of Animals:

a. The state asked the Board to notify Nancy that she needed to complete her training and to get back to them when it was completed. Makepeace-O'Neil stated to Long that she needed to be up to date on her training and Nancy Long stated she completed training in 2016. Long stated there was confusion during the COVID pandemic when she had taken more classes, and that the training had its issues.

b. Voelker stated there is no record of any of the classes that Long had taken. She said if the Board is going to appoint her for the position, she needs to take the classes. Long stated she does not believe she will be able to due to her current schedule.

c. Farrell stated we will move ahead with finding an alternative for the position of Animal Control Officer and Animal Inspector, as Long stated it would not make sense

for her to take one role (The Inspector) if she is not also the Animal Officer. It would be best to find someone to work in both positions.

VOTE: Makepeace-O'Neil makes a motion to: Accept Nancy Long's resignation from Animal Control Officer and Animal Inspector, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

III. Appointment of Mary Jo Johnson to the Council on Aging:

VOTE: Farrell makes a motion to: Appoint Mary Jo Johnson to the Council on Aging, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

IV. ECAC and vendor presentation on town electric vehicle charging:

- a. Issac Goldstein shared that the labor cost would be no cost to the town if the incentive is still there and does not fill up. He also stated there has been nothing but great reviews for East Coast Renewables.
- b. Nick Valorie stated this is for two, level 2 charging stations anywhere the town chooses for no cost. The level 2 chargers are not the super chargers they hoped for, but they can provide one to two hours charging for "normal vehicles." They do not charge a monthly or annual fee for the stations. Everything is built right in. He noted that if the Town has any EV vehicles in its fleet, National Grid is offering Level 3 chargers for them at no cost. He recommends these to be put in for Police or DPW.
- c. If the Town does not want to own and operate these chargers, East Coast Renewables would love to own them and offer the Town a profit share (Between 25-50 percent) and will open the books to the Town to see the profit share.
- d. DeChiara stated there must be a contract moving forward through the Select Board instead of ECAC.
- e. Stocker asked how the percentage of profit share is determined, and Valorie stated the more marketing you do through signs or on the website, the bigger the percentage he will offer you. Valorie stated the revenue is generated through the amount of charging as well as the going rate that will be charged per Kw/h.
- f. Valorie stated in terms of where they will be located, he said they will have to do a site visit and make those determinations. He recommends locations like sports fields where they will get used. Their company will offer advice on where they should go. He said he honestly recommends that the Town owns the charging stations. He stated there will be expenses for the Level 3 chargers as they go, and they will only be incentivized if the town has at least one electric vehicle in its fleet or on order. He also stated there is no maintenance for the Level 2

chargers, but it will come down to how the town maintains them and potential vandalism. If there was maintenance needed, it would come out of the check from the profit share.

- g. The next step would be to identify possible locations for the stations and then a non-binding agreement contract will be initiated. This is about a two-week process.

V. Reapprove the Community Choice Aggregation Plan to be submitted to DPU by Colonial, on Shutesbury's behalf:

- a. Nate Heard discussed the Aggregation Plan for the town, which was approved in late January and had a public comment period from February 3rd to March 7th. There were no comments received during this period. The plan is now up for approval by the Select Board, after which Colonial Power will file it with the DPU for state approval on our behalf. This will start a 120-day clock for the DPU to either affirmatively approve the plan or approve it by default. After this, Colonial will work with the town to schedule a public hearing to discuss the next steps and introduce the Community Choice Aggregation Program.
- b. DeChiara stated the plan approved previously is the same one being asked to be approved today.
- c. Heard stated the plan allows the town to take over the sourcing decision making so that the town can be offered more choices as to where their electricity is coming from. It could be for greener choices and cheaper bids for the least costly electricity on the market. The object of this program is to increase the number of choices community members can choose between in consideration of where their electricity is coming from. Anyone can opt of the program altogether.

VOTE: Farrell makes a motion to: Approve the Community Choice Aggregation Plan to be submitted to the DPU from Colonial on Shutesbury's behalf, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

VI. Sign the National Grid Service Agreement:

- a. Mary Ann Antonellis stated this is for the library and it's for the conduit to be put in. The electrical wires will be put underground.
- b. The agreement must be signed, sent back to them, and then the invoice will need to be paid before they schedule to do more work. The \$44,619 will come out of the Library grant.

VOTE: Farrell makes a motion to: Sign the National Grid Service Agreement, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

VII. Sign the Community Compact Cabinet's (CCC) Information Technology grant program contract:

- a. Farrell thanked Gayle Huntress and her network of IT individuals for getting the ball rolling on this application and seeing it play out.
- b. This grant is for a total of \$15,795 and is a municipal meeting space IT upgrade grant. It will be used for a new audio-conferencing system, paying for licensing software subscriptions such as Microsoft, and other IT upgrades.
- c. Farrell added she would also like to ask the Town Meeting for some funds to help upgrade the Meeting Room located downstairs in the Town Hall.
- d. Voelker added that Brennan Mailloux discussed with her that audio in the audience can be hard to hear over Zoom, so that may be an issue we should investigate resolving either through a lip stick microphone being passed around or a station for talking.

VOTE: Farrell makes a motion to sign and accept the Community Compact Cabinet's Information Technology Grant Program contract, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

VIII. Discuss snow removal for the Town Hall and new Library. Mary Anne Antonellis to be present for discussion:

- a. Voelker stated the shoveling expense will be covered by Snow and Ice and the Highway Department stated it will be taken care of through one of their contractors they hire for plowing and shoveling of snow and ice removal. They will cover the Town Hall, new Library, and old Library. There has been a landscaper salary added to the Highway Budget for landscaping in the Summer as well, to cover mowing.

IX. Discuss removal of the beaver dam at the Fisk culvert. Board of Health, Dave Grenier (Highway Department), Beth Willson (Conservation Commission), Howard Kinder (Dam Keeper):

- a. Howard Kinder stated the beaver dam is building up again and the dam is right below the entrance into the culvert which is not an easy location to get access to. Kinder stated once we do get it cleaned and resolved, it will need to be checked daily to discourage the beaver. He said to get rid of the beaver it could cost anywhere in the ballpark of \$1,500.
- b. Beth Willson stated trapping season goes until April 15th. There can be an emergency certification application filled out through the Conservation Commission to make a dam breach happen. This is submitting photos and identifying why it is an emergency. Willson would then review it and then make the determination as to whether this is a threat to human safety. The Board of Health would have to be contacted. There would have to be a potential site visit.
- c. Kinder stated in the future this will have to be addressed again as it will happen every year. He thinks it should be done sooner when the water is lower in the year.

- X. Review and sign the adoption of a new Procurement Card Policy and Procedure:
- a. Voelker stated this is for the new town credit card and gave Treasurer Ryan Mailloux credit for making it happen. Voelker stated that both her and Ryan Mailloux agreed having a policy in place would be necessary for efficiency, and that Brennan Mailloux will ultimately oversee the credit card and its operation within the town. All purchases will go through Brennan Mailloux, and he will help maintain its operation.
 - b. The card has a \$2,000 limit and we are hoping to get an increase in the future, Voelker stated.
 - c. Voelker reiterated that the sales tax part of the policy is very important as we cannot hold Ryan responsible for covering sales tax if departments fail to use the Tax Exemption.

VOTE: Farrell makes a motion to: Sign and approve the new Town Credit Card Policy and Procedures, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Stocker; Motion Carries.

- XI. Follow up on Lake Wyola Boating and Safety Public Forum. Future meeting with the committee?
- a. Makepeace-O'Neil shared that at the forum there were about 130 to 140 individuals that attended. The Board stated it was a success in terms of the turnout and participation. It was a civil and effective discussion, where opinions were expressed and listened to.
 - b. Makepeace-O'Neil shared that there was a great cross section of the users of the lake that talked and discussed their feelings. She felt it was a great learning experience where she learned a lot about the different aspects of the lake and its uses.
 - c. Farrell stated she felt the passion of the individuals and she felt it would be useful for the Board to meet with the Boating Committee and have them reopen discussion about the Bylaw. She questions if there could be accommodations made to the bylaw potentially. How can they address the safety concerns that were expressed by citizens at the forum.
 - d. Matt Borowiec stated he would like to go back to his Lake Wyola Boating and Safety Committee as well and recap the forum. He too felt there is some potential cleanup as he worded it, that needs to be done. He thinks more conversations need to be had to address the concerns and questions.
 - e. Alexandria Windcaller shared she would like to continue with the Bylaws as they are, and to use this summer as a time to collect data on the lake and boating. She suggested potentially having the Police Chief clocking boating speeds and then recording data to use moving forward for review.

- XII. Sign the Town of Shutesbury's Letter of Support for the Quabbin Watershed Communities Compensation Request:
- a. Farrell stated this letter is asking the MWRA to create a 35-million-dollar annual trust fund to serve the watershed communities. It creates a payment in lieu of taxes.

VOTE: Makepeace-O'Neil makes a motion to: Sign the letter to Representative Saunders and Senator Comerford for the Watersheds, Farrell seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil; motion carries.

- XIII. Stormwater Erosion Task Force Feedback: Jennifer Wallace: to discuss the application for the Scope of Work under consideration by the FRCOG in its DLTA role. Jennifer Wallace to update on the Rural Development Fund application:
- a. Wallace shared that FRCOG is reviewing the draft of the Rural Development Fund Application. The deadline is June 4th, 2025 for the application. Tom Siefert has offered to be the lead person for the task force if any questions arise about finalizing the application.
 - b. Shutesbury was selected and the work of the Stormwater Erosion Taskforce was selected for their direct local technical assistance. A meeting was held, and they proposed a scope of work that includes assistance in grant applications as well as identifying additional funding sources and grant opportunities.
 - c. FRCOG has grant money and is proposing a scope of work that also involves public education and engagement around stormwater issues. This includes public workshops at the Town Hall or the Library.
 - d. Wallace shared that she talked with other individuals about the Rural Development Grant, and she heard that applications are more competitive if there is a 10% match which is about \$8,000. The Lake Wyola Association is voting next week about picking up 5% of that 10% match.

- XIV. Discuss drafting and sponsorship of article regarding removing the Farm by-law or committee:
- a. This is an issue that would have to go to the Town Meeting. The Farm and Forest Commission was established in 2009 but hasn't been functioning as of late.

VOTE: Farrell makes a motion to leave the Shutesbury Farm and Forest Commission Bylaw of 2009, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

- XV. Town Administrator Report:

- a. Discuss dates/times that work for the Board to meet in May with Stephen Foley to present his Phase 2 Quabbin Fire District Study.
 - i. Bolton stated she would be willing to schedule a meeting with Stephen Foley as well as the other Town Administrators.
- b. David Burgess is going to be retiring on June 30th. The Assessors do have a plan in place to potentially address the vacancy through Regional Resources, but they may be at maximum capacity and might not be able to help Shutesbury. The job description needs to be reviewed, and the job will need to be posted.

XVI. Meeting adjourned at 7:04pm

VOTE: Farrell makes a motion to: Adjourn the meeting at 7:04 pm, Stocker seconds. Roll call vote Makepeace-O'Neil: aye, Stocker: aye, Farrell ; motion carries.

Administrative Actions:

1. Stocker will take the lead and help identify potential locations for Electric Vehicle Locations.
2. Circle back with Highway Superintendent about Beaver Dam issue. An email should be sent to him alongside Beth Willson, the Conservation Commission, and Board of Health.
3. Borowiec to come back to the Board with an update from the Lake Wyola Boating and Safety Committee's coming meeting. Potentially add him as a future agenda item for discussion.
4. Schedule to meet with Chief Burgess for contract discussion.
5. Jennifer Wallace to send an email to the Select Board with questions about the Rural Development Fund grant application.
6. Brennan Mailloux to post the Town Credit Card Policy and Procedures onto the town website.

Document and Other Items Used at the Meeting:

1. [Town Credit Card Procurement Policy and Procedures](#)
2. Appointment letter for Mary Jo Johnson
3. Quabbin Watershed Letter of Support
4. Community Compact Cabinet's (CCC) Information Technology grant program contract
5. Community Choice Aggregation Plan
6. Previous Meeting Minute Drafts for January, February, and March meetings.

Respectfully submitted,
Brennan Mailloux

Administrative Assistant
Town Administrator/Select Board

** A full version of the 4/8/25 SB meeting is available to view on the Town of Shutesbury's
YouTube page: <https://www.youtube.com/watch?v=BuhOlboxn1A>

