TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – May 25, 2021

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

Members Absent: Raymond Killeen

Others Present: Mark Webber, Interim Town Administrator
Noelle M Pandell, Interim Administrative Assistant
Aaron Dean, Superintendent, HVRSD

Go-To-Meeting:

M. Francesconi opened the meeting at 6:32 pm.

Ms. Francesconi noted that this is the first hybrid meeting with in-person attendance as well as Go-To-Meeting.

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

1. **To hear and act on Minutes from prior meeting(s)**
   a. **April 27, 2021**
      M. Biagini made a motion to approve the April 27, 2021 minutes as presented – seconded by S. McGrath – ***Roll Call Vote – three members yes – S. McGrath abstained - Motion carried***
   b. **May 11, 2021** – These minutes were tabled.
   c. **May 18, 2021** – These minutes were tabled.

2. **Department Reports**
   a. **Town Administrator**

3. **New Business**
   a. **Hoosac Valley Regional School District – Additional use of space at 191 Church Street for Technology Department**
      A Dean advised that they would like to move their Technology Department to 191 Church Street and they would like to put them in the library space. Discussion followed – the Board is okay with the school district using the library space in return for a $2,500 increase in rent. A Dean offered to have their counsel review the lease and make some changes. The Board were all on board to have the school district's counsel draft a lease with a rent increase of $2,500.

b. Review of Draft PILOT Agreement with Borrego Solar – E Harbor Road – M. Webber explained the PILOT Agreement with Borrego Solar – discussion followed – M. Webber explained that Town Meeting will give the Board authority to approve the PILOT Agreement.

c. Approval of MGL 268A §20 Exemption – Lynne Lemanski – Accountant
J. Levesque made a motion to approve MGL 268A §20 exemption for Lynne Lemanski, Accountant – seconded by M. Biagini – ***Roll Call Vote – All members yes – Motion carried***

d. Appointment – Cemetery Crew – Brandon Schwarzer
M. Francesconi made a motion to appoint Brandon Schwarzer to the Cemetery Crew – seconded by M. Biagini – ***Roll Call Vote – All members yes – Motion carried***

M. Francesconi noted that a second appointment was added last night; the Cemetery Commission is recommending the appointment of James Rando. *M. Francesconi made a motion to appoint James Rando to the Cemetery Crew – seconded by M. Biagini –* ***Roll Call Vote – All members yes – Motion carried***

e. Failure to elect – Planning Board – 2 seats
M. Francesconi advised that she received notification from the Town Clerk that there was a failure to elect 2 seats on the Planning Board. She said the Board can post the openings to see who is interested. Following a brief discussion, M. Francesconi said she will post the openings for 1-week.

4. Old Business

a. Hoosac Valley Regional School District

i. Summer Food Program Update
A Dean, Superintendent of HVRSD, advised that there was too much to be done to utilize the Cheshire Elementary School kitchen. So instead, they would like to have meal pick up here on Mondays and Wednesdays from 9:30 – 10:00 am from July 5 through August 6, 2021. The meals will be prepared in Adams and bused here. The buses will be in the bus circle.

A Dean left the meeting.

b. Discussion and planning for the Memorial Day Parade – M. Francesconi advised that there is an online form for anyone who is interested in the parade. She said so far she has only heard from the Adams-Cheshire-Savoy girls' softball, who will be in the parade. Kids will also decorate their bikes. The HVHS band will not be there as they have not practiced in a year. J Keplinger will play taps at the ceremony. The parade will take the same route as always except they will end at the Town Hall instead f the cemetery. S. McGrath suggested that our emergency services reach out to other towns to see if they will send a truck; M. Francesconi said she would check on that. M. Francesconi also noted that the Board of Selectmen walk in the parade; they should meet at the Community Center between 12 and 12:30 pm. Parade starts at 1 pm.

c. Town Hall Reopening Plans – M. Francesconi noted that the Board decided to open Town Hall by appointment only as of June 1st; she wanted to know if the Board wanted to move forward with this. Discussion followed and the Board agreed to open Town Hall after Whitman's Cleaning Service does a thorough cleaning.

5. **FY22 Budget**
    a. **Review and potential approval of the FY22 Budget** and **Review and potential approval of the FY22 Annual Town Meeting Warrant** – M. Webber advised that we will need to use the sum of $300K to reduce the tax rate and stay under the levy limit. He said the only way to break the cycle is to do an override. As a result, we have to revisit the special articles. He said we will have $175K of free cash instead of the recommended $200K.

    M. Francesconi reviewed the proposal from RetroFit and noted that Office 365 and possibly the firewall can be paid for with the CARE Act money. Discussion followed – M. Francesconi explained what services are really needed from RetroFit and the cost will be $71K. The Board reviewed the budget to see what can be cut in order to cover the $71K. Additional discussion followed.

6. **Annual Appointments** – M. Francesconi explained that there isn't a process in place for annual appointments and we have to do the reappointments by June 30th. Following discussion, *M. Francesconi made a motion to contact everyone up for reappointment and ask for a letter of interest by June 11th – seconded by J. Levesque –* ***Roll Call Vote – All members yes – Motion carried***

7. **Public Comment Period**
Sandra said she is the newest member of the Cemetery Commission, and they had a meeting last week and R. Navin asked to be notified before the date and time is set. He said that he doesn't have an operator for Saturday burials. She asked if it was okay to contact a company to come in and close up and the Board said no.

8. **Announcements from Board Members** - None

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

10. **Adjournment** – *M. Biagini made a motion to adjourn the meeting at 8:56 pm – seconded by J. Levesque –* ***Roll Call Vote – All members yes –*** *Motion carried*

Respectfully submitted,

Noelle M. Pandell

Approved: August 17, 2021