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 – November 16, 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 16, 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; Lynn Melchiori; Brian Rhodes (IBerkshires); Alan Nuttal; Gene Gebarowski, John Tremblay

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 Agenda as Amended 5-0**
- **Vote to appoint Aaron Goodell as Part-Time police officer 5-0**
- **Vote to approve the ABCC Seasonal Population Form 5-0**
- **Vote to apply for the RERC – EPA Program 4-1-0**
- **Vote to apply to DFS Equipment Grant for new Motorola Minitor 6 pagers totaling $12,418 5-0**

1. **Consent Agenda**
   A motion was made by M. Francesconi and seconded by M. Biagini to approve the consent agenda as amended with minor grammatical changes to the minutes.
   Roll Call Vote: M. Biagini – Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque -Yes; M. Francesconi – Yes
   Motion Carries: 5-0

2. **Part Time Police Officer Appointment – Aaron Goodell/Chief Garner**
   Chief Garner is recommending the appointment of Aaron Goodell as a part-time officer. Mr. Goodell will be ready to go once he has some training to learn the streets. He is attending the bridge academy in the first year and currently works as a part-time officer in the Town of Lanesboro and as a part-time dispatcher in North Adams. There was brief discussion regarding availability.

   A motion was made by M. Francesconi and seconded by S. McGrath to appoint Aaron Goodell as a part-time police officer

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

3. Department Reports

a. Council on Aging – Carole Hilderbrand

Carole reports that the Council on Aging center continue to grow in numbers in both participation and volunteers. During the month of October four hundred (400) lunches were served and grab n go meals are provided as well. Activities include card making, workshop for cat nip toys for the Berkshire Humane Society, quilting, Christmas decorations, signing with art, a monthly birthday cake, games. The CHP medical van served 54 individuals for booster and flu vaccinations. There was a jewelry making workshop with Jill Reynolds from Cheshire Glassworks, Line dancing and the foot clinic by appointment only. Outreach includes holiday gifts for those with insecurities, brown bag project with 32 individuals served, working with veterans and individuals to secure warm clothing, 82 birthday cards were mailed for October. Carole thanked Betty and George Sweet and Patti Grimshaw for completed the Walking Massachusetts Challenge and being awarded $1,000 for the Council on Aging, money will be used for fitness programs. Projects include the new electric lines for the dishwasher with a completion date of December 1st, working with Gene on the Capital budget requests, a volunteer team including CJ Garner will be setting up the Christmas Village on the state, A Christmas Journey with Kevin O'Hara is scheduled for December 3, 2021, ticket are currently on sale.

b. Highway Department Report – Robert Navin

Paving project is completed except for a few driveway aprons on Crest Drive and Arnold Court, should be done by the end of the week weather permitting. The highway department will fill in behind the curbing with loam once the aprons are finished.

There is an issue at Stonehedge near the bottom or Arnold Court a sink hole from earlier in the summer hasn't been corrected by the contractor who installed the water line last year. After bringing in a camera, it was determined that the storm pipe was improperly repaired causing the water to run along the water pipe causing a sink hole. The highway super and town administrator met today with the Water Commissioners to discuss, and the water department gave full support to the highway superintendent to work with the contractor on a time sensitive repair. If the repair is not done by Friday Bob will be in touch with the Water Commissioners. The Water Commissioners also gave approval to pay for the camera to discover the issues.

Rain has slowed fall grading, winter equipment is ready to go, the residents sand bin has been moved to the left side of the yard for easier/safer access.

The F550 is being built and almost finished with an expected delivery date of weeks. In the coming weeks the department will finish up shimming with the paver before the paving plant closes before Thanksgiving as well as dealing with any additional weather prep.

A Snow/Ice training was held for 30 participants in conjunction with the Berkshire County Superintendents Association at the Highway Garage. The program was a huge success.

4. Discussion/Decision Items

A. **ABCC – Liquor License Status** - The Town Administrator reported that all applications have been mailed to establishments which need to be returned by the end of November. To date two have been received. Morse asked the board to approve the seasonal population increase form.

A motion was made by M. Francesconi and seconded by M. Biagini to approve the 2022 Seasonal Population Increase Estimation Form
Roll Call Vote: M. Biagini – Yes; R. Killeen- Yes; S. McGrath- Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

Included in the packet was the total ABCC quota documentation for the board to review.

B. **Response from the School Committee re: Panorama education questions** - Tabled to the next meeting with no response received. J. Morse will email the Superintendent about the questions and to find out about the status of the Lease.

C. **Recreation Economy for Rural Communities**- Board members have a DRAFT application in their packet. The grant opportunity was discussed with concerns from member R. Killeen regarding bringing in an outside agency to tell the town what has already been discussed in the past several months as far as needs. John Tremblay stated that the Cheshire Community Association could be the lead agency for the project after discussion about other entities to lead the steering committee. J. Morse read from the grant application that the agency would provide workshops with the steering committee to create a plan for revitalization.

A motion was made by M. Biagini and seconded by M. Francesconi to authorize the Town Administrator to apply for the Recreation Economy and Rural Communities grant by the deadline of November 22, 2021.
Roll Call Vote: M. Biagini – Yes; R. Killeen- No; S. McGrath- Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 4-1-0

D. **DFS – Fire Grant** - The Town Administrator reported that she has been working with the Fire Chief to apply for a DFS Equipment grant for 20 Motorola minitor pagers. The total amount the town is eligible for based on population is $12,500 and the quote for the pagers and installation is $12,418.

A motion was made by M. Biagini and seconded by M. Francesconi to authorize the town administrator to apply for the DFS equipment grant.
Roll Call Vote: M. Biagini – Yes; R. Killeen- Yes; S. McGrath- Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

5. Board Member Announcements

Regarding Code Red Quote in Packet - J. Morse informed the board that the weather advisories are an additional cost and separate program that residents need to sign up for. There was discussion on the current Code Red systems the town does utilize and getting a notice into the census in January alerting residents to the program.

J. Levesque brought up the utility lines fed through the old section of the school and those residents need to be made aware now that demolition is likely. M. Biagini stated that fixing the school is not feasible with too much

money for remediation not to mention brining the space up to code. J. Morse will start looking into the utilities and demolition options and will report back at a future meeting.

Adjournment: *A motion was made by M. Biagini and seconded by J. Levesque to adjourn the regular session meeting at 8:00 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 17, 2021

Document List

1. Agenda November 16, 2021
2. Minutes November 2, 2021- Draft
3. Minutes November 9, 2021 – Draft
4. Council on Aging Report
5. Highway Department Report
6. ABCC regarding quotas for retail licenses
7. ABCC Seasonal Population Form
8. RFQ for Auditing Services – Draft
9. Mass Council on Aging Award
10. Code Red Weather Warning Sales Quote

Approved: 11/30/21

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WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Agenda – November 16, 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. *Part Time Police Officer Appointment – Aaron Goodell/Chief Garner - 6:30 p.m.*
3. *Consent Agenda*

Minutes	*11/2/2021 & 11/9/2021*	◯ *As Submitted* ◯ *As Amended*
Warrants	*11/16/2021*	◯ *Payroll* ◯ *Vendor*

4. *Department Reports*
   - ***a.*** *Council on Aging*
   - ***b.*** *Highway Department*
5. *Discussion/Decision Items*
   - ***a.*** *ABCC – Liquor License Status*
   - ***b.*** *Response from School Committee re: panorama education questions*
   - ***c.*** *Recreation Economy for Rural Communities Grant Opportunity*
   - ***d.*** *DFS – Fire Grant – Pagers*
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 11/10/21 @1:55 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 – 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 Sargent 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 - Stonehege 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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – November 9, 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 9, 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; Lynn Melchiori; Patricia Mullins & Gwen Cariddi (Berkshire Regional Planning Commission); Attorney Ed. St. John III; Brian Rhodes; Alan _____; Kathleen Levesque; Gerald Zarek.

Summary of Votes Taken:

- Voted to adjourn the meeting at 8:28 p.m. 5-0

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

1. **FY18 CDBG Program with Berkshire Regional Planning – Patricia Mullins & Gwen Cariddi**
   On Wednesday November 3, 2021, the chair of the Board of Selectmen and Town Administrator received a letter from the Department of Housing and Community Development regarding the monitoring they did of the FY18 CDBG Grant #823. M. Francesconi opened the discussion by stating that she was taken back that the letter arrived less than 24 hours after the meeting last Tuesday regarding the CDBG grant and nothing was mentioned of the letter that had been received by BRPC staff. Pat Mullins explained that the meeting last week was to acquaint board members with the program and that the letter had just been received with little time to review. She further shared that monitoring is done with all CDBG grants as a mechanism to provide guidance, she also noted that BRPC would draft a response to the letter.

   R. Killeen asked questions regarding the staffing issues, timing issues and shared that he was extremely bothered by the letter. Pat shared that BRPC staff has frequent meetings and they the program is not often discussed public ally due to the confidentiality of the homeowners. Pat asked how much involvement the town wants in the process. S. McGrath was more concerned about homeowner complaints that the administrative findings asking if contract availability is only an issue in Berkshire County. BRPC staff that it is a Western MA problem and is worse the further West.

M. Francesconi stated that the letter makes the town look horrible and shared her concern about federal funding moving forward again expressing her frustration that BRPC glossed over the issues. Further she stated that she has mistrust reading from the letter than funding is cut off from the project due to the mismanagement and that BRPC has received $223,000 to manage the grant. Pat said that the findings should not impact the town eligibility for federal grant funds and the finding are about fixing. S. McGrath would like to see at the minimum a quarterly status report of the grant and inquired as to when the response would be ready for review. Pat stated that the response would be ready within a week, the response deadline is December 3, 2021. M. Francesconi asked for all documents that DHCD requested for the report, names will be redacted by BRPC staff for confidentially reason.

Each finding was reviewed with Pat and Gwen.
Finding 1 - Additional oversight by the Town with a minimum of quarterly reports tot eh Board of Selectmen on the status of projects and the grant. Discussion on how to handle contacting homeowners for input. BRPC staff will draft questions and provide the Town Administrator with a list of homeowners to contact by phone.
Finding 2 - BRPC staff will handle the detailed response concentrating on the availability of contractors.
Finding 3 - Discussion regarding the current process regarding two party checks to the contractor with the homeowner signing off, Gwen explained that during COVID a lot of approvals were done via email and those emails were not in the documentation provided to D____
Finding 4 - This has already been addressed and taken care of by the Town Treasurer
Finding 5 - Pat explained that this was an error by BRPC and agreed that contracts should be extended
Finding 6 - This finding was discussed during the conversation regarding emailed signatures and inconsistent forms.

M. Francesconi turned to Attorney Ed. St. John III for input who stated that he had reviewed the documents and that he suggests better communication and reporting which should be added to the amended management plan.

M. Francesconi noted that she was unaware of another CBDG Grant that named Cheshire, the grant is for small business with less than 5 employees. Pat explained that the program was initiated with Cares Act funding and is available until December 31, 2021, she continued to discuss that the program is for low-moderate income business and then income requirements extend to the business owners personal finances. Pat will get back to the board with how many Cheshire businesses were able to take advantage of the funds.

2. Public Comment

Jerry Zarek of 674 North State Road is concerned about a 70-foot pine tree on his property that is only 12 feet off the road, the tree roots will be impacted by the new water lines. Mr. Zarek obtained the opinion of a tree service, arborist, and logger regarding the life of the tree after the roots are disturbed. All of which said the tree would die. Mr. Zarek is concerned a storm will bring the tree down on the neighbor's home and would like to have it removed leaving a 4-5' stump. Mr. Zarek has spoken with Travis and Rick Guerney from the Water Department. J. Morse will reach out to the Water Dept. and Berkshire Engineering regarding the tree.

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3. Announcements by Board Members

S. McGrath noted that the Dam Committee has been very active, currently the water is 1" over the dam sharing that Bill Lewis has been dedicated to measurements during the drawdown giving him "kudos" for his hard work.

M. Biagini noted that the Assessors Assistant received an inquiry from a resident regarding applications for the Senior Work Off Program, there was discussion about having a meeting on December 7, 2021, to start working on the program guidelines.

J. Levesque has received compliments from residents regarding the conditions of the roads. There was discussion about the need for sidewalk work. R. Killeen noted that the paving projects on Board of Selectmen roads were planned in advance.

M. Francesconi shared that she attended the School Committee meeting on Monday November 8, 2021, and to date no response has been received regarding the questions sent nor were the questions discussed during the meeting. The main agenda item was the School Improvement Plan from the principals, she shared that the entire discussion centered around social and emotional learning and nothing regarding academics. She further shared that there were numerous references to Panorama that completely contradicted what the board was told by the Superintendent and School Committee. She said there was conversation about various software programs that they are purchasing that have nothing to do with academics. She also shared that she wants answers to the questions before the budget cycle because kids continue to drop out of the district, adding that she would like to send a letter to the school committee asking for a response to the questions.

M. Francesconi also discussed a comment by the school committee that the reason why the district has not met the 80% vaccination rate is because they are not affluent like other districts out in the eastern part of the state. M. Francesconi said that 'by making demographic assessment on your student population based on wealth and education" is the why there is social and emotional learning disparities. Francesconi also noted that they entered executive session without it being on the posted agenda.

Adjournment: *A motion was made by M. Biagini and seconded by J. Levesque to adjourn the regular session meeting at 8:28 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 10, 2021

Document List

1. Agenda November 9, 2021
2. Letter from DHCD regarding monitoring of the FY18 CBDG program
3. Letter from treasurer regarding finding #4
4. BRPC Grant Management Plan

Department Reports

Cheshire COA Center for Active Living

October 2021 – November 16, 2021 Monthly BOS Report

The Cheshire COA Center for Active Living continues to grow in numbers both in participation and volunteers. We served 400 lunches for the month of October. Each day we offer Grab n Go meals to 7 individuals-3 meals delivered. Received notice from Elder Services that our numbers are equal to a larger Berkshire County COA site.

Activities Include:

* Card Making
* Workshop for Cat Nip toys for cats at the Berkshire Humane Society
* Quilting
* Prepared for Christmas Decorations for workshop on November 16, 2021
* Singing with Art. 60 attended a one hour show of songs by Frank Sinatra, Dean Martin, and Bing Crosby. November 10, 2021. It was great to see our seniors up and dancing!
* A monthly birthday cake is offered each month
* A Thanksgiving table decoration raffle was won by Paul Astorino
* A group of volunteers are learning to play BUNKO in an effort to have a wintertime activity for after lunch
* CHP Medical Van served 54 individuals for booster and flu vaccinations
* Workshop by Jill Reynolds on Jewelry Making- November 8, 2021
* Line Dancing offered from 11-12 on Thursday, November 18, 2021
* Foot Clinic offered November 18, 2021 by appointment only

Outreach:

* Working with individuals to offer holiday gifts to those with insecurities
* Assisted with the Brown Bag Project – serves 32 individuals with foods from the Western Mass Food Bank
* Working with Veterans and individuals to secure warm clothing and other necessities
* 82 Birthday cards were mailed for October
* Thanked Betty and George Sweet and Patti Grimshaw for completing the Walking Massachusetts Challenge and being awarded $1,000 to the COA for the offering of fitness programs. This challenge was awarded First Place to Cheshire amongst all COA's. 100 individuals won small gifts.

Projects

* New lines of Electricity are installed for the dishwasher installation. The installation will take place at the end of November
* I was advised by Joe Sloane that he has received approval from Town Administrator to use the center on Tuesday evenings from 6:30-9:30 to play the game of Pitch. Typically the group ends in March. Joe will be responsible for cleaning and sanitizing chairs/tables.
* Working with Gene on the Capital Budget
* We will be decorating the center for Christmas with a volunteer team. CJ Garner will be setting up his Christmas Village on the stage
* Selling tickets to the Kevin O'Hara – A Christmas Journey reading from his latest book. Tickets for the Friends members will be $5.00 with non-members costing $8.00. Pizza, salad, dessert and water/soft beverage is included. Friday, December 3, 2021

Carole A. Hilderbrand, Director

Highway report, 11/16/2021

Paving project is alset besides a few driveway aprons on Crest dr. and Arnold ct. , which should be done by end of the week. The highway dept will be putting some loam behind curbing on Crest dr and Stonehedge after aprons are finished.

There is still an issue on Stonehedge near bottom of Arnold ct. sink hole from earlier this summer hasn't been corrected by contractor whom installed water line last year. Water dept claimed no leak, which proved to be true but damage to a storm pipe that was improperly repaired caused drain water to run along water pipe causing sink holes, this was proven yesterday when I brought in a crew with a camera. Jen and I met with water dept today to discuss, I have also been in contact with Travis on vacation as well as contractor, agreement is for contractor to repair pipe by end of week so I can patch area for winter, also discussed that in spring area needs research as to any other damage from water escaping from break. I will keep you informed as progress occurs. Also water dept agreed to pay for camera services from yesterday.

Rain has slowed fall grading and leaf blowing but gravel roads should be ok for winter as long as no more heavy rain storms hit us again. As far as trucks and winter equipment we are as ready as can be. The resident sand bin has been moved to left side of yard as you pull in. I will have Jen post pictures and directions soon.

Truck update, f550, I went to Oxford Ma a few weeks ago to see truck and work with builder as far as location of controls ect. And will be going again next week to inspect before delivery as its almost finished, we should be taking delivery within next few weeks. No updates on second truck but no delays yet so still hoping for delivery before end of plow season..

Overall everything going smooth at highway dept, we will finish up some shimming with our paver as well as any remaing patching before plant closed next week, as well as any other winter prep left to do, then it will dealing with what mother nature send our way.

Robert Navin

Highway Superintendent

Liquor License Process/Update

Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
95 Fourth Street, Suite 3
Chelsea, Massachusetts 02150
Tel. (617) 727-3040
Fax: (617) 727-1510

Jean M. Lorizio, Esq.
Chairman

ALCOHOLIC BEVERAGES CONTROL COMMISSION REGARDING 2020 CENSUS AND UPDATED QUOTAS FOR RETAIL LICENSES

On October 5, 2021, the Alcoholic Beverages Control Commission ("ABCC") received the official city and town populations from the 2020 U.S. census from the Massachusetts Secretary of the Commonwealth's Office.

For cities and towns that participate in the retail alcohol license quota system, each city and town's quota for § 12 and § 15 retail licenses is based upon the municipality's population as determined by the decennial U.S. census.[1]

The ABCC has completed its review of the population changes in all cities and towns that participate in the quota system. Attached to this Advisory is an updated list of all cities' and towns' new quota numbers.

Municipalities that have had their population decrease should not take any action to decrease the number of existing licensees. The municipality should only adjust the number of licensees to the new quota allowance when a license is cancelled, revoked, or a licensee fails to renew its existing license. Local boards should consult with their town counsel for further guidance or questions on the adjusted quota numbers.

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[1] M.G.L. c. 138, § 17.

For § 12 licenses, a municipality may issue one license for every "population unit of one thousand or additional fraction thereof, and, in addition, one such license for each population unit of ten thousand or fraction thereof, over the first twenty-five thousand, but may, regardless of population, grant at least fourteen licenses under said section twelve . . . ."

For § 15 licenses, a municipality may grant one license "for each population unit of five thousand or additional fraction thereof, but may, regardless of population, grant at least two licenses under said section fifteen."

COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF THE STATE TREASURER

ALCOHOLIC BEVERAGES CONTROL COMMISSION

95 Fourth Street, Suite 3 Chelsea, MA 02150-2358

Jean M. Lorizio, Esq.
Commission Chairman

QUOTA BREAKDOWN

As of: 10/29/2021
Town of: Cheshire (0210)

ANNUAL

On Premise Retail

	Allowed	Total Issued	Exemption: Special Leg	Exemption: Vets Clubs	Exemption: Farmer Series PP	Total Available in Quota
AB	14	1	0	0	0	13
WM	5	0	0	0	0	5
WMC		0	0	0	0	

Off Premise Retail

	Allowed	Total Issued	Exemption: Special Leg	Exemption: Vets Clubs	Exemption: Farmer Series PP	Total Available in Quota
AB	2	2	0	0	0	0
WM	5	1	0	0	0	4

SEASONAL

On Premise Retail

	Allowed	Total Issued	Exemption: Special Leg	Exemption: Vets Clubs	Exemption: Farmer Series PP	Total Available in Quota
AB	0	0	0	0	0	0
WM	0	0	0	0	0	0
WMC		0	0	0	0	

Off Premise Retail

	Allowed	Total Issued	Exemption: Special Leg	Exemption: Vets Clubs	Exemption: Farmer Series PP	Total Available in Quota
AB	0	0	0	0	0	0
WM	0	0	0	0	0	0

Annual	AB	SECTION 12
Restaurant		1

COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION
95 Fourth Street, Suite 3, Chelsea, MA 02150

2022 Seasonal Population Increase Estimation Form

City / Town: Cheshire

Date: November 16

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on November 16 (Date of Meeting), estimated that the temporary increased resident population of Cheshire (City / Town Name), as of July 10, 2022 will be 3250 (Estimated Population).

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

This certificate must be signed by a majority of the members of the local licensing authority.

Mail/Misc.

Town of Cheshire, Massachusetts

Request for Quote

Annual Independent Financial Audit Services

For the Fiscal Years Ending FY22, FY23 and FY24

RFQ Response is due:

RFQ is exempt from the requirement of MGL Chapter 30B

The Town of Cheshire, Massachusetts (the Town) invites qualified independent certified public accounting firms, licensed to practice in the Commonwealth of Massachusetts to submit written fix fee proposals to conduct the annual independent financial audit of the year-end financial reports of the Town for Fiscal Years 2022, 2023, and 2024 with the potential to renew at three-year increments thereafter, in accordance with the specifications summarized below. The quoted fee shall be all inclusive for all required services.

Information Furnished to Proposers

General Information

The Town of Cheshire has a population of approximately _____ and has a current operating budget of $7,069,000.00. The Town is governed by a five (5) member Board of Selectmen/Town Administrator, Open Town Meeting, and other separately elected boards overseeing quasi-independent departments.

The Financial Management team of the Town consists of the Town Administrator, Assistant Town Assessor, Town Accountant, Tax Collector, Town Treasurer and One Finance Committee Member.

Scanlon and Associates has performed the annual audit for many years and most recently for Fiscal Year 2020.

Description of Financial Records

The Town operates a Water Department Enterprise fund and maintains its general financial records in accordance with the Revised Uniform Massachusetts Accounting System on a modified accrual basis.

The general ledger records of the Town are computerized, and the Town uses Vadar Software for the maintenance of its financial record keeping system and vendor processing. The Town processes payroll with the Harper's Payroll Services System.

The Town financial accounts are closed on an annual basis. Complete budgetary basis financial reports are provided to the Board of Selectmen.

Scope of Services Required

1. An independent audit of the Town's financial records of all activities including assurance of compliance with relevant federal and state laws and Town financial policies.

2. The audit is to be performed in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

3. The annual audits shall cover the fiscal years 2022, 2023, and 2024.

4. The audit shall be conducted for the purposes of forming an opinion of whether the financial statements of the Town present fairly the respective financial position of the governmental activities, discretely presented component unit, each major fund, and the aggregate remaining fund information of Town as of each June 30th, and the respective changes in financial position for the years then ended, in conformity with US Generally Accepted Accounting Principles.

5. The successful proposer will also furnish the following independent Auditor Reports:

a. Independent Auditors Report on Compliance with Requirements that Could Have a Direct and Material Effect on Each Major Program, Internal Control Over Compliance and on the Schedule of Expenditures of Federal Awards in Accordance with OMB Circular A-133.

b. Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards.

6. The successful proposer will furnish a management letter, which shall identify any management weaknesses observed, assess their effect on financial management and financial reporting, and propose steps to correct or eliminate the weaknesses. Prior to the completion of the management letter, the independent auditor shall meet with the department head of each department for which there is a management comment to review the findings and the recommendations in detail. The final copy of the management letter shall contain printed responses from the head of each department for which there is a management recommendation.

7. A senior representative of the of the auditing firm shall conduct an annual audit planning conference with the Town Administrator at least one month prior to the start of each audit; shall provide the Town Administrator with weekly status reports during the audit field work.

8. The independent auditing and accounting firm shall be available during the normal business hours throughout the contract period to provide the Town with advice and guidance on financial accounting and reporting issues. The auditor will also be expected to keep the Town informed of the working of 6 requirements of all new accounting and financial matters related to municipalities.

9. The auditor shall immediately notify the Board of Selectmen and Town Administrator of any serious financial discrepancies.

10. Prior to the submission of the final audit document the auditor shall meet with the Town Administrator, Town Treasurer-Collector and Town Accountant to review the auditor's findings and conclusions.

11. The Town retains the responsibility for the preparation of the financial statements.

12. All audit work papers are the property of the auditors and shall be retained for a period of seven years. Work papers shall be available for examination or duplication without charge to authorized Town personnel, representatives of Federal or State Agencies upon request of that Agency or the Town. Working papers will also be made available for examination, at no charge, or duplication, at a reasonable charge, to subsequent auditors engaged by the Town.

Report Requirements

Time Considerations the Town expects the preliminary audit work to begin on or about February 1 of each year and the final audit documents to be completed and delivered no later than April 30 of each year.

Town Responsibilities

The Town of Cheshire shall provide the auditor with the following assistance during the completion of the annual audit:

a. Preparation of the financial statements at the fund level and supporting schedules

b. Preparation of the schedule of expenditures of federal awards (if any).

c. Preparation of all written documents for mailing by the accounting firm.

d. Photocopying/scanning of all necessary records and documents for audit papers.

e. Office space with necessary accoutrements for the audit staff to conduct field work.

Information to be supplied by the Proposers

A. Letter of Introduction A two-page (maximum) letter describing the firm and the proposal. The letter should include the following:

1. A brief description of the firm and its principals.

2. The firm's experience providing auditing services to Massachusetts municipalities.

3. The names and qualifications of the individuals who would comprise the auditing team.

4. A statement that the proposal meets all the requirements of the RFQ.

5. A brief statement that will demonstrate the firm's understanding of the Town of Cheshire and the requirements of the audit.

6. A statement describing the ability of the firm to undertake the Cheshire audit given their existing work schedule.

7. Identification of the firm's contact person for the proposal including name, title, address, telephone numbers, and email.

8. The letter must be signed by an individual authorized to contractually bind the firm.

B. Professional Experience

1. List each of the firm's Massachusetts municipal auditing engagements during the past ten (10) year period. Identify the name of the Town, years engaged, and current engagements.

2. Provide five (5) municipal audit client references from the past three (3) year period, including name of key financial person and contact information.

Proposer's Approach to the Audit

1. State the proposer's understanding of the services to be performed and the work products to be delivered.

2. Submit a detailed work plan, including a chart identifying each of the major tasks to be completed and the amount of time scheduled for completion.

3. Provide a description of any additional services that your firm may be willing to provide to the Town in connection with the audit. For example, a firm may offer to do a more detailed management audit of one department each year.

4. State the estimated number of hours which the firm expects to commit, by staff person, for each component of the engagement.

Price Proposal

The Town is seeking an all-inclusive fixed price for each engagement year of the audit. The price shall include all staff, overhead, and in-direct costs.

The Town is seeking a three-year engagement

Final Contract Award

The Town of Cheshire, through its Board of Selectmen, shall select the auditing firm that best meets the needs of the community and in the best interest of the Town of Cheshire.

George + Betty Sweet
Patricia Grimshaw
walkers

L

Massachusetts
Councils On Aging

FYI

Congratulations again on winning a prize in the Walk Massachusetts Challenge! Enclosed is your award.

We are so happy you participated with us. Next year will be even bigger and better! Look for details coming soon.

Sincerely,

Carole Hilderbrand

22601

M.C.O.A
Mass. Assoc.of Council on Aging and Senior Ctr. Directors
116 Pleasant Street, Room 306
Easthampton, MA 01027
413-527-6425

FLORENCE BANK
53-7168/2118

PAY TO THE ORDER OF
Cheshire Council on Aging

10/27/2021

$ **1,000.00

One Thousand and 00/100********** DOLLARS

Cheshire Council on Aging
119 School Street
PO Box 507
MEMO Chesire, MA 01225

AUTHORIZED SIGNATURE

Security features. Details on back.

⑈022601⑈ ⑆211871688⑆ 07 25 001172⑈

Sales Quote: Q-246491

Offer Expires: December 02, 2021

Prepared for:
Jennifer Morse
Town Administrator
Town of Cheshire, MA
80 Church St
Cheshire, MA 02349
4137431690 x 19
jmorse@cheshire-ma.gov

Prepared by:
Michelle Gogarty
Account Manager
OnSolve
780 West Granada Blvd
Ormond Beach, FL 32174
(866) 939-0911 x1340
michelle.gogarty@onsolve.com

Payment Terms: Net 30
Billing Frequency: Annually
Currency: USD

Subscription Service Fees

Critical Communications

Item/Description	Order Term	Qty	Unit Price*	Total
CodeRED Weather Warning	09/14/2021 - 09/13/2023	1	$800.00	$1,600.00
			Critical Communications Subscription Fees	$1,600.00

ORDER TOTAL **$1,600.00**

Annual Fees

Year 1 Subscription Fees + Non-Recurring Service Fees	**$800.00**
Year 2 Subscription Fees	**$800.00**

*The Unit Price shown above has been rounded to two decimal places for display purposes. As many as ten decimal places may be present in the actual price. The totals for this order were calculated using the actual price, rather than the Unit Price displayed above, and are the true and binding totals for this order.