TOWN OF CHESHIRE

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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – August 3, 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 August 3, 2021, at 6:30 PM.

Members Present:	Michelle Francesconi, Chair Mark Biagini Shawn McGrath
Members Absent:	Jason Levesque, Clerk Ray Killeen
Others Present:	Jennifer Morse, Town Administrator; Peter Traub; Greg Fournier, Ron Lancia, Carole Hilderbrand

M. Francesconi opened the in-person meeting at 6:33 pm., there was technical difficulties, and the meeting was not accessible via. remote connection.

1. Department Reports

Board of Health – The written report was reviewed by board members. M.Biagini thanked the Board of Health for the report and asked that they continue to update monthly or as needed due to COVID 19.

Council on Aging – Carole Hilderbrand was present to present the Council on Aging report saying that it felt great to be up and running. Lunches are available five days a week and 534 lunches were provided in the month of July. Activities, bikes, shuffleboard and pickleball are all being used. In the month of July there was 162 hours of volunteer time. Carole shared the activities and events planned for August and her concerns about the COVID variant and face coverings in the building.

2. Appointments

There was a brief discussion about posting volunteer opportunities on the website, M. Francesconi will follow up with J. Morse to discuss.

Zoning Board of Appeals Alternate: Jeff Reynold & Jared Martin

A motion was made by M. Biagini and seconded by M. Francesconi to appoint Jeff Reynolds as an alternate to the Zoning Board of Appeals.

Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes- Motion Carries 3-0

A motion was made by M. Biagini and seconded by M. Francesconi to appoint Jared Martin as an alternate to the Zoning Board of Appeals.

Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes- Motion Carries 3-0

Citizen Advisory Committee – Carole Hilderbrand, Mark Biagini, Ray Killeen
A motion was made by M. Francesconi and seconded by M. Biagini to appoint Carole Hilderbrand to the Citizen Advisory Committee.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0
A motion was made by M. Francesconi and seconded by S. McGrath to appoint Mark Biagini to the Citizen Advisory Committee.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Abstain, M. Francesconi – Yes -Motion Carries 2-0-1
A motion was made by M. Francesconi and seconded by M. Biagini to appoint Ray Killeen to the Citizen Advisory Committee.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0
MVP Core Team – Liseann Karandisecky
A motion was made by M. Francesconi and seconded by M. Biagini to appoint Liseann Karandisecky to the MVP Core Team.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0
Mohawk Trail Woodlands Partnership – Jennifer Morse
A motion was made by M. Francesconi and seconded by M. Biagini to appoint Jennifer Morse to the Mohawk Trails Woodlands Partnership.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes- Motion Carries 3-0

3. Minutes
July 16, 2021 – Tabled to next meeting
July 27, 2021 – *A motion was made by M. Biagini and seconded by S. McGrath to accept the meeting minutes of July 27, 2021, as presented.*
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Abstain- Motion Carries 2-0-1

4. Discussion/Decision Items
a. Job Descriptions – Animal Control, Treasurer and Collector
Animal Control Officer - *A motion was made by M. Francesconi and seconded by S. McGrath to approve the Animal Control Officer Job Description.*
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0
Treasurer - *A motion was made by M. Francesconi and seconded by M. Biagini to approve the Treasurer job description as amended.*
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes - Motion Carries 3-0
Collector - *A motion was made by M. Francesconi and seconded by M. Biagini to approve the Collector job description as amended*.
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0

b. **Adams Cheshire Youth Football Field Request***: A motion was made by M. Francesconi and seconded by S. McGrath to approve the application for field use by Adams Cheshire Youth Football*
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes - Motion Carries 3-0

c. **Water Department** – Emergency Repair Bid Documents
A motion was made by M. Francesconi and seconded by S. McGrath to approve the Water Department – Emergency Repair Bid Documents
Roll Call Vote: S. McGrath – Yes, M. Biagini – Yes, M. Francesconi – Yes -Motion Carries 3-0

d. **Personnel Policies (DRAFT)**

J. Morse presented the board with a Draft Personnel Policies manual noting that a lot of the content was state or federally mandates. She highlighted the sections that needed the most attention. Board members will review at a future meeting. S. McGrath has some edits which were reviewed and clarified including adding the day after Thanksgiving as a holiday for employees, CORI checks for all employees and volunteers, medical exams to include volunteers if mandated.

5. **Town Administrator Update –** J. Morse had submitted a weekly report to the board prior to the meeting. Further J. Morse noted the following:
   - There are two applicants for Building Commissioner, three applicants for Plumbing and Gas Inspector and one applicant for Harbormaster. J. Morse inquired on how the board will handle the hiring process. After discussion it was decided that J. Morse will reach out to the Police Chief to seek him recommendation and input on the Harbormaster position. The other two positions will be interviewed, J. Morse to reach out to all applicants to set up interviews with the entire board at a future meeting.
   - J. Morse reported that she had a conversation with the Youth Center regarding subletting a classroom to Rhythm and Rhyme and they will be attending the next meeting.
   - The Financial Team meeting last week went well and will be held once a month, the biggest take away was setting dates with the Financial Team so the tax rate can be set on time.

6. **Public Comment**

   Dave _____ inquired about the first steps in placing a modular on a building lot, he was directed to contact the Building Inspector.

7. **Announcements from Board Members**
   - M. Biagini had a resident approach him regarding the road condition at the trailer park, he told the resident that the board could not take any action unless a petition from the residents was filed with the board.
   - M. Francesconi asked the board to continue to think about bi-weekly meeting, all members present agreed that it would be acceptable and will discuss at the next meeting.

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8. **Adjournment** - A motion was made by M. Biagini and seconded by S. McGrath to adjourn the meeting at 7:19 p.m.
   Roll Call Vote – All members yes – motion carried.

Respectfully Submitted,
Jennifer Morse
Town Administrator
August 4, 2021

Document List

1. Agenda – August 3, 2021
2. Board of Health Report – attached
3. Council on Aging Report – attached

4. Minutes – July 16, 2021
5. Minutes – July 27, 2021
6. Animal Control Officer Job Description
7. Treasurer Job Description
8. Collector Job Description
9. Water Department Emergency Repairs Bid Documents
10. Personnel Manual Draft

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Agenda – August 3, 2021

In-person
The Green Room at 191 Church Street (former Cheshire Elementary School)
Enter Building at West Ramp Entrance

6:30 p.m. Open Meeting – Introductions - Pledge of Allegiance

1. ***Department Reports***
   - ***a.*** *Board of Health re: COVID 19*
   - ***b.*** *Council on Aging*
2. ***Zoning Board of Appeals Appointments***
   - ***a.*** *Zoning Board of Appeals Alternates – Jeff Reynolds & Jered Martin*
   - ***b.*** *Citizen Advisory Committee – Carole Hilderbrand, Mark Biagini, Ray Killeen*
   - ***c.*** *MVP Core Team - Liseann Karandisecky*
   - ***d.*** *Mohawk Trail Woodlands Partnership Committee – Jennifer Morse*
3. ***Minutes – July 16, 2021 & July 27, 2021***
4. ***Discussion/Decision Items***
   - ***a.*** *Job Descriptions – Animal Control Officer, Treasurer, Collector*
   - ***b.*** *Adams Cheshire Youth Football Field Use*
   - ***c.*** *Water Department – Emergency Repairs Bid Documents (Draft)*
   - ***d.*** *Personnel Policies (Draft)*
5. **Town Administrator Update**
6. ***Public Comment Period***
7. ***Announcements from Board members***
8. ***Any other business not reasonably anticipated 48 hours prior to the meeting.***
9. ***Adjournment***

To join my meeting from your computer, tablet, or smartphone.

https://global.gotomeeting.com/join/570457093

You can also dial in using your phone.

United States: +1(646) 749-3335

Access Code: 570-457-093

Submitted and posted by: Jennifer Morse – Town Administrator 7/29/2021 @ 12:10 PM

POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A §§18-25.

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OFFICE OF THE BOARD OF HEALTH

August 2, 2021

A brief report from the Board of Health Office:

Currently the Board of Health is holding regular office hours on Monday nights from 6:00-8:00pm. Over the past few weeks our focus has been selling Transfer Station permits and bag tags. We have already sold over 700 Transfer Station permits this year, quickly closing in on last years sales of just over 800 permits. Cheshire was no stranger to the housing market boom as we have been actively in the field witnessing perc tests and title five inspections for the purchasing and selling of homes within our town. We have started conducting on-premise food service inspections again, which were ceased during the pandemic, and have issued permits to twelve out of the eighteen kitchens that we inspect twice annually.

As you all know, the Covid19 pandemic affected the town in many different ways; office closures, canceling events, calling off COA lunches, and much more. Throughout the course of the pandemic the Board of Health was kept up to date with all recent (and ever-changing) COVID19 guidelines and restrictions. With the help of the Berkshire County Boards of Health Association and the Public Health Nurses we were kept aware of all new positive COVID19 cases within our town. During the pandemic and up until today, Cheshire had a total of 101 positive cases, with ten still active. I am proud to say that Cheshire has, according to the Mass DPH website, a total of 1,915 fully vaccinated residents and 241 residents that are partially vaccinated.

As you may know, the COVID19 virus has mutated into what is now known as the Delta Variant. The state has released the following information on the variant: "The Delta variant is known to be more transmissible than the original COVID-19 virus. Individuals infected with the Delta variant tend to have more virus in their respiratory tract than other variants and infected individuals may carry the virus longer. These two factors contribute to the increased transmissibility seen with the Delta variant. All three COVID-19 vaccines in use in the U.S have shown to be very effective against the COVID variants and remain the single best way for people to protect themselves, their loved ones, and their community from COVID-19 and its variants. Other public health prevention measures that help stop the spread of Delta and other COVID-19 variants include: getting tested and staying home if you are sick, frequent handwashing or use of hand sanitizer, masking in indoor settings for unvaccinated people, and telling your close contacts if you test positive for COVID-19 so they can take appropriate steps."

Currently there are no restrictions on indoor or outdoor gatherings and or meetings, which is why are able to hold our regular in-person meetings and gatherings as a town. We, as the Board of Health, strongly encourage anyone who has yet to receive their full set COVID19 vaccines to do so as soon as possible. If you aren't vaccinated and attend in person gatherings you should continue to wear a face covering to protect yourself and others around. And of course, if you feel sick to not interact with anyone else and get tested for the coronavirus. At this time, we do not see any need to cease any in person meetings and gatherings but will keep the town updated with and guidelines issued by the state and the CDC.

Respectfully submitted,
The Board of Health

Christopher Garner
Michael Kruszyna
Brian Trudeau

COA Cheshire Center for Active Living July 2021

Carole A. Hilderbrand, Director

It's great to be up and running. July's total for lunches served was 435 individuals. Grab n' Go meals continue to be offered 5 days per week with indoor lunches served Mondays, Tuesdays, and Wednesdays.

* Wreath Making with Nancy was a huge success. Each person was able to bring home a flower decorated wreath. 12 attended.
* Card Making with Lorraine was a time for creativity, skill learning, and fun. 13 attended.
* Intuitive Painting was offered by Life Coach, Viktoria Seavey. 15 attended.
* Shuffle Board is being used daily with games offered on Monday evenings at 6:30PM.
* IT was offered to those folks struggling with all the features on their cell phones.
* Bikes are being used and enjoyed.
* Pickle Ball equipment is being used by our seniors at our site and at the school.
* 92 Birthday cards were addressed for the month of August by Betty King.
* Scheduling August workshops in card making, knitting, and bracelet making with Stephanie. Elder Services is offering a workshop for senior on strength building and Nutrition on August 3, 2021.
* The Brown Bag project assisted 32 families for a box of basic food.
* The Cheshire Chatter is out for July/August with having 150 copies printed and over 125 emailed.
* Adults will be going to see a play at Barrington Stage on August 21, 2021. "Sister Sorry."
* Fallon Health Care will be offering BINGO on August 25, 2021.
* The CHP Medical Van is scheduled for August 11th for COVID vaccinations and referrals.
* I am also seeking a volunteer to manage the Bingo games. Prizes will be awarded.

Carole A. Hilderbrand July 31, 2021

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – July 16, 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 Friday July 16, 2021, at 6:30 PM.

Members Present:	Michelle Francesconi, Chair
	Jason Levesque, Clerk
	Raymond Killeen
Members Absent:	Mark Biagini
	Shawn McGrath
Others Present:	Jennifer Morse, Town Administrator; Sandra Sloane; Richard Francesconi, Rebecca Herzog; Peter O'Brien; Ron Lancia.

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

Ms. Francesconi acknowledged the members of the Board present and Town Administrator Jennifer Morse.

1. Appointment

a. **Temporary Caretaker/Custodian- Mark Walker**- *A motion was made by J. Levesque and seconded by R. Killeen to appoint Mark Walker as Temporary Caretaker/Custodian*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

b. **Interim Building Commissioner - Brian Duval** - *A motion was made by Levesque and seconded by M. Francesconi to appoint Brian Duval as Interim Building Commissioner/Zoning Enforcement Officer and ADA Compliance Officer.*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

2. New Business

a. Cemetery Commission – Shed Roof Project: Discussion with Cemetery Commissioners Richard Francesconi and Sandra Sloane regarding the Shed Roof Project. The deposit for the project was removed from the Cemetery budget line item to Town Building Repairs for Fiscal Year 2021 leaving the Cemetery Commission with a carry forward total of $1,871.68 for the sign. It was agreed that a member of the Board of Selectmen will join the Cemetery Commission to discuss the funding for the remainder of the project which is set to get underway this Saturday July 17, 2021. M. Francesconi noted that the electric bills have been coming from the Cemetery expense line and should have been coming from the Town Building account, this has been corrected moving forward.

b. **Citizen Advisory Committee – CDBG Program:** M. Francesconi noted that the Berkshire Regional Planning Commission is dealing with a complainant who may file an official grievance complaint and the Citizen Advisory Committee would need to meet to discuss. Former members of the board included Mark Biagini, Carole Hilderbrand and Michelle Francesconi. M. Francesconi can no longer serve as the Chair of the Board of Selectmen is the final step in the grievance policy. R. Killeen suggested a notice on the town website soliciting volunteers.

c. **Emergency Communication Services Agreement -** *A motion was made by M. Francesconi and seconded by J. Levesque to sign the agreement as presented.*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

3. Old Business

a. **Building Commissioner, Local Building Inspector, Plumbing/Gas Inspector Job Descriptions and Posting**
Building Commissioner/Zoning Enforcement Officer/ADA Compliance Officer - The job description was reviewed and revised by removing the supervision role, also that the office hours section can be to be written as to be determined. *A motion was made by M. Francesconi and seconded by J. Levesque to accept the job description with edits.*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

Local Building Inspector - The job description was reviewed. *A motion was made by J. Levesque and seconded by R. Killeen to approve the job description as presented.*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

Plumbing and Gas Inspector - The job description was reviewed and revised by removing the supervision role. *A motion was made by M. Francesconi and seconded by J. Levesque to approve the job description with edits.*
Roll Call Vote - J. Levesque – Yes; R. Killeen – Yes; M. Francesconi – Yes – motion carried.

b. **Discussion re: Animal Control Officer and Harbormaster Positions**
Harbormaster - The job description was reviewed, and changes made to the name of the Lake. R. Killeen would like to see information regarding the fueling, docking and maintenance of the boat in the details. There was discussion on including permits, training, and dam control in the job description. J. Morse will forward the draft job description to the Police Chief for input and will also work with the Police Chief on an Animal Control Officer job description.

c. **Review and potential decision on PILOT agreement with Borrego Solar – East Harbor Rd**
The draft was reviewed with proposed changes to Section 3 regarding inventory and time of inspection, Changes also made to section 14A and 14C changes "rolling 365 day period" to the duration of the agreement.

d. **NETRA Race**
M. Francesconi noted that the race will take place this weekend at Martin Farm on Jenks Road. J. Levesque suggested that the Planning Board look at the bylaws to possibly limit the amount of such races per season and noise levels stating that the current bylaws do not address concerns for such events. R. Killeen noted that he was bothered that no one notified the town and there was discussion on adopting a special event permit application for such events.

e. IT Project Update

Morse shared that a list of Microsoft Office Suite Users and emails has been created and this part of the project will begin the first week in August. M. Francesconi noted that Cares Act Funding is paying for this stage of the project and discussed town officials using official town email addresses for archiving purposes.

4. Public Comment Period

a. Trent Field spoke regarding the resignation of the building inspector stating that he worked well with the inspector that he was fair and respectful. Mr. Field further stated that he was a good inspector and wanted to go on record stating such. R. Killeen noted that he had wanted to speak with the former inspector as planned during the last meeting in executive session, but he had resigned. M. Francesconi thanked Mr. Field for his comments noting that the board had just approved job descriptions that make the duties clear. Mr. David Field added that the residents are concerned, and that the former inspector was always very helpful. Mr. Brent Field noted that he was joined by four other local contractors who all shared the same sentiments and on Tuesday July 13, 2021, more than eight local contractors had attended to show support for the former inspector.

b. Peter O'Brien asked for an update on the clearing being done on Shadowland Rd noting that no other work has been done recently. J. Morse will forward the information including the Zoning Board decision to the new Zoning Enforcement Officer.

c. Sandra Sloane inquired about the cement pad at the Community Center to be used for pickle ball among other uses. M. Francesconi shared that the money would not be able to be moved forward since the Town did not obtain a written quote, she further expressed that she was frustrated on many levels one being that the money could have been used for other projects including bleacher placement. J. Levesque spoke about the Town implementing an Open Space and Recreation Plan which would open the town up to more grant funding. There was discussion if the Community Center is the best location and about using one of the courts at the school and a reminder will need to go to the Youth Center that townspeople have priority of use of the grounds.

5. Announcements from Board Members

a. R. Killeen will bring to the next board meeting for discussion changing the start time of meetings to 7 p.m.

b. J. Levesque would like to update the marijuana host agreement policy to take place after a special permit has been approved which will benefit the town regarding the minimum contribution by the business. Also noted is that the bylaws online are not complete which has been brought to the attention of the Town Clerk and Town Counsel.

c. R. Killeen noted that the parking signs at the boat launch are not deterring parking. There was discussion about reaching out to DCR to see if a foot bridge would allow access from the weigh station. M. Francesconi said that she had just taken a complaint prior to the meeting and that the entire area needs a complete reconfiguration.

6. Adjournment - A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 7:33 p.m.

Roll Call Vote – All members yes – motion carried.

Respectfully Submitted,
Jennifer Morse
Town Administrator
July 19, 2021

Document List

1. Agenda – July 16, 2021
2. Emergency Communications Agreement
3. Building Commissioner/Zoning Enforcement/ADA Compliance Officer Job Description
4. Local Building Inspector Job Description
5. Plumbing and Gas Inspector Job Description
6. Harbormaster Job Description
7. PILOT agreement documentation
8. IT Update Schedule
9. TA Update for week of 7/5/21-7/9/21.
10. Current Town Facilities Request Form

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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

Animal Control Officer Job Description

TOWN OF CHESHIRE
Animal Control Officer

General Purpose:
Under general direction of the Police Department, provides effective and efficient management, ensuring compliance with policies, procedures, and safety regulations. The position is appointed by the Board of Selectmen and serves a term of two years.

Essential Job Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Works with the Town Clerk Office to make sure all dogs in the Town are licensed.

Enforce dog leash laws. Enforce Massachusetts Laws regarding dogs, cats, and other animals. Enter areas where there are mad dogs, cats, rats, and squirrels, etc., and dispose of them according to law. Participate with other public safety employees regarding search and seizure operations as directed by the Chief of Police and /or his/her designee.

Pick up all animals that are struck and injured by motor vehicles. Dispose of all dead animals according to law.

Respond to complaints received by the Animal Control Officer (you), Dispatch and/or the Police Department personnel. Chase and recover lost cows, pigs, horses, etc.

Make yearly report to the Town for the Annual Town Report.

Make a monthly report which will include incident calls responded to, number of leash law violations issued, number of animals picked up, number of animals destroyed and by whom and all other pertinent information necessary.

Physical Requirements/Work Location:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Frequent strenuous physical effort required, ability to lift and carry on frequent and continuous basis, weights of 50-75 pounds. Required to bend, kneel, reach and squat frequently throughout a work shift. Ability to walk or stand continuously through the day. Physical ability to move in and out of vehicles. While performing the duties of the job the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions.

Qualifications:

Knowledge of feeding and care of animals. High school diploma or general education degree (GED); and six months to one-year related experience and/or training; or equivalent combination of education and experience. Possession of a valid driver's license.

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively orally and in writing. Ability to establish a working relationship with peers, supervisors, and the public. Ability to exercise sound judgment evaluating situations and making decisions. Ability to follow verbal and written instructions.

Ability to obtain firearms license and qualify for the use of a Cheshire Police Department firearm.

Applicants will be required to undergo a background check including CORI/SORI screening prior to appointment.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

TOWN OF CHESHIRE
Town Collector

General Purpose:
Performs professional administrative and technical work involving the receipt of tax revenues and the preparation of related records and reports. Department administration includes the billing and collection of all real estate, personal property, district, and motor vehicle excise taxes. The incumbent performs all other related work as required.

Supervision
Performs highly responsible function of a complex and technical nature requiring independent professional judgement and initiative in the planning, administration and execution of the department's services, in the interpretation of applicable laws, regulations and procedures. Performs a variety of responsible functions within the guidelines established by statue and professional standards.

Work is performed under the administration and policy direction from the Board of Selectmen with duties and responsibilities defined by state laws, town policies, town bylaws. Assumes direct accountability for departmental results. The employee has the authority to make decisions with regard to the department, and informs the Board of Selectmen and other Town officials, the public and state officials of departmental work program progress , issues of concern to the Town and office initiatives being undertaken.

The employee may be responsible for the direct supervision of both a staff employee and subcontracted service providers including the hiring, setting of department goals and objectives assignment of work, regular checking and reviewing the accuracy and completeness of work assigned and annual evaluation of performance.

Essential Job Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Receives all taxpayer money belonging to the Town and accounts for it according to the order of the Town's authorized officers and Massachusetts General Laws; makes bank deposits as needed.

Maintains department records pertaining to tax billing and collection and tax title, in accordance with federal and state records retention requirements.

Serves as the contact with the public for matters regarding the Tax Collector's office, to receive and provide specific information, to check and confirm information or data, and to otherwise facilitate and accomplish the duties and objectives of the department. Regular contacts include all other Town Departments, banks, federal and state agencies, and third-party administrators.

Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts, and balances. Reconciles cash and receivables with the Town Accountant monthly.

Prepares and administers departments budget.

Serves as an elected official and department head who must carry out full scale management responsibilities for the department, making certain that the department's legal responsibilities are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. The position's responsibility is to ensure that tax bills are issued and collected promptly for optimal cash flow.

Stays informed of changes in Federal, State and Local laws and is engaged in all means of continuing education available as to enhance the performance of his/her responsibilities and duties to the benefit of the Town.

Prepares and issues all required real estate, personal property, excise, and any other bills in accordance with Massachusetts General Laws and guidelines, including verifying the accuracy of warrants and producing or obtain proof of mailing records.

Collects all taxes as set forth in the warrants received from the Assessors, calculates, and assessed all interest and fees due, and maintain accurate records and control of all taxes receivable by year and levy type. Follow processes for pursing delinquent taxes as set forth in Massachusetts General Laws, including the processing of real estate tax liens and flagging of motor vehicle excise bills, processes abatements and exemptions from the Assessors or regularly monitors receivables for any refunds resulting from abatements or overpayments. Investigates and reviews all returned bills for owner address changes, and other necessary corrections to ensure prompt collection of taxes.

Contracts with subcontractors as necessary to provide lockbox tax receipt services, deputy collector services for excise tax bills, online bill pay services and tax collection software. Monitors, supervises, and ensures the accuracy of these subcontracted services.

Advises the Building Inspector and other permits and license granting department of delinquent taxpayers to enhance the collection of payments. Prepares Municipal Lien Certificates as requested for sales, refinancing and transfers of property, exercising great care as errors may result in monetary consequences.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Administrative work is performed under typical office conditions, work environment is moderately noisy. Work includes office interaction with taxpayers, meetings in other locations and ongoing training.

Operates a computer, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with public, State officials, other Town departments/boards/committees, law offices and vendors. Has access to department-related confidential information regarding taxpayer financial matters. Communications require professionalism, courtesy, patience, and tact and are conducted by telephone, email, written correspondence and in person.

Errors could result in delay, confusion or loss of service, major financial losses, deterioration of the Town's financial position and could have legal ramifications.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Strong knowledge of computer applications for financial management. Thorough knowledge of the Massachusetts laws regarding municipal finance. Comprehensive knowledge of GAAP and UMAS

Ability: Ability to establish and maintain cooperative relationships with town employees and officials and governmental representatives, as well as the public. Ability to communicate effectively in written and oral form. Ability to analyze and interpret financial data and to present findings clearly. Ability to represent the Town effectively in important financial area which could have considerable impact on current and long-range economic conditions within the Town. Ability to perform multiple tasks.

Skill: Extensive skills in the operation of computerized treasury software or other spreadsheet software, payroll software and internet/e-mail communication.

Qualifications:

Bachelor's degree in Financial Management, Accounting, Business Administration, or a related field; three to five years of progressively responsible municipal experience in accounting or financial management; or any equivalent combination of education and experience.

Special Requirements

Must be bondable with surety company authorized to conduct business in the Commonwealth of Massachusetts, Possession of a valid Massachusetts Driver's license. Must obtain and maintain certification from the Massachusetts Collectors and Treasurers Association (MCTA) as a Treasurer within five years of original employment.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

TOWN OF CHESHIRE
Treasurer

General Purpose:
Performs professional administrative and technical work involving the receipt, custody, disbursement, investment, and borrowing of funds, and for the preparation of related records and reports. Department administration includes the management of all Town funds, payroll, benefits management, investments, collection of all revenue due to the Town, the tax title and foreclosure process, borrowing, budgetary and town-wide capital management. Performs certain management processes related to retirement, payroll and benefits. The incumbent performs all other related work as required.

Supervision
Performs highly responsible function of a complex and technical nature requiring independent professional judgement and initiative in the planning, administration and execution of the department's services, in the interpretation of applicable laws, regulations and procedures. Performs a variety of responsible functions within the guidelines established by statue and professional standards.

Work is performed under the administration and policy direction from the Board of Selectmen with duties and responsibilities defined by state laws, town policies, town bylaws. Assumes direct accountability for departmental results. The employee has the authority to make decisions with regard to the department, and informs the Board of Selectmen and other Town officials, the public and state officials of departmental work program progress , issues of concern to the Town and office initiatives being undertaken.

The employee may be responsible for the direct supervision of both a staff employee and subcontracted service providers including the hiring, setting of department goals and objectives assignment of work, regular checking and reviewing the accuracy and completeness of work assigned and annual evaluation of performance.

Essential Job Functions:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Receives all money belonging to the Town and expends and accounts for it according to the order of the Town's authorized officers and Massachusetts General Laws; is authorized to pay any bill of all municipal departments, following ton policies and regulations.

Serves as custodian of all Town funds; ensures funds are adequate to meet current obligations, manages funds to ensure that all obligations can be paid in a timely manner; and is continually aware of the Town's cash position, depositing cash receipts weekly and reconciling all bank accounts.

Process payroll for the Town, withholds employee contributions for retirement of Town employees; assures eligible participants are afforded applicable insurance coverage and that appropriate withholding is made from payroll, and assures that retiree payments are collected for the group insurance plan.

Acts as the remitting agent for federal and state withholding taxes, retirement programs, health programs, insurance plan, unemployment insurance, deferred compensation, and voluntary benefits. Pays out and accounts for all payroll and personnel deduction amounts to the appropriate vendor or tax entities.

Represents the Town on matters of borrowing brought before State and Federal authorities and rating agencies. Directs, oversees, and maintains records of all long-term and short-term borrowing of the Town; reports transactions and status of State and Federal authorities as required; including annual continuing disclosures.

Acts as a member of the Berkshire County Retirement System and Berkshire Health Group Insurance. In these capacities, promotes and facilitate both short- and long-term planning particularly for financial matters and capital projects.

Maintain department records, including those related to employee earning and benefits, tax billing and collection, tax title, and debt, in accordance with federal and state records retention requirements.

Maintains tax title accounts; if redeemed, prepares a certificate of redemption; if not redeemed works with tax title counsel to initiate foreclosure proceedings in Land Court and other statutorily authorized procedures.

Serves as the contact with the public for matters regarding the Treasurer's office, to receive and provide specific information to check and confirm information or data, and to otherwise facilitate and accomplish the duties and objectives of the department. Regular contacts include all other Town departments, banks financial and lending institution, federal and state agencies, insurance agents, third party administrators, and retirement agencies. Contacts are made in writing, in person, via e-mail and on the telephone.

Prepares various reports on a weekly, monthly, quarterly, or annual basis relative to cash reconciliation, receipts and balances, payroll deductions, statements of debt and repayment schedule, and trust funds to local, state, and federal agencies. Reconciles cash and receivables with the Town Accountant monthly.

Prepares and administers departments budget.

Serves as an appointed official and department head who must carry out full scale management responsibilities for the department, making certain that the department's legal responsibilities are completed with accuracy and on time, and ensuring that the work program of the department is accomplished. The positions responsibility is to ensure that payroll processing, benefits management, cash, and investment management are of the highest quality, to ensure bond rating stability.

Stays informed of changes in Federal, State and Local laws and is engaged in all means of continuing education available as to enhance the performance of his/her responsibilities and duties to the benefit of the Town.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Administrative work is performed under typical office conditions, work environment is moderately noisy. Work includes regular trips to local banks, meetings in other locations and ongoing training.

Operates a computer, calculator, copier, facsimile machine, telephone and other standard office equipment.

Makes frequent contact with public, State officials, other Town departments/boards/committees, town retirees, bank representatives, health insurance representatives, payroll and retirement representatives and vendors. Has access to department-related confidential information regarding employee benefits.

Errors could result in delay, confusion or loss of service, major financial losses, deterioration of the Town's financial position and could have legal ramifications.

Employee has constant contact with public, peers, other town departments and officials, as well as the Department of Revenue, external auditors, management consultant and attorneys. Communications require professionalism, courtesy, patience, and tact and are conducted by telephone, email, written correspondence and in person.

Most errors or exercise of poor judgement may not be immediately detected or corrected, and could result in monetary loss, have extensive financial or legal repercussions a negative public relation as well as jeopardize department functions and efficient town wide fiscal management.

Knowledge, Ability and Skill

Knowledge: Thorough knowledge of the principles and practices of financial management and specific knowledge of the legal controls, methods, and procedures of municipal finance. Strong knowledge of computer applications for financial management. Thorough knowledge of the Massachusetts laws regarding municipal finance. Comprehensive knowledge of GAAP and UMAS

Ability: Ability to establish and maintain cooperative relationships with town employees and officials and governmental representatives, as well as the public. Ability to communicate effectively in written and oral form. Ability to analyze and interpret financial data and to present findings clearly. Ability to represent the Town effectively in important financial area which could have considerable impact on current and long-range economic conditions within the Town. Ability to perform multiple tasks.

Skill: Extensive skills in the operation of computerized treasury software or other spreadsheet software, payroll software and internet/e-mail communication.

Qualifications:

Bachelor's degree in Financial Management, Accounting, Business Administration, or a related field; three to five years of progressively responsible municipal experience in accounting or financial management; or any equivalent combination of education and experience.

Special Requirements

Must be bondable with surety company authorized to conduct business in the Commonwealth of Massachusetts, Possession of a valid Massachusetts Driver's license. Must obtain and maintain certification from the Massachusetts Collectors and Treasurers Association (MCTA) as a Treasurer within five years of original employment.

Non-Discrimination Clause:

No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

Adam Cheshire Youth Football Field Request

TOWN FACILITIES REQUEST FORM

Please read the instructions prior to filling out the facility use form.

1. Print your name, address, and a telephone number at which you can be reached during 8:30 a.m. to 4:00 p.m.
2. Check the facility or facilities you wish to use.
3. Requested use – please be specific as to the nature of the use and/or if you are representing a specific league or organization.
4. Special circumstances – (a) address needs which may not be currently available, i.e. need for tent, chairs, bleachers, decorations, etc. (b) give an estimated attendance which is needed to determine such things as crowd control and parking
5. Provisions for cleanup – there is no charge for normal field maintenance such as mowing grass. However, if you plan on decorating or placing items on the field, lining the field, the town will assess a fee if town workers are required to provide the service to restore the facility to its original state.

If there are no conflicts with other activities or fees assessed, the Town Administrator, or its representative, will make every effort to authorize this request within three (3) business days. If a conflict is determined or fees are required, this request will be presented at the next meeting of the Board of Selectmen. Special meetings can be arranged for extenuating circumstances.

Applicant name: Michael Mucci on behalf of Adams Cheshire Youth Football

Address: PO Box 385 **Town/City:** Adams **State:** MA

Telephone: 413-446-5278 **EMAIL:** mcmucci@allegrone.com

Facility Requested:

___ Cheshire School

___ Town Hall Park

_X_ Cheshire School Field

___ Street(s) (Specify:_____)

___ Little League Field, School Street

___ Cheshire Senior/Community Center (See Town Clerk for additional information)

TOWN FACILITIES REQUEST FORM

Date(s) of Use: 8/16/21 - 11/14/21

Hour(s) of Use: Monday through Friday 5pm to 8pm
Saturdays 8am to 11am (not every week)

Requested Use: (please be specific as to the nature of the event)

Youth Football Practice (Pee Wees only, grades 3 & 4)
Juniors & Seniors intend to continue practicing at Russell Field in Adams

Special Circumstances: (i.e., chairs on lawn, decorations at gazebo, tents, etc.)

None

Number of Participants/Attendees: Less than 50

Provisions for Cleanup: (a fee will be assessed if none provided) Daily Cleanup

This application will not be processed without the following information. Liability insurance is required by our insurance carrier.

Insurance:

Name of Insured: Berkshire Youth Football Association

Policy number or Insurer: HDGL 19000413

Policy Expiration Date: 7/22/22

Alcoholic beverages are not allowed on premises unless a special license has been obtained from the Board of Selectmen. Do you want to obtain a special license? ___ Yes ___ No

Special Fees:

Town Common Use for non-residents:	$ 10.00
Daytime Field use (6 hours maximum):	$ 50.00
Nighttime Field use:	$ 75.00
Police Officers x ___ (per patrol person)	$ _____

Field Maintenance (Subject to town policy) $ _____

The Town of Cheshire allows "free" use of its facilities to:

- Non-profit town affiliated functions (i.e. youth/high school sports programs, league field day, etc.), provided the non-profit organization provides proof of its status as a non-profit.
- Town residents: (i.e. weddings at the town common, etc.)

TOWN FACILITIES REQUEST FORM

RULES GOVERNING USE OF TOWN FACILITIES

1. **Absolutely No Alcohol** to be consumed on premises unless a special license has been obtained from the Board of Selectmen.
2. **No alterations** to structures or grounds.
3. **Property must be kept clean** and returned in clean, useable form.
4. ***Events and activities must be conducted in a well-controlled, responsible manner.***

I/We hereby, by myself, heirs, executors, administrators and officials, release and hold harmless the Town of Cheshire from all liability arising out of my/our use of the town facilities as requested above. I/We accept responsibility for damages to the property.

I/We waive and release any and all rights and claims for damages I/We or my/our guests may have against the town of Cheshire for injuries as a consequence of my/our use of the town facilities.

Applicant Signature _____ Date: 7/27/21

Applicant Name (Printed) Michael Mucci Date: 7/27/21

Chief of Police
(if applicable)

☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

☐ ☐

Board of Selectmen

☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

TOWN OF CHESHIRE
USE OF TOWN FACILITIES
RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM

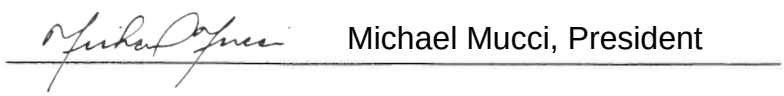
I/we, the undersigned (insert name of individual or group) Adams Cheshire Youth Football

_____, do hereby consent to my participation in voluntary or recreation programs conducted at Town of Cheshire owned facilities.

I also agree to forever release the Town of Cheshire, and all their employees, agents, and Board members from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or members of the above named group or organization or property damage resulting from my participation in activities at the Cheshire Elementary School and grounds, Cheshire Community Center and other Town owned properties..

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs, By signing this Form, I affirm that I have decided to participate in the program or activity as a volunteer with the full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I/we may suffer in volunteer activities or recreation programs conducted on Town of Cheshire property.

Participant/Group Signature:



Date: 7/27/21

TOWN OF CHESHIRE
TOWN FACILITIES USE POLICY

LEESEE'S/USERS INDEMNIFICATION AGREEMENT

The Lessee/User (insert name here) Adams Cheshire Youth Football shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Cheshire, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's/Users' lease or use of Town owned facilities, including the Cheshire Elementary School and grounds and the Cheshire Community Center, for any damage to its real or personal property that occurs in conjunction with the lease or use of the Town owned buildings, facilities or grounds by Lessee/User, unless the damage is caused by the Town's gross negligence or willful misconduct.

Michael Mucci, President
Signature of Lessee/User

PO Box 385
Address

Adams, MA 01220
Address

413-446-5278
Telephone

7/27/21
Date

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/22/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CIA Insurance Agency, Inc. dba Cross Insurance - Pittsfield 101 South Street, Pittsfield, MA, 01201	**CONTACT NAME:** **PHONE (A/C, No, Ext):** 413-445-5648 **FAX (A/C No):** 413-445-8874 **E-MAIL ADDRESS:** kknights@crossagency.com **PRODUCER CUSTOMER ID :**
INSURED SSEI Program Management Inc. Berkshire Youth Football Association c/o Daniel Hogan 136 East Road Adams, MA, 01220	**INSURER(S) AFFORDING COVERAGE** / **NAIC #** **INSURER A :** HDI Global Specialty SE — AA1340041 **INSURER B :** **INSURER C :** **INSURER D :** **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** A-SP-SU-21-07-20-236243 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	**GENERAL LIABILITY** X COMMERICAL GENERAL LIABILITY X CLAIMS-MADE X OCCUR X INCLUDES ATHLETIC PARTICIPANTS GENERAL AGGREGATE LIMIT APPLIES PER: X POLICY PROJECT LOC	Y	N	HDGL19000413	07/22/2021	07/22/2022	EACH OCCURRENCE DAMAGE TO PREMISES RENTED (Any one premises) MED EXP (any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 1,000,000.00 $ 300,000.00 $ 5,000.00 $ 1,000,000.00 $ 3,000,000.00 $ 2,000,000.00 $
	AUTOMOBILE LIABILITY ANY AUTO HIRED AUTOS ALL OWNED AUTOS NON-OWNED AUTO SCHEDULED AUTOS						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	UMBRELLA LIAB OCCUR **EXCESS LIAB** CLAIMS-MADE DEDUCTIBLE RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $ $
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? **(Mandatory in NH)** If yes, describe under SPECIAL PROVISIONS below	N / A					WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ $ $
A	**OTHER** Abuse/Molestation	Y		HDGL19000413	07/22/2021	07/22/2022	Each Occurrence: $ 25,000.00	Aggregate: $ 50,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Liability Policy Deductible: $ 0.00 per each bodily injury or property damage claim. ISO Occurrence form CG 00 01 04 13 and company's specific forms. Coverage for Participant Legal Liability requires that every participant signs a waiver/release. The certificate holder is named as Additional Insured with respect to negligent acts or omissions of the Named Insured and only with respect to the Operations of the Insured during the coverage period. RE: Registered Tackle Football participants: 07/22/2021 - 07/22/2022;

CERTIFICATE HOLDER

Hoosac Valley Regional School District
191 Church St
Cheshire, MA, 01225

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Mark Di Perno

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AGENCY		NAMED INSURED
CIA Insurance Agency, Inc. dba Cross Insurance - Pittsfield		**Berkshire Youth Football Association** **c/o Daniel Hogan 136 East Road** **Adams,** **MA, 01220**
POLICY NUMBER		
HDGL19000413		
CARRIER	NAIC CODE	
HDI Global Specialty SE	AA1340041	EFFECTIVE DATE: 07/22/2021

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance

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Water Department

Emergency Repair Bid

Bid Form:

Town of Cheshire Water Department
Various EMERGENCY REPAIRS to Municipal Water System
Request for Bids

The Cheshire Board of Selectmen, acting on behalf of the Cheshire Water Department, hereby requests bid proposals from qualified firms for the following items related to unanticipated as-needed repairs to its municipal water lines and related structures. This bid proposal shall cover the 10 month period from September 1, 2021 through June 30, 2022.

Machinery:

Item	*$ per hour*
Backhoe (4 wheel drive, w/ operator, extenda-hoe, 580 series or similar)	$
Excavator (10-12 ton, w/operator, w/backfill blade)	$
Single-axle Dump Truck	$
Tri-axle Dump Truck	$

Labor:

Item	*$ per hour*
Supervisor	$
Laborer	$

NOTES:

Bidders must be available and able to perform repairs on an emergency basis. The required response time to calls for services is 2 hours.

Successful bidder must furnish the Town with a Certificate of Insurance. Required limits are: *Property Damage and Bodily Injury Coverage of $1,000,000 for each occurrence*.

Successful bidder must provide 3 references related to water system repairs or construction.

Successful bidder will be bound by Massachusetts prevailing wage laws. [wage rates attached]

"The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person."

_____
Name of person signing proposal

_____
Name of business

Request for Bids
for Emergency Repairs
Town of Cheshire Water Department

The Cheshire Board of Selectmen, acting on behalf of the Cheshire Board of Water Commissioners, hereby seeks bid proposals from qualified contractors for services and related equipment for making unanticipated emergency repairs to the Town of Cheshire Municipal Water System. This request for bid proposals shall cover a period from September 1, 2021 through June 30, 2022. The Board of Selectmen will accept bids until 3:00 PM on August 24, 2021. Bid proposals can be dropped off at the Cheshire Town Hall, or mailed to the Cheshire Board of Selectmen at Box 647, Cheshire, MA 01225. Bid forms are available in the office of the Cheshire Town Administrator or the Town Clerk during normal business hours or by email from admin@cheshire-ma.gov. The Cheshire Board of Selectmen reserves the right to reject any or all proposals if they are not deemed to be in the best interest of the Town.

Cheshire Town Administrator
Jennifer Morse