

Shutesbury Selectboard Meeting Minutes
June 9, 2026 In-Person Meeting Format

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

M.N. Spear Library Reuse Committee Members present: Susie Mosher, Rita Farrell, Stephen Dallmus, Mary Jo Johnson, Henry Geddes

Staff present and Guests: Hayley Bolton: Town Administrator, Brennan Mailloux, Gail Fleischaker, Tom Siefert, Roger Avery, Jenn, Michael Miller, Jim Walton, Susan Millinger, Andra Rose, Jessica Makepeace, Amanda Alix, Frank McGinn, Tracy McNaughton, Ida Noe, Leslie Bracebridge, Diane Jacoby, Ronald Meck, Wayne Dorman.

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

Agenda Review: As posted.

Public Comment: Susie Mosher made a public comment thanking Rita Farrell for her service to the Select Board for the past 6 years.

General Business:

1. Approve Meeting Minutes for 5.26.26:

VOTE: Farrell makes a motion to approve the Meeting Minutes for 5/26/26 as posted, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

****M.N. Spear Library Reuse Committee called their meeting to order at 5:06 pm****

-The M.N Spear Library Reuse committee approved their Meeting Minutes of May 22nd.

VOTE: Farrell makes a motion to approve the May 22nd M.N. Spear Library Reuse Committee Meeting Minutes. Farrell aye, Mosher abstain, Dallmus aye, Johnson aye, Geddes aye; motion carries.

2. M.N. Spear Library Reuse Committee to present their Final Committee Report:

- a. Farrell presented an overview of the committee's work over the course of 16 meetings. She detailed the committee's Charge, the work they conducted such as engaging professional consultants and Town Counsel, seeking committee and board's ideas for reuse via surveys, a reconfiguration map of the downstairs of the Town Hall, and an overall Final Report that outlines potential ideas for future uses in the form of 'Recommendations.' They drafted a chart that outlines multiples potential future uses for the building.

- b. Dallmus stated no true final conclusions were reached, but that the committee felt the final decision should come from the Select Board and the townspeople.
- c. The committee believes investments into the building will be likely. Engineers may need to be consulted, as well as there may be the need for septic and well installations.
- d. The committee feels that adding a bathroom into the building greatly enhances any potential future uses.
- e. The M.N. Spear Library building can stay as is as Meeting Space to maintain insurance purposes, or it could become offices, or even a Police Station potentially. The Downstairs Meeting Room of the Town Hall could also be reconfigured to accommodate a Police Station.
- f. Farrell stated the committee feels that they have completed their Charge but would be willing to come back for a future meeting if any future questions are raised.
- g. Farrell stated the next step for the Select Board or Town Administrator's Office would be to put together a scope of services for a sanitary engineer and get some cost estimates put together.

3. Vote to disband the M.N. Spear Library Reuse Committee:

VOTE: Farrell makes a motion to disband the M.N. Spear Library Reuse Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

4. Request to increase Lake Wyola Advisory Committee membership from 11 members to 12 members:

- a. There was discussion about the current structure of the Lake Wyola Advisory Committee. Town Administrator Bolton suggested disbanding the current Lake Wyola Advisory Committee as it stands now as a 35-year-old ad-hoc committee and create a permanent committee to replace it.
- b. The Select Board refrained from appointing a 12th member and proposed a Charge for a new, permanent Lake Wyola Advisory Committee. The Charge calls for a 9 voting-member board with the membership as follows:
 - i. Town Board Representatives (5 Voting Seats):**
 - One (1) member of the Select Board (1-year term)
 - One (1) member of the Planning Board (1-year term)
 - One (1) member of the Conservation Commission (1-year term)
 - One (1) member of the Board of Health (1-year term)
 - One (1) member of the Recreation Committee (1-year term)
 - ii. Town Operational & Technical Staff (3 Seats):**
 - The Shutesbury Dam Keeper (Ex-Officio) (1-yr term)
 - The Shutesbury Fire Chief / Emergency Management Director (Ex-Officio) (1-year term)
 - One (1) independent Resident Technical Expert (to be appointed

based on engineering, environmental, or dam safety expertise) (3-year staggered term)

iii. Community Residents (4 Voting Seats):

-Three (3) residents or property owners within the Lake Wyola watershed area, appointed to represent the geographic interests of the neighborhood. (3-year staggered terms)

-One (1) at-large community member (3-year staggered term)

- c. The Charge Bolton proposed states that members of private organizations (such as the Lake Wyola Association) are welcome to apply as independent town citizens, no more than two (2) voting members of the LWAC may simultaneously serve as Officers or Directors on the governing board of any private, lake-related 501(c)(3) non-profit organization.
- d. Any member holding dual roles must proactively file a Disclosure of Appearance of Conflict of Interest with the Select Board and must fully recuse themselves from discussing or voting on any town matter that directly or substantially impacts the financial or legal interests of said private organization.

VOTE: Makepeace-O'Neil makes a motion to adopt the Lake Wyola Advisory Committee Recommendations as presented this evening, with the changes presented. 9 voting members and to make the committee effective or in place by July 1st, 2026, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

5. Appointment of Mary David to the Lake Wyola Advisory Committee:

- a. Agenda item was passed on.

6. Vote to rescind Public Records Access Guidelines from May 23, 2023:

- a. These guidelines were outdated and need to be updated to be more consistent with current law.

VOTE: Makepeace-O'Neil makes a motion to rescind the May 23, 2023 Public Records Access Guidelines, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

7. Discuss Diane Jacoby's request for a property boundary survey:

- a. Bolton stated Diane Jacoby is missing some property markers and her property abuts the Town's property: the Shutesbury Elementary School. Jacoby asked if the town would split the difference and get a property survey done to identify what her boundaries are and sets pins.
- b. Jacoby has not contacted a land surveyor yet to be able to provide a cost estimate. Makepeace-O'Neil stated several years ago it may have been in the \$600 range.

- c. Jacoby stated there is also an issue of erosion in the area, as well as the recent oil tank leak impacted the stream that is on her property.
 - d. Makepeace-O'Neil would like Town Counsel to be contacted, and also to have an idea of the cost before any vote or action is taken. The Town will seek cost estimates and reach out to Town Counsel, Donna MacNicol for legal advice. The Town will stay in contact with the requesters via email.
8. Discussion about the plowing of Birch Drive:
- a. Bolton stated the situation is complicated and required a lot of digging into policy decisions and what may or may not have happened in years past. Bolton stated there is a policy for plowing private roads currently, and the question is whether or not the town should continue plowing for the property owner after the first null. (Referred to as the first telephone pole).
 - b. Farrell stated she does not believe there has been any assessments conducted of the private roads as typically in years past, a letter would be sent out from the Highway Superintendent stating if a private road needs any repairs or not. (Farrell lives on a private road, so she stated in years past she has seen them).
 - c. Farrell suggested revisiting the policy and coming up with new standards that everyone, including the Select Board, can agree to.
 - d. Makepeace-O'Neil agreed that the Select Board should look at it as a larger picture and have the roads around Lake Wyola assessed for their conditions. Farrell believes the town also needs to be clear about what their expectations are for what the Lake Wyola Association does to the roads in order to continue offering plowing.
 - e. Makepeace-O'Neil offered to ride around (as a Select Board member) with the Highway Department when they do their assessments of the roads.
 - f. There was public comment from Roger Avery, Ronald Meck's neighbor stating that Mr. Meck's driveway is very steep, he is getting older, and it is getting harder for him to snow blow the driveway himself. It is dangerous for Ronald Meck.
 - g. Meck asked why his road's plowing was stopped two months (without notice) before an assessment was conducted, when other Lake Wyola road assessments are to be conducted in the future, and their plowing services have not yet been effected. Meck feels like Birch Drive has been singled out.
 - h. Mary Jo Johnson spoke on behalf of the Council on Aging, raising their concerns about the whole situation. She stated Meck's plowing situation does not build confidence with her as someone who is also dependent on plowing.
 - i. Bolton stated we cannot go back in time, but we can move forward with creating new policies and making policies that are descriptive and make sense. An assessment needs to happen, Bolton stated.

9. Review/Vote on revised Personnel Handbook:
 - a. Bolton stated there is still a few more things to be added (it is a working document), but she feels the bulk of it is ready.
 - b. A Social Media Use Policy was added.
 - c. KP Law stated there should be an Artificial Intelligence Policy included as well as a Tuition Reimbursement Policy.
 - d. KP Law has reviewed the Personnel Handbook.
 - e. An effective date to be added to the document

VOTE: Farrell makes a motion to approve the new Town of Shutesbury Personnel Handbook as written, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

10. Discuss PFAS Project/ Tighe and Bond. (Agreement Amendment to renew services):
 - a. Bolton stated she has been in contact with Tighe and Bond. They offered the town a 3-year extension at ~\$106,000/year. Bolton stated that is a lot of money, so in the meantime, they have offered a 4-month extension and a two-month renewal option, to at least buy the town up to 6 additional months of services, to maintain the ongoing project. After that, the procurement process will need to be gone through to field competitive bids.
11. Rita Farrell-Public Thank You!
 - a. Farrell read out a letter of her own that thanked the town's people, her fellow Select Board Members: Eric and Melissa, each individual town employee, and the various board and committees. She was very appreciative of her time serving on the Select Board, and all that she was able to help accomplish.
 - b. Farrell left a gift bag of goodies and treats to the Town as a thank you.
 - c. Makepeace-O'Neil and Stocker thanked Rita for all of her work and expressed how honored they were to work alongside her.
 - d. Fleischaker gave a hearty shout out to this particular 3 member Select Board, thanking them for their teamwork, openness, and respect. Fleischaker stated Farrell was clear-sighted and firm in her leadership.
12. Town Administrator Report:
 - a. Bolton shared that Lake Wyola is close to the full summer level. It is still creeping up more and more with each day. (~1-2 inches daily)
 - b. Regarding the Shutesbury Elementary School oil tank, Bolton stated on June 9th, she signed and submitted the disposal package, with Kelly Crumrine from Tighe & Bond confirming receipt of the signed document. The next step in the process is for the Bill of Lading to be finalized on eDEP.
 - c. Post Office Update- Bolton stated that last Friday the town received word from Senator Markey's Office that that USPS had notified them that the Postal Service is officially finalizing the lease renewal, and as a result they have removed the

temporary closure notice in Shutesbury. Bolton thanked everyone who got involved for their participation and advocacy in their effort.

- d. Quabbin Legislation- Bolton stated that there is an upcoming Massachusetts Water Resources Authority (MWRA) Board Meeting scheduled for July 10th in the region to talk about equality.

13. Community Preservation Act Grant Agreement Signing:

- a. Project is for the restoration and repair of structures at Elliot Park.
- b. Application was recommended by the Community Preservation Committee and approved by Shutesbury Annual Town Meeting.

VOTE: Makepeace-O'Neil makes a motion to sign the Community Preservation Act Grant Agreement for the Elliot Park Committee, Stocker seconds. Roll call vote Farrell: aye, Stocker: aye, Makepeace-O'Neil: aye; motion carries.

14. Meeting Adjourned at 6:45 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 5.26.26
2. M.N. Spear Library Reuse Committee Final Report
3. Mary David LWAC Appointment Letter
4. Public Records Access Guidelines from May 23, 2023
5. Personnel Handbook Draft
6. PFAS Agreement Amendment (Tighe and Bond)
7. CPC Elliot Park Grant Agreement

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

** A full version of the 6/9/26 SB meeting will be available to view on the Town of Shutesbury's YouTube page: [https://youtu.be/ y2E_FZnfgY](https://youtu.be/y2E_FZnfgY)

