TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Approved 7/20/21

Meeting Minutes – July 6, 2021

Members Present: Michelle Francesconi, Chair
Jason Levesque, Clerk
Shawn McGrath
Raymond Killeen
Members Absent: Mark Biagini

Others Present: Jennifer Morse, Town Administrator; Robert Navin, Highway Superintendent; Carole Hilderbrand, COA; Peter Traub; Terri Miller; Don Pause.

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

Ms. Francesconi acknowledged the members of the Board present at the meeting and introduced new Town Administrator Jennifer Morse.

1. Appointment

M. Francesconi made a motion to appoint Jennifer Morse as Town Administrator/BRTA Representative/Chief Procurement Officer/Emergency Management Committee/Municipal Vulnerability Preparedness Program Core Team – seconded by S. McGrath. **Roll Call Vote – All members yes – Motion Carries 4-0**

2.New Business

a. General discussion regarding Town business with Town Administrator, Jennifer Morse

M. Francesconi welcomed new Town Administrator Jennifer Morse sharing that she had taken Morse on tour of town buildings and B. Navin will continue the tour later in the week. S. McGrath inquired on eligible uses of the ARPA funds and there was a general discussion about the water infrastructure and road replacement on Depot Street. J. Levesque brought up the Reservoir rental fees/payments with the Town of Adams, Morse will reach out to the Assessors office for more information. J. Levesque also mentioned a MassTrails grant for a parking lot on the watershed land on West Mountain Road. Also noted was updating policies including the Personnel Policy.

3. Department Reports

a. Highway Report – Robert Navin (Highway Superintendent)

Signs have been placed ad the boat launch and the Police Department has been notified; Paving Route 116 is set to begin, just waiting for a start date; Chip Sealing projects are scheduled for the 1st or 2nd week in August weather permitting; summer roadside mowing, patching, and failing catch basin work will continue. There have been two applicants for the Caretaker/Custodian position and interviews will happen later in the week. The Tree Company has been in town removing hazard trees and is scheduled

to return in the fall. Discussion on the Transfer Station and the need for engineering and upgrades with Navin noting the environmental impacts will be huge due to the location.

b. Council on Aging – Carole Hilderbrand (Director): Hot meals will start this Wednesday with more than 40 people signed up. Betty has been continuing with the birthday cards. A wreath making activity hosted nine people today and the next activity is card making. A laptop was purchased for the van driver. Hilderbrand attended a COA Outreach meeting regarding abandoned homes and hoarding situations and there was discussion on how the town can support these situations. Hilderbrand reported that she has a 11th grade student who is volunteering and noted how thankful she is to all the volunteers who put in 131 hours in June and 2,264 hours during the fiscal year.

4. Old Business

a. Review and potential decision on PILOT agreement with Borrego Solar – E. Harbor Road - Tabled to the next meeting.

b. Discussion regarding grants and year end financials - M. Francesconi noted that there have been a lot of carry forward requests to complete planned projects. Projects include the new dishwasher at the Community Center, Concrete pad at the Community Center, Guard Rails, sign at the Cemetery, Board at the Town Hall. Discussion on the impact to free cash with the amount of carry forwards. M. Francesconi noted the detriment to the town buildings and roads if the projects are not completed. Discussion on a Reserve Fund Transfer to cover the cost of the Fire Department Engine 2 pump. Morse will follow up with the accountant on process.

5. Public Comment:

a. Peter Traub welcome Morse and requested a meeting to discuss Planning Board and Lake District business

b. Terry Miller inquired about abandoned buildings and the board of health role in addressing such buildings.

c. Don Pause notified the board of a NETRA race at Martin Farm on the week of July 17/July 18. The board was not aware of such a race and noted that they had not applied for a permit. Morse will reach out to the race organizers.

6. Announcements from Board Members

a. M. Francesconi noted that the Cemetery Commission was looking for funding to replace the roof on the shed. Morse will ask them to come to the next meeting and the bill was removed from the warrant due to a lack of funds.

b. Discussion on meeting every other week instead of weekly – members decided to discuss in August once Morse has had a chance to be more acclimated to the town.

c. Discussion on scheduling time with the Water Department at a future meeting to discuss the Superintendent agreement.

7. Adjournment - A motion was made by M. Francesconi and seconded by S. McGrath to adjourn the meeting at 7:54 p.m. **Roll Call Vote – All members yes – motion carried.**

Respectfully Submitted,
Jennifer Morse
Town Administrator

Document List

1. Agenda – July 6, 2021

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