

Shutesbury Selectboard Meeting Minutes
May 26, 2026 In-Person Meeting Format

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

Staff present and Guests: Hayley Bolton: Town Administrator, Gail Fleischaker, Tom Siefert, Amanda Alix, Greg Day, Jennifer Wallace, Mark Rivers.

Makepeace-O'Neil calls the meeting to order at 5:01pm

Agenda Review: As posted.

Public Comment: No public comments made.

General Business:

1. Approve Meeting Minutes for 5.9.26 and 5.12.26:
 - a.

VOTE: Farrell makes a motion to approve the Meeting Minutes for 5.9.26 as posted, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

VOTE: Farrell makes a motion to approve the Meeting Minutes for 5.12.26 as posted, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

2. Accept the resignations of Albert Springer and Laurey Kenerson from the Memorial Day Committee:
 - a. The committee will not be dissolved, and the Select Board hopes for new recruitment.

VOTE: Farrell makes a motion to accept the resignation of Albert Springer and Laurey Kenerson from the Memorial Day Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

3. Approve the appointment of Mary David to the Lake Wyola Advisory Committee:
 - a. Tom Siefert made a comment that the committee holds an approved membership of 11 members. Currently 11 members are already on the committee before the appointment of Mary David, Tom Siefert stated. Mark Rivers stated David Green resigned, but the appointment would still make 12 members. Rivers would like the committee to be increased to 12 members.
 - b. The membership increase request and Mary David's appointment will be added to the upcoming agenda.
 - c. There was discussion about the committee being an ad hoc committee and not an advisory committee.

4. Approve (5) appointments to the Stormwater Mitigation and Implementation Committee. James Moore, Stephen Sullivan, Bob Douglas, Greg Day, Jennifer Wallace:

- a. Tom Siefert expressed his interest in the committee and would like to get involved with it if its membership eventually increases to 7 members.

VOTE: Makepeace-O'Neil makes a motion to approve the appointment of James Moore, Stephen Sullivan, Bob Douglas, Greg Day, and Jennifer Wallace to the Stormwater Mitigation and Implementation Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

5. Review Policy #991026: Policy of Non-Discrimination & Grievance Procedures:

VOTE: Farrell makes a motion to rescind Policy #991026: Policy of Non-Discrimination & Grievance Procedures, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

6. Review Fragrance Free Guidelines/Policy

- a. Bolton stated we need to be mindful of how hard it is to enforce a policy like this. Bolton stated you cannot really mandate what someone does before they enter the Town Hall, but instead you could encourage and educate people that individuals do have certain sensitivities. She stated that you can tell people as an employee or as a member of staff, if you are having a problem, you can request an accommodation. Bolton stated we all need to work together.
- b. Bolton drafted a new policy #260526.

VOTE: Farrell makes a motion to adopt the Fragrance-Free Guidelines and Scent Free Reduction Policy #260526, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

7. FY26 Line to Line Transfers:

- a. These have to be approved and signed by both the Select Board and Finance Committee.
- b. Overdrawn account lines include the Assessors Clerk, Buildings/Electrical, Buildings/Heating, Emergency Management Phone Notifications, Electrical Inspection Expenses, Highway Longevity Bonus, and Library Longevity. A total of \$25,866.93.
- c. Sources of funding lines include the Administrative Assessor line, Health Insurance, County Health District, Council of Governments, and Highway Wages.
- d. Other items that will need transfers include Snow and Ice (\$100,732.00), Buildings/Supplies (~\$1,000.00), Fire Department Salaries and Wages, and Veteran Benefits (\$2,500.00-\$3,000.00).

VOTE: Makepeace-O'Neil makes a motion to approve and sign the FY26 line to line transfers as presented totaling \$25,866.93, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

8. Town Administrator Report:

- a. Bolton shared that Lake Wyola is near the winter level. The next step will be further raising it to summer level. She estimated it would take an additional 4 weeks.
- b. Bolton stated the contaminated soil at the Shutesbury Elementary School is still on site, but Tighe and Bond sent her the paperwork of their disposal plan. Bolton stated they are currently waiting on a couple more samples. If additional testing is not needed after the samples are received, the soil should be removed.
- c. Bolton thanked all for showing up to the Post Office Rally. She stated Senator Markey's Office shared that the postal service is going back to the negotiating table. However, no formal agreement has been made, and there is still some answers to be given regarding their lack of timely communication and notice of the proposed June 6th closure date.
- d. Bolton gave a shout out to the town's partners at the Massachusetts Council on Aging, at the Office of Aging and Independence and Lifepath for their advocacy work and support letters.
- e. Bolton stated some end of year financial work will be conducted soon.
- f. Appointments for the next Fiscal Year will be conducted at the June 23rd, Select Board Meeting.

9. Meeting Adjourned at 4:55 pm

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

Document and Other Items Used at the Meeting:

1. Meeting Minutes for 5.12.26
2. Appointment Letter for Mary David to LWAC
3. Appointment Letters for the Stormwater Mitigation and Implementation Committee
4. FY26 Line to Line Transfers Document
5. Fragrance Free Guidelines/Policy
6. Policy #991026: Policy of Non-Discrimination & Grievance Procedures

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

** A full version of the 5/26/26 SB meeting will be available to view on the Town of Shutesbury's YouTube page: <https://youtu.be/CG6m6yBRMsY>

