TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – July 27, 2021

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church St (Cheshire Elementary School) on Tuesday July 27, 2021, at 6:30 PM.

Members Present: Jason Levesque, Clerk
Raymond Killeen (arrived 6:45 p.m.)
Mark Biagini
Shawn McGrath
Members Absent: Michelle Francesconi, Chair

Others Present: Jennifer Morse, Town Administrator; Lynne Lemanski; Accountant; Peter Traub; Peter O'Brien; Judy O'Brien; Greg Fournier. VIA Go to Meeting: Rebecca Herzog, Treasurer; Sandra Sloane; Karen K; Dick Lindsay; Marty; Alan.

J. Levesque opened the meeting at 6:31 pm.

J. Levesque acknowledged the members of the Board present and Town Administrator Jennifer Morse.

1. Cares Act Funding/FEMA Reimbursement & Bi-Weekly Warrant Schedule – Lynne Lemanski (Accountant)
L. Lemanski joined the board to discuss the Cares Act funding account and FEMA reimbursement process. L. Lemanski reviewed what has been received by the Town to date for Cares Act Funds and the expenses that have been drawn from the account. To date the town has received $276,828 and there is approximately $110,000 available. Discussion on possible uses of the funds including hand washing station for community events, signs, Fire Department PPE, masks & hand sanitizer and bulletin board. The deadline for the use of Cares Act Funds is the end of the calendar year. J. Morse reminder board members that some of the money has been earmarked for the IT upgrades. L. Lemanski has a deadline to submit FEMA reimbursements in September which total approximately $16,000.

J. Morse proposed that the Board of Selectmen vote to move to a bi-weekly warrant schedule having spoken with the accountant. J. Morse shared that most of the invoices in the current warrant had due dates of the middle of August. Invoices will now be due to the accountant the same day as payroll is due. This will allow the accountant to have time on warrant weeks to process the invoices and on the off weeks she can concentrate on other duties such as the tax rate setting documents and free cash certification. J. Morse thought there might be an adjustment period for town departments but that is to be expected with any change.
A motion was made by S. McGrath and seconded by M. Biagini to adopt the bi-weekly warrant schedule.
Roll Call Vote: J. Leveque-Yes, M. Biagini – Yes, R. Killeen – Yes S. McGrath – Yes – Motion Carries 4-0

2. Minutes- July 16, 2021, and July 20, 2021

July 16, 2021 – Tabled to next meeting

July 20, 2021 – *A motion was made by M. Biagini and seconded by J. Levesque to accept the meeting minutes of July 20, 2021, as presented.*

Roll Call Vote: J. Leveque-Yes, M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes – Motion Carries 4-0

3. Discussion/Decision Items

Harbormaster Job Description: The job description was reviewed by the Police Chief with no additional comments. The position will be posted to the website in the morning and posted to BerkshireJobs.com.

A motion was made by M. Biagini and seconded by S. McGrath to approve the Harbormaster Job Description.

Roll Call Vote: J. Leveque-Yes, M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes – Motion Carries 4-0

Cemetery Shed Roof Bill: The shed roof is complete, and the invoice received with a total amount due of $2770. J. Morse noted that she had reviewed the FY21 electricity expenses, and they totaled less than $200. J. Morse suggested and L. Lemanski concurred that the funds could be taken from the Special Repairs or Town Building/Town Hall Repairs account. Discussion on what was earmarked for the Special Repairs account, L. Lemanski noted that the funds could be transferred at the end of the fiscal year if necessary.

A motion was made by M. Biagini and second by J. Levesque to pay the cemetery shed roof invoice from the Town Building/Town Hall account.

Roll Call Vote: J. Leveque-Yes, M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes – Motion Carries 4-0

3. Town Administrator Update – J. Morse had submitted a weekly report to the board prior to the meeting. Further J. Morse noted the following:

- Met with BRPC regarding support for the Municipal Vulnerability Preparedness and Hazard Mitigation Plan – BRPC will be sending a contract for services.
- Working on job descriptions for the Animal Control Officer, Accountant, Assessors Administrator, Treasurer and Collector

4. Public Comment

Peter O'Brien – Mr. O'Brien notified the board that the issues with his neighbor have persisted and that he had contact the police prior to the meeting. Mr. O'Brien asked if the highway department could put up barricades. J. Levesque stated that the Towns hands are tied and that is a civil matter since it is private property. Mr. O'Brien questioned if the Zoning Board of Appeals could issue a cease and desist since they issued the ruling on Shadowland Cove. Mr. O'Brien will reach out to J. Morse tomorrow to obtain the Zoning Enforcement officers contact information.

5. Announcements from Board Members

- M. Biagini inquired about the Cheshire Elementary School – Superintendents Office agreement
- R. Killeen stated that meetings could continue at 6:30 p.m. and if he will not make it or if he is running late, he will contact the chair.

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6. Adjournment - A motion was made by M. Biagini and seconded by J. Levesque to adjourn the meeting at 7:13 p.m.

Roll Call Vote – All members yes – motion carried.

Respectfully Submitted,
Jennifer Morse
Town Administrator
July 28, 2021

Document List

1. Agenda – July 27, 2021
2. Cares Act Funding Documentation
3. Payroll and Warrant Schedule
4. Minutes of July 16, 2021, and July 20, 2021
5. Harbormaster Job Description
6. Cemetery Shed Invoice
7. TA Updates week of July 19

Approved: 8/3/21 Vote: 2-0-1