

Shutesbury Selectboard Meeting Minutes
April 17, 2025 In Person Meeting Format

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

Staff present and Guests: Hayley Bolton-Town Administrator, Brennan Mailloux, Donna MacNicol, Susie Moser, April Stein.

Farrell calls the meeting to order at 3:34pm

General Business:

- I. Discuss and set goals for the Town Administrator:
 - a. The meeting began with Farrell stating she believes establishing goals are important to do and that moving forward we really should continue to do it with all Shutesbury's department heads.
 - b. Bolton stated she wanted clarification on whether her and the Select Board should stay in touch through weekly meetings. Farrell responded by saying she believes Bolton should have a liaison with the Select Board to efficiently communicate with all members. Rita offered to step into the role, and they believe this would be a great opportunity to use a rotation of every 3 months and then another member of the board will become the next liaison.
 - c. There was brief discussion of the town organization chart located on the town's website. Farrell stated that Bolton is the proxy to the Select Board and oversees decision making when they are not available. Bolton stated she believes in the future they should meet to review and update the organization chart.
 - d. Farrell suggested to Bolton the idea of hosting regular staff meetings. Monthly reports to the Select Board from department heads could be an idea, and one that would be beneficial in seeing where each department is at as of current. Stocker added to the discussion by stating that there should be some kind of established schedule for department head meetings.
 - e. Farrell raised the idea of keeping and maintaining an internal master calendar of office hours and out of office hours for town officials and members. This could potentially be done using Google Calendar.
 - f. Farrell discussed Bolton staying up to date with the orientation material such as Conflict training and the laws commonly run into in her position. Open meeting laws would be another example. Farrell stated if there ever is anything she needs training wise, to reach out to the Select Board. The Board then discussed how there are handbooks from MMA or Finance that are available and are great resources that Bolton can read and familiarize herself with.
 - g. The Board advised Bolton to reach out to other surrounding Town Administrators such as Leverett's Marjorie McGinnis. They advised her to familiarize herself with FRCOG, Ryan Mailloux for financial and budget help, and

all other committees such as the Lake Wyola Boating and Safety Review Committee. Farrell believes it would be a good idea to reach out to department heads and start discussing their goals and objectives for the new fiscal year.

- h. Makepeace-O'Neil raised the question to Bolton and Brennan Mailloux of thinking of ways in which we can make our town buildings more technology efficient. For example, she stated how she believes the Town Hall could use a new copier that would save us on toner. Farrell followed this discussion with the topic of record retention and the question of how we can more efficiently deal with all the files and records we have on hand. Could we potentially scan more material?
- i. Farrell stated Bolton is the one who oversees the buildings and their development. She stated we need to stay on top of the old library once it is vacant. This could be potentially as soon as September. Farrell thinks we may need to do more reviewing on its potential future use.
- j. Stocker stated a goal of maintaining and renovating the Town Hall Meeting Room. He thinks we could "spiffy it up," and Bolton agreed that aesthetics are important.
- k. To wrap up the meeting, Bolton explained some of her goals including an audit and cleaning up of the town's website, as well as starting the Town Newspaper back up with a new look. She finalized her goals with the hope that we can build up communication here in town.

II. Meeting adjourned at 4:11pm

VOTE: Farrell makes a motion to adjourn the meeting at 4:11 pm, and enter Executive Meeting for reason #2, To conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel, Police Chief.

Select Board will **Not** return to public session.

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

Administrative Actions:

1. Review and update town's Organization Chart.

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

