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 26, 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 26, 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; Rebecca Herzog; Peter Traub

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

Summary of Votes Taken:

- Voted to use Hilltown Municipal Accounting Services in the interim to handle bill payments/Warrants Vote: 4-0
- Voted to adjourn at 7:14 p.m. Vote: 4-0

1. Executive Session - Accountant

The board was notified this morning (October 26, 2021) that the accountant was retiring from her position, the letter was read into the record by M. Francesconi. The meeting was held in open session to discuss a plan in the interim. The Treasurer was present and confirmed that the vacation payout and time records are correct. S. McGrath asked that a stipulation be added to the personnel manual requested a thirty-day notice prior to retirement. J. Morse explained that she had contacted VADAR to have the log in password changed, contacted IT to have all emails forwarded to her account in the interim and contacted Hilltown Municipal Accounting Services for interim support. Hilltown Municipal Accounting Services will continue with the bills/warrants in the interim for a rate of $75 per hour, with an expected time of 3-4 hours on warrant weeks.

A motion was made by M. Francesconi and seconded by J. Levesque to hire Hilltown Municipal Accounting Services in the interim.
Roll Call Vote: J. Levesque – Yes; S. McGrath – Yes; M. Biagini – Yes; M. Francesconi - Yes
Motion Carries: 4-0

Discussion on posting the position for 8-12 hours per week and seeking quotes from vendors for accounting services. It was noted that Free Cash and Schedule A have not been completed for FY21 both of which are large tasks. J. Morse will post the position on the website and on Berkshire Jobs in the morning.

2. Announcement by Board Members

M. Biagini noted that he had contact with a resident at Berkshire Village who was having a hard time communicating with the new property management. J. Morse noted that she had received the correspondence and send the gentlemen contact information for Gidget and Alex Cabot at Kodiak Property Management.

S. McGrath asked about the Host Community Agreement which is still with the attorney for Mass Yield Cultivation.

M. Francesconi mentioned that she had received a request to use CodeRed for weather updates and missing persons. There was discussion on creating a policy for CodeRed use and what town officials have access to the system.

M. Francesconi noted that C&S Masonry has donated labor to repair the Cheese Press at Leland Park.

M. Francesconi also noted that the doors at Town Hall will be painted the historic black show in pictures with white trim.

There was general discussion regarding the Route 8 Mural and the progress made to date, J. Morse shared that she had received a phone call from a resident who was extremely pleased with the project.

3. Public Comment

Peter Traub brought up that the Planning Board wishes to move forward with two bylaws at this time and J. Morse will seek quotes for the project from three sources.

Adjournment: ***A motion was made by M. Biagini and seconded by J. Levesque to adjourn the regular session meeting at 7:14 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 27, 2021

Document List

1. Retirement Notice - Accountant

Approved: 11/2/21

October 25, 2021

Town of Cheshire

80 Church Street

Cheshire, MA 01225

Attention: Town Administrator

Board of Selectmen

This letter is to inform you that I am RETIRING from a benefitted position with the Town of Cheshire with an effective date of October 26, 2021 after 18 years of service with the Town. I wish to continue my life insurance and health insurance at this time. I have also attached my remaining vacation time to be paid out to me as well, with supporting detail.

Sincerely,

Lynne Lemanski

Cc: Berkshire County Retirement Board

FY 2022 VACATION 7-1-2021-6-30-22
ELIGIBLE TIME: 4 WEEKS X 20 HOURS A WEEK = 80 HOURS
PER TOWN POLICY, VACATION STARTS EACH FISCAL YEAR

VACATION DAYS USED

DATE:	HOURS
9/23/2021	3.00
9/28/2021	12.00
21-Oct	8.00
TOTAL TAKEN	23.00
ELIGIBLE	80.00
REMAINING BALANCE	57.00
HRLY RATE	25.74
AMOUNT DUE :	1,467.18