TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – October 5, 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 October 5, 2021, at 6:00 PM.

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

Others Present: Jennifer Morse, Town Administrator; Michael Biros, Plumbing & Gas Inspector; Lynne Lemanski, Accountant; Christine Emerson, Town Clerk; Alex Cabot, Kodiak Property Management; Jeffrey Scrimo, Attorney. See attached sign in sheet for others in attendance.

M. Francesconi called the meeting of the Board of Selectmen to order at 6:00 p.m.

Summary of Votes Taken:

- Voted to Open the Rent Control Board Meeting at 6:30 p.m. Vote: 5-0
- Voted to Adjourn the Rent Control Board Meeting at 7:08 p.m. Vote: 5-0
- Voted for Cheshire to remain a One Precinct for voting purposes. Vote: 5-0
- Voted to approve the Meeting Minutes of September 21, 2021 (2) and September 28, 2021. Vote: 5-0
- Voted to Adjourn the meeting at 8:58 p.m. Vote: 5-0

1. Appointments

a. Cheshire Elementary School Cafeteria and Bathroom Discussion with Plumbing/Gas Inspector – 6:00 p.m.

The Board walked through the cafeteria to discuss with Mike Biros, Plumbing/Gas Inspector possible options for heating the cafeteria and bathrooms. M. Biros made suggestions and J. Morse asked to obtain quotes for the project. M. Francesconi mentioned that she met with the Building Commissioner and Robert Navin last week, at they discussed demolition of the old section of the building due to black mold & water issues.

b. Rent Control Board meeting with Kodiak Property Management – 6:30 p.m.

A motion was made by M. Francesconi and seconded by M. Biagini to call the Rent Control Board meeting to order at 6:30 p.m.

Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Biagini – Yes, M. Francesconi – Yes

Motion Carries: 5-0

M. Francesconi noted that a series of questions would be addressed due to time constraints there would be no public comment, any additional questions should be addressed to the Town Administrator after the meeting. Alex Cabot from Kodiak Property Management and Attorney Jeffrey Scrimo were present to discuss the sale of Pine Valley now Berkshire Village. Mr. Scrimo spoke to the tenants present notifying them that they would be setting up a "meet and greet" session and will be sending information via certified mail to all tenants regarding payments, rules & regulations etc. M. Francesconi noted that there has been a lot of anxiety over the transition due to rent payments and late fees, further noting that there is limited cell service and internet in the park. The tenants were advised that there will be no late fees assessed until the end of November and that management will work with individuals directly if the online portal is not a feasible means of payment. There was discussion regarding leases with management noting that they are working with the former owner to get copies of all leases, Rules and Regulations will be put into place and will likely be the standard regulations set by the Attorney General Office.

Mr. Cabot shared that he is aware of the management practices of the former owners and stated that "we are not Morgan" further that he understands the confusion and that Kodiak Property Management plans on turning a new page making the park a desired place to live. Mr. Cabot spoke further on the online payment system stating that they are happy to work with everyone, Rules will be standard, and leases will be required. Mr. Cabot shared that they have plans for improvements including replacement of the generator for the water system.

S. McGrath asked if the Tenants have a Tenants Association to which he was told that they do not, Mr. Cabot said most of the parks they work with do not have an Association but having one in place would allow for communication between the management and the tenants.

A motion was made by M. Francesconi and seconded by M. Biagini to adjourn the Rent Control Board meeting at 7:08 p.m.

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

c. Town Clerk regarding Census Vote to Remain One Precinct

A motion was made by M. Francesconi and seconded by J. Levesque to have Cheshire remain a one precinct community for voting purposes on the recommendation of the state after the 2020 Census

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

Christine Emerson noted that it will remain one precinct until the next Federal Census in 2030.

d. Accountant to discuss FEMA/Cares Act Reimbursement & Uses

Accountant Lynne Lemanski joined the board to discuss the FEMA/Cares Act Reimbursements including the payment of additional hours worked for reporting. L. Lemanski shared a worksheet showing which expenses are reimbursed. There was discussion on the additional hours worked and J. Levesque asked the accountant to provide documentation noting the $30 per hour rate for work completed. J. Morse asked what the remaining balance was in the Cares Act Account. L. Lemanski replied $104,524 however there are invoices in this warrant that have not been posted. There was discussion on the quote for laptops for the Board of Selectmen members, PPE for local businesses and signs for the Transfer Station and Fire Station. M. Francesconi asked board members to send input to the Town Administrator noting the deadline is October 29, 2021, for Cares Act spending.

2. Discussion/Decision Items

a. List of Town Vacancies for Volunteer & Job Opportunities - J. Morse shared a list prepared by the Town Clerk noting that the positions have been posted to the website. J. Morse also shared that she had received notice from Corey Swistak that he is resigning from the Emergency Management position.
b. Halloween – Tabled to next meeting to get Board of Health input.

3. Minutes

September 21, 2021 (HLD Meeting), September 21, 2021 (Regular Meeting), September 28, 2021.
A motion was made by S. McGrath and seconded by R. Killeen to accept the minutes of all meetings as presented.
Roll Call Vote: J. Levesque- Yes, S. McGrath – Yes, R. Killeen – Yes, M. Biagini – Yes, M. Francesconi – Yes
Motion Carries: 5-0

4. Town Administrator Updates

J. Morse presented the Board with a driveway permit for 440 Lanesboro Road. The permit was approved by Highway Superintendent Robert Navin and was signed by all board members except for S. McGrath.

5. Public Comment

Rick Royal of 210 Lakeshore Drive requested action by the Conservation Commission for an emergency drawdown of the lake due to the water depth. Liseann Karandisecky, the HLD Prudential Committee Chair was present and had been to the property earlier in the day and took photos which were shared with the board. Mr. Royal had been at Town Hall earlier in the day and Carol Francesconi was present, she suggested the Highway department look at the strainer and remove any weeds. Robert Navin and Liseann Karandisecky went to the location and did not find that the weeds were blocking the strainer that both sides were equal and that she spillway was working as designed. Mr. Royal stated that he always let someone know when the water was too high and the dam was opened to which M. Francesconi noted that just because it was done that way in the past it was not correct, further she explained that the dam and lake are owned by the state and not the Town. Mr. Royal wanted in the record that the water level is at 4 inches and wants the lake drawn down 5 inches. J. Levesque pointed out that there are other communities affected by the lake and all agreed that there needs to be protocols put into place. Liseann also stated that there needs to be a solid plan, noting the very heavy rain falls and the liability to properties downstream.

Peter Traub asked about the plans for the school from a Planning Board perspective saying that he has seen no action on behalf of the Board of Selectmen. M. Francesconi was surprised by the comment noting that she had done a walk-through last week with the Building Commissioner and the entire board had met this evening with the Plumbing/Gas inspector about heating options for the cafeteria and bathrooms. Mr. Traub was advised that the old section has black mold and other health risks and will likely be demolished. J. Morse will be looking into preliminary estimates for the heating system and demolition. George Sweet let the board know that the electrical is fed through the old section of the building.

6. Announcements from Board Members

M. Francesconi would like to see a grant policy put into place that would have departments and boards/committee bring their ideas to the Town Administrator. M. Biagini agreed since we don't want to duplicate efforts or apply for a grant that may affect another potential use.

J. Levesque asked about cell phone services maps from AT&T and Verizon, J. Morse will reach out and ask for data not just coverage maps.

R. Killeen brought up the landscaping timbers on Willow Cove, he will draft a letter to be sent to the homeowner having received a letter from the Police Chief regarding safety concerns. J. Morse will reach out to the Fire Chief for his input on the situation.

M. Francesconi announced that the Cheshire Proud group had met at Leland Park with Countryside Landscaping and will be meeting with a Mason regarding the Cheese Press repair.

M. Biagini shared that the library has been seeing an increase in patrons and story hour will be starting soon.

Adjournment: A motion was made by M. Biagini and seconded by M. Francesconi to adjourn at 8:58 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
October 7, 2021

Document List

1. Agenda – October 5, 2021
2. Questions for Kodiak Property Management
3. Email from Marie Clement dated Thursday September 30, 2021
4. Letter regarding Town of Cheshire 2020 RE-Precinct
5. Single precinct authorization form
6. Accountant Reimbursement of Cares Act Reporting
7. Accountant Email regarding Cares Act Reporting
8. Open Positions provided by Town Clerk
9. Minutes of 9/21/21 (HLD Meeting)
10. Minutes of 9/21/21
11. Minutes of 9/28/21
12. Letter from Chief Garner re: 191 Willow Cove Road
13. Pictures of 191 Willow Cove Road timbers

Approved: 10/19/2021

BOS Meeting Sign In 10/5/21

Please Print Your Name

Jeff Scrimo - Attorney for Kodiak Properties
Richard Royal
Michael Biros
Carole Fulderbrand
George Sweet
Kurt Howell
John Segar
Robert W. Dan
Marie Clement
Sam Lombard
DAN CHAPMAN
Roseanna St. Pierre
Patricia Segar
William MacPherson
Christine Gregoire
John R. Gray
Diane Middlemiss
Cozzen Mayotte
Ed Layman
Rick Dodge
Phyllis Anderson
Robert R Anderson

Jonathan Gill

Adrian Williams

Rita Goochanicola

Christ Massacon

Donald Pelver

Elizabeth Pietruszka

Susann Kardisecky

Nicole Truran

Beverly Truran

Brian Clum

Jeanette Lofaro

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen & Rent Control Board Meeting
Tuesday – October 5, 2021
6:00 p.m.

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

6:00 p.m. Open Meeting – Introductions - Pledge of Allegiance

1. ***Appointments***
    a. 6:00 p.m. Cheshire Elementary School Cafeteria and Bathroom Walk Through with the Building Commissioner.
    b. 6:30 p.m. Rent Control Board (Board of Selectmen) meeting with Kodiak Property Management to discuss Berkshire Village (Pine Valley).
    c. 7:00 p.m. Town Clerk regarding Census Vote to remain one precinct
    d. 7:10 p.m. Accountant to discuss FEMA/Cares Act Reimbursements & Uses
2. ***Discussion/Decision Items***
    a. List of Town Vacancies- Volunteer Opportunities
    b. Halloween
3. ***Minutes – September 21, 2021 (2), September 28, 2021***
4. ***Town Administrator Updates***
5. ***Public Comment***
6. ***Announcements from Board members***
7. ***Any other business not reasonably anticipated 48 hours prior to the meeting.***
8. ***Adjournment***

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 and posted by: Jennifer Morse – Town Administrator 9/30/21 @11:00 a.m.

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

Kodiak Property Management Meeting – Rent Control Board

Council on Aging Questions for Kodiak Property Management

1. Several residents do not have transportation, have health issues and are home bound. Can exceptions be made so that they can continue to use the postal system for paying their rent.

2. Will the private roads of mobile park be repaired and upgraded and not just filling the pot holes with dirt? What are the plans?

3. Who do residents address if they have a park issue? Site manager or Gidget in Michigan?

4. Sewer issues. What are the plans for upgrading the system? How many residents have sewer issues?

5. Is the new owner aware that Cheshire has a Cheshire Rent Control Board?

6. What general upgrades are planned for the park?

7. How many mobile homes are there in the park?

8. Will they be removing the mobile homes that are abandoned and an eyesore?

9. Residents would like general clean ups around each site. What are their plans for landscaping?

10. Is the rent going to be increased? For those using the cards, will residents be reimbursed the $2.99 or $3.00 per monthly in a reimbursement check?

Questions from Residents

11. The Water System does not have a Generator will one be installed?

12. There is a large amount of water that is coming out to the ground at the end of the second avenue, is there a leak?

13. Is tenant insurance going to be required and is if so is that allowable under Massachusetts laws?

From: Marie Clement
To: Jennifer Morse
Subject: Pine Valley Park Berkshire Village
Date: Thursday, September 30, 2021 3:30:14 PM

Dear Jenn,

Michelle e-mailed me to forward any more paperwork or concerns to you regarding the new owners of the Pine Valley Park . I just have one more concern to tell you
about at this time. Kodiak not receiving rent payments by a check or money order & wanting the tenants to get to Adams, North Adams, or Pittsfield to Walmart,
CVS, & 7-Eleven to use their card system could be a hardship for a lot of elderly tenants especially in the winter. Also, why should we have to pay a $3.99 extra
fee for a process that they want us to use. $3.99 should be able to be deducted off from the rent payment then. I know because of my age and service where I
use to work, I receive my checks & money orders FREE so why wouldn't I use that process & mail one of them for rent for just the price of a stamp? There are
a lot of elderly tenants living here. One woman is almost blind, but lives across from our mail boxes and she can take her walker over to the mail box to mail in her
payment. I am sure Morgan Management never shared with Kodiak that the rent they wanted to charge ($270.34) was reached by two ILLEGAL RENT INCREASES
which we ended up winning after years in court. If anything, the rent should reverse back to the amount it was before the ILLEGAL INCREASES & then go from there
for increases after their improvements have been made.

Thanking you advance for any help you can give us in this matter so we won't have to bring Kodiak to court.

Marie Clement

Town Clerk

Census/One Precinct

The Commonwealth of Massachusetts
Town of Cheshire
Massachusetts

OFFICE OF THE
TOWN CLERK

80 Church Street
P.O. Box S
Cheshire, MA 01225
Tel. (413) 743-1690 x22
Fax (413) 743-0389
townclerk@cheshire-ma.gov

October 5, 2021

Local Election Districts Review Commission

Office of the Secretary of the Commonwealth

c/o Elections Division

One Ashburton Place, Room 1706

Boston, MA 02108

RE: **TOWN OF CHESHIRE** 2020 RE-PRECEINCTING

We, the undersigned, hereby certify that a meeting held on October 5, 2021, the Board of Selectmen voted to remain one (1) precinct.

SIGNED: **Select Board**

Michelle Francesconi, Chairman

Mark Biagini

Raymond Killeen

Jason Levesque

Shawn McGrath

A True Copy: ATTEST:

Christine B. Emerson, Town Clerk

The Commonwealth of Massachusetts

William Francis Galvin
Secretary of the Commonwealth
One Ashburton Place, Boston, Massachusetts 02108-1512

SINGLE PRECINCT AUTHORIZATION FORM

Name of Town: **CHESHIRE**

US Census Bureau 2020 Population Actual: **3,258**

Authorization:

☐ Pursuant to M. G. L. c. 54, § 6 our town wishes to stay one precinct and hereby request the Secretary of the Commonwealth to prepare a single precinct map on our behalf.

Massachusetts General Laws require towns to divide into convenient voting precincts after each federal census. See M. G. L. c. 54 § 6 (the board of selectmen of every town of less than six thousand, two hundred inhabitants may, on their own motion, or shall, when so directed by the town meeting, and the board of selectmen of every town having precincts or six thousand, two hundred or more inhabitants shall, divide the town into convenient voting precincts).

Approved and accepted,

Select Board: _____

_____

_____

_____

_____

Date: _____

Please mail signed form to:

Local Election Districts Review Commission
c/o Elections Division
One Ashburton Place, Room 1705
Boston, MA 02108

FEMA/Cares

August 2021 - September 2021 MEMA/FEMA Grants Portal Submission Payroll Hours
NOTE: This has been approved with MEMA as reimburseable by CARES act.

DATE:	HOURS	
8/13/2021	2.50	Discussion with Robert Hanley on FEMA "Recovery Video" for grants submission and doing VIDEO-
8/14/21-8/15/21	3.50	Preparing purchases rejected by MEMA TO review by Matt Reilly to determine what's eligible for FEMA
8/20/2021	1.75	CARES Round 5 reporting
8/27/2021	2.50	Completing in detail / reviewing all invoices for submission to FEMA grants portal
9/12/21 & 9/17/21	2.20	After Review by M. Reilly, further detail required - completing and resubmitting to Matt Reilly.
Totals	12.45	
Rate	30.00 per hour	
	373.50	

CHARGE TO: 25-3-096-001

> Hi Lynne,
>
> I hope that the week has been going well for you.
>
> To follow back up on your inquiry - yes, use of CvRF to compensate you
> for the hours worked on CARES Act reporting and compliance, above and
> beyond your salaried 20 hours a week, is an eligible use of the fund.
>
> Recipients are permitted to use payments from the Fund to cover the
> expenses of an audit conducted under the Single Audit Act, subject to
> the limitations set forth in 2 CFR 200.425. Pursuant to that provision
> of the Uniform Guidance, recipients and subrecipients subject to the
> Single Audit Act may use payments from the Fund to cover a reasonably
> proportionate share of the costs of audits attributable to the Fund.
> To the extent a cost is incurred by December 31, 2021, for an eligible
> use consistent with section 601 of the Social Security Act and
> Treasury's guidance, a necessary administrative compliance expense
> that relates to such underlying cost may be incurred after December
> 31, 2021. Such an expense would include, for example, expenses
> incurred to comply with the Single Audit Act and reporting and
> recordkeeping requirements imposed by the Office of Inspector General.
>
> Hopefully this helps! Please let me know if you have any additional
> questions or concerns.
>
> Thanks,
> Brendan
>
> Brendan Sweeney
> Assistant Director for Federal Funds - Municipal
> 857-338-0011
> Brendan.S.Sweeney@mass.gov
>
> -----Original Message-----
> From: account@cheshire-ma.gov <account@cheshire-ma.gov>
> Sent: Sunday, January 10, 2021 9:38 AM
> To: Sweeney, Brendan (A&F) <Brendan.S.Sweeney@mass.gov>
> Subject: Re: Reconciliation round questions for reporting due end of
> January

Open Positions

Provided by Town Clerk

Town Administrator **BRTA Representative** **Procurement Officer**	Jennifer Morse	appointed 7/21
Superintendent of Streets **Tree Warden** **Inspector of Ditches** **Measurer of Wood and Bark**	Robert Navin	
Treasurer	Rebecca herzog	
Accountant	Lynne Lemanski	
Town Counsel	Edmund St. John III	
Building Commissioner **ADA Co-ordinator** **Zoning Enforecent Officer**	Travis Fachini	appointed 9/21
Local Building Inspector		
Inspector of Wiring	George Sweet	
Assistant Wiring Inspector	Leslie Rhinemiller	
Inspector Gas/Plumbing	Michael Biros	appointed 9/21
Assistant Gas/Pluming Inspector	John Burzimati	
Emergency Management Co-ordinator	Corey Swistak	
Assistant Emegency Management	Fred Balawender	
Animal Control Officer **Animal Inspector**		
Keeper of the Pound		
Right To Know Co-ordinator		
Farm Commission	Kim Martin Jason Turner Michael Balawender Joseph Wrenn	

Board of Assessors - One Vacancy

	Eric Whitney	
Fenceviewers 3 frenceviewers		
Greylock Advisory Council	Gary Trudeau	
Mohawk Valley Woodland Council	Jennifer Morse	
Reprsentaives to Northern Berkshire Arts Council **2 representatives**	Barbara Proper	
Recreation Committee	Heather Emerson andrew Kachel Robin Poirot	
Delegate to Northern Berkshire Solid Waste Management program	C.J. Garner	
Northern Berkshire Cable Representative		
Rent Control Board Memorial Day Parade	Board of Selectmen	
Conservation Commission	Carol Francesconi Ronald DeAngelis Raymond Killeen	
Council on Aging Director	Carole Hilderbrand	
Assistant COA	Brenda Caufield	
Council on Aging members 7 member board 1 alternate	Margaret Gwozdz Barbara Proper Peter Traub John Bianchi Carol Francesconi Robert Balawender	2022 2022 2024 2024 2023 2023
Emergency Management Committee	Corey Swistak Mark Biagini Michelle Francesconi Raymond Killeen	

	Jason levesque		
	Shawn McGrath		
	c.J. Garner		
	Travis Delratez		
	Robert navin		
	Timothy Garner		
	Michael Alibozek		
	Thomas Francesconi		
	Jennifer Morse		
	William Lewis		
Mutual Volunerability Program Core Team	Jennifer Morse		
	Robert Navin		
	Thomas Francesconi		
	Michael Alibozek		
	Lisa Karandisecky		
	Corey Swistak		
Historical Commission	Diane Hitter		2022
	Everett martin		2023
	Robert Hitter		2022
	George Reynolds		2024
	Lois nangle		2022
	Elaine Daniels		2024
	Jared martin		2022
	Barry Emery	Emeritis	
Board of Registrar of Voters	Gary Herzog		2022
	Elizabeth King		2023
	Diane Hitter		2024
Election Official	Alsion Warner		
Assistant Election Official	Ronald lancia		
Fire Chief	Thamas Francesconi		
Police Chief	Timothy Garner		
Police Sargeant	Michael Alibozek		
Officers	David Tarjick		
	Cody Alvarez		
	Robert Hungate		

	Amilio Justino		
Special Detail Police officers	Alison Warner		
	Peter Mazzacco		
	Paul Maloney		
Harbor Master	William Lewis		2024
Zoning Board of Appeals	Thomas Zappula		
	Stephen marko		
	Dale Grimshaw		
	Jared Martin	Alternate	
	Jeffrey Reynolds	Alternate	
	Robert Balawnder	Alternate	
Secretary Planning Board			
Zoning Board of Appeals			
Conservation Commission	Carole Hilderbrand		
Appointments by the Moderator			
Finance Committee	John Tremblay		2021
	Kathleen Levesque		2021
7 member board	Heather Emerson		2022
	Denise Gregoire		2022
	Lenwood Vaspra		2022

Minutes

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – September 21, 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 21, 2021, at 4:00 PM.

Members Present:	Michelle Francesconi, Chair Ray Killeen Shawn McGrath
Members Absent:	Jason Levesque, Clerk Mark Biagini
Others Present:	Jennifer Morse, Town Administrator; Liseann Karandisecky; Peter Traub; Tom Walsh; Francis Willette; Lee Hauge; Doreen Aleshevich; Nicholas McMahon.

M. Francesconi called the meeting of the Board of Selectmen to order at 4:00 p.m.

Summary of Votes Taken:

Motion to adjourn the meeting at 5:29 p.m. Roll Call Vote: 3-0

1. Meeting with the Hoosac Lake District and Lake & Pond Connection

The HLD and Nick McMahon from Lake and Pond Connection had toured the lake prior to the meeting. Lake and Pond is a small lake management company from Brookfield, CT. They have the same equipment as the current vendor, with 16 people on staff. Nick would be the single point of contact and would be available by email and cell phone.

The proposal will include four treatments with the first taking place in April to address the curly leaf pond weed, this is a 10 plus year project. The next three treatments will be Sonar granular instead of liquid the town should see an improvement within three years.

There was lengthy discussion on In-depth surveys, water chestnuts (treated in the fall) and information from LAPA President, Lee Hauge regarding the Pontoosac and the methods they use for treatment of the lake.

Francis Willette spoke about the importance of a Lake Management Plan done by a third party, to have a plan put into place to show HLD residents and the Town the path and the progress. S. McGrath asked about the second basin analysis, basin shared with Lanesboro. Discussion on the reinstituting a winter drawdown, Dam and the Spillway resulted in a consensus that the state needs to be contacted for ownership/maintenance questions.

M. Francesconi asked that Land and Pond Connection provide estimates for everything discussed. Nick McMahon left the meeting.

The HLD and Board discussed better communication, Open Meeting Law, and the Bid Process moving forward. The HLD has an informal meeting scheduled for Saturday September 25, 2021. Once the estimates have been received from Lake and Pond Connection there will be a joint meeting of the Board of Selectmen and HLD to discuss further.

Adjournment: A motion was made by M. Francesconi and seconded by S. McGrath to adjourn at 5:29 p.m.
Roll Call Vote: S. McGrath – Yes, R. Killeen – Yes, M. Francesconi- Yes
Motion Carries: 3-0-

Respectfully Submitted,
Jennifer Morse
Town Administrator
September 22, 2021

Document List

1. Agenda September 21, 2021 – HLD Meeting

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – September 21, 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 21, 2021, at 6:30 PM.

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

Members Absent: Mark Biagini

Others Present: Jennifer Morse, Town Administrator; Peter Traub; I Berkshires; John Tremblay (remote); Karen Kuszyna (remote); Mickey Biagini (remote); Steven Lafogg; Richard Gurney; Robert Navin, Highway Superintendent.

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

Summary of Votes Taken:

- Voted to approve D. Condron Water Department Emergency Repairs Contract - Roll Call Vote: 4-0
- Voted to approve the UMASS Boston Edwards J. Collins Center for Public Management Agreement for Financial Policies – Roll Call Vote: 4-0
- Voted to submit the Community Compact IT Grant – Roll Call Vote 4-0
- Voted to approve the Minutes of September 7, 2021, and September 21, 2021 - Roll Call Vote 4-0
- Voted to enter into Executive Session to review Executive Session Meeting Minutes – Roll Call Vote 4-0
- Voted to adjourn the regular meeting – Roll Call Vote 4-0

1. Water Department Projects

The Water Commissioners Richard Gurney and Steven Lafogg joined the board to discuss Water Department Project. Water Commissioner Michael Biagini joined remotely at 6:40 p.m. R. Gurney updated the board on the Route 8 Project from Pumphouse Road to Crest Drive that started last week. This project has been prioritized due to the DEP consent order; the project is expected to be complete in three – four months. The next step is to have the rest of Route 8 engineered.

Discussion on Depot and Railroad Street, the water lines have been engineered, there was discussion on using ARPA funds for water infrastructure to complete the project including pavement. Robert Navin said that the top of Depot Street will be funded using Chapter 90 money, the remainder will piggyback with the water project. There was discussion about the next phase of the Route 8 project and the possibility of federal infrastructure funds. The Water Commissioners explained that they want to do Richardson Street/School Street, so water

outages won't be affected town wide if there was to be outage. R. Killeen suggested that the Water Department investigate selling excess water as Cheshire was voted high in a national contest of best drinking water.

2. Department Reports

a. Robert Navin, Highway Superintendent gave the following updates:

1. Route 116 lines are painted as well as the center lines done around town
2. Rubberized Chip Sealing project is finished and came out great, should preserve the roads for a few more years. He will monitor them through the winter months and will consider using the same method next year if they hold up well.
3. Paving for Crest Dr, Arnold Court, Stonehedge Rd, East Main Street and the upper section of West Mountain Road is out to bid right now for a fall completion date using Chapter 90 funds.
4. Wells Road Emergency Repair from two weeks ago was successful with thanks to the contractors, Conservation Commission, employees who worked and the Town Administrator.
5. The F550 is at the dealer and is in line to be built. The M2 Freightliner will be in soon and will hopefully be delivered in February. Timing for the two trucks is such that one borrowing can be done for both vehicles, getting a better rete and saving on fees.
6. Temporary Caretaker/Janitor position has been filled and seems to be working out so far
7. The crew continues to work on mowing, patching, and will start fall grading, leaf glowing and winter prep in the coming weeks.

3. Discussion/Decision Items

a. **Zarek Family – Little Free Library near Father Tom Campsite** – Ellyn Zarek joined the board to present and offer the complete installation of a little free library near the Father Tom Campsite. M. Francesconi let her know that there is a library at Leland Park and thanked the Zarek Family for the offer stating that it should be brought to the Appalachian Trail Committee for further discussion. Robert Navin suggested that it be placed closer to the plows if the intent is for it to be used by hikers on the rail trail as well. The Board agreed that the discussion should continue and thanked Ellyn again for their generosity.

b. **D. Condron – Water Department Emergency Repairs Contract** - J. Morse noted that D. Condron had the bid and that the contract had been reviewed by counsel.
A motion was made by M. Francesconi and seconded by S. McGrath to sign the D. Condron contract for Water Department Emergency Repairs
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

c. UMASS Boston (Edward J. Collins, Jr. Center for Public Management) Agreement for Financial Policies-
This agreement is for the Best Practices Grant for Financial Policies – grant awarded for $13,500.
A motion was made by M. Francesconi and seconded by J. Levesque to sign the agreement with UMASS Boston (Edward J. Collins, Jr. Center for Public Management) for Financial Policies
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

d. **Town Building Key Project** - J. Morse updated the board that she, M. Francesconi and Robert Navin had met with the Locksmith to add the Community Center to the quote. Once the quote has been received it will be brought to the board to move forward. J. Levesque noted that a key policy should be put into place.

e. IT Grant Application - J. Morse had compiled the proposals from Retrofit for the board to review prior to the meeting. The IT Grant will be submitted requesting $65,624 for firewalls, server, VOIP system and two new workstations.

A motion was made by M. Francesconi and seconded by J. Levesque to submit the IT Grant application to the state.

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

4. Minutes

September 7, 2021 - A motion was made by M. Francesconi and seconded by J. Levesque to approve the meeting minutes of September 7, 2021
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

September 14, 2021 – A motion was made by M. Francesconi and seconded by J. Levesque to approve the meeting minutes of September 14, 2021
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

5. Town Administrator Updates

The accountant submitted an invoice for hours worked for Cares Act/FEMA reimbursement. J. Morse shared that she is not comfortable approving the invoice and presented it to the board for approval. There were questions about the hourly rate and for transparency M. Francesconi noted that it had been discussed in passing but there was no past board approval. It was decided to hold off on approval until it can be reviewed further. There was discussion about the Budget to Detail report and having it sent in Excel formatting. Also, there was discussion on "carry forwards" and encumbered funds with J. Morse shared that she is concerned that "carry forwards" and encumbered funds are added to the FY22 allocated amounts and not segregated by fiscal year through a separate line item, it is also confusing to the Departments/Boards and Committees.

6. Public Comments

Kris Delmolino of 39 Fourth Avenue spoke to the board about the new ownership at Berkshire Village (formerly Pine Valley) noting that the manager had quit again citing the new management. Mr. Delmolino is concerned that rent is to be collected by an online portal and that a late fee will be assessed after the 5th day. He further noted that septic systems had failed, and J. Morse will discuss with the Board of Health. M. Francesconi thanked Mr. for connecting with the board and making the effort to share his concerns. Mr. Delmolino shared that he is concerned about Dublin Rd and how dangerous it is in the winter especially the sidewalks. He was thanked for bringing it to the attention of the board and the Highway Superintendent.

John Tremblay of 41 Church Street thanked Robert Navin for his hard work with infrastructure improvements. He also stated that moving the Free Library from Leland Park to a new location would be feasible. Mr. Tremblay inquired if accountant software could be added to the IT grant? J. Morse told him that the IT grant will only cover one project that it could be applied for in two years.

7. Announcements by Board Members

R. Killeen inquired if National Grid had made contact regarding the Lanesboro Road pole hearing. J. Morse confirmed that they had not and will reach out to them.

S. McGrath noted that the Police Chief response to a letter regarding the boat launch was well done. Other board members agreed, and J. Morse will send a response.

Executive Session - A motion was made by M. Francesconi and seconded by J. Levesque to enter into Executive Session at 8:20 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 the Open Meeting Law, GL chapter 30A, Section 22 (f)(g) for Executive Session minutes from September 3, 2019. The board will re-enter regular session only for the purpose of adjourning.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

Adjournment: A motion was made by M. Francesconi and seconded by S. McGrath to adjourn at 9:00 p.m.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
September 22, 2021

Document List

1. Agenda September 21, 2021
2. Email from Ellyn Zarek dated Friday September 3, 2021
3. D. Condron Construction Contract for Water Department Emergency Services
4. UMASS Boston – Professional Services Agreement – Financial Policies
5. Letter from Lt. Governor regarding Best Practices Grant dated September 9, 2021
6. Email from George Sweet regarding Permit Fees dated September 7, 2021
7. Email from National Grid regarding LED Streetlights dated September 16, 2021
8. Invoice from Accountant for Cares Act/FEMA reporting

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

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

DRAFT

Mail/Misc.

Cheshire Police Department

CHIEF TIMOTHY GARNER
90 Church Street
Cheshire, MA 01225
413 743-1501 • fax 413 743-1944
cpd@cheshire-ma.gov

September 30,2021

To: **Jennifer Morse**

Town Administrator

cc: **Board of Selectman**

Re: **191 Willow Cove Road**

To all,

It has been brought to my attention that the owner of 191 Willow Cove has constructed a landscape timber barrier with spikes sticking out of the ground that runs the length of the owners property but also in the travel portion of the roadway.

As Chief of Police, I feel this is a severe safety hazard not only for our Department when responding to calls, but also for any neighbor that uses that roadway to access their property as well. For us, if we were to respond to a call (which has been several times) to that area, the hazard installed could cause damage to our vehicle in the form of flat tires. Hazard to the Officers if they were to step on one of the spikes or trip on them. But my biggest concern would be the neighborhood children who may be riding their bicycles and fall and injure themselves.

In closing, I feel the barrier needs to be removed,as the Town (although a private way) maintains that roadway all year to allow access of emergency vehicles to the residences and to leave them there could cause serious injury to anyone using that roadway.

please feel free to contact me if I can be of assistance in this matter.

Respectfully:

Chief Garner








180



