TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – September 28, 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 September 28, 2021, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Peter Traub; Liseann Karandisecky

M. Francesconi called the meeting of the Board of Selectmen to order at 6:30 p.m. Due to technical difficulties the meeting was not accessible by GoToMeeting.

Summary of Votes Taken:

- Vote to approve the Personnel Manual except for the Benefits section Vote: 5-0
- Vote to approve the Key Policy with the change discussed Vote: 5-0
- Vote to adjourn the meeting at 7:36 p.m. Vote: 5-0

1. Workshop – Personnel Policies, Employee Evaluations, Other Policies

The Draft Personnel Manual was reviewed with the following being discussed:

- Cemetery Department Employees – Include in the list of employees for Medical Examinations
- J. Morse noted that the benefits section needs to be reviewed further and suggested a working group made up of a BOS representative, Finance Committee representative, the Highway Superintendent, Town Treasurer and Town Administrator. S. McGrath will be the Board of Selectmen representative to this group.
- Discussion on the sick day policy and the current Union Contract understanding that ten days per year can be carried over for a total accumulation of ninety days. A suggestion was made to eliminate sick days and personal days and make the time Personal Time Off (PTO) giving an extra week of vacation to employees based on the vacation schedule.
- Discussion on the need to have an explanation of Pro-Rated benefits for part-time benefitted employees and to BOLD the information regarding the State's deferred compensation system instead of social security deductions.

A motion was made by M. Francesconi and seconded by M. Biagini to adopt the Personnel Manual except for Section 5 – Benefits.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Biagini – Yes, M. Francesconi - Yes. Motion Carries: 5-0

Employee Evaluation Forms – Table to a future meeting.

Key Policy - The key policy was reviewed with the following change:

- Include a statement about keys being property of the Town and any key not returned with be considered theft and turned over to the Cheshire Police Department.

A motion was made by M. Francesconi and seconded by S. McGrath to adopt the key policy with the change.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Biagini – Yes, M. Francesconi - Yes. Motion Carries: 5-0

2. Meeting Recap – Hoosac Lake District/Pond & Lake Connection Meeting on September 21, 2021

S. McGrath gave a recap of the meeting that was held on September 21, 2021, noting that the representative from Pond and Lake Connection, Nick McMahon has an ecology and Fish/Wildlife background and that he had good suggestions about weed control and timing for treatments. Pond and Lake Connection will be following up with estimates. Prudential Committee Members Liseann Karandisecky and Peter Traub were present and gave input about the meeting. Liseann let the board know that a resident of the Hoosac Lake District is an attorney and will be reaching out to Solitude regarding the breach of contract. There was discussion on the payment from the Town to the District being withheld and since the contract is with the HLD they should be the ones to initiate a conversation.
Also noted was the desire of the HLD to do a Lake Management Plan and the need for the next contract to go out for bid according to procurement laws. J. Morse reminded everyone that we need to get started sooner than later since the contract will begin in January.
Discussion on another Kayak dock to be installed to the Causeway and J. Levesque will reach out to DCR to discuss parking at the weigh station/foot bridge.
J. Morse notified the board that she had forwarded information to the Conservation Commission regarding the Keyes property on Shadowland Cove after being notified of tree removals and driveway modifications that could be impacting the runoff to the Cove.
Also discussed were landscaping timbers with large spikes along Shadowland Cove and the Highway Superintendents concern for winter plowing. R. Killeen to talk to the Fire Chief regarding a letter to the property owners about snowplowing and emergency vehicles.

3. Town Administrator Updates - None

4. Public Comments - None

5. Announcements by Board Members

R. Killeen noted that the response from National Grid was not adequate regarding damage to personal property during pole installations. J. Morse to reach out again to National Grid.

S. McGrath questioned the Water Superintendent Contract, and the board requested a deadline of two weeks to have a draft in place.

M. Francesconi shared correspondence between Kodiak Property Management and a resident of Berkshire Village (formerly Pine Valley). There is a meeting set up for next Tuesday October 5th at 6:30 p.m. M. Francesconi encouraged board members to look at the website, noting that the properties that Kodiak Property Management works with are upscale. There were further comments regarding the new ownership and correspondence that indicates they will be making improvements. M. Biagini noted that a few residents are hopeful but concerned because they had been made promises of improvements in the past.

M. Francesconi noted that the Cheshire Proud Committee will be meeting on Saturday morning with a landscaping company to look at the Leland Park site.

Adjournment: A motion was made by M. Biagini and seconded by J. Levesque to adjourn at 7:36 p.m.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Biagini – Yes, M. Francesconi - Yes.
Motion Carries: 5-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
September 29, 2021

Document List

1. Agenda September 28, 2021
2. Personnel Manual – Draft
3. Key Policy – Draft

Approved: 10/5/21