

Shutesbury Selectboard Meeting Minutes
August 25, 2026 In-Person Meeting Format
10:00 AM Meeting

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

Staff present and Guests: Hayley Bolton: Town Administrator, Brennan Mailloux, Devon Pelletier: Police Chief

Makepeace-O'Neil calls the meeting to order at 10:03 am

Agenda Review: As posted.

General Business:

The two performance evaluations used a scale of N/A-5 as stated below: Each area of the Performance Evaluation was provided scores by the Select Board members. The 3 parts included within the evaluations were: Accomplishments & Contributions, Strengths & Areas for Growth, and Looking Ahead.

Rating Scale:

5 - Outstanding: Performance consistently exceeds expectations and sets a high standard for the position.

4 - Exceeds Expectations: Performance is frequently above the level of a satisfactory employee.

3 - Meets Expectations: Performance consistently meets all job standards and expectations.

2 - Needs Improvement: Performance does not consistently meet the standards of the position; improvement is needed in key areas.

1 - Unsatisfactory: Performance is inadequate and inferior to the standards required for the position.

N/A - Not Applicable: Insufficient information or items are not relevant to the position during this period.

1. 10:00 AM- Police Chief Performance Evaluation:
 - a. Chief Devon Pelletier's Performance evaluation began with Pelletier reading out loud a summary of his self-evaluation. Pelletier discussed his achievements and associated them to the dedication and commitment of his department personnel.
 - b. For strengths and growth, Pelletier stated his greatest strength is his ability to build and maintain strong relationships. He stated he has gone to great effort to rebuild relationships with other jurisdictions such as the Town of Leverett's Police Department and the Town of Amherst's Police Department. Pelletier stated

mental health in his department is also an area where he feels he is strong in and hopes to continue to build on it moving forward.

- c. Pelletier stated he would like to continue his own education and training to help develop himself further as a Police Chief and leader to his department. His ultimate goal is to continue to build a department in which his personnel and the Shutesbury public are proud and supportive of.
- d. The Select Board provided their scores and feedback to Police Chief Pelletier. Board Member, James Walton, did not provide scores for Pelletier as he is new and hasn't had enough exposure yet to give effective evaluations.
 - i. Stocker stated the department is in good shape and operating efficiently. Makepeace-O'Neil stated she was impressed with Pelletier and his ability to create a budget that makes sense and is so well thought out. She also stated his communication skills are great, as he is great with the public and dealing with public records requests. Makepeace-O'Neil asked Pelletier if crime has increased or decreased at all since he has started, and Pelletier stated he believes it has decreased. He associated this to the trend that criminal activity comes in waves. He stated a lot of activity does come from Lake Wyola but thinks the Department has been better about patrolling the area, and the Department of Conservation and Recreation has also been more proactive in preventing criminal activity.
 - ii. The Select Board acknowledged his great leadership skills.
 - iii. Walton asked how the Police Department generates revenue, and Pelletier stated it comes in through road detail fees. This money goes back to the Town of Shutesbury.
- e. Goals for next year:
 - i. Pelletier mentioned partnering and getting a Memorandum of Understanding (MOU) with Responders Refuge which provides clinician support for crisis and critical stress debriefings for Police, Fire, and Emergency Services.
 - ii. Partner with CSO and Leverett as grant administrator.
 - iii. Pelletier stated he is working on a federal grant and state grant for new department ballistic, bulletproof vests.
 - iv. Pelletier would like to create a new position of Traffic Control Officer. Some Shutesbury Firefighters have completed flaggers courses and Pelletier would like to utilize them on an as-needed basis for emergency details.
 - v. Walton would like Pelletier to continue to pursue grant opportunities. He would also like to see future development opportunities for Police Department personnel.
 - vi. A larger office space for the Police Department is a future goal that should be explored in coordination with the Select Board.

2. 11:00 AM- Town Administrator Performance Evaluation:

- a. Town Administrator Hayley Bolton began her Performance Evaluation session by reading off a summary of her own self-evaluation. She stated she was proud of herself for getting a new Personnel Handbook published, getting the Town Clerk position filled and now an Appointed position, leading the Save the Shutesbury Post Office movement, and for dealing with the Dam and Oil Tank issues. She also is proud of the newly established Friday Five. She stated her strengths are in her strong communication skills. She would like to work on her procurement skills. Looking ahead, she would like to start a legacy framework gameplan that allows each department to plan for future transitions in their department.
 - i. Makepeace-O'Neil agreed her communication is great, especially with responding to emails that may not be so nice towards the Town. She also expressed her appreciation for the new Friday Five.
- b. Bolton mentioned cyber security is a hole that she would like to be addressed. She thinks IT help is an important necessity. There was discussion about external hard drives and implementing automatic backups for data preservation.
- c. Bolton thinks maybe an Administrative Support position could be created to help the Police, Fire, and Highway Departments.
- d. Bolton stated she is in her full three-year contract cycle now. She stated she is trying to stay modern, but change can be hard in a small-rural town. She stated she would like to see a new baseline established for some things.
- e. Bolton stated she would like to see more efficient budgeting practices. She thinks we should start to move away from budgeting with such tight, small margins.
- f. Makepeace-O'Neil suggested that Bolton continue to remain physical and present, with her door open as much as possible and her door's board updated regularly.
- g. Bolton acknowledged that she could be more involved and in-touch with the other departments and committees. She thinks the biggest one to work on is with the leadership team at the Shutesbury Elementary School.
- h. The Select Board praised Bolton for her problem-solving skills, and how she has been able to effectively manage so many situations and changes that have risen since she has started.
- i. Goals:
 - i. Bolton would like to work with the Finance Committee and Capital Planning jointly on a five-year plan.
 1. Makepeace-O'Neil suggested an All-Boards Meeting.
 - ii. Makepeace-O'Neil would like to see cybersecurity training conducted with Town Employees and Departments/Committees.
 - iii. Succession Planning
 - iv. The Board encouraged Bolton to continue to engage the community and communicate with them as much as possible.
 - v. Bolton stated she would like to possibly see an Open House at Town Hall prior to the next Annual Town Meeting, as an opportunity for the public to see the offices and hear presentations from the employees within.

3. Meeting Adjourned at 12:23 pm

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

Document and Other Items Used at the Meeting:

1. Evaluation Forms for Police Chief and Town Administrator

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

