TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 | FAX (413) 743-0389

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – January 12, 2021

Members Present: Michelle Francesconi, Chair
Jason Levesque, Emergency Services Liaison
Mark Biagini, Clerk

Others Present: Mark Webber, Interim Town Administrator

Members Absent: Ronald DeAngelis, Highway and Infrastructure Liaison
Robert Ciskowski

M. Francesconi opened the meeting at 6:30 pm.

Open Session

Ms. Francesconi read from a prepared set of remarks that was listed on the agenda concerning that, pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Board of Selectmen will be conducted via remote participation to the greatest extent possible.

Ms. Francesconi acknowledged the members of the Board present at the meeting.

1. **To Hear and Act on the Minutes from the Prior Meeting – January 5, 2021**
   M. Biagini made a motion to approve the minutes from January 5, 2021 as written – seconded by J. Levesque – there was no discussion – ***Roll Call Vote – All members yes – Motion carried****.*

2. **Old Business**

   a. **Discussion regarding the Search for a Town Administrator**
      No update regarding the search.

   b. **Update on the Town Hall Project** – M. Francesconi advised that the painter finished painting the meeting room upstairs and has moved into the stairwell and former Board of Health office in the lower level. M. Biagini noted that he saw the Annex for the first time since it had been painted and he was amazed by how much brighter and better it looks. M. Francesconi advised that she has requested a quote be provided to paint the first-floor restrooms, the Assessors' Office remaining portion of the lower level, including the Accountant's Office. Now that some of the spaces have been painted, it is obvious that other areas of the building need attention. The bathrooms are in

particularly bad shape with rusted baseboard heaters, peeling paint on the windows, and cleanliness issues that need to be addressed.

In addition to painting, M. Francesconi informed the Board that the contents of the Board of Health office had been moved yesterday by the Highway Department crew. Once the furniture was removed, it was clear that the carpet was not salvageable with rust and mildew stains along with an entire area of the room that is missing carpeting. The area just inside the handicapped entrance to the lower level also has flooring that is broken and poses a tripping hazard. M. Francesconi has requested quotes from two local contractors to replace the flooring in the office, entrance, and hallway areas. It was also requested that the Town finish replacing the window treatments in Town Hall.

M. Francesconi updated the Board that an electrical quote will be provided for the addition of lighting to the stairwells, outdoor lighting, and motion sensors that will improve safety for employees and members of the public. Other areas of the project will also be worked on including

M. Francesconi asked the Board for approval to move forward with completing the additional work that has been mentioned above. J. Levesque inquired if all the money in Special Repairs for Town Buildings had been spent in FY20. M. Francesconi indicated that it had not been spent and that over $50,000 was returned to Free Cash. J. Levesque mentioned that the Board has discussed utilizing the line-item delegations in good faith to the people who approved those appropriations at Annual Town Meeting. This will help maintain the buildings and allow us to stay on top of work that needs to be done. M. Biagini agreed that it is important to get the work done. All Board members agreed to move forward with the completion of the additional painting and carpeting work to address areas of concern.

It was also noted that N. Mirke repaired the leak in the roof above the North stairwell to Town Hall. He also repaired the broken vent pipe above the kitchen near the loading dock at Cheshire School and added metal to divert water on the flat roof section above the handicapped ramp at the District Office entrance. Several other pieces of loose roofing were repaired as well.

c. CARES Act Purchasing

L. Lemanski is working on FEMA reporting aspects of the CARES Act. This topic will be addressed further as needed.

3. New Business

a. Discussion and Planning with Interim Town Administrator – M. Webber indicated that he plans to work a longer day on Tuesdays and a shorter day most likely on Thursdays, both at Town Hall. He will be available at other times as needed.

b. Discussion Regarding Budget Planning – The Board discussed the upcoming budget schedule. M. Francesconi indicated that Department heads still need to be sent the budget worksheet for submission by February 1st. After a lengthy budget cycle for FY21, the Board wants to avoid last minute changes and edits to the budget prior to the June Annual Town Meeting.

Based on a suggested made by J. Levesque at the last meeting, the Board discussed the potential to hire a maintenance worker for Town buildings. M. Francesconi indicated the pool of qualified applicants will probably be better if the position is full-time/benefit eligible. Even if the position is for just over 20 hours per week, work could be getting done in Town that has been falling to the wayside. J. Levesque agreed that there are many projects that need to be addressed. M. Biagini indicated that he agreed the position should be considered.

M. Francesconi informed the Board that several different ideas have been suggested regarding the future of the Transfer Station. Some options that were presented are changing to trash pick up services, expanding the transfer station, and incorporating a cardboard compactor. All are items that will have to be discussed in this or future budget cycles.

4. **Announcements from Board Members**
M. Biagini expressed his sentiments from earlier in the meeting about how much nicer and bigger the Annex feels now that it is clean and painted.

M. Francesconi shared that she and M. Webber had a preliminary meeting with A. Dean and E. Snyder from the Hoosac Valley Regional School District regarding the use of the library at Cheshire School. Numerous aspects of the lease were discussed. After determining the cost per square foot for the current lease, it was determined that the library space represents approximately a 25% increase in leased space and a tentative agreement was reached for a $2,500 increase in annual rent for the additional space. The books from the library would also remain in the building. The HVRSD will be invited to attend the Board meeting on January 19, 2021 regarding lease negotiations. Any proposed amendments would have to be approved by the School Committee at their next meeting.
M. Webber updated the Board regarding the status of 2021 Liquor Licenses. It was determined the process had not been completed. M. Biagini assisted M. Webber in completing the necessary paperwork and will continue to work to make sure the additional steps are completed to send the paperwork to the ABCC. M. Webber requested the Board sign the final licenses for distribution.

5. **Any Other Business Not Reasonably Anticipated 48-hours Prior to the Meeting**
None

6. **Adjournment** – With no further business, *M. Biagini made a motion to adjourn the meeting at 7:24 PM – seconded by J. Levesque –* ***Roll Call Vote – All members yes*** *– Motion carries*

Respectfully submitted,
Noelle M. Pandell