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 12, 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 12, 2021, at 6:30 PM.

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

Members Absent: Ray Killeen

Others Present: Jennifer Morse, Town Administrator; Donald Taggart, National Grid; Liseann Karandisecky; Peter Traub; Dick Lindsay, Berkshire Eagle; Rebecca Herzog; Jill Reynolds; Maureen Riley Moriarty; Jeff Reynolds; Bill Moriarty.

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

Summary of Votes Taken:

- Vote to allow the poles on Lanesboro Road Vote: 4-0
- Vote to reject low bid for the Mill & Fill Various Road Project and to Award to the next low bidder LB Corp. Vote: 4-0
- Vote to support Halloween Trick or Treating and Parade Vote: 4-0
- Vote to sign contract with DCR for de-weeding Hoosac Lake ($50,000) Vote: 4-0
- Vote to adjourn Vote: 4-0

1. Continuation of Pole Hearing for Lanesboro Road

Chair Michelle Francesconi opened the pole hearing by reading the following: *Massachusetts Electric Company d/b/a National Grid and Verizon New, Inc. is requesting permission to locate poles, wires, and fixtures, including the necessary sustaining, and protecting fixtures along and across the following public way: Lanesboro Road – National Grid to install (3) JO Poles 18-50, 19-50 and 20-50 on Lanesboro Road beginning at the point approx. 150 feet Northeast of the centerline of the intersection of Shadowland Cove Rd and continuing approximately 562 feet in a northeast direction, side of road. Addressing long wire space. Replacing junction pole #21 with 45/2.*

Donald Taggart of National Grid was present to address questions. J. Morse clarified with the Claims Manager and Director that damages to personal property would be addressed and covered through the claims process.

A motion was made by M. Biagini and seconded by J. Levesque to allow National Grid to replace the poles as stated.
A motion was made by M. Biagini and seconded by J. Levesque to amend the motion to allow National Grid to replace and install poles as stated.
Roll Call Vote: M. Biagini – Yes, J. Levesque – Yes, S. McGrath – Yes, M. Francesconi – Yes

Motion Carries: 4-0

2. Route 8 Mural – Maureen Riley Moriarty

Maureen Riley Moriarty and Jill Reynolds joined the board to discuss the Route 8 Mural project sponsored by the Local Cultural Council through the Cheshire Community Association. The project will incorporate students and local artists. The project is expected to start this weekend pending weather and insurance. J. Morse to follow up to see if the project is covered by the Town since it is sponsored by the Recreation Committee. The group has received donations of paint, brushes, and safety vests, they are looking for additional donations. The sketch is not being shared widely at this time.

3. Department Reports

a. **Highway Report-**Robert Navin was present and shared that roadside mowing is complete for the season with at least everything getting mowed once. The paver has been out to get the bad spots, last week they did behind Whitney's and this week they are headed to the Hutchinson area and them to Sand Mill. The trucks are in good shape going into the winter, sidewalks limbs have been trimmed, Boat launch and kayak launch docks were taken out of the water today at the request of the harbormaster. They crew will be doing fall touch up of gravel roads in the next few weeks and blowing leaves out of ditches and roadways, there is also a small round of trees that will be coming down.

b. **Mill and Fill Bids** - Robert Navin recommended that the Board reject the low bidder for the project based on references from other communities. Towns contacted included Otis, Savoy, New Ashford, Monterrey, and Mount Washington. Reviews found that the overall job performance, follow-up on project issues and weak overall professional are problematic.

A motion was made by M. Francesconi and seconded by S. McGrath to reject the low bidder HMA Paving and Contracting and award the bid to LB Corporation.

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

4. Discussion/Decision Items

a. Halloween 2021 - J. Morse notified the board that the Board of Health would be voting on Halloween at their meeting next Monday. There was discussion regarding the CDC guidelines that allow for outdoor trick or treating.

A motion was made by M. Francesconi and seconded by S. McGrath to support trick or treating and the Halloween parade.

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

b. DCR – Special Projects in Parks and Rec Areas - $50,000 for de-weeding of Hoosac Lake

A motion was made by M. Francesconi and seconded by J. Levesque to sign the contract for $50,000 which is to be used for de-weeding at Hoosac Lake

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

J. Morse noted that the board will work with the Hoosac Lake District to come up with a scope of work for the project. The funds must be expended in Fiscal Year 2022.

Public Comment

M. Francesconi opened the floor to public comment since the accountant was not present for discussion and the estimated time was 7:15 p.m.

Christel Massaconi of 24-4th Avenue complained about her neighbor running a generator outside as his electricity has been turned off, she is concerned about the fire hazard and the noise as she is a third shift worker. The board thanked her for sharing her concerns and J. Morse will contact the Board of Health and the Fire Chief.

5. Town Administrator Updates

a. Financial Policies – J. Morse shared that she had met with Rob Addelson from UMASS Boston who will be working with the town on the Financial Policies. A list of potential policies was in the packet. Morse shared that a Working Group would be put together and would be made up of the financial team (accountant, treasurer/collector, assessors, town administrator), one member of the Board of Selectmen and one member of the Finance Committee. S. McGrath will be the Board of Selectmen representative.

b. Senior/Veteran Work Off Program - J. Morse shared that she and the Assessors Assistant had met with council on aging members John Bianchi, Peter Traub and Carol Francesconi to discuss the program. A list of potential jobs, application, and assessors' notes. Morse shared that the Council on Aging will do a "survey" in the Cheshire Chatter to see how many residents may be interested in the program and then they will join the Board of Selectmen at a workshop meeting to discuss. J. Levesque noted that it is something that needs to be budgeted for. The list of potential jobs was reviewed and then tabled to the workshop meeting.

Discussion/Decision Items (Continued)

a. Accountant – Bill Payments, Carry Forwards & Encumbered Funds Process, Reporting, Grant Accounting, Bi-Weekly Warrant Schedule, New Chart of Accounts and Posting
The accountant was invited to the meeting to discuss the items and declined. M. Francesconi read a list of bill payments, encumbered funds and grant documentation stating that the discussion will continue at a scheduled executive session. S. McGrath would like to discuss reporting and J. Morse noted that department heads are requesting timely process of posting so the reports are current.

6. Announcements by Board Members

M. Biagini noted that the Berkshire Village on site manager had left the position.

M. Francesconi stated that she had an item for the next agenda, she would like to invite the school committee to meet with the Board of Selectmen prior to the lease discussion regarding the use of Panorama Education. She continued to explain that last year her daughter alerted her to surveys that were given to students without parental consent. M. Francesconi reached out to the Superintendent and School Committee at that time and the Superintendent did respond, however the school committee did not and she believes they never discussed her concern at a meeting. Considering what has come to light this past week regarding Panorama Education she felt this was a good time to have the School Committee address questions.

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, M. Biagini – Yes, M. Francesconi - Yes.
Motion Carries: 4-0

Respectfully Submitted,
Jennifer Morse

Town Administrator
October 14, 2021
Document List

1. Agenda October 12, 2021
2. Pole Hearing Documentation
3. Route 8 Mural Design Concept
4. De-weeding contract & documents
5. Financial Policies
6. Highway Department Report

Approved: 10/19/21

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen
Tuesday – October 12, 2021
6:30 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. ***Continuation of Pole Hearing for Lanesboro Road -*** *Massachusetts Electric Company d/b/a National Grid and Verizon New, Inc. is requesting permission to locate poles, wires and fixtures, including the necessary sustaining and protecting fixtures along and across the following public way: Lanesboro Road – National Grid to install (3) JO Poles 18-50, 19-50 and 20-50 on Lanesboro Road beginning at the point approx. 150 feet Northeast of the centerline of the intersection of Shadowland Cove Rd and continuing approximately 562 feet in a northeast direction, side of road. Addressing long wire space. Replacing junction pole #21 with 45/2.*
2. ***Route 8 Mural - Maureen Riley Moriarty***
3. ***Department Reports***
    a. *Highway Superintendent Monthly Update & Contract for Fall Paving Project*
4. ***Discussion/Decision Items***
    a. *Accountant – Bill Payments, Carry Forwards& Encumbered Funds Process, Reporting, Grant Accounting, Bi-Weekly Warrant Schedule, New Chart of Accounts and Posting.*
    b. *Halloween 2021*
    c. *DCR – Special Projects in Parks & Rec. Areas - $50,000 for de-weeding at Hoosac Lake*
5. ***Town Administrator Updates***
    a. *Financial Policies – Recap of meeting with vendor*
    b. *Senior/Veteran Work Program – Recap of meeting with COA*
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 10/7/21 @ 11 a.m.

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

Pole Hearing

continuation

Questions contact - Donald Taggart 413-207-5620

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

North Andover, Massachusetts

To the Board of Selectmen
Of Cheshire, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Lanesboro Rd. - National Grid to install (3) JO poles 18-50, 19-50 and 20-50 on Lanesboro Rd. beginning at a point approximately 150 feet northeast of the centerline of the intersection of Shadowland Cove Rd. and continuing approximately 562 feet in a northeast direction; side of road. Addressing long wire spans. Replacing junction pole # 21 with 45/2.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked – Lanesboro Rd. - Cheshire, Massachusetts.

30321760

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

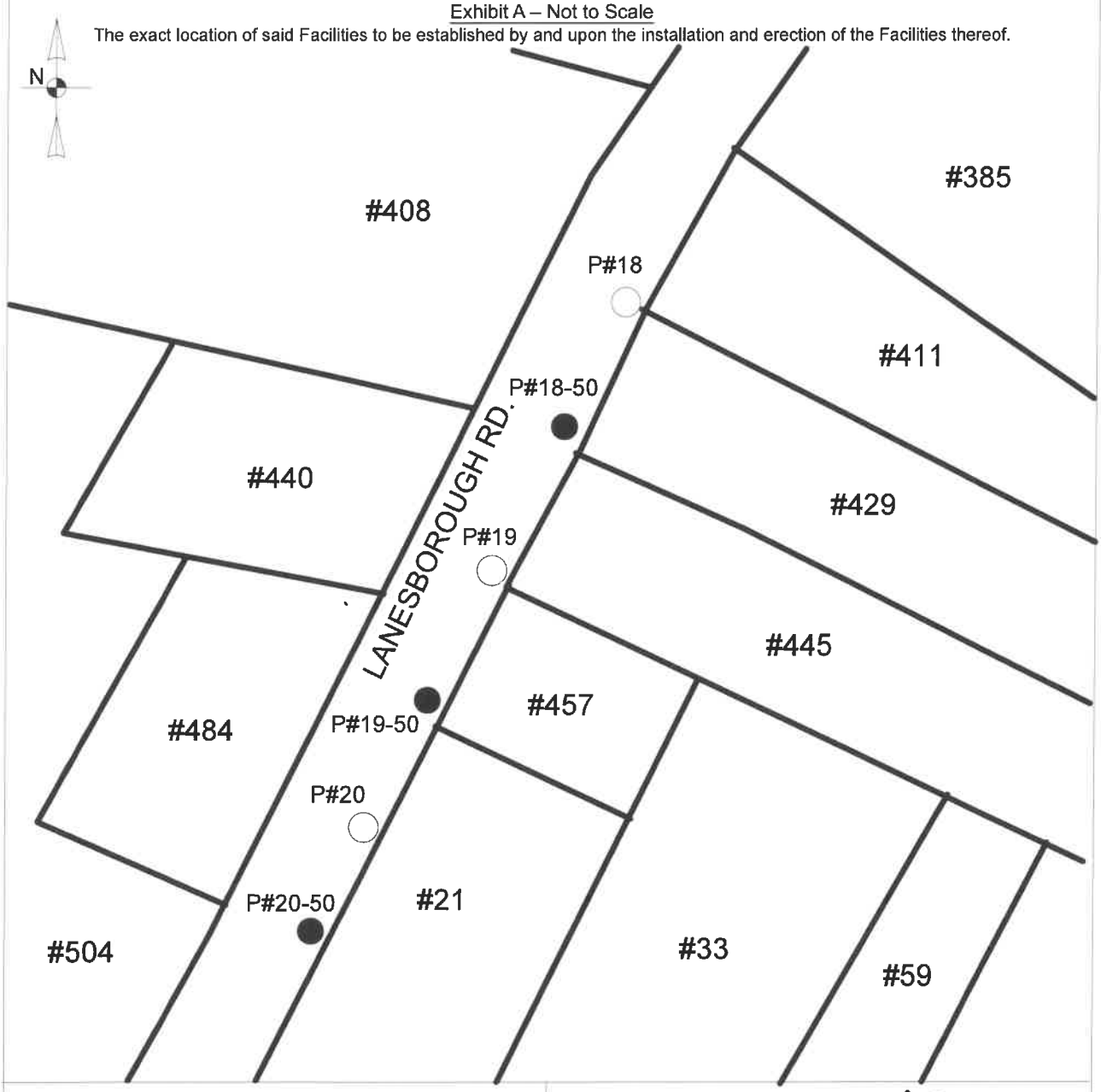
Massachusetts Electric Company d/b/a
NATIONAL GRID Jim Kehrer/lla
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert E. Bessette
Manager / Right of Way

Dated: June 28, 2021

Exhibit A – Not to Scale

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



JOINT OWNED POLE PETITION

- Proposed NGRID JO Pole Locations
- Existing NGRID Pole Locations
- Proposed J.O. Pole Locations
- Existing J.O. Pole Locations
- Existing Telephone Co. Pole Locations
- Proposed JO Anchor
- Existing JO Anchor

DISTANCES ARE APPROXIMATE

nationalgrid
And
Verizon New England, Inc.

Date: 2021

Plan Number: WR# 30321760

To Accompany Petition Dated:

To The: TOWN **Of** CHESHIRE

For Proposed: JO **Pole:** # P#20-50,19-50,18-50 **Location:** SIDE OF ROAD

Date Of Original Grant:

Route 8 Mural

Design Concept

The retaining wall on Route 8 in Cheshire, Mass is a fabulous spot for a seasonally inspired, wildlife mural. The 149 foot long wall ranging from 3 feet to 6 feet to 2 feet will display the four Berkshire seasons from left to right. This design idea starts with Autumn, transforming into winter, then spring and summer. Each season will flow into one another smoothly and softly. The idea behind that, is since our Berkshire winters are long, white and gray, some bright colors and sunshining flowers will provide a lovely contrast to the chilling January frost. Then during the summer, it will simply blend in nicely to the area around it.

Inspired by the natural world around us, the mural concept hosts a forest, field, and pond scene with a few of the native and well known daytime animals who reside in harmony with people in our rural Berkshires countryside. The colors will soothingly flow with the landscape around it. It has many different features that students and community members can assist in creating, from birds to trees, to flowers. It was designed with the intention of many different people painting the images.

Implementation Plan

As soon as the design is approved, prep of the area will begin. This includes trimming weeds, grass, and possible branches, sticks, or trash removal. This could take half or a full day with a small group of volunteers. We can use light tools like weed eaters or clippers. The wall should then be wiped for unwanted debris, such as cobwebs, insects, whatever is loose. Next the background (sky, mountain, land, and water) colors will be spray painted directly onto the cement surface. The next step is hand-painting tree trunks and branches primarily on the left side of the mural and the right side will get flower stalks and leaves. Finally, the details of the flora and fauna can be painted.

The amount of time it will take to complete it will likely be 3-4 weeks. This depends on weather, the number of volunteers, and the speediness of the artists working. If we start in mid Sept. we will be finished before mid-Oct. My personal daytime schedule is open from 9-sunset most weekdays and each weekend. In the interest of time and concern over temperatures dropping, I am committed to starting quickly and finishing in a timely manner. Keeping temperature changes in mind, exterior paint cannot be applied under 50 degrees. It is not necessary to apply a UV coat to the mural since it appears to be an East facing wall which will likely get only afternoon sun, plus when I have visited it seems well shaded by the trees around it. (If someone knows or thinks differently, I am open to suggestions.)

I would be happy to organize small groups of painters and encourage them to paint where they feel comfortable working. I would also be willing to work with other artists to paint and complete the project. I have requested well known, local artist Mike Carty, to paint the owl and other birds in the mural. I often work collaboratively with other artists.

PAINT AND SUPPLY BUDGET FOR CHESHIRE RETAINING WALL MURAL 149ft Long

	LOW	HIGH*
Spray Paint (12oz. cans) anticipated amount 45 (generous estimation)	$225	$400
Exterior Latex		
Gallons (Brown, Green)	$100	$150
Quarts (White, Red, Yellow, Blue, Black)	$50	$100
Small sizes (pink, lemon yellow, lavender, light green, etc.)	0	$50
Brushes, rollers, sponges	$100	$200
Plastic water pails- large yogurt containers work great	0	$50
Towels/Rags for brush clean up (old tee-shirts or old towels can be used)	0	$20
Drop Cloths (I have 2- 50ft paint drops, old sheets work also)	0	$60
TOTAL	$475	$1030
ARTIST FEE**	$2250	
TOTAL	$2725-$3280	

Suggestion- Remaining low balance amount can be used for student stipends or held for future repairs, possible fading or peeling in 25 years or unexpected graffiti markings.

**This amount is based on the estimate of $25/hour for 30 hours over 3 weeks. I am committed to working more hours to completion, but I wanted a fair estimation. I anticipate I will spend more time weekly on this project. Also, if two artists are hired they can split the amount.

*The variation is presented because I do not know how many a volunteers there are or how they manage paint. They may 'over spray' using aerosol or could possibly spill paint or even desire more colors. Also, I am not sure how many people are willing to use recycled items they have laying around their house, drop cloths, towels, plastic containers, etc. I am happy to use mural paint I already have from previous murals, which will cut costs. I have a substantial amount in my possession. It is an estimated value of $130-$200.

Highway report, 10/12/2021

Not a lot to report, roadside mowing alset for season with everything getting mowed atleast once,

We have been out with paver trying to hit some of the worse spots, behind area of whitneys last week, this week headed to hutchinson area to hit some of the bad spots, then we will be headed to sand mill area for some areas.

Trucks are in good shape going into winter as we have been testing and servicing as much as possible.

Sidewalks limbs have been trimmed so we can get snowblower to try and keep clear this winter. New tractor is only couple inches larger but many were over grown even for old machine.

Boat launch and kayak launch docks were taken out of water today,

We will be starting on fall touch up of gravel roads in next few weeks as well as trying to keep up with blowing leaves out of ditches and roadways. Also have another small round of trees that will be coming down in next couple weeks.

That's all for now beside discussion of bids for paving project.

Robert Navin

Highway Superintendent

De-Weeding Funding

Contract

Jennifer Morse

From: Brooks, Cheryl (DCR) <cheryl.brooks@state.ma.us>
Sent: Wednesday, October 6, 2021 12:11 PM
To: Jennifer Morse
Subject: FY22 Earmark: Cheshire
Attachments: EarmarkFY22langCheshire.docx; EarmarkFY22StContCheshire.docx; CASL.rtf

Follow Up Flag: Follow up
Flag Status: Flagged

Good Afternoon, Jennifer -

Per our conversation earlier, I will be working with you to process this year's earmark for $50,000 for the de-weeding of Cheshire Lake.

Attached are the forms required to process the payment:

- The first attachment is a copy of FY22's GAA showing your earmark.
- There's also the standard contract form (complete top left box and sign bottom left)
- The authorized signatory form (which needs to be notarized).

Follow the instructions and complete these forms and sign, preferably in blue ink. Once completed please e-mail the forms to me and mail the original package to my attention to the address below.

- We also require a scope of service and an invoice on your town's letterhead.

When payment is issued, it will go electronics fund transfer to the town's checking account at Unibank for Savings, checking account ending in #3972, is this correct?
A final report detailing how the earmark was expended is requested at the close of the fiscal year (8/31/22). For questions about the earmark itself please contact Craig Cashman at 617-626-4991.

If you have any questions about the forms, please do not hesitate to contact me via e-mail.
Thank you.

Cheryl Brooks
Business Manager
Department of Conservation & Recreation
251 Causeway St, Suite 600
Boston MA 02114

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions and Contractor Certifications**, the **Commonwealth Terms and Conditions for Human and Social Services** or the **Commonwealth IT Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Town of Cheshire (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME: Dept of Conservation and Recreation** **MMARS Department Code: DCR**	
Legal Address: (W-9, W-4): 80 Church St Cheshire MA 01225		**Business Mailing Address: 251 Causeway St Boston MA 02114**	
Contract Manager: Jennifer Morse, Town Administrator	**Phone: 413-743-1690**	**Billing Address (if different):**	
E-Mail: jmorse@cheshire-ma.gov	**Fax:**	**Contract Manager: Cheryl Brooks**	**Phone: 617-626-1256**
Contractor Vendor Code: VC6000191749		**E-Mail: Cheryl.brooks@mass.gov**	**Fax: 617-626-1449**
Vendor Code Address ID (e.g. "AD001"): AD 001 . **(Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s): 2CTDCR8900CHESHREEAR** **RFR/Procurement or Other ID Number: Legislative Exemption**	

_x_ NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ **Statewide Contract** (OSD or an OSD-designated Department)
__ **Collective Purchase** (Attach OSD approval, scope, budget)
__ **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ **Emergency Contract** (Attach justification for emergency, scope, budget)
__ **Contract Employee** (Attach Employment Status Form, scope, budget)
_x_ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, 20___.
Enter **Amendment Amount:** $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

__ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
__ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
__ **Contract Employee** (Attach any updates to scope or budget)
__ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): _x_ Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.
__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)
_x_ **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $50,000_____.

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: x agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) FY22 GAA EARMARK: that not less than $50,000 shall be expended for the de-weeding of Cheshire Lake

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

_x_ 1. may be incurred as of the Effective Date (latest signature date below) and **no** obligations have been incurred **prior** to the Effective Date.
__ 2. may be incurred as of _____, 20___, a date **LATER** than the Effective Date below and **no** obligations have been incurred **prior** to the Effective Date.
__ 3. were incurred as of _____, 20___, a date **PRIOR** to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of __6/30___, 2022__, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: _____, **Date:** _____,
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: _____.
Print Title: _____.

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____, **Date:** _____.
(Signature and Date Must Be Handwritten At Time of Signature)
Print Name: _____.
Print Title: _____.

Town Admin. Updates

Financial Policies

Agenda

Town of Cheshire

October 6, 2021

- What has prompted Cheshire's interest in developing financial policies? Is it driven by staff? Elected officials? Appointed officials, e.g., finance committee? Management letter findings?

- Purpose of Policies
    - Guide decision-making
    - Identify affected parties
    - Serve as tool for accountability
    - **Codify/memorialize existing practices and procedures, or establish new practices and procedures**

- How should the project of developing policies be structured, i.e., who should comprise the working group that will be involved in policy development? When should the group convene and how many meetings do you think will be required? Who will ultimately approve the policies?

- Review existing Cheshire policies

- Discuss Potential Policies and Procedures to be drafted <u>including but not limited to</u> the following

    - General Fund Budget
        - Balanced Budget
        - Submission of Budget and Budget Message
        - Revenue and Expenditure Forecast
        - Position Control/Vacancies
    - Enterprise Fund
        - Self Sufficiency and Rates
    - Reserve Fund/Fund Balance
        - Free Cash
        - Stabilization Funds
    - Capital Improvement Planning
        - Capital Budget
        - Capital Financing
        - Capital Improvement Planning Process
    - Grant Management
        - Grant Administration
        - Impact on Operating Budget
        - Impact on CIP and Debt Management
    - User Fees
        - Fees and Charges
    - Use of One Time Revenue

    - Use of One Time Revenue
- Unfunded Liabilities
    - Pensions/Retirement
    - Other Post-Employment Benefits (OPEB)
- Risk Management
    - Risk Management Program
- Accounting/Auditing/Financial Reporting
    - Annual Audit
    - Comprehensive Annual Financial Report
- Procurement and Purchasing
    - Procurement and Purchasing Policy
- Investments
    - Investment Policy
    - Post-Issuance Tax Compliance for Tax-Exempt Debt Obligations and Other Tax-Benefited Obligations
- Operations
    - Monthly Reporting
    - Cash Collections
    - Reconciling Cash and Receivables
    - Cash Flow Forecasting and Budgeting
    - Disbursements
    - Employee Reimbursements
    - Anti-Fraud
    - Police Details
    - Revenue Processing
    - Tailings
    - Year-End Closing
    - Liens
    - Tax Titles
    - Aging Accounts Receivables

- Discuss policy format – procurement example

- Future meetings