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 17, 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 17, 2021, at 6:30 PM.

Members Present:	Michelle Francesconi, Chair Jason Levesque, Clerk Mark Biagini Ray Killeen
Members Absent:	Shawn McGrath
Others Present:	Jennifer Morse, Town Administrator; Peter Traub; Liseann Karandisecky; Karen Kruszyna(remote); John Tremblay (remote); Greg Fournier (I Berkshires)

M. Francesconi called the meeting to order at 6:30 p.m.

1. Workshop – Bylaw Review

M. Francesconi went over the process noting that the review is a year late, that the initial review period was to be 100 days. There was discussion on getting departments and board/committee input for bylaws that impact them. The "General Code" suggestions were reviewed with the bylaws that needed input form others flagged. The following bylaws were also flagged to be brought up for amendments or deletion at Annual Town Meeting:
55-001 – Term of the Moderator, there was discussion on making the term one year instead of the current three-year term. The current moderator has only attended one town meeting during the term, the previous moderator did not serve a three-year term.
55-004 - April and October meetings, there was discussion on removing this bylaw.
205-002 – Drive within marked lanes, there was discussion on removing roadways bylaws that refer to MGL.
210-001 – Limit on storage, there was discussion regarding the use of six unregistered vehicles on farmland.

J. Morse will forward all flagged bylaws to the appropriate departments for review.

2. Temporary Custodian/Caretaker Appointment – Tom Allen

J. Morse reported that the Highway Superintendent had met with Mr. Allen and would like to have him appointed to the Temporary Custodian/Caretaker position. Mr. Allen will be able to start in the next two weeks.
A motion was made by M. Francesconi and seconded by J. Levesque to appoint Tom Allen to the Temporary Custodian/Caretaker position.
Roll Call Vote: J. Levesque – Yes; R. Killeen – Yes; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 4-0

3. Accountant Hours

J. Morse asked for clarification on the accountant office hours noting that the board had agreed to allow four hours of weekend work to review payroll. The Treasurer is now doing payroll on Friday and payroll can be reviewed late Friday, Monday, or Tuesday. Since payroll is no longer a reason for weekend hours the board discussed reverting to the agreed-on hours from the Executive Session meeting on February 23, 2021, which are Tuesday from 8 a.m. – 8:30 p.m. and Thursday from 8 a.m. – 4:30 p.m. with half hour lunch breaks each day.
A motion was made by J. Levesque and seconded by M. Francesconi to set the accountant hours back to the agreed-on hours of Tuesday 8 a.m. – 8:30 p.m. and Thursday from 8 a.m. – 4:30 p.m.
Roll Call Vote: J. Levesque – Yes; R. Killeen – Yes; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 4-0

4. Minutes – August 10, 2021; March 16, 2021; May 25, 2021

August 10, 2021 – *A motion was made by J. Levesque and seconded by M. Biagini to accept the meeting minutes of August 10, 2021, with one correction.*
Roll Call Vote: J. Levesque – Yes; R. Killeen – Yes; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 4-0

March 16, 2021 – *A motion was made by J. Levesque and seconded by M. Biagini to accept the meeting minutes of March 16, 2021, as presented.*
Roll Call Vote: J. Levesque – Yes; R. Killeen – Abstain; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 3-0-1

May 25, 2021 – *A motion was made by J. Levesque and seconded by M. Biagini to accept the meeting minutes of May 25, 2021, as presented.*
Roll Call Vote: J. Levesque – Yes; R. Killeen – Abstain; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 3-0-1

5. Executive Session: *A motion was made by M. Francesconi and seconded by J. Levesque to enter into executive session at 7:42 p.m. according to MGL Chapter 30A, Section 21 (a) (7) to comply with, or act under the authority of, any general or special law or federal grant in aid requirements, citing to the Open Meeting law, GL Chapter 30A, Section 22 (f)(g). The following executive session minutes will be reviewed – March 30, 2021 (two sets); February 23, 2021; January 5, 2020; February 19, 2019; March 26, 2019 (two sets); August 27, 2019; September 23, 2019; September 17, 2019. The board will convene in regular session to adjourn only.*
Roll Call Vote: J. Levesque – Yes; R. Killeen – Yes; M. Biagini – Yes; M. Francesconi – Yes
Motion Carries: 4-0

6. Return to regular meeting at 8:30 p.m.

R. Killeen noted that the Town Administrator had worked extra hours on Monday evening to be at the Citizen Advisory Committee Meeting stating that he wanted it on record in case there was ever a question about hours worked.

7. Adjournment - A motion was made by M. Biagini and seconded by J. Levesque to adjourn the meeting at 8:32 p.m.
Roll Call Vote – All members yes – motion carried.

Respectfully Submitted,
Jennifer Morse
Town Administrator

August 18, 2021

Document List

1. Agenda – August 17, 2021
2. Minutes – August 10, 2021
3. Minutes – March 16, 2021
4. Minutes – May 25, 2021

Approved: August 24, 2021 Vote: 4-0-1

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Agenda/Workshop – August 17, 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. **Workshop**
   a. *Bylaw Review*
2. **Custodian/Caretaker Appointment**
3. **Accountant Hours (Added 8/12/2021 @ 3:43 p.m.)**
4. **Minutes** – *August 10, 2021; March 16, 2021; May 25, 2021*
5. **Any other business not reasonably anticipated 48 hours prior to the meeting.**
6. **Executive Session Minutes** – MGL Chapter 30A, Section 21 (a)(7)" to comply with, or act under the authority of , any general or special law or federal grant-in-aid requirements, citing to the Open Meeting Law, GL Chapter 30A, Section 22 (f),(g). – March 30, 2021(2); February 23, 2021; January 5, 2020; February 19, 2019; February 12, 2019; February 26, 2019 (2); August 27, 2019; September 23, 2019; September 17, 2019.

Meetings are being held in-person at 191 Church Street (former Cheshire Elementary School)

If technical Issues occur – DRAFT minutes and meeting documents will be posted to the website the next day.

https://global.gotomeeting.com/install/572029061

You can also dial in using your phone.

United States: +1(646) 749-3335

Access Code: 572-029-061

Submitted by: Jennifer Morse – Town Administrator 8/12/2021 @ 9:10 a.m. Revised 8/12/2021 @3:43 p.m.

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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – March 16, 2021

Members Present: Michelle Francesconi, Chair
Jason Levesque, Emergency Services Liaison
Ronald DeAngelis, Highway and Infrastructure Liaison
Mark Biagini, Clerk

Others Present: Mark Webber, Interim Town Administrator
Noelle M Pandell, Interim Administrative Assistant

Go-To-Meeting: Denise Gregoire, Finance Committee
John Tremblay, Finance Committee
Lenwood "Woody" Vaspra, Finance Committee
Kathleen Levesque, Finance Committee
Heather Emerson, Finance Committee
Thomas Francesconi, Fire Chief
Timothy Garner, Police Chief
Robert Navin, Highway Department
Amber LaFogg, Board of Health
Eugene Gebarowski, Council on Aging

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

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(s) – March 9, 2021**
   Minutes were tabled to next week.

2. **Department Budget Review with Finance Committee**
   a. **Tree Warden –** R. Navin advise that the budget is level funded. He said he has a large list of trees to work on. A brief discussion followed.

b. Police Department – T. Garner advised that the budget is level funded except for the salaries for the officers. T. Garner did not include a salary increase for the Police Chief, but a 2% increase was added by M. Webber.

T. Garner advised that an old pipe in the ceiling in his office was leaking; Pyramid Plumbing came and ran a new line. John Burzimatti, of Pyramid Plumbing, donated his time which came to $1,068. He said he appreciates what the Police Department does for the kids in Cheshire. Discussion followed and the Board agreed to pay the $1,068 to John Burzimatti and he can donate the money to the Police Department.

c. Fire Department – T. Francesconi said the budget is level funded except for a 3.1% increase in the Fire Chief salary. T. Francesconi said that the pipe failed in Engine 2, the main pumper truck that is used when the big trucks can't get to brush fires or during inclement weather. The only company they found that can fix it is in Maine. It will cost about $18K to replace it and that will come out of the Fire Department budget. They are in the process of making arrangements to get the truck to Maine.

There was discussion regarding adding a maintenance line item - T. Francesconi said that it would be a good idea for FY23; he keeps track of the maintenance and he will be able to come up with a number for FY23. J. Tremblay suggested that the remaining amount in the budget be encumbered so that it can be used for the pumper truck. T. Francesconi said he would work with M. Webber on this.

M. Francesconi left the meeting for the discussion regarding the Fire Chief's salary. It was noted that the Fire Chief's salary and the Police Chief's salary are significantly lower than others. Discussion followed and the Board agreed to increase both salaries to $8K as a placeholder and the Board will gather information on other Fire Chief and Police Chief salaries.

M. Francesconi re-joined the meeting. T. Francesconi requested that an article be placed on the Annual Meeting Warrant for $15K for a used pickup truck to replace the existing brush truck, which is a 1984 military surplus truck. T. Francesconi said that it is not financially responsible to continue to put money into repairing the truck. Because it is a military surplus truck, it needs to be returned to the government. Discussion followed.

T. Francesconi advised that the Director of the Adams Ambulance agreed to put an ambulance at the Fire Station Monday through Friday from 8 am to 4 pm. T. Francesconi requested that the Town pay $10K to the Adams Ambulance for their willingness to assign an ambulance to the Fire Station. The Adams Ambulance pays to have an EMT and a Paramedic assigned to Cheshire. T. Francesconi pointed out that this request is not coming from the Director of the Adams Ambulance. Discussion followed.

With regard to the boiler in the Fire Station, T. Francesconi advised that John Burzimatti will be doing the work and we are talking about going to two boilers; T. Francesconi is waiting for a quote. T. Francesconi said that the floor in the Fire Station is uneven and cracking. He has a local contractor that is going to give him an estimate to fix it. Discussion followed.

d. Board of Heath – A. LaFogg, the Board of Health Secretary was present to present the BOH budget; she said that the budget is level funded except the salaries of the members of the Board of Health and the Board of Health secretary received a 5% increase. Discussion followed.

e. **Town Compactor** – M. Francesconi advised that the money taken in is significantly higher, so they want to create a revolving fund. Discussion followed.

3. **New Business**

a. **Review and possible decision on field usage request from the Cheshire Little League**
M. Francesconi advised that the Cheshire Little League submitted a field usage request to hold games here again. Following some discussion, *M. Biagini made a motion to approve the Cheshire Little League's field usage request – seconded by J. Levesque –* ***Roll Call Vote – All members yes – motion carries***

b. ***Review of Adams Cheshire Savoy Softball League field plans for 2021***
M. Francesconi advised that the Adams Cheshire Savoy Softball League submitted a field usage request to hold games here. Following some discussion, *M. Biagini made a motion to approve the Adams Cheshire Savoy Softball League's field usage request – seconded by J. Levesque –* ***Roll Call Vote – All members yes – motion carries***

c. **Appoint – Transfer Station Attendant: Michael Meczywor**
CJ Garner of the Board of Health and R. Navin of the Highway Department submitted a letter recommending the appointment of Michael Meczywor as the Transfer Station Attendant.
J. Levesque made a motion to appoint Michael Meczywor as the Transfer Station Attendant – seconded by M. Biagini – ***Roll Call Vote – All members yes – Motion carries***

d. ***Appointment – Inspector of Animals: Myron Proper***
J. Levesque made a motion to appoint Myron Proper as the Inspector of Animals – seconded by M. Biagini – ***Roll Call Vote – All members yes – Motion carries***

e. ***Discussion and potential decision regarding salary increases***
M. Francesconi advised that last year 11 people received a 6% salary increase and everyone else received a 2% salary increase. Discussion followed and M. Francesconi said that they would continue to work on this and bring it back at a later time.

f. ***Discussion and potential decision on pay rate for the COA Van Driver***
Discussion followed regarding the pay rate of the COA Van Driver as well as the position; E. Gebarowski said they had a candidate, but that person backed out. He said they need a bigger pool of candidates; M. Francesconi said that she reached out to the Berkshire Eagle to see what the price is for small ad. It was suggested to find out what other communities pay.

4. **New Business**

a. **Discussion regarding Senior/Veteran Tax Work-Off Program**
M. Webber said that he has not received any more responses regarding departmental needs. A brief discussion followed.

b. **Update regarding Town Administrator position**
M. Webber advised that he plugged in $75K for a Town Administrator's salary as full-time. Discussion followed regarding how many hours the Town Administrator's position should be and it was agreed that the position should be 40-hours per week with a salary of $85K.

c. Discussion and potential decision regarding the re-opening of Town Buildings

There was discussion about re-opening town buildings. M. Francesconi advised that many town buildings across the country have already opened but we have not. Following additional discussion, *M. Francesconi made a motion to open town buildings on May 1st by appointment only and to allow in-person meetings – seconded by J. Levesque –* ***Roll Call Vote – 3 yes 1 no – Motion carries***

5. Public Comment Period

Amber LaFogg asked if the library will reopen and M. Francesconi said it would need to be discussed with the library trustees.

Woody Vaspra said it was a good meeting.

6. Announcements from Board Members

J. Levesque said that a resident of Sand Mill Road said that it is decaying; J. Levesque told the resident that he would take a look at it.

R. DeAngelis said that Jenks Road gets shut down when the road gets bad but there are a lot of building lots for sale and once people start to build, that road will have to stay open. Something to think about. J. Levesque said that it would be nice to budget for these types of repairs.

M. Francesconi gave the following Town Hall update:

- Painting is done in the Town Administrator's office, the meeting room and stair way is done
- Lighting fixtures are starting to come in; period lighting for the stairwell and in front of the window
- Bathrooms are now getting painted
- Painters are in the basement stairwell
- The alarm company met with George Sweet to do a walk through of what areas will be alarmed:
  - Town Clerk's office
  - Library
  - Basement will have a carbon monoxide detector
  - Annex will have a smoke detector

M. Francesconi advised that an external monitoring company monitor the alarm system.

M. Webber gave the following update:

- The latest municipal aid figures from the "American Rescue Plan" had Cheshire listed to receive $915,543 rather than the $308,693 originally reported. The increase is due to Cheshire's portion of the amount that would have been lump summed to county government if we still had county government;

  To date, all M. Webber has seen so far from the state is that the money is unrestricted. The MMA says that the funds may be used to:
  - Replace revenue lost or reduced as a result of the pandemic
  - Fund COVID-related costs
  - Provide support to aid households and businesses impacted by the crisis
  - Invest in economic recovery and renewal and fund investments in water, sewer and broadband infrastructure.

- Mark Rabinsky the Green Communities regional contact said that previously approved project funding will remain in place for the time being. M. Rabinsky thought that the approved figure was in the range of $120,000. He suggested that M. Webber speak to the Town's Green

Communities consultant from Guardian Energy to get an update on the Town's projects. M. Webber has a meeting with M. Rabinsky on Thursday, March 18th.

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

8. **Adjournment** – *M. Biagini made a motion to adjourn at 8:41 pm – seconded by J. Levesque –* ***Roll Call Vote – All members yes –*** *Motion carries*

Respectfully submitted,
Noelle M. Pandell

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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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – August 10, 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 10, 2021, at 6:31 PM.

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

Others Present: Jennifer Morse, Town Administrator; Peter Traub; Ron Lancia; Robert Navin, Highway Superintendent; Bill Lewis; Becky Herzog; Maryanne Manning; Brook Dupree; Sonia Orenstein; Craig Kahn; Jessica Wells.

1. Cannabis Cultivation Facility Discussion - Mass Yield Cultivation – Wells Road

Sonia Orenstein, Craig Kahn, and Jessica Wells from Mass Yield Cultivation joined the board to have an initial conversation regarding cannabis cultivation at their property located on Wells Road. Craig shared a map showing the lots combined for 100.5 acres of which 10 acres will be cleared for cultivation. The company is in the final process with the state for their license in Pittsfield and has the ability under that license to yield more product. Sonia made it clear that this project is a long-term project that will bring 12-20 jobs to the area, stating further that they want an agreement to be beneficial for the town as well as the company. Discussion on the next steps which include a community host agreement and special permit from the Planning Board. Mass Yield Cultivation is hoping to have the project ready for June 1, 2022. Mass Yield Cultivation was advised to review the orders imposed on the Stafford Hill Project.

2. Youth Center Discussion regarding Rhythm Rhyme Subletting

Brook Dupree and Maryanne Manning joined the board to discuss a proposal to use a classroom within the Youth Center for child 18 months – 2.9 years. There was not a Youth Center representative at the meeting. J. Levesque noted that with Board of Selectmen approval it is allowable. Rhythm Rhyme explained that they would use the playground, bathroom and one classroom, children bring their own food, and the Pre-K provides their own supplies. M. Francesconi spoke about the Elementary School running in a deficit since the town pays for trash removal, custodian services and all utilities, revenues do not cover the expenses.
R. Killeen suggested that Rhythm Rhyme work on a lease agreement with the Youth Center then have the Youth Center approach the board so a discussion can be had about the lease.

3. Appointment – Harbormaster

A motion was made by J. Levesque and seconded by S. McGrath to appoint William Lewis as Harbormaster to a term expiring on June 30, 2023.

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 5-0

4. Department Reports – Highway Superintendent Robert Navin

R. Navin reported that it has been a busy summer with the extreme rain in town the workload has increased with minor washouts, clogged catch basins and culverts and additional tree work. R. Navin noted the town was fortunate that the rain did not cause severe issues as in some communities. Route 116 paving has been completed by LB Corp., all agreed that they did a wonderful job. R. Navin is hoping that the remainder of Route 116 and guardrails can be completed in the summer of 2022. Ongoing projects include patching and mowing as weather permits. R. Navin reported that the custodian/caretaker position is open again and interviews will be conducted later this week and he will likely have a recommendation for the next meeting. In the works is the Chapter 90 project request to resurface East Main St. (53,000 SF) and Crest, Stonehenge, and Arnold Court (55,000 SF), also an undetermined distance on West Road.

5. Minutes

July 16, 2021 – *A motion was made by M. Francesconi and seconded by J. Levesque to accept the meeting minutes of July 16, 2021, as presented*

Roll Call Vote: J. Levesque – Yes, S. McGrath – Abstain, M. Biagini – Abstain, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 3-0-2

August 3, 2021 – *A motion was made by M. Francesconi and seconded by M. Biagini to accept the meeting minutes of August 3, 2021, as presented.*

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Abstain, M. Francesconi – Yes
Motion Carries 4-0-1

6. Discussion/Decision Items

a. Special Election Warrant – Tuesday August 24, 2021, Polls Open: 9 a.m. – 7 p.m.

The warrant was reviewed by board members. *A motion was made by M. Biagini and seconded by J. Levesque to approve the Special Election Warrant for Tuesday August 24, 2021*

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 5-0

b. **Mileage Reimbursement Policy*:***

The draft policy was reviewed by the board members. R. Killeen was concerned about abuse of the policy having employees/volunteers seek mileage reimbursement for small in town trips using his work on the Conservation Commission as an example. There was further discussion on what would be appropriate for mileage reimbursements, past practice, and the role of department heads to set policy regarding what is allowable. *A motion was made by M. Francesconi and seconded by S. McGrath to approve the mileage reimbursement policy adding it to the Personnel Manual and to omit the example within the policy.*

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 5-0

c. **Solar PILOT Agreement**

The agreement was reviewed by board members noting that there is a word missing in the second paragraph of section 3. All other changes are acceptable.

A motion was made by M. Biagini and seconded by J. Levesque to approve the Solar Pilot Agreement with Harbor Road Solar 1, LLC, the landowner, and the Town of Cheshire.

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 5-0

d. **Personnel Policies (DRAFT) Solar PILOT Agreement**

R. Killen noted that there was no information regarding FMLA or the small necessities act. M. Francesconi had edits and brought up the Use of Town Property Policy concerned that certain equipment is allowed to be used by staff and volunteers. R. Navin noted that highway employees are allowed to use small pieces of equipment will his approval. M. Biagini recommended the use of a sign out sheet to track the use and return of borrowed equipment. S. McGrath suggested that the wording be changed in the first sentence to state "unless specifically approved" and to remove the last sentence noting that the Board of Selectmen may review the case.
M. Francesconi brought up the current sick time policy and there was discussion on the interpretation of the policy. Currently the Highway Superintendent and workers have 5 sick days with an additional 5 days with a doctors note. Treasurer Becky Herzog noted that they are currently carrying over 10 days per year. The highway union workers contract was reviewed, and it was agreed that J. Morse will reach out to the union rep. to get their understanding of the policy. J. Morse will send out the DRAFT Personnel Manual to all department heads to review before the final reading at a future meeting.

e. Bi-Weekly Meeting Schedule & Meeting Location

M. Francesconi brought up going to a bi-weekly meeting schedule. Discussion ensued and the board agreed to move to a bi-weekly schedule with workshops and meetings on off weeks as needed. *A motion was made by M. Francesconi and seconded by M. Biagini to go to a bi-weekly meeting schedule.*

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, M. Biagini – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries 5-0

M. Francesconi brought up moving to the Community Center as the meeting location and acoustics of the room are difficult for audience members. J. Morse will contact the Council on Aging to inquire on using the space and will find out if the WIFI will support the remote meeting equipment.

7. **Town Administrator Update –** J. Morse had submitted a weekly report to the board prior to the meeting. Further J. Morse noted the following:
   - The Contract between the Town of Cheshire and BRPC for consultant services for the Municipal Vulnerability Plan is ready to be signed. The next step is to set up a meeting to get the process started as the project needs to be completed by June 30, 2022, and it is intensive.
   - The Board of Health suggested guidance for town employees and volunteers regarding face coverings in town buildings, the letter was read into the record by chair M. Francesconi. M. Francesconi noted that that she is adamantly opposed as it is not in line with current CDC recommendations for face coverings further noting that there is no science behind the use of face coverings, and they have caused notable medical issues in individuals.
   - The accountant emailed concerned about her working conditions noting that the pipes and peeling paint are an issue. J. Morse confirmed that there is a musty smell in on the first floor. Discussion on getting two dehumidifiers, one for the accountant office and one for the common area. J. Morse will reach out to the painting contractors and schedule that office as soon as possible.
   - J. Morse noted that Town Counsel has agreed that several sets of Executive Session minutes can now be released, and they will be reviewed by the board as allowed in executive session at the next meeting.

8. **Public Comment**

Becky Herzog inquired about the Board of Health suggestion for face coverings and the boards thoughts. There was a question if the Board of Selectmen could overrule the decision of the Board of Health. J. Morse said "No" that the Board of Health handles all Public Health, and that Local Board of Health has the ability to mandate as does the Governor. After discussion it was agreed that individual employees should handle face coverings as they deem necessary for their own comfort level.

Peter Traub noted that there are several sets of minutes of the Planning Board that need to be approved however most members are new. Mr. Traub was advised to have the Planning Board approve the minutes.

Robert Navin asked why the members of the board abstain from Minutes votes. Board members explained that they feel more comfortable when they are not present to abstain. It was noted that they do not have to abstain from the vote.

9. **Announcements from Board Members**
   - M. Francesconi reminded everyone that this Saturday is Cruise Night.

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10. **Adjournment** - A motion was made by M. Biagini and seconded by J. Levesque to adjourn the meeting at 8:47 p.m.
    Roll Call Vote – All members yes – motion carried.

Respectfully Submitted,
Jennifer Morse
Town Administrator
August 11, 2021

Document List

1. Agenda – August 10, 2021
2. Minutes – July 16, 2021
3. Minutes – July 27, 2021
4. Mass Yield Cultivation LLC Proposal
5. Rhythm Rhyme Toddler Room Proposal
6. Highway Department Report
7. Mileage Reimbursement Policy DRAFT
8. PILOT Agreement
9. Board of Health letter dated August 9, 2021