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 – January 12, 2022

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 Wednesday January 12, 2022, at 6:30 PM.

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

Members Absent: Mark Biagini

Others Present: Jennifer Morse, Town Administrator; Liseann Karandisecky; Lynn Melchiori; Gene Gebarowski; John Tremblay; Peter Traub; Michael Biagini; Rebecca Herzog, Chief Tom Francesconi; Robert Navin

Summary of Votes Taken:

- Vote to accept the DFS Fire Fighter Equipment Grant in the amount of $4,212.18
- Vote to accept the proposals from Northeast IT for managed services, server and firewall upgrades
- Vote to adopt revisions to the Time Clock/Town Vehicle policy
- Vote to accept the MEMA COVID Reimbursement in the amount of $10,502.92.
- Vote to accept the minutes of January 5, 2022
- Vote to adjourn the meeting at 8:00 p.m.

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

1. **Department Reports**

a. Highway – Robert Navin, Highway Superintendent

Weather recently has been the focus of the department with small squalls and ice events, when they have a lull, the department is working on repairs and maintenance of equipment. The F550 has been delivered and is in service, it has computerized ground speed material control, a plow blade that contours to the road for better scrapping which results in less salt needed for melting surface. Multi camera system for better monitoring and more safety. Wing plow for efficiency in clearing wider roads. Most roads require two passes each way wear as now can be done in one pass. The freightliner that is on order is still targeted for late February or early March.

The Superintendent explained the current call-in policy which is that the two senior employees who both live in town receive most of the calls for small emergencies. The other two employees are aware

of this and have no issue with the current policy. At this time, he feels that the overtime is distributed fairly and if that is not the case the union should recommend how they want the situation handled. The Board then went outside with the Superintendent to look at the new truck.

b. Fire Department – Chief Francesconi

The Fire Chief shared that there were 361 calls in 2021 with most of the calls being EMS related. Adams Ambulance is shorthanded, and the law recently changed to allow first responders to drive the ambulance, it is taking 10-15 minutes for an ambulance to get to town. There are currently three EMT's on the department. The department is looking for a brush truck and the 1984 surplus truck has been returned to the state.

Burn season starts on January 15th. Recent AFG grants have not been successful however money was received from the DFS Fire Fighter Equipment Grant in the amount of $4,212.18 to replace 10 pagers. An AFG micro-grant was applied for that will provide wildland turnout gear.

The boiler pump at the fire station went out again and was repaired. The Chief shared that through the Town Administrator a proposal will be coming for an assessment of the fire station. Engine 3 (2003) is the oldest and at the limit for NFPA standards.

A motion was made by M. Francesconi and seconded by S. McGrath to accept the DFS Fire Fighter Equipment Grant in the amount of $4,212.18 for the purchase of pagers.

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

Motion Carries: 4-0

2. Discussion/Decision Items

a. ARPA Funds

R. Killeen reported that the had spoken with the Police Chief regarding the use of ARPA funds for police staff and training. The Chief compiled a spreadsheet with the total amount of hours worked and amount of funding it would take to cover the part time bridge academy training. There was discussion on stipends for all town employees, retention of police officers, other projects that may take a higher priority. S. McGrath felt that putting all money into water projects would be subsidizing water users and would like to see the funds used for town government in general.

b. Cemetery/Accountant Office Space

M.Francesconi brought up the need for a larger office space for the cemetery commission who currently has an office in the "closet" on the second floor of town hall. There is a small office space behind the treasurer and assessors' office that is being used for Assessor's storage. Moving the accountant to that space would allow the cemetery to move to the current accountant space in the basement. J. Morse will approach the assessors at an upcoming meeting.

c. Northeast IT Proposal

The proposal for Managed IT services and upgrades that will include a new server and fire walls was reviewed.

A motion was made by M. Francesconi and seconded by S. McGrath to approve the proposal and sign the contracts.

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

Motion Carries: 4-0

d. Time Clock/Town Vehicle Policy – Revised

A motion was made by M. Francesconi and seconded by J. Levesque to adopt the revisions to the Time Clock/Town Vehicle Policy.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries: 4-0

e. Record Retention
Recently it was brought to the attention of the Town Administrator that the only hard copy minutes stored in the town safe are the Board of Selectmen minutes. All minutes are permanent record and should be kept in town hall and not in homes of committee members or clerks. J. Morse will work with the Town Clerk and boards/committees to get records to town hall.

3. Town Administrator Updates

Morse presented the board with a contract from MEMA for COVID reimbursement in the amount of $10,502.92

A motion was made by M. Francesconi and seconded by J. Levesque to accept and sign the contract with MEMA in the amount of $10,502.92.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries: 4-0

School Closure Winter Policy - With the cancellation of school this week due to the cold temperatures the Library and Council on Aging closed siting the school cancellation policy. Discussion ensued having a town wide policy for Winter/Emergency policies that can be consistent. G. Gebrowski mentioned that the Council on Aging needs to cancel meals the evening before or no later than 6 a.m. the morning of. B. Navin shared current practice of speaking with the superintendent. It was agreed that cancellations should be the decision of the town not the school district and J. Morse will work with the library and council on again in to come up with a policy that will work for all departments.

4. Consent Agenda

Minutes	*1/5/22*	◯ *As Submitted x As Amended*

A motion was made by M. Francesconi and seconded by S. McGrath to approve the consent agenda with minutes from January 5.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries: 4-0

5. Mail/Announcements by Board Members
Adams Ambulance thank you letter was read into the minutes by M. Francesconi

S. McGrath brought up the Beechwood building and Francesconi shared that she had been approached to see if the town would be interested in purchasing the building. Discussion on the condition of the building with the board noting that it is not a lack of wanting to preserve the historical value, but it is not a cost-effective project.

6. Public Comment
M. Francesconi welcome Michael Biagini to the Finance Committee.

Adjournment: *A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 8:00 p.m.*
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi – Yes
Motion Carries: 4-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
January 14, 2022

Document List

1. Agenda 1/12/22
2. Minutes 1/5/22
3. Northeast IT Proposals/Cost Breakdown
4. Revised Time Clock/Town Vehicle Policy
5. Letter DHCD regarding FY18 CDFI Grant
6. Letter from US- EPA regarding MS4 Permit
7. Letter from Nexamp regarding Notice of Commercial Operations
8. Letter from Adams Ambulance Service
9. SLFRF - Final Rule Overview

Approved: February 9, 2022

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – January 12, 2022
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. *Consent Agenda*

Minutes	*1/5/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*1/12/22*	◯ *Payroll* ◯ *Vendor*

3. *Department Reports*
   - ***a.*** *Fire Department*
   - ***b.*** *Highway Department*
4. *Discussion/Decision Items*
   - ***a.*** *ARPA Funds Update*
   - ***b.*** *Cemetery/Accountant Office Space*
   - ***c.*** *Northeast IT Proposals and Managed IT Services*
   - ***d.*** *Time Clock Policy/Town Vehicle Policy – Revised*
   - ***e.*** *Town Documents – Retention*
5. *Town Administrator Updates*
   - ***a.*** *CDBG meeting with BRPC and Response Letter*
6. *Announcements from Board members*
7. *Public Comment*
8. *Any other business not reasonably anticipated 48 hours prior to the meeting.*
9. *Next Meeting – January 12, 2022*

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 1/10/22 at 10 a.m.

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

UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
Region 1
5 Post Office Square, Suite 100
BOSTON, MA 02109-3912

VIA EMAIL

Jennifer Morse
Town Administrator
80 Church Street
Cheshire MA 01225
jmorse@cheshire-ma.gov

Re: National Pollutant Discharge Elimination System Permit ID # MAR041243, Cheshire MA

Dear Jennifer Morse:

The 2016 NPDES General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems in Massachusetts (MS4 General Permit) is a jointly issued EPA-MassDEP permit. Your Notice of Intent (NOI) for coverage under this MS4 General Permit has been reviewed by EPA and appears to be complete. You are hereby granted authorization by EPA and MassDEP to discharge stormwater from your MS4 in accordance with the applicable terms and conditions of the MS4 General Permit, including all relevant and applicable Appendices. This authorization to discharge expires at midnight on **June 30, 2022.**

This authorization letter also serves as EPA's concurrence with your determination that your discharges will have no effect on the listed species present in your action area, based on the information provided in your NOI.

Information about the permit and available resources can be found on our website: https://www.epa.gov/npdes-permits/massachusetts-small-ms4-general-permit. Should you have any questions regarding this permit please contact Newton Tedder at tedder.newton@epa.gov or (617) 918-1038.

Sincerely,

Danielle Gaito

(for) Damien Houlihan, Chief
Stormwater and Construction Permits Section
Water Division

and;

Lealdon Langley, Director
Wetlands and Wastewater Program
Bureau of Water Resources
Massachusetts Department of Environmental Protection

Commonwealth of Massachusetts
DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT
Charles D. Baker, Governor ◆ Karyn E. Polito, Lt. Governor ◆ Jennifer D. Maddox, Undersecretary

January 4, 2022

Ms. Michelle Francesconi
Chair, Board of Selectmen
Town of Cheshire
80 Church Street
Cheshire, MA 01225

RE: Monitoring Report FY 2018 Community Development Fund I (CDFI) Grant #823

Dear Ms. Francesconi,

The Department of Housing and Community Development (DHCD) is in receipt of your December 15, 2021 response to our letter (received via email on December 20, 2021) detailing the results of our review of the Town's FY 2018 CDBG grant.

The responses to the six (6) Findings of Non-Compliance and one (1) Issue of Concern are acceptable to DHCD. Based on the Town's responses and stated intent to adhere to the corrective actions outlined in our letter, DHCD has cleared these findings. Issues of Concern are not findings but are deficiencies which may become findings if left unaddressed or if identified in future monitorings.

DHCD thanks the Town of Cheshire for its cooperation during this monitoring. If you have any questions regarding this matter, please contact your Senior Program Representative Anna Whitten, at anna.whitten@mass.gov.

Sincerely,

Patricia Roushanaei

Patricia Roushanaei
Acting, Community Development Manager
Division of Community Services

cc: Jennifer Morse, Town Administrator
Pat Mullins, BRPC