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 – October 19, 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 19, 2021, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Liseann Karandisecky; Peter Traub; Carole Hilderbrand; Jack Guerino (IBerkshires); Gene Gebrowski; John Tremblay; Becky Herzog; see sign in list for additional residents in attendance.

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

Summary of Votes Taken:

- Vote to approve the Consent Calendar as amended (5-0)
- Vote to approve the Visitors Code of Conduct Policy as written (5-0)
- Vote to approve the Wiring/Plumbing & Gas Fees as presented and the Building Permit fees as amended (5-0)
- Vote to move forward with the Town Hall Fire Escape Repair (Outlook Builders) (5-0)
- Vote to approve the accountant request for FEMA/Cares Act reporting reimbursement (3-1-1)
- Vote to approve payment to the HLD for payment of the Solitude Lake Management Invoice (5-0)
- Vote to enter Executive Session (5-0)
- Vote to adjourn the regular meeting (5-0)

1. Department Reports

Carole Hilderbrand, COA Director joined the board to give an update on the Council on Aging. She has been working with Kodiak Property Management regarding Berkshire Village residents' payment of rent and has learned that payments can be made directly at local banks. She has found Gidget from Kodiak to be very helpful and responsive. She is also working with a Veteran to get benefits to help with a housing situation. CHP was at the center offering flu and COVID booster vaccines over eighty (80) people were served with an additional fifteen (15) people at the BHS walk in clinic. Weekly lunches served in the month of September was four hundred eighteen (418) with approximately ten (10) grab and go lunches served daily. Activities have included card making, table decorating, wreath making, anxiety and mediation workshops, and quilting. Carole is working with the Lions Club for holiday donations of warm clothing, blankets etc. Future activities include line dancing and pop-up crafts. Volunteer hours for the month of September was two hundred

twenty-one (221) with an additional one hundred twenty-one (121) hours for the Food Pantry which is serving between eighty-eight (88) – one hundred (100) families. M. Francesconi noted that there is a lot of good stuff happening at the center and spoke of a private donor that she and Carole had worked with in the past that would like to donate again.

2. Consent Agenda

A motion was made by M. Francesconi and seconded by S. McGrath to approve the consent agenda as amended.

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

Motion Carries: 5-0

Minutes	*10/5/21 & 10/12/21*	◯ *As Submitted √ As Amended*
Warrants	*10/19/21*	*√ Payroll √ Vendor*

3. Discussion/Decision Items

a. Code of Conduct Policy –

A motion was made by M. Biagini and seconded by J. Levesque to approve the Code of Conduct Policy as written.

J. Morse shared that it will be posted in all town buildings.

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

Motion Carries: 5-0

b. **Building Department Fees** – J. Morse said that she had reviewed the fees with the Wiring and Plumbing/ Gas Inspector and this afternoon received an email from the Building Commissioner. The Building Commissioner is recommending a per thousand costs of $15-$18 which is an increase from $5 per thousand of cost.

A motion was made by M. Francesconi and seconded by M. Biagini to approve the Building Inspector Fees as amended and the Wiring and Plumbing/Gas as presented.

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

Motion Carries: 5-0

c. **Fire Station Assessment** - J. Morse noted that the Fire Chief had reminded her that an assessment needs to be done on the condition of the Fire Station. Morse asked the board for input on next steps. It was suggested that she contact EDM to get a quote for consultations fees.

4. Town Administrator Updates

J. Morse notified the board that Outlook Builders has the lowest estimate for the Fire Escape repairs at Town Hall. While doing the work they can do a temporary repair of the Library Stairs for an additional $1,000. M. Francesconi elaborated that she had met with Outlook Builders regarding the roof project and will schedule a walk through soon. Outlook Builders will be able to start the repairs near the end of the week and will be asked if they can do the library steps first. There was discussion on the need to get the emergency lighting put into place at Town Hall. M. Francesconi was contacted by the Painters, and they will be able to paint the exterior doors of town hall later in the week.

A motion was made by M. Francesconi and seconded by J. Levesque to move forward with the Fire Escape Stair repair with Outlook Builders.

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

Motion Carries: 5-0

Accountant reimbursement for FEMA/Cares Act Reporting – J. Morse asked the board to make a decision regarding the accountant reimbursement request for hours spent reporting to FEMA/Cares Act. J. Levesque said that there was no indication in the documentation of an approval from any entity for $30 per hour. M. Francesconi feels that the position is salaried and often department heads are required to do duties that go above and beyond normal responsibilities, further she understands that they approved the first reimbursement request, but she believes it should be included as part of the salaried position. S. McGrath noted that the money is being reimbursed by the state and not from town funds and suggested payment with notice that no additional hours will be reimbursable, and the reporting is part of the position.

A motion was made by S. McGrath and seconded by M. Biagini to approve the reimbursement request noting that it will NOT be allowable moving forward.

Roll Call Vote: J. Levesque – Abstained; S. McGrath – Yes; R. Killeen – Yes; M. Biagini – Yes, M. Francesconi – No

Motion Carries: 3-1-1

Solitude Lake Management Invoice – After speaking with the Prudential Committee Chair and receiving email correspondence from Solitude Lake Management, J. Morse is recommending payment of the invoice to Hoosac Lake District. There was discussion regarding Solitude and Liseann was present to discuss. R. Killeen said that by holding back the payment the town at least got some explanation of the situation from the vendor.

A motion was made by S. McGrath and seconded by R. Killeen to reimburse the Hoosac Lake District for the Town share of the Solitude Lake Management invoice

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

Motion Carries: 5-0

S. McGrath noted that the Dam Committee would be meeting Wednesday evening at Town Hall.

5. **Announcement by Board Members**

R. Killeen was approached by Gene Pierce would suggest that the Transfer Station be open on Labor Day and the day after Thanksgiving, this will be added to a future agenda.

M. Francesconi asked Peter Traub about payment for postage for an upcoming hearing on South State Road wondering if it was a Planning Board issue or a Zoning Board Issue. She discussed a property on Sand Mill Road that was not properly vetted, and a reimbursement needs to be issued from the Planning Board account noting that if errors continue the Planning Board won't have funds remaining. She further questioned meetings in the middle of the day on the weekend noting that it makes it difficult for members of the community to attend. Peter said scheduling site visits is difficult in any circumstances and that petitioners begin with the Building Commissioner to determine if a Planning Board special permit is required or if a Zoning Board variance is required. It was suggested that a meeting of the Planning Board, Building Commissioner and Town Administrator happen to figure out how these errors can be mitigated.

5. Discussion with School Committee and Superintendent re: Panorama Education and Update from the Superintendent.

Aaron Dean distributed an information sheet regarding how the HVRSD uses Panorama in the District. M. Francesconi noted that since she had invited the School Committee to the meeting, she wanted to give a little

background as to why noting that she had a series of questions that she wanted to ask. M. Francesconi justified her reasoning for the discussion by noting the Board represents the taxpayers' dollars which funds the school's budget and that the board is representing the well being of the residents. A. Dean then went through his handout noting that Panorama is a platform that does research-based surveys twice a year for check ins to evaluate students, staff and hear the family voice. He attached the letter to families regarding the surveys which gave an option to opt out A few of the questions presented by M. Francesconi were addressed before the Chair of the School Committee noted that the Board of Selectmen has no jurisdiction over the School Committee if and if there are issues or questions, they should be taken through the proper channels starting with the principals, superintendent and then the school committee. It was agreed that the two committees need to work together for the best interest of the community and that the questions would be forwarded to the School Committee for clarification. There was further discussion regarding taking a deeper look into the security behind the software companies with J. Levesque asking that everyone be vigilant with the security concerns noting the recent ACLU case in Springfield. Audience member Mia Francesconi asked about changes that have been implemented due to the surveys being conducted to which the Superintendent answered that they have purchased new ELA curriculum and the hiring of additional staff to deal with behavior concerns were a couple of examples.

The Superintendent gave an update on the School Improvement Plan and the three focus areas. He also reported the October number of six hundred forty-nine (649) Adams Students a decrease of twenty-six (26) and two hundred thirty-six (236) Cheshire Students and increase of one (1). The budget process will begin in November with a bottom-up budget process. J. Levesque brought to the School Committee attention that the Town will likely be facing a 2 ½ override for FY23.

Executive Session: *A motion was made by M. Francesconi and seconded by M. Biagini to enter executive session under M.G.L Chapter 30A, Section 21 (a) Reason 6 to consider the purchase, exchange, lease, or value of real estate, if the chair declares that an open meeting will have a detrimental effect on the negotiating position of the public body.*
Roll Call Vote: J. Levesque – Yes; S. McGrath – Yes; R. Killeen – Yes; M. Biagini – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Adjournment: *A motion was made by M. Biagini and seconded by J. Levesque to adjourn the regular session meeting at 8:35 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 20, 2021

Document List

1. Agenda October 19, 2021
2. Minutes October 5, 2021
3. Minutes October 12, 2021
4. Code of Conduct Policy Draft

5. Building Department Fees Draft
6. Panorama Education Handout from School Committee
7. Panorama Education Questions from M. Francesconi
8. School Improvement Plan Focus Areas

Approved: 11/2/21

Carole Hilderbrand COA
Megan Singer
~~Donald Charbonneau~~
LYNN MELCHIORI
Liseann Karandisecky
Peter Traub
Kristen Palatt
Regina Hill
Bethany DeMarco
Michael Mucci
Aaron Dean

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Agenda – October 19, 2021
6:30 PM

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

1. *Open Meeting – Introductions – Pledge of Allegiance*
2. *Department Reports*
   a. *Council on Aging*
3. *Consent Agenda*

Minutes	*10/5/21 & 10/12/21*	◯ *As Submitted* ◯ *As Amended*
Warrants	*10/19/21*	◯ *Payroll* ◯ *Vendor*

4. *Discussion/Decision Items*
   a. *Code of Conduct Policy*
   b. *Building Department Fees*
   c. *Fire Station – Building Assessment*
5. *Town Administrator Updates*
6. *Public Comment*
7. *Announcements from Board members*
8. *Discussion with the School Committee and Superintendent re: Panorama Education and Update from Superintendent.*
9. *Any other business not reasonably anticipated 48 hours prior to the meeting.*
10. *Executive Session – Cheshire Elementary School – District Lease M.G.L. Chapter 30A, Section 21 (a) Reason 6 – To consider the purchase, exchange, lease, or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.*

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United States: +1(646) 749-3335 Access Code: 572-029-061

Submitted and posted by: Jennifer Morse – Town Administrator 10/14/21 @1:23 p.m.

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

Minutes

TOWN OF CHESHIRE

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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

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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.

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 Sandmill. 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. In December 2020 she contacted the School Committee Chair and Superintendent with no response. 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

Code of Conduct Policy

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

VISITORS CODE OF CONDUCT

Purpose

The Town of Cheshire seeks to provide efficient and effective services to residents, taxpayers, and visitors, expecting employees to conduct themselves professionally, with consideration and diplomacy towards all. The Town recognizes that employees expect to be treated with respect and civility by people doing business with the Town, ensuring the personal safety and security in an environment free from intimidation, threats, or violent acts.

Policy

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile, or offensive work environment. Unsigned letters and anonymous communications will not be considered or reviewed.

The Town does not tolerate workplace violence, including the threat of violence by anyone who conducts business with the Town.

Complying with this **Code of Conduct** is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises. **Repeated violations may result in permanent suspension of facility privileges.**

Expected Conduct

- **AVOID CAUSING DISTURBANCES OR DISRUPTIONS**
- **SHOW RESPECT FOR OTHERS, BUILDING FACILITIES, AND PERSONAL PROPERTY OF OTHERS**
- **USE COMMON COURTESY WHEN INTERACTING WITH OTHERS**
- **DO NOT ENGAGE IN ANY LEWD OR OFFENSIVE BEHAVIOR**
- **ANY FORM OF VIOLENCE IS PROHIBITED**
- **SMOKING, DRINKING ALCOHOL, OR APPEARING TO BE UNDER THE INFLUENCE OF ANY ILLEGAL SUBSTANCE IS PROHIBITED**

Thank you for your cooperation!

Building Department Fees

TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 X.19

WWW.CHESHIRE-MA.GOV

BUILDING DEPARTMENT FEES

Travis Fachini Email: bldginspect@cheshire-ma.gov 413-743-0403 (Office)
Building Commissioner/ADA Compliance Officer/Zoning Enforcement Officer 413-207-2060 (Cell)

Building Permit Fee Schedule

In general, a permit is required for roofing, siding, insulation, replacement windows, etc. at a charge of $5 per thousand of a signed contracts.

No Permit	Fees Doubled
Filing Fee (for all permits)	$10
Building Permit Fee Minimum	$30
Plan Examination Fee (Based on Complexity) Residential	$50
Plan Examination Fee (Based on Complexity) Commercial	$100 (Min.) $200 (Max.)
New Construction & Additions, repairs, alterations, decks, porches, garages, barns, sheds, gazebo, pool enclosures	$5 per $1,000 of Job Value or Min.
Temporary Tents	$25
Cell & Wind Towers	$5 per $1,000 of Job Value or Min.
Certificate of Occupancy	$35 Residential
	$25 Rental Units
	$50 Commercial
Swimming Pools	$25 (Above) $5 per $1,000 or Min (In Ground)
Solid Fuel Burning Appliances	$35 (Wood, Pellet)
	$50 (Outside Wood; Fireplace & Chimneys)
Demolition	$35 <1000 SF $50 > 1000 SF
Signs	$35 < 6FT $7 Per > 6FT
Relocation Fees	$35
Trench Permits	$25
Fences and Retaining Walls	$25

To be paid before Final Inspection or Occupancy Certificate Will Be Issued the Building Official shall have the authority to require evidence of construction cost, which may include, if applicable, the contract between the property owner and a third-party contractor. IF the applicant does not provide satisfactory evidence of the construction costs, the fees shall be calculated using $35 plus $.40 per square foot.

Electrical Wiring Permit Fee Schedule

George Sweet Email: wire1@cheshire-ma.gov 413-770-4219 (Cell)
Wiring Inspector

Fees are based on Electrical Wiring Job Estimate Cost (to include all labor and materials)

From $0 - $2,000	$50
From $2,001 - $4,000	$75
From $4,001- $8,000	$100
From $8,001 - $10,000	$125
From $10,001 and above	$25/per thousand
Renewal Fee	$25
Filing Fee (For Manual Permits)	$30
Residential Solar Photovoltaic Systems	$50 per KW

Commercial Fees for Solar Photovoltaic (PV) System

Up to 100 KW	$2,000
101 KW to 250 KW	$3,000
251 KW to 500 KW	$4,000
501 KW and up	$5,000

Plumbing/Gas Permit Fee Schedule

Mike Biros Email: plumbinggas@cheshire-ma.gov 413- 652-2780 (Cell)
Plumbing and Gas Inspector

$50 Application Fee

$10 Per Fixture

School Committee: Panorama Discussion and Superintendent Update

Hoosac Valley Regional School District

What is Panorama?

A platform for research-backed surveys and twice a year check-ins to elevate student, staff and family voice. Benchmark surveys assess skills in the 5 core SEL competencies and climate surveys provide important information in the areas of school climate, student engagement, supportive relationships, schools belonging, school safety, and student-teacher relationships.

What is SEL and why is it a focus in our schools?

Under the federal law, Every Student Succeeds Act (ESSA), states may decide to account for the social and emotional learning happening in their schools and to use that data to make decisions about how best to support schools. SEL is a key part of DESE's five strategic priorities for student success. It is a required component of every students' educational experience in Massachusetts. The Collaborative for Academic, Social and Emotional Learning (CASEL) identifies five competencies of SEL: self-awareness, self-management, social awareness, relationship skills, and responsible decision making. CASEL claims that this SEL framework is key to establishing equitable learning environments for learning and development.

Research demonstrates that social and emotional learning can:

- *Improve Academic Achievement*—In a 2011 meta-analysis of 213 school-based SEL programs spanning kindergarten through high school, researchers found that SEL participants demonstrated improved academic performance in an 11-percentile-point gain in achievement.
- *Make a Lifelong Impact on Students*—A 2015 study published in the American Journal of Public Health found significant associations between social-emotional skills in kindergarten and young adult outcomes across education, employment, criminal activity, and mental health.
- *Benefit the Economy* – A 2015 report reveals every dollar invested in SEL programming yields $11 in long-term benefits. These benefits include reduced juvenile crime, higher lifetime earnings, and better mental and physical health.
- *Advance Educational Equity* – In the CASEL Guide to Schoolwide SEL they highlighted that SEL fosters an equitable learning environment for students of all social identities, cultural values, and backgrounds.

Who will be able to view my child's survey results?

For school feedback surveys, educators designated by the district will be able to see response data in aggregate, at the school or district level. For Panorama's Social-Emotional Learning survey, students' self-reported SEL competencies are compiled into student-level reports so that educators who work with them can celebrate areas of strength and support them in growing specific skills. Responses to specific questions are not shared in reports.

How will my child's survey results be used and why do we measure SEL?

We use aggregate feedback responses to ensure all students are having equitable education experiences and to create district and school improvement plans. SEL data is used to support student growth at all levels. We review and analyze the data from these surveys to find opportunities for growth, celebrate successes, and set goals.

What if I don't want my child to participate?

Each year we send home a letter notifying parents as to when the surveys will be taking place. These surveys are never mandatory, students and families always have the option to opt out. They can communicate this desire to not have their children complete the survey by filling out the section at the bottom of the letter and/or calling or emailing the school principal.

Is my child's data safe?

HVRSD utilizes standard operating procedures to protect students' personally identifiable information. The five-digit "lunch codes" are used to secure individual student information while providing access to district platforms. Panorama, specifically, requires two-layered log in which further safeguards student accounts.

Hoosac Valley Regional School District

191 Church Street
Cheshire, Massachusetts 01225-9523

Aaron Dean
Superintendent of Schools
Telephone 413-743-2939

Lisa Bresett
Assistant to the Superintendent
Telephone 413-743-2939

Erika Snyder
Business Administrator
Telephone 413-743-8401

September 1, 2021

Dear Hoosac Valley Families,

We thank you and your family for being our valued partners as we work together to educate the children in our district. Our district values input from our community – and we need to hear from your children! Students are important partners as we work to improve our communication, academic program and overall experience for everyone. Also, as you may already be aware, building our social-emotional learning skills has been an important goal for our district the past two years.

In order to learn more about student experiences at school and our students' SEL needs, we will be asking for your child's feedback via online surveys in the areas of school climate and social emotional learning. These surveys shouldn't take more than 20-30 minutes to complete.

We are asking that all of our students participate in the surveys in the fall and spring, as their feedback will provide invaluable insights into their experiences and how we can improve and adapt our district to their needs. If a student doesn't feel like they have enough information to answer a question, they will be able to skip the item altogether. The responses to these surveys will be completely confidential. We are partnering with a third-party vendor to support us in administering these surveys.

The survey content will ask students to self-reflect on ***Self-Efficacy, Social Awareness, Self-Management, Emotion Regulation, Supportive Relationships, School Engagement, School Climate, School Safety, School Belonging, School Teacher-Student Relationships.***

Please notify us if you would like your child to opt out of taking the surveys by filling in your name and your child's name below and returning it to school by September 30, 2021. We thank you in advance for your thoughtful responses. If you have any questions about the survey administration, please don't hesitate to contact your building principal to discuss.

Sincerely,
Aaron M. Dean, Superintendent

* * * * * * * * * * * *

I do not want my child to participate in the survey.

Student Name: _____
School Name: _____
Grade: _____
Guardian Name: _____
Guardian Signature: _____

The Hoosac Valley Regional School District does not discriminate on the basis of race, color, national origin, sex, gender identity, religion, disability, or sexual orientation.

SY2122 FOCUS AREAS

DISTRICT IMPROVEMENT PLAN

1. Hoosac Valley Regional School District will continue the cycle of updating curriculum and expanding teacher repertoire to ensure high quality instruction across content areas.
2. Hoosac Valley Regional School District will examine policies and practices district wide with an equity lens.
3. Hoosac Valley Regional School District will regularly communicate with families regarding student learning and academic performance at all grade levels.

PANORAMA

1. When did the HVRSD begin utilizing Panorama Education products?

2. Which Panorama Education products do you use?

3. How do students gain access to Panorama products/surveys?

4. Do students who did not participate in Panorama surveys still have profiles?

5. For grades K-3, where students did not participate in the surveys, did teachers complete profiles/surveys for each of their students? Did teachers complete profiles for grades 4-12?

6. Panorama maintains data in four distinct categories: academics, attendance, behavior, and SEL. How does data regarding topics that were not included in the survey get transferred into Panorama by HVRSD?

7. Which software programs also used by HVRSD integrate with Panorama? FastBridge/Illuminate Education? Google for Education (premier partner of Illuminate)? PowerSchool? Etc?

8. How much did HVRSD pay for Panorama Education?
    a. What is the total cost of ownership?
        i. Time on task impacts?
        ii. Monetary impact?
        iii. Staffing impact?
        iv. Professional development impact?
        v. How much is the district paying for SEL initiatives?

9. Do you have a contract with Panorama Education?
    a. If yes, please provide a copy.

10. Who are the admins for the Panorama Education account and is the Superintendent an admin and what level admin is he?

11. Who has access to the data contained in the software?

12. What is the ratio of academic learning to SEL at the elementary level? Middle school level? High school level?

13. FastBridge has been used by the district to assess students in grades 4-10. Illuminate Education indicates equal emphasis is placed on reading, math, and SEL.
    a. Do the assessments target all three of these areas and how are the data points used in the school setting?
    b. Is FastBridge used in conjunction with the data from Panorama to develop Multi-tiered Systems of Support (MTSS)?

14. How will you make the data obtained by the surveys available to the parents and students? What about the data provided by the teachers?

OTHER RELATED PROGRAMS

1. What software programs utilize the student ID numbers?

2. Google for Education and Clever are tools through which students access a wide variety of platforms. What programs are linked to Clever and Google for Education?

3. Who are the super admins for Google for Education? How many admins are there altogether?

4. Are you familiar with the level of access that super admins have in Google?

5. Is the district still utilizing GoGuardian?

6. What is your process for handling student data for families and students who do not authorize you to input their information in the software programs you utilize as a district?

7. Questions via Google Survey to families regarding vaccination status/plans. Unethical medical data compromise.

KEY POINTS

- Panorama Education nearly doubled their number of participating school districts. Since March of 2020, the number went from 800 to approximately 1500 with approximately 13 million students participating nationally.
- In addition to the ChanZuckerberg Foundation, other investors are Owl Ventures (known for their focus on a global education system) and the Emerson Collective (Laurene Powell Jobs organization that has a focus on "design the tools and environment our students need")
- Xan Tanner is the son-in-law of the Attorney General of the United States, Merrick Garland
- The National School Boards Association on September 29th referred to parents as Domestic Terrorists
- Merrick Garland issued a memo to the FBI on October 4th asking for the FBI to work with local law enforcement agencies to deal with issues surrounding parents and school boards

ISSUES

- Giving data points on individuals to private businesses who have the ability to utilize the data for future impacts on the students.