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 – November 2, 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 November 2, 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; Rebecca Herzog; Chief Garner; Gene Gebarowski; Richard Lindsay (Berkshire Eagle); John Tremblay; Lynn Melchiori; Patricia Mullins & Gwen Cariddi (Berkshire Regional Planning Commission); Art Kaufman; Francis Willett.

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

Summary of Votes Taken:

- **Voted to approve the Consent Agenda as amended 5-0**
- **Voted to implement the Winter Parking Ban from November 2, 2021- April 1, 2022 5-0**
- **Voted to approve the Capital Request Form with changes 5-0**
- **Voted to appoint Art Kaufman to the Northern Berkshire Cultural Council 5-0**
- **Voted to appoint Jennifer Morse as Assistant Treasurer 5-0**
- **Voted to adjourn at 8:16 p.m. 5-0**

1. **FY18 CDBG Program with Berkshire Regional Planning – Patricia Mullins & Gwen Cariddi**
   Patricia Mullins sent general information regarding the program prior to the meeting and distributed a financial update and flyers during the meeting. Patricia explained that the grant is a regional grant with Cheshire and New Marlborough with Cheshire being the lead town. The total grant was $998,000, Housing rehab funds in the amount of $775,000 plus the $60,000 from the Town. Administration by BRPC and Program Delivery - $223,000. A total of 55 applications were received with 17 total projects to date (11 - Cheshire and 6- New Marlborough); 8 applicants were not income eligible, and 11 projects were not eligible with 11 applicants being withdrawn. There are 6 projects currently waiting for completion. Some of the housing rehabilitation projects have included new windows, handicap accessibility, plumbing, roofs, heating, etc.
   BRPC staff shared that it could take up to 6 months to get a project underway with paperwork, eligibility, and inspections. They also shared frustration that the grant has taken longer than anticipated, contractors are limited and that there are supply chain issues. Patricia and Gwen were thanked for providing the updates.

2. Consent Agenda

A motion was made by J. Levesque and seconded by S. McGrath to approve the consent agenda as amended.
Roll Call Vote: M. Biagini – Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Minutes	*10/5/21 & 10/12/21*	◯ *As Submitted* √ *As Amended*
Warrants	*10/19/21*	*Approved with Signatures*

3. Department Reports

a. Police Department – Chief Garner

Part Time Officer Bridge Training - Two of the part time officers are doing the Bridge Academy in the first year at no expense to the Town due to their regular full time job training. Chief is unsure if the other two part time officers will complete the bridge training noting that the department will also be losing the chief to retirement at the end of the fiscal year. Chief Garner presented a FY23 proposed budget that would include a fulltime chief, one full time officer and part time bridge academy trained officers for $168,000 a year. This would be an increase of $24,738. The proposed budget will give the Town 112 hours of coverage vs. the current 96 hours per week, it does not mean full time round the clock coverage.

Police Chief - The Chief expressed his support for Sergeant Alibozek to be promoted to Chief explaining that he had been promoted from the same and had four months to spend as Deputy Chief prior to his appointment as Chief. J. Morse asked the Chief to get her a job description for the position, the board will discuss an action plan later in November. There was discussion regarding the application process and possible regionalization of part time officers. M. Francesconi noted that the mandate from the state for part time officers is all negative for everyone and suggested that the board write a letter to legislators regarding the displeasure.

Animal Control Officer - There were no qualified applicants for the position and for now the police department will continue to respond to animal calls. Chief suggested a regional agreement with the Town of Adams and J. Morse will reach out.

The Are you OK? Phone line has been installed and the Chief will be reaching out to the Council on Aging once the program is operational.

Chief shared that the had received an applicant for a part time officer who will be fully trained. J. Morse to send out the application to all board members and to set up a meeting with the applicant.

Winter Parking Ban - The Chief inquired if that parking ban has gone into effect.
A motion was made by M. Biagini and second by J. Levesque to implement the Winter Parking Ban from November 2, 2021– April 1, 2022.
Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Tree Lighting - The tree lighting at Town Hall will be on Sunday December 5th. R. Killeen commented on how successful the Halloween event was and thanked the Chief for his work.

4. Discussion/Decision Items

a. Budget Preparation –J. Morse shared that the Capital Request Forms were put into place with the help of the Finance Committee they will be distributed to each department with a deadline of mid-December. A Capital Plan will be created and presented to the Finance Committee and Board of Selectmen at the beginning of the budget season.
J. Levesque would like to see attachment of bids, etc. as a requirement.

A motion was made by M. Francesconi and seconded by J. Levesque to approve the Capital Request Forms
Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

J. Levesque would like to have the budget presented earlier than the first meeting scheduled for February 1, 2022. J. Morse will be working to get all submissions in plenty of time for review by the board prior to the meeting. J. Levesque would also like to give more time at the end of the process for a budget presentation and review. J. Morse will alter the schedule to include.

b. Response from School Committee re: Panorama Education Questions
J. Morse was asked to read the email from Superintendent Dean that she had received prior to the meeting stating that they had not had time to review and respond to the questions. M. Francesconi noted that the School Committee had been forwarded the series of questions and email links to information from the last regular board meeting. She shared that after that meeting there was senate hearing regarding this topic and school boards across the country are opting into surveys – instead of opting out and demanding that questions be shared with families prior to the surveys being conducted. She stated that she is looking forward to the school committee responses to the questions as they have a meeting on November 8, 2021. Further she shared that there are a lot of social and emotional angst and conversations happening in local school regarding vaccination status and masks, noting that it is creating online battles between kids and parents and that the school system should be concentrating on internal issues, she said that this not a reach as the school committee suggested and that it needs to be addressed at a local level.

c. Northern Berkshire Cultural Council Appointment – Art Kaufman
A motion was made by M. Francesconi and seconded by M. Biagini to appoint Art Kaufman to the Northern Berkshire Cultural Council.
Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

d. Recreation Economy for Rural Communities Grant Opportunity
Board member received the link and information in their packets regarding the federal grant opportunity. There was discussion regarding projects that could be applied for. Board members will send the Town Administrator input for the next meeting.

e. Town Building Lock Quote - Town Administrator to receive two additional quotes. M. Francesconi noted that the board had previously approved the project.

f. Emergency Manager Coordinator Position
M. Francesconi shared that Francis Willett is interested in the position and has over a decade of experience. J. Morse will invite him to attend the next board meeting.

g. Accounting Services Update/Accountant Posting/Quotes
J. Morse noted that Hilltown Municipal Accounting Services processed the warrant with success. The accountant position has been posted and the Town Administrator has reached out to two firms for quotes for services.

h. Assistant Treasurer Appointment
A motion was made by Mark Biagini and seconded by S. McGrath to appoint Jennifer Morse as Assistant Treasurer to allow for her to be an authorized signatory to process vendor checks.
Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

5. Town Administrator Updates
J. Morse noted that she had received a letter from the Board of Health regarding the mold in the old section of the school. M. Francesconi read the letter into the record. Discussion ensued on a timeframe and process to have items removed. The Youth Center and District Offices are aware that they will be asked to remove the items.

6. Public Comments
John Tremblay clarified that the Recreation Economy for Rural Communities Grant Opportunity is to provide planning assistance

7. Announcements by Board Members
R. Killeen - Stonehedge has an undermining issue that has been brough to the attention of the Water Department Superintendent.
R. Killeen suggested that the Planning Board investigate bylaws for locations for EV Stations
R. Killeen wants to explore ARPA funds for essential workers

Members spoke of how great the Route 8 mural project is
It was also mentioned that the black doors on Town Hall look good after being freshly painted.

Adjournment: *A motion was made by M. Biagini and seconded by J. Levesque to adjourn the regular session meeting at 8:16 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
November 9, 2021

Document List

1. Agenda November 2, 2021
2. CDBG Program Information
3. Police Department Monthly Report – October
4. Cheshire Police Department Proposal FY23
5. Minutes – October 19, 2021
6. Minutes – October 26, 2021
7. Capital Request Form – DRAFT
8. Budget Schedule- DRAFT
9. Email from Tremblay and Traub re: Applications for Planning Assistance

Approved: November 16, 2021

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Agenda – November 2, 2021
6:30 PM

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

REVISED

1. *Open Meeting – Introductions – Pledge of Allegiance*
2. *Hearing regarding FY18 CDBG Program with Berkshire Regional Planning – Pat Mullins*
3. *Consent Agenda*

Minutes	*10/19/21 & 10/26/21*	◯ *As Submitted* ◯ *As Amended*
Warrants	*10/26/21*	◯ *Payroll* ◯ *Vendor*

4. *Department Reports*
   - ***a.*** *Police Department – Chief Garner*
5. *Discussion/Decision Items*
   - ***a.*** *Budget Preparation - Capital Request Forms, Budget Schedule*
   - ***b.*** *Response from School Committee re: panorama education questions*
   - ***c.*** *Northern Berkshire Cultural Council Appointment – Art Kaufman*
   - ***d.*** *Recreation Economy for Rural Communities Grant Opportunity*
   - ***e.*** *Town Building Lock Quote $9,492 (materials), $1,000 (labor)*
   - ***f.*** *Emergency Manager Coordinator Position*
   - ***g.*** *Accounting Services Update and Accountant Posting/Quotes*
   - ***h.*** *Assistant Treasurer/Authorized Signatory Appointment – Jennifer Morse (Added 10/29/21 @12:38 p.m.)*
6. *Town Administrator Updates*
7. *Public Comment*
8. *Announcements from Board members*
9. *Any other business not reasonably anticipated 48 hours prior to the meeting.*

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 10/28/21 @12:00 p.m.

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

CBDG Program

Cheshire Homeowners:

If you can't afford needed home repairs, your town has secured funding to help!

Berkshire Regional Planning Commission

To learn more about the Housing Rehabilitation Program, contact:

Patricia Mullins

413-442-1521 ext. 17

pmullins@berkshireplanning.org

PRSRT STD
ECRWSS
U.S. POSTAGE
PAID
EDDM RETAIL

**********ECRWSS*****

Local
Postal Customer

Cheshire Homeowners:

Does your home need repairs?

Applications are now being accepted for the Housing Rehabilitation Program.

Up to $40,000 available to income-eligible Cheshire homeowners for critical home repairs through an interest-free, deferred payment, forgivable loan.

Persons in Household	Annual Income Limit
1	$42,500
2	$51,650
3	$58,100
4	$64,550
5	$69,750
6	$74,900
7	$80,050
8	$85,250



- Carpentry
- Electrical
- Heating/Cooling
- Insulation
- Lead Removal
- Masonry
- Painting
- Plumbing
- Roofing
- Septic
- Windows & Doors
- Siding

For more information, contact Patricia Mullins

413-442-1521 ext. 17 pmullins@berkshireplanning.org

www.berkshireplanning.org

Funding for the FY18 Cheshire-New Marlborough Housing Rehabilitation Program is provided by a MA Community Development Block Grant.

FY18 Cheshire Housing Rehabilitation Program

MA Licensed Contractors: TAKE NOTICE

Housing Rehabilitation Is Now In North County!

Contractors Needed
For Work On Homes In Cheshire

Enroll With BRPC to Start Bidding:

Gwen Cariddi (413)442-1521 ext. 35
gcariddi@berkshireplanning.org

Programs are ongoing throughout Berkshire County. Contact us for more information about upcoming opportunities to bid.

www.berkshireplanning.org

Funding for this program is provided by a Community Development Block Grant



- Carpentry
- Electrical
- Heating/Cooling
- Insulation
- Lead Removal
- Masonry
- Painting
- Plumbing
- Roofing

Berkshire Regional Planning Commission

Project # XXX-XXX GRANT: CDBG FY18 CHS-NMB HR Program

APPLICANT NAME STREET ADDRESS, CHESHIRE, MA 01225 Home: XXX-XXX-XXXX

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1. APPLICATION & PROPERTY RECORDS

- ☐ _____Application
- ☐ _____Deed
- ☐ _____Property Card
- ☐ _____Taxes
- ☐ _____Homeowners Insurance / Flood Plain
- ☐ _____Electronic Signature
- ☐ _____Homeowner – Early withdrawal
- ☐ _____Agreement to provide further information

2. ELIGIBILITY DOCUMENTATION

- ☐ _____Income Verification Sheet
- ☐ _____Income Documentation
- ☐ _____Letter of Eligibility
- ☐ _____Agreement between homeowner and program

3. INITIAL INSPECTION & ENVIRONMENTAL REVIEW

- ☐ _____Massachusetts Historic Commission Project Notification Sheet
- ☐ _____Local Historical Commission
- ☐ _____Initial Inspection Report
- ☐ _____Photos of Initial Inspection
- ☐ _____Lead Test Report
- ☐ _____Environmental Review Form
- ☐ _____Confirmation of receipt of lead pamphlet

4. BIDDING & SPECIFICATION

- ☐ _____Bid Specifications
- ☐ _____Cost Estimate
- ☐ _____Homeowner Signoff on Bid Specifications
- ☐ _____Invitation to Bid and Addendums
- ☐ _____Pre-Bid Walk Through Attendance Sheet
- ☐ _____Bid Opening Attendance Sheet
- ☐ _____Bid Summary Sheet and Bids Received
- ☐ _____Homeowner Acceptance of Bid
- ☐ _____Contract Award Letters
- ☐ _____Bid Rejection Letters

5. CONSTRUCTION AGREEMENT

- ☐ _____Construction Agreement (between homeowner & contractor)
- ☐ _____Notice to Proceed

6. CONSTRUCTION PROGRESS

- ☐ _____Inspection Reports
- ☐ _____Contractor Invoices

7. CLOSE OUT

- ☐ _____Building Permit
- ☐ _____Contractor Warranty
- ☐ _____HRS Final Inspection
- ☐ _____Homeowner Final Payment Signoff
- ☐ _____Building Inspector Signoff
- ☐ _____Filed Lien

FY18 Cheshire CDBG Grant – Cheshire- new Marlborough Housing Rehabilitation Program

November 2, 2021

Total Grant: $998,000.00

Housing Rehab Funds: $775,000 CDBG + $60,000 Town

Admin and Program Delivery: $223,000

55 Applicants

17 Projects

11 in Cheshire

6 in New Marlborough

8 Applicants not income eligible

11 Projects not eligible

11 Applications withdrawn

6 Projects waiting

Housing rehab funds committed: $685,599.75

Housing rehab funds remaining: $89,400.25 + $60,000.00

FY18 CHESHIRE-NEW MARLBOROUGH CDBG

Housing Rehabilitation Program

The Community Development Block Grant, commonly known as CDBG, is a HUD funded program that has been in existence for more than 40 years. Each year, HUD makes allocations to the states, who are then enabled to distribute the funds to the municipalities according to HUD guidelines. CDBG can fund a wide variety of activities, of which Housing Rehabilitation is just one, but in all cases, the activities must be used to assist low to moderate income individuals. HUD determines the regional and local income guidelines to be used in administering the program on an annual basis.

In Massachusetts, the CDBG Program is administered statewide by the MA Department of Housing and Community Development (DHCD). DHCD provides funding to municipalities through a combination of competitive and non-competitive grant opportunities, depending on the municipalities total population and level of need. The majority of Massachusetts communities are required to compete with one another for CDBG grant funding through submittal of an application offered on an annual basis.

In 2018, BRPC assisted the Town of Cheshire by submitting a CDBG grant application for the single activity of Housing Rehab. Preparation of a CDBG grant application is arduous process that usually begins 6 months prior to submittal for a community with no prior CDBG grants. It often requires preliminary work in community planning, such as the development of a Community Development Strategy, which must be adopted by the town prior to submittal of the grant. BRPC also assisted the Town of Cheshire with this task.

In addition, long before a CDBG application for Housing rehab can be submitted, a 'waiting list' of interested parties must be developed that documents both the need and the interest in the grant by members of the community. This waiting list then becomes the basis for the contact of potential applicants to the program, if and when grant funding is awarded.

Once the FY18 Cheshire CDBG grant was awarded in mid-2018, the Town of Cheshire entered into an agreement with BRPC to administer the grant and to manage the Housing Rehab Program. The Town of New Marlborough was a joint applicant in this regional application.

BRPC immediately directly contacted every person on the established waiting list, and also marketed the program through press releases, flyers, and a direct mail campaign to each household in the Town of Cheshire.

It is a requirement of the CDBG Housing Rehab Program that the combined income of each household to be assisted be documented as falling into the low to moderate-income category as established by HUD. This can be a daunting process for both the program staff and the program applicants, but for those determined eligible, it opens the door for housing rehabilitation assistance through a 0% interest, deferred payment, forgivable loan, and provides the opportunity to see long deferred maintenance on their properties to be accomplished.

MASSACHUSETTS CDBG PROGRAM
Budget Summary Sheet - FY 2018

PROGRAM/PROJECT/ACTIVITY		CDBG FUNDS ($)	OTHER FUNDS
1	**PROPERTY ACQUISITION**	$0	$0
2	**CLEARANCE/DEMOLITION**	$0	$0
3	**RELOCATION (Permanent)**	$0	$0
4	**HOUSING REHABILITATION**		
A	Program Delivery	$93,000	$0
B	Unit Development/Creation	$0	$0
C	Rehabilitation Loans/Grants	$775,000	$60,000
D	Other	$0	$0
5	**COMMUNITY ECONOMIC DEVELOPMENT**		
A	Program Delivery	$0	$0
B	Acquisition	$0	$0
C	Commercial Improvements (Signs/Facades)	$0	$0
D	Assist to For-profits (formally Sm. Business Assist.)	$0	$0
E	Infrastructure or Streetscape Improvements	$0	$0
F	Planning	$0	$0
M	Other	$0	$0
N	Micro enterprise Assistance	$0	$0
6	**PUBLIC FACILITIES/INFRASTRUCTURE**		
A	Program Delivery	$0	$0
B	Streets and Sidewalks	$0	$0
C	Parks and Recreation	$0	$0
D	Neighborhood Facilities	$0	$0
E	Parking	$0	$0
F	Water	$0	$0
G	Sewer	$0	$0
H	Drainage	$0	$0
I	Architectural Barriers	$0	$0
J	Other	$0	$0
K	Design only (architectural and engineering)	$0	$0
7	**PLANNING**	$0	$0
8	**PUBLIC SOCIAL SERVICES**		
A	Program Delivery	$0	$0
B	Program Costs	$0	$0
9	**GENERAL ADMINISTRATION**	$130,000	$0
	TOTAL PROGRAM COSTS	**$998,000**	**$60,000**

The Commonwealth of Massachusetts
Town of Cheshire
Massachusetts 01225

Tel. (413) 743-1690
Fax (413) 743-0389

OFFICE OF THE
BOARD OF SELECTMEN

January 23, 2018

Mark Southard
Community Development Manager
MA Department of Housing & Community Development
100 Cambridge Street,
Suite 300
Boston, MA 02114

Re: Town of Cheshire CDBG match funds

Dear Mr. Southard:

This is to certify that the Town of Cheshire has committed and previously appropriated Sixty Thousand Dollars ($60,000) through town meeting warrant to supplement CDBG Housing rehabilitation funds in the event that the grant is awarded.

Sincerely,

Robert S. Ciskowski, Chairman
Board of Selectmen

Cheshire-New Marlborough

FY2018 HOUSING REHABILITATION PROGRAM

PROGRAM GUIDE



Administered by:
Berkshire Regional Planning Commission
Housing Rehabilitation Program
1 Fenn Street, Suite 201
Pittsfield, MA 01201
(413) 442-1521 ext. 35 and 17
www.berkshireplanning.org

THE CHESHIRE-NEW MARLBOROUGH HOUSING REHABILITATION PROGRAM IS FUNDED BY THE MASSACHUSETTS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

INTRODUCTION

The Cheshire-New Marlborough Housing Rehabilitation Program (HRP) has been funded by the US Department of Housing and Urban Development (HUD), through the Massachusetts Department of Housing and Community Development (DHCD), FY2018 Community Development Block Grant Program (CDBG). The Program is managed by the Berkshire Regional Planning Commission.

This Housing Rehabilitation Program is designed to provide home improvement assistance to rehabilitate low/moderate income owner-occupied dwellings, including those with up to four (4) units with low/moderate income tenants. The type of work which can be accomplished under the HRP includes, but is not limited to: lead paint abatement, roofing, foundation repair, installation of energy efficient windows and doors, insulation, accessibility improvements, plumbing, electrical repair or replacement, septic, water supply, lead paint removal, exterior paint, etc.

The typical award of CDBG funds under this grant for a single rehabilitation project will be $30,000/unit. In extensive rehabilitation projects the amount of CDBG funds may be increased up to $40,000/unit on a case-by-case basis.

Elimination of building code violations will be given first priority. The scope of each project will be determined by the HRP Rehabilitation Specialist, in concert with the Towns' Building Inspectors, the Housing Rehabilitation Manager, and the Property Owner.

A. GOALS OF THE PROGRAM

The primary purpose of the Housing Rehabilitation Program is to bring deteriorated residential units into compliance with all applicable Federal, state, and Local codes. To be eligible, a structure or portion thereof must be residential, and contain one or more code violations. ALL code violations must be corrected as a condition of participating in the Program. The work is prioritized to:

- Assist low/moderate income owner-occupants in maintaining safe and sanitary dwelling units through the elimination of building code violations.
- Correct and update all health and safety issues, building envelope updates, energy efficiency upgrades, and address lead paint hazards in residences owned and occupied by year-round LMI residents
- Improve the supply of affordable-rental units for year-round LMI tenants
- Encourage the preservation of existing housing stock through rehabilitation
- Prevent neighborhood blight and deterioration.

B. ELIGIBILITY REQUIREMENTS

All HRP eligible applicants must be owner-occupants whose property is located within the Towns of Cheshire or New Marlborough and must meet the income limits below. Special consideration will be given to seniors and single parent heads of households who have low incomes.

Eligible applicants must be income eligible. Income included in the income eligibility requirement includes that of all persons who live in the household to be rehabilitated that are 18 years of age and older, except full-time students, and includes all sources of income. Note that these income limits are updated annually, so please ask the HRP staff for confirmation of current household income limits.

2020 HUD Household Income Limits

1 person	$50,900	5 persons	$78,550
2 persons	$58,200	6 persons	$84,350
3 persons	$65,450	7 persons	$90,150
4 persons	$72,700	8 or more persons	$96,000

In single and multi-family homes:

- all single-unit properties must be occupied by a low-or moderate-income household
- in a two-unit structure, one or more of the units must be occupied by a low-or moderate-income household
- in a three-or four-unit property, at least 51% of the units must be occupied by low-or moderate-income households.

Determination of income eligibility will require Applicants to provide documentation. BRPC and the Cheshire-New Marlborough CDBG housing Rehabilitation program will use an income documentation method which requires third party verification of adjusted gross income over an eight-week period. Documentation will include:

1.) Pay stubs for the most recent 8-week period for every member of the household over 18 years of age.
2.) Pay stubs for the most recent 8-week period of Unemployment benefits
3.) Two months of bank statements
4.) Full-time students or unemployed household members must provide a notarized statement affirming this status.
5.) Self-employment income for all Household members who are 18 years of age and older will be documented by ***certified*** copies of the entire IRS Tax Return, (complete with Schedule C, Profit or Loss from Business or Profession).
6.) Other income will be documented as applicable by benefits statements for Public Assistance, VA benefits, Social Security benefits, SSI benefits disability and a periodic statement from each pension/investment income source stating the amount and frequency of benefits.
7.) Income documented as above will be extended for a 12-month period and compared to the published HUD income limits to identify low to moderate income persons.

C. GRANT AWARDS

Grant awards will be available to selected homeowners to address part or all the cost of the proposed rehabilitation project. All building code deficiencies will be determined by the Program's Housing Rehabilitation Specialist and/or the Town's Building Inspector, according to the Massachusetts Building Codes. The Housing Rehabilitation Specialist will determine the scope of work for each project.

Property Owners will be required to enter into an agreement with the Town of Cheshire, authorizing the Housing Rehabilitation Program staff to manage the project and agreeing to facilitate the project activities and abide by all Program rules and conditions.

The "grant" award will be secured by a 0%-interest deferred payment loan (DPL). A fifteen (15) year lien will be placed on the property to protect the investment of public funds. Payment of the DPL will only be due upon a sale or transfer of the property within the 15-year lien period. The amount owed on the DPL will decrease annually for a period of fifteen years. The pay back schedule will be as indicated in the chart below:

Transfer Before the End of Year	Non-Elderly Payment Due	65 Years or Older Payment Due
One	100%	100%
Two	90%	90%
Three	80%	80%
Four	70%	70%
Five	60%	60%
Six	50%	50%
Seven	45%	40%
Eight	40%	30%
Nine	35%	20%
Ten	30%	10%
Eleven	25%	5%
Twelve	20%	5%
Thirteen	15%	5%
Fourteen	10%	5%
Fifteen	5%	5%
After Year Fifteen	Forgiven	Forgiven

Owner-occupants of rental property must agree to maintain the affordability of the units according to HUD requirements and to limit rent increases for fifteen years (15) years upon the completion of the rehabilitation project. The HRP will allow annual rental increases to provide for increases in utilities, taxes, insurance, and inflation. Units must be made available to low/moderate income persons.

D. HARDSHIP CONDITIONS

If the cost of a project exceeds the expected per unit allotment of $30,000, the homeowner may be asked to contribute to the balance to complete the project. A list of local banks who have stated their willingness to work with Program participants to close such financial gaps will be provided by HRP staff.

In cases where the scope of a proposed project and its anticipated costs exceed the maximum allotted and a hardship exists, the nature of the hardship will be reviewed and evaluated by the Program staff, who may consult the Program's Citizen Advisory Committee. Potential hardships include multiple major building code violations such as lead and asbestos hazards, a problematic well, and septic system replacement. Property owners with hardships may be eligible for funding under the $40,000/unit severe need category.

E. PROJECT SELECTION PROCESS

1. Interested Property Owners must complete and submit an application. HRP staff will meet with potential applicants, one on one, to discuss the Program. HRP staff will be available to assist applicants with obtaining information necessary to process the application. Every attempt will be made to assist elderly and disabled applicants, and to provide interpretive services where language is a barrier to completing the application. Program staff will determine the eligibility of the homeowner through income verification, etc.

2. The first priority of the program is to correct all code violations, structural and sanitary; this includes de-leading if circumstances require it.

3. For qualified applicants, the HRP staff, including the Housing Rehabilitation Specialist, will conduct site visits and make a preliminary determination of project severity and feasibility.

4. As needed, a Citizen Advisory Committee, appointed by the Towns, will meet with HRP staff to evaluate, prioritize severe needs projects, and mediate complaints regarding the Project Selection Process, based on their established Grievance Policy.

5. The Housing Rehabilitation Specialist will conduct a site visit and provide the owner with a preliminary work write-up which will include all building code violations and any applicable drawings and floor plans. The Housing Rehab Specialist will then review these items with the Property Owner. Note: The Housing Rehabilitation Program is a moderate rehabilitation program. If upon completion of the initial inspection, detailed work write-up and estimate, the Housing Rehabilitation Specialist determines that the dollars required far exceed the program limits, the project can be deemed infeasible and funding denied.

6. An Environmental Review, including review of historic property status, will be conducted by HRP staff for each tentatively selected property. The Towns' Historical Commission will be consulted as part of this process.

7. The Environmental Review will also include lead-based paint testing by an independent, licensed, and qualified lead testing lab, who will perform all required lead-paint and soil tests, risk assessments, lead hazard screens and reevaluations, as per the HUD Lead Safe Housing Rule. The owner will be notified of the results of these tests. In cases where lead paint is present, interim controls and/or abatement procedures will be prioritized and included in the project.

8. The Housing Rehabilitation Program Manager will notify the homeowner to inform him/her whether the property is to be included in the program.

9. The Housing Rehabilitation Specialist will determine the final scope of the project and a FINAL work work-write up will be incorporated into a bid package for the rehabilitation work. The owner will approve the final bid package before going out to bid. The HRP staff will conduct procurement of construction services on behalf and with the assistance of the Property Owner.

10. Participating contractors who are on the HRP's approved Contractors List will receive bid packages. All contractors will be encouraged to attend an on-site Pre-Bid Conference to gain an understanding of Program rules and the scope of work. Sealed bids will be delivered to the Housing Rehabilitation Program office.

11. The Housing Rehabilitation Program Manager will conduct a public Bid Opening. All bids will be reviewed by HRP staff for responsiveness, and the HRP staff will then review the three lowest qualified bids with the owner. The Property Owner will have a maximum of 30 days in which to indicate his/her approval on making an award, rejecting bids, or rebidding.

12. The Property Owner is encouraged to select the lowest bid from the responsible and responsive Contractor. If the lowest qualified bid is *not* accepted, the Property Owner must pay the difference between that bid and the awarded bid. The selected Contractor will enter into a Construction Agreement with the Property Owner, agreeing to the scope of work and project budget.

13. The Property Owner will also execute a **Loan Agreement with the Town of Cheshire** for the amount of work, ***prior to commencement of the project.*** This will be a 0% interest, deferred payment loan (DPL) secured by a lien, as mentioned under 'C' above, and 'F' below.

F. RECORDING THE PROPERTY LIEN

The Property Owner will agree to securing the loan mentioned above in #13, by way of a **notarized lien** in the amount of the loan. All closing documents will be executed prior to the commencement of the construction project. The Housing Rehabilitation Program staff will record the lien on behalf of the Town of Cheshire against the Property with the Middle Berkshire District Registry of Deeds for an amount equal to the grant award. ***Homeowners are responsible for the $75 filing fee.***

G. CONSTRUCTION PROCESS

1. The Contractor will be responsible for securing a building permit and all other permits needed for the proposed work.

2. Typically, work is required to begin within fifteen (15) calendar days of selection of the Contractor. Compliance with local and state building codes is MANDATORY. The HRP staff and the Housing Rehabilitation Specialist and/or the Town's Building Inspector will assist in the inspection of work but assume no responsibility for quality of materials or workmanship.

3. The Housing Rehabilitation Specialist and HRP staff, working in cooperation with the Property Owner, will oversee the construction, conduct site visits, make progress reports, and approve payments to the Contractor. Disputes between the Property Owner and the Contractor will be mediated by the Housing Rehabilitation Manager.

4. The Housing Rehabilitation Specialist will monitor the construction services and approve contractor invoices with the Property Owner. A pre-construction conference with HRP staff and the Property Owner will be held with all the contractors involved in the project. All construction contracts will comply with state and federal regulations.

H. PAYMENTS & PROJECT CLOSE-OUT

1. When the work is complete to the satisfaction of both the Property Owner and the Housing Rehabilitation Program, and the local Building Inspector has signed off, a check will be issued payable to the Property Owner and the Contractor. The Property Owner will then endorse the check, which will then be sent to the Contractor. Alternatively, the Owner will be required to provide prior written approval of invoices, and checks will be made payable to the Contractor. In either case, the Owner will be required to sign-off on all financial transactions that take place.

2. When the project is completed the Property Owner will be provided with a copy of the CDBG Contractors Affidavit for Payment of Debts, Release of Claims, Warranty of Workmanship and Receipt of Payments.

3. In cases where the local Building Inspector, Housing Rehabilitation Specialist, and the Contractor all agree that the project has been completed according to the work-write up and specifications, and the Property Owner disagrees, the Property Owner will submit to the decision of the Housing Rehabilitation Program Manager concerning payment of the final invoice. If the Property Owner disagrees with that decision, he/she is free to access the established grievance procedure as attached herein.

4. The Town of Cheshire, the Town of New Marlborough and/or the Rehabilitation Program Manager reserve the right to withdraw or cancel any award or contract related to this Program in the event of Applicant non-compliance with CDBG Housing Rehabilitation Program rules and/or non-performance of a Contractor.

For additional Program information, please contact Patricia Mullins, Housing Rehabilitation Program Manager, 413-442-1521 ext. 17 email pmullins@berkshireplanning.org

This program is subject to the requirements of (and not necessarily limited to) Section 3 of the Housing and Urban Development Act of 1968, Section 3 (12 USC 1701); Executive Order 11246, Entitled "Equal Employment Opportunity" (41 CFR, Part 60); the Flood Disaster Protection Act of 1973 (P.L. 93-234); Title VI of the Civil Rights Act of 1964 ; HUD Lead-Based Paint Regulations 24 CFR, Part 35, For the Elimination of Lead Based Paint Hazards; Copeland "Anti-Kick Back" Act (18 USC 874) and (40 USC 276c); Section 114 of the Clean Air Act, as amended, (42 U.S.C. 1857 C-8); Section 308 of the Federal Water Pollution Control Act, as amended (33 U.S.C. 1318) and the Federal Labor Standards under 29 CFR, Parts 3, 5, and 5A.

This Program Guide is subject to periodic updates, which will be posted on the BRPC website @ http://www.berkshireplanning.org/

Date Received:	Application #_____- _____

FY18 CHESHIRE-NEW MARLBOROUGH HOUSING REHABILITATION PROGRAM APPLICATION

Note: Assistance in completing the application is available. For additional information, please call 413-442-1521 ext. 17. All applications are confidential and shall be used ONLY for the purpose of determining eligibility for the Housing Rehabilitation Program. Access to this information is limited to the Housing Rehabilitation Program Manager and Program Associate, the Program's Housing Rehabilitation Specialist and the Massachusetts CDBG Program.

☐ Check here to report an emergency repair need (Leaking roof, failing heating system, etc.) requiring immediate assistance.

Name of Property Owner(s):_____

Mailing Address: _____

Property Address: _____

Total Number of Residential Units in Property: (Enter the number of units – from 1 to 4) _____

Property Owner Contact Information: Home Phone _____ Cell Phone _____

Property Owner Email Address: _____

PROPERTY OWNER HOUSEHOLD INFORMATION

Complete the following chart including all permanent residents of the property owner's household, including children.

Name	Age	Legally Disabled (Y or N)	Race	Social Security # (Only last 4 digits)	Source(s) of Income*	Estimated Total Gross Income Last 12 Months*
						$
						$
						$
						$
						$
						$

**Include wages, pensions, social security, unemployment, veteran's benefits, child support, workers compensation, alimony, rental income, interest income, etc. for all household members 18 years of age or older. Estimate total income, verification will be required at a later date.*

Demographic information is confidential and collected for reporting requirements only. The Housing Rehabilitation Program does business in accordance with the Federal Fair Housing Law and Federal Equal Credit Opportunity Act, and does not discriminate against any person because of race, color, age, religion, sex, marital status, or national origin.

Does any member of the owner(s)' household or immediate family member (spouse, parent, children or siblings) work (whether full or part time) as an employee of or serve as an elected or appointed official (whether paid or unpaid) of the Town? (Check one): Yes☐ No ☐

If yes, please indicate the household or family member name and position held:

Name:_____Position:_____Town:_____

PROPERTY INFORMATION

Year this structure was built: _____ Do you have flood Insurance? ☐ Yes ☐ No

Complete the following chart for each unit in the property – one line for each unit*. (A single-family home = one unit.) The total number of units listed below must match the number of units reported at the top of page 1 of this application.

Unit #	Occupied by Owner or Tenant? (enter O or T)	# Bedrooms in Unit	Total # of Occupants in Unit (including children)	# of Elderly (60+) Occupants in Unit	# of Children under 6 years of age in Unit	# of Children 6-18 years of age in Unit

*Income information for non-owner/rental units will be required at a later date.

REPAIRS REQUIRED

Please check on the chart below all repairs for which you are seeking assistance from the Housing Rehabilitation Program.

√	Needed Repair	√	Needed Repair	√	Needed Repair
	Septic System/Sewer Hookup		Lead or Asbestos Removal		Accessibility (Ramps, etc)
	Plumbing Repairs		Windows		Painting
	Electrical Repairs		Roof Repairs		Porch/Steps
	Heat/Hot Water		Insulation/Energy Efficiency		Foundation/Structural
	Interior Walls, Ceilings, Floors		Other (Describe):		
	Emergency Repairs Needed (Describe):				

I/We hereby certify that all information provided is accurate to the best of my/our knowledge. I/We authorize the towns of Cheshire and New Marlborough and the Housing Rehabilitation Program (HRP) to verify any information relating to this application. I/We certify that I/we are in good standing with the Town Tax Collector, and that this property has no outstanding water or sewer liens, nor any state, federal or local tax liens. I/We certify that any mortgages on this property are in good standing and are not in foreclosure, nor is the property affected by bankruptcy proceedings of any kind. No mortgage or promissory note secured by this property is in default. I/We understand that falsification of any information provided to the Program may result in termination of this application.

All owners on the property deed must sign and date this application below:

Owner:_____ Date:_____

Owner:_____ Date:_____

Please Mail application to:

Patricia Mullins
Housing Rehabilitation Program Manager
Berkshire Regional Planning Commission
1 Fenn Street, Suite 201, Pittsfield, MA 01201

Please tell us how you heard about this program:

FY18 Cheshire-New Marlborough Housing Rehabilitation Program

Berkshire Regional Planning Commission
1 Fenn Street, Suite 201
Pittsfield, MA 01201
(413) 442-1521 ext. 17

www.berkshireplanning.org/

Applicant Name:_____

Applicant Address:_____

Applicant: Please circle ***all that apply*** below and return with required documentation to program at address above. Income information and documentation is required for ***all*** members of the household who are 18+ years old.

Do you have this type of income?		**Required documentation:**
Employment	Yes/No	8 most recent consecutive weeks of paystubs
Self-Employment (Sole Proprietorship)	Yes/No	2019 IRS Certified 1040 Tax Return with Schedule C - If there are employees, a certified 941 must be provided
Self-Employment (Partnership)	Yes/No	• 2019 IRS Certified 1040 Tax Return with Schedule C • & Certified 1065 Partnership Return of Income • & Form 1064 -Schedule k-1 Partner's Share of Income, Credits, & Deductions • & Certified 941 if there are employees
Social Security	Yes/No	Current Social Security Benefit Statement (INCLUDING Medicare Premium)
Unemployment	Yes/No	Monetary Determination
Transitional Assistance/ SNAP	Yes/No	Statement of benefits from department of Transitional Assistance
Retirement and Pension Income	Yes/No	• A copy of current check, check stub, or bank direct deposit slip showing type, amount, frequency of payment. • & 2019 IRS Certified tax return
Veterans Benefits	Yes/No	Letter from VA showing current amount of assistance
Worker's Compensation	Yes/No	Statement from insurance company or employer which indicates amount, frequency, and effective date of payments.
Corporation	Yes/No	2019 IRS certified Form 1120 **OR** (If shareholder) 2019 IRS Certified form 1040 with form 1120 and Schedule k-1/
Odd Jobs	Yes/No	• List of jobs performed • AND Names and addresses of persons for whom work was done • AND All payments received for previous 8 weeks • AND 2019 IRS Certified Tax Return with Schedule C
More than $100 In Interest Annually	Yes/No	Bank Statements from prior 2 months showing amounts received
Dividends	Yes/No	Statement from dividend source showing amounts and frequency of payments

Rental Income	Yes/No	Copies of Tenant's rent checks for previous 3 months **OR** Signed & Notarized statements from tenants indicating amounts and frequency of payments **OR** A copy of current lease which indicates amount of monthly payments.
No Income	Yes/No	• 2019 IRS Certified Tax Return • & Notarized Statement of No Income specifying period of time.
Alimony Received	Yes/No	• 2019 IRS Certified Tax Return • & Copy of Court Order indicating amount and frequency of payments.

Additional Required Documentation:

1. Copy of current homeowner's insurance policy.
2. Copy of any current mortgage and home equity loan statement.
3. Complete copy of 2 most recent months of bank statements (checking and savings) for all adult members of household.

_____ _____

Homeowner Signature Date

Police Department Report

CHESHIRE POLICE DEPARTMENT

MONTHLY REPORT

OCTOBER 2021

Total Calls for Service: 110

The below list reflects all calls handled by the Cheshire Police Department during the month of October. Total Calls for service reflect the total number of calls that the Cheshire Police Department responded to. In addition to the 110 calls for service handled by CPD, there were an additional 77 calls for service handled by one or more of the following agencies; Massachusetts State Police, Cheshire Fire Department, or Adams Ambulance Service. The Cheshire Police Department would like to thank MSP, CFD, and AAS for their assistance. We would also like to thank the Berkshire Sheriff's Control Dispatchers for handling numerous telephone calls for the Cheshire Police Department.
Most importantly, we would like to thank the residents of Cheshire for their continued support!

911 Open Line/Hang Up: 10

Medical: 9

Animal Call: 3

Erratic/Dangerous Driver: 4

Alarm (Burglar/Fire/Panic): 1

Wellbeing Check: 8

Other Calls for service: 56

Domestic Violence/Dispute: 2

Assist Other Agency: 6

Radar/Traffic Enforcement: 17

Motor Vehicle Accident: 9

Community Policing/Outreach: 4

Arrest/Criminal Charges: 2

Halloween Candy Handed Out (Estimated):
45 Pounds or roughly 10,000 pieces!

CHESHIRE POLICE DEPARTMENT PROPOSAL FOR FY 23

FULL TIME CHIEF -- MICHAEL ALIBOZEK AT $ 80,000.00

FULL TIME OFFICER -- $55.000.00

PART TIME BRIDGE ACADEMY TRAINED OFFICERS HOURS -- $33,000.00

TOTAL SALARY ACCOUNT BUDGET -- $168,000.00

FY 22 CURRENT BUDGET FOR THE SALARY ACCOUNT IS $143,262.00

DIFFERENCE OF $24,738.00

THIS BUDGET WOULD GIVE THE TOWN 112 HOURS OF COVERAGE PER WEEK VS. THE CURRENT 96 HOURS.

FULL TIME -- 80 HOURS

PART TIME -- 32 HOURS

THE EXTRA HOURS WOULD COVER THE INCREASE IN THE SALARY LINE ITEM BUT WOULD KEEP A 4 MAN DEPARTMENT TO BE ABLE TO COVER THE SHIFTS AND TIME OFF REQUESTS. IT DOES NOT MEAN A FULL TIME ROUND THE CLOCK DEPARTMENT. SOMETHING TO KEEP IN MIND WHEN QUESTIONED ABOUT IT.

CHESHIRE POLICE DEPARTMENT PROPOSAL FOR FY 23

SURROUNDING DEPARTMENTS PAY SCALES,

* ADAMS POLICE JUST HIRED A NEW FULL TIME CHIEF AT $92,000.00

FULL TIME OFFICERS START AT $52,000.00

* LANESBORO POLICE JUST HIRED A FULL TIME CHIEF AT $85,000.00

FULL TIME OFFICERS START AT $55,000.00

* NORTH ADAMS POLICE CHIEF STARTED AT $85,000.00

FULL TIME OFFICERS START AT $42000.00 TO $51,000.00

CHESHIRE POLICE DEPARTMENT PROPOSAL FOR FY 23

THE BELOW IS WHAT THE STATE IS MANDATING FOR TRAINING FOR ALL PART TIME OFFICERS,

ATTENDING THE BRIDGE ACADEMY WILL CONSIST OF 200 HOURS OF TRAINING,

* 80 HOURS OF ON-LINE TRAINING

* 40 HOURS OF DEFENSIVE TACTICS TRAINING

* 40 HOURS OF FIREARMS TRAINING

* 40 HOURS OF EVOC TRAINING (EMERGENCY VEHICLE OPERATIONS)

BASICALLY ASKING A PART TIME OFFICER TO TAKE 3 WEEKS OF VACATION TIME FROM HIS FULL TIME JOB TO BECOME CERTIFIED BY THE STATE MANDATES.

IT ALSO REQUIRES YOU HAVE 5 YEARS OF PART TIME SERVICE WITH AT LEAST 480 HOURS PER YEAR OR 2400 HOURS TOTAL AND UP TO DATE IN SERVICE TRAINING DOCUMENTATION.

A PART TIME OFFICER WHO ATTENDS THE BRIDGE ACADEMY TRAINING, WILL NOT BECOME FULL TIME CERTIFIED. A CHIEF CAN APPLY TO THE POLICE TRAINING COMMISSION FOR EXEMPTION AND IF APPROVED, WOULD EXEMPT AN OFFICER FROM ATTENDING A FULL TIME MPTC TRAINING ACADEMY.

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 – 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 – Yes; S. McGrath – Yes; R. Killeen – Yes; M. Biagini – Yes, M. Francesconi – Yes

Motion Carries: 5-0

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

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

Budget Prep

Capital Request Form

*Please submit your Capital Inventory and Requests for FY*23-FY27 *in hard copy and email to:*
jmorse@cheshire-ma.gov by December 13, 2021

A. Project Name:	B. Department: C. Department Priority: Highest 1 2 3 4 5 Lowest
D. Summary Description:	
E. Justification / Purpose: (check all that apply) ____ Scheduled Replacement ____ Replace Worn-Out equipment ____ Present Equipment Obsolete ____ Time Savings ____ Expanded Service ____ New Operation ____ Health & Safety ____ Improved Procedures	
F. ____ Equipment ____ Capital Project	G. Estimated Useful Life:
H. Equipment Cost ($): Base Price: _____ Other Related Costs: _____ Installation: _____ Options: _____ Total Cost: _____ Trade-in Value: _____ Final Cost: _____	I. Project Cost ($): Planning & Design: _____ Land Acquisition: _____ Site Improvements: _____ Construction: _____ Utilities: _____ Equipment & Furniture: _____ Total Cost: _____

J. Proposed Funding Sources:
(check all that apply)

____ Property Tax
____ Free Cash
____ Stabilization Fund – General
____ Stabilization Fund – Special Purpose _____
____ Borrowing
____ Grant _____
____ Other _____

K. Acquisition:

FY_____

___ Purchase

___ Rental / Lease

L. Net Effect on Operations / Maintenance ($):
(include supporting material)

Reduction in Annual Operating Expense _____

Reduction in Annual Maintenance Expense _____

Increase in Annual Operating Expense _____

Increase in Annual Maintenance Expense _____

L. Annual Cost:

Program Year FY2023: _____

Program Year FY2024: _____

Program Year FY2025: _____

Program Year FY2026: _____

Program Year FY2027: _____

Total: _____

M. Recommended disposition of replaced items:

____ Sale

____ Trade-in

____ Potential use by another department

____ Scrap

Estimated Value ($) _____

Please attach bids, price quotes, vendor information / publications, and pictures

Date:	Phone:
Name and position of Submitting Authority:	Email:

Signature of Submitting Authority:

X _____

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

MEMORANDUM

Date:
To: Department Heads, Boards, and Committees
From: Jennifer Morse, Town Administrator
Re: FY2023 Budget Schedule

Departments are listed in order of appearance with meetings starting at 6:30 p.m. The Select Board and Finance Committee will work hard to keep on schedule with twenty minutes allotted for each department presenting. You will get a reminder prior to the meeting with your scheduled times.

Meeting Date	Committee Meeting	Budget Discussion Items
2/1/2022	BOS/Finance Joint	**ALL BUDGETS DUE!!! Budget Process Review Meeting**
2/15/2022	BOS/Finance Joint	COA, Cemetery, Library, Veteran Services, Finance Committee
3/1/2022	BOS/Finance Joint	Water Dept, Highway, Tree Warden
3/15/2022	BOS/Finance Joint	Town Clerk, Assessors, Treasurer/Collector (Employee Benefits, OPEB, Debt), Accountant, Moderator, Town Administrator & BOS
3/29/2022	BOS/Finance Joint	Schools, Town Buildings
4/12/2022	BOS/Finance Joint	Board of Health (Town Compactor), Fire, Police, Emergency Management
04/26/2022	BOS/Finance Joint	Building Dept. Inspectors, Recreation, Planning Board, Zoning Board, Misc.
05/10/2021	BOS/Finance Joint	Final Budget and ATM Discussion
5/24/2021	Board of Selectmen	Board of Selectmen signs the Final Warrant (at the latest)
6/13/2021		Annual Town Meeting

DRAFT

Grant

From:	Peter Traub
To:	John Tremblay; Jennifer Morse; Michelle Francesconi; Shawn McGrath; Jason Levesque; Raymond Killeen; Mark Biagini
Cc:	"Eileen Quinn"
Subject:	RE: [A.T. Community] Applications open for planning assistance
Date:	Sunday, October 24, 2021 7:22:38 PM
Attachments:	image001.png image002.png image003.png image004.png

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John,

My thought would be to improve the outdoor recreation economy by providing a beach at the lake and a connection between the lake and the proposed Berkshire Outfitters store. Maybe Bass Water Grill would also benefit.

Peter

From: John Tremblay <jtcheshire13@gmail.com>
Sent: Thursday, October 21, 2021 10:39 AM
To: Jennifer Morse <jmorse@cheshire-ma.gov>; Michelle Francesconi <mfrancesconi@cheshire-ma.gov>; smcgrath@cheshire-ma.gov; Jason Levesque <jlevesque@cheshire-ma.gov>; rkilleen@cheshire-ma.gov; Mark Biagini <mbiagini@cheshire-ma.gov>
Cc: Peter Traub <phtraub@nycap.rr.com>; Eileen Quinn <emdquinn@gmail.com>
Subject: Fwd: [A.T. Community] Applications open for planning assistance

See below. This came via the A.T. Community, however, could apply more broadly.

With words like "Outdoor Recreation Economy" and "Revitalization of Main Streets" it sure sounds like the program aligns with Cheshire's strengths and needs.

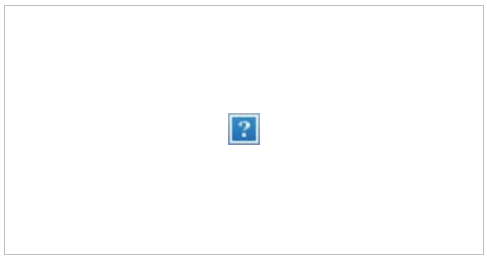
Planning assistance would be a great way to establish some forward momentum.

Regards,
John Tremblay

> **From:** Julie Judkins <jjudkins@appalachiantrail.org>
> **Date:** October 20, 2021 at 1:35:43 PM EDT
> **To:** at-community-group@googlegroups.com
> **Subject: [A.T. Community] Applications open for planning assistance**
>
> Hi All:
>
> The Recreation Economy for Rural Communities planning assistance program helps communities identify strategies to grow their outdoor

recreation economy and revitalize their Main Streets.

Learn more here:
https://www.epa.gov/smartgrowth/recreation-economy-rural-communities



Recreation Economy for Rural Communities | US EPA

Learn more about the Recreation Economy for Rural Communities program and our project in Giles County, Virginia. The Recreation Economy for

www.epa.gov

Julie Judkins

Director of Education and Outreach

Appalachian Trail Conservancy

Email: jjudkins@appalachiantrail.org

(She/Her/Hers | Why Pronouns Matter)

The mission of the Appalachian Trail Conservancy is to protect, manage, and advocate for the Appalachian National Scenic Trail. To become a member, volunteer and learn more, visit www.appalachiantrail.org.

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You received this message because you are subscribed to the Google Groups "A.T. Communities" group.
To unsubscribe from this group and stop receiving emails from it, send an email to at-community-group+unsubscribe@googlegroups.com.
To view this discussion on the web visit https://groups.google.com/d/msgid/at-community-group/BN8PR15MB27393DC51CDA9DE97B8A2244A2BE9%40BN8PR15MB2739.nampr