

Palmer for Tomorrow

Meeting Notes

9/10/25

Thorndike Room, Palmer Public Library

In attendance: Sgt. David Burns, Erin McMurray, Stephanie Maher, Nicole Gauthier, Emma Berthuime, Matthew McNeil, Hank Houghton

Meeting begins at 3:16pm

- I. Introductions
- II. Bylaws- Dave reached out to B.O.A.T. to ask about their bylaws. Their committee operates a little differently than us. They must get approval from their Select Board. We operate under Palmer's Town Manager.
 - i. Belchertown has a great tab on their Town website that explains the opioid abatement funding program and how it works.
 - ii. Steph put together a very rough draft of Palmer for Tomorrow bylaws. We can look over the document and finalize it at the next meeting.
 1. There should be at least 3 members voting on each application.
 2. We should be able to vote by email and/or through Zoom meetings
 3. Online meetings cannot be recorded
 4. Any member of the group can call a special meeting
 5. We will continue monthly meetings at the library until we get our bylaws and policies ironed out
 6. Officers?
 - a. Chair- Nicole Gauthier (unanimous vote)
 - b. Secretary- Stephanie Maher (unanimous vote)
 - c. Members-All others present (unanimous vote)
- III. Application- has been turned into a fillable Word document.
 - i. We still need to create an email account for applications
 - ii. We need to get Nicole's email address off the application and the press release and replace it with group email
 - iii. Group email will be pftgrant@gmail.com
 - iv. Applications should be available by the end of September
 1. Assistance with applications-folks can be sent to the Library and Town Hall for assistance

2. If someone needs a paper copy, we can then scan it and send it to the pftgrant@gmail.com address
- IV. Disbursement of Funds- Nicole will talk with Chris from B.O.A.T. about how they disburse the funds. Nicole has discussed the process with Palmer Town Accountant Gabriela.
- V. Press Release- Emma and Nicole worked on a press release.
 - i. Need to add where physical copies will be available
 - ii. Edits to “individual support” section
 - iii. Once edits are made, get to the press A.S.A.P.
- VI. Nicole will look into getting our information up on the Town’s website. Belchertown’s website is great! We will use it as a model as it is similar to many other town’s webpages about the opioid abatement funds.
- VII. Quarterly Check-In Form- Emma put it together using SAMSA’s model. There will be a few edits made around the budget section

Meeting adjourned at 4:22

Respectfully submitted,

Stephanie Maher, Secretary