# 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 26, 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 26, 2022, at 6:30 PM.

**Members Present:** Michelle Francesconi - Chair
Jason Levesque, Clerk
Mark Biagini (remote)
Ray Killeen

**Members Absent:** Shawn McGrath

**Others Present:** Jennifer Morse, Town Administrator (remote); Liseann Karandisecky; Lynn Melchiori; Gene Gebarowski; John Tremblay; Peter Traub; Brian Rhodes, I Berkshires; Corey McGrath; Eileen Quinn

Summary of Votes Taken:

| | |
|---|---|
| • Vote to approve the warrants of January 26, 2022 | 4-0 |
| • Vote to approve the Winter/Emergency Closure Policy with Amendments | 4-0 |
| • Vote to sign the MCOA Direct Grant Agreement - $4560 | 4-0 |
| • Vote to adjourn | 4-0 |

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

1. **Consent Agenda**
   *A motion was made by M. Francesconi and seconded by R. Killeen to accept the warrants of January 26, 2022.*
   **Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes**
   **Motion Carries: 4-0**

2. **Discussion/Decision Items**

   a. **Winter/Emergency Weather Closures Policy – Draft**
   The draft was reviewed with discussion regarding the Governors State of Emergency Declaration and how wording should be implemented to state that would be taken into consideration/under advisement. It was noted that sometimes an emergency in the eastern part of state might not constitute an emergency in Berkshire County of the other way around. Discussion on making the call as soon as possible even the night before in the case of the Council on Aging meals.

*A motion was made by M. Francesconi and seconded by J. Levesque to adopt the Winter/Emergency weather Closure policy with the clarification regarding declared state of emergencies.*
**Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes**
**Motion Carries: 4-0**

**b. MCOA – Grant Contract**

Members reviewed the grant written by the Council on Aging Director Carole Hilderbrand for administrative support with outreach.
*A motion was made by M. Francesconi and seconded by M. Biagini to sign the Massachusetts Council on Aging Grant Agreement - $4,560..*
**Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes**
**Motion Carries: 4-0**

**c. Heating Issues at Cheshire Elementary School**

Morse shared that Adams Plumbing was contacted by the Highway Superintendent for a heating issue in the Youth Center on December 28, 2021, this fix was only temporary, and they were called again on January 7, 2022, for a frozen ventilator. The total cost so far is a little over $1300 and Adams Plumbing will be coming back this week to make another repair. M. Francesconi noted that this highlights the need for someone other than the highway superintendent to be handling facility maintenance. There was discussion on how the part time position had been considered in the past but there was no funding available.

**d. Fire Department Brush Truck Update**

The Fire Department was able to find a Ram 4500 from Bedard's Bros. for a total cost of $39,332. At the last Annual Town Meeting $15,000 was appropriated and an additional $5,000 was spent from Fire Department Expenses. The Hoosac Hose Company voted to pay the remaining $19,332. The truck is ready to go in service and will need radio and light installation.

**e. Complete Streets Committee**

Resident Peter Traub has expressed interest in the Complete Street Program and the re-creation of the committee. Discussion on the last project application led to the board requesting additional information from Mr. Traub

**3. Announcements from Board Members**

- M Francesconi read the Annual Town Election nomination information into the record.

- R. Killeen inquired as to if Town Constables had to be bonded.

**4. Public Comment**

Eileen Quinn from the Appalachian Trail Committee updated the board on two big events coming up in the spring. On Saturday May 14th the Appalachian Trail Committee will be hosting Appalachian Trail committees from Massachusetts at the Father Tom Campsite. On Friday June 24th there will be a dedication of the Father Tom Campsite and celebration of the Appalachian Trail with music.

**Adjournment**: *A motion was made by M. Biagini and seconded by M. Francesconi to adjourn the meeting at 7:10 p.m.*
**Roll Call Vote: M. Biagini – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes**
**Motion Carries: 4-0**

Respectfully Submitted,
Jennifer Morse
Town Administrator
February 7, 2022

**Document List**

1. Agenda 1/26/22
2. Weather/Emergency Closure Policy
3. Massachusetts Council on Aging Grant Agreement
4. Cheshire Volunteer Interest Form – Peter Traub
5. Town Clerk Email re: Nomination Papers

Approved: February 9, 2022

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## OFFICE OF THE BOARD OF SELECTMEN

**Board of Selectmen**

**Meeting Agenda – January 26, 2022**
**6:30 PM**

1. *Open Meeting – Introductions – Pledge of Allegiance*
2. *Consent Agenda*

| | | |
|---|---|---|
| *Minutes* | *1/12/22* | ◯ *As Submitted* ◯ *As Amended* |
| *Warrants* | *1/26/22* | ◯ *Payroll* ◯ *Vendor* |

3. *Discussion/Decision Items*
   - ***a.*** *Winter/Emergency Weather Closures Policy - DRAFT*
   - ***b.*** *MCOA – Grant Contract*
   - ***c.*** *Elementary School Heating Issues*
   - ***d.*** *Fire Department Brush Truck Update*
   - ***e.*** *Complete Streets Committee*
4. *Town Administrator Updates*
5. *Announcements from Board Members*
6. *Public Comment*
7. *Any other business not reasonably anticipated 48 hours prior to the meeting.*
8. *Next Meeting – February 4, 2022 Joint Meeting - Budget*
9. 

***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 1/24/22 @8 a.m.

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

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OFFICE OF THE BOARD OF SELECTMEN


## WEATHER/EMERGENCY CLOSURE POLICY

The following will serve as the policy regarding how the closing of Town Buildings will be determined during a winter storm for all employees who work for the Town of Cheshire except for Emergency Services (Police & Fire) and the Highway Department.

The Town Administrator in consultation with the Board of Selectmen Chair and Highway Superintendent will determine if the storm conditions warrant a delay or closure of town buildings.

In the event of an official declared "State of Emergency" by the Governor (and/or similar Federal Declaration) the Town Buildings will be closed.

The Council on Aging Chair, Council on Aging Director and Library Director will be notified right way. There may be times when the Council on Aging cancels only the meals program and the Center is still open or may close entirely due to inclement driving conditions. All closures will be posted to the Town Website, Facebook pages and local radio stations.

Town employees will be notified of delays and closures as soon as possible by the Town Administrator or Board of Selectmen Chair.

A closure of delayed opening (the duration of the delay) of the Town Buildings shall be documented as an "Administrative Absence" which is not charged against the employees. Employees who chose to come to work regardless of the declared closure or delay can do so at their own choosing and will not be awarded compensated time or other leave time.

In instances where employees do not report to work when the Town Office is open or after a delay, will have such time count against their accrued vacation and/or personal time. Those unbenefited will not receive pay. If employees have a scheduled vacation or personal day which occurs on a storm day in which a closure or delay is declared the, they will still be charged the appropriate time (vacation or personal) as the employee was not going to have to report to work due to a planned vacation and/or personal day. If a Town Building Closure or delay is called on a day in which an employee is not normally scheduled to work, that employee will not be credited with Administrative Absence time.

DRAFT

# MCOA Direct Grant Agreement (FY2022)

This Direct Grant Agreement (this "Agreement") is entered into by and between the Massachusetts Association of Council on Aging and Senior Center Directors, Inc. ("MCOA"), and Cheshire Council on Aging (the "GRANTEE").

| GRANTOR | GRANTEE |
|---|---|
| **Massachusetts Association of Council on Aging & Senior Center Directors, Inc.**<br>**116 Pleasant Street, Suite 306**<br>**Easthampton, MA 01027**<br>**413-527-6425**<br><br>**Primary Contact : Elizabeth Connell**<br>**Email: elizabeth@mcoaonline.com** | **Entity: Cheshire Council on Aging**<br>**Address: PO Box 507, 119 School Street, Cheshire, MA 01225**<br>**Phone: 413-743-9719**<br>**Primary Contact: Carole Hilderbrand**<br>**Email: carolehilderbrand@yahoo.com** |

| | |
|---|---|
| **GRANT PERIOD** | January 17, 2022 – June 30, 2022 |
| **Maximum Funds Awarded for Period** | **$4560.00** |
| **Project: Field Demonstration Projects: Marketing and Outreach: Talk of the Town** | |
| **Funding Source:** | FY'22 Grant from Massachusetts Executive Office of Elder Affairs |

| | | |
|---|---|---|
| **Method of Payment** | [ XX ] Cost Reimbursement | [ ] Advance Payment and periodic cost reimbursement payments. See schedule details in Section III C. |

| ***Approved for MCOA by:*** | ***Approved for GRANTEE by AUTHORIZING AGENT:*** |
|---|---|
| ***Name: David P. Stevens*** | ***Name:*** |
| ***Title: Executive Director*** | ***Title:*** |
| ***Signature:*** | ***Signature:*** |
| ***Date:*** | ***Date:*** |

**WITNESSETH**

**WHEREAS,** it is the mission of MCOA to support the independence of older adults in the Commonwealth of Massachusetts by advocating for programs and services to meet their needs, promote the growth and quality of Councils on Aging and senior centers, and strengthen the professional skills of Council on Aging staff; and

**WHEREAS,** the GRANTEE wishes to provide certain services, as detailed below, in furtherance of MCOA's mission; and

**WHEREAS,** in compensation for the GRANTEE's services, the parties desire to enter into an agreement whereby MCOA will distribute certain funds received under its Fiscal Year 2022 Service Incentive Grant from the Massachusetts Executive Office of Elder Affairs to the GRANTEE;

**NOW, THEREFORE,** in consideration of the mutual promises and representations set forth herein, it is agreed by and between the parties hereto as follows:

## I. PURPOSE

The GRANTEE understands and agrees that the purpose of this Agreement is to implement new programs for the benefit of older adults, generally sixty (60) years of age and older, in the Commonwealth of Massachusetts, based upon the program and project descriptions set forth in Exhibit 1 hereto.

In the event that the GRANTEE is unable to perform any of the above-described services, or any of the services described in Exhibit 1, consistent with the letter and spirit of this Agreement, the GRANTEE shall immediately so notify MCOA in writing, and MCOA shall have the right (but not the obligation) to terminate this Agreement for cause.

## II. PARTIES' RELATIONSHIP

### A. Grantee's Legal Authority

The GRANTEE represents that the GRANTEE is in compliance with all applicable state and federal requirements and standards, and that it possesses the legal authority pursuant to any proper, appropriate and official motion, resolution or action passed or taken, giving the GRANTEE authority to enter into this Agreement, receive the funds authorized by this Agreement, and to perform the services the GRANTEE has obligated itself to perform under this Agreement.

The person or persons signing and executing this Agreement on behalf of the GRANTEE, or representing themselves as persons authorized to sign and execute this Agreement on behalf of the GRANTEE, do hereby represent that they have been fully authorized by the GRANTEE to execute this Agreement on behalf of the GRANTEE and to validly and legally bind the GRANTEE to all terms, conditions, performances and provisions set forth in this Agreement.

MCOA shall terminate this Agreement for cause, effective immediately, if it becomes apparent to MCOA that the GRANTEE, or any person acting or purporting to act on behalf of the GRANTEE, lacks legal authority to enter into this Agreement. In such event, the GRANTEE shall immediately reimburse and repay MCOA for any and all monies received from MCOA under the terms of or in connection with this Agreement.

### B. Independent Contractors

Each of the parties is an independent contractor and neither party is, nor shall be considered to be, an agent, distributor or representative of the other. Neither party shall act or represent itself, directly or by implication, as an agent of the other or in any manner assume or create any obligation on behalf of, or in the name of, the other. Neither party has authorization to enter into any contracts, assume any obligations or make any warranties or representations on behalf of the other party. Nothing in this Agreement shall be construed to establish a relationship of co-partner or joint venture between the parties. MCOA shall not be responsible and shall have no obligation to GRANTEE, the employees of GRANTEE or any governing body to withhold Federal, State, or local income tax, or MCOA's employee portion of FICA or other payroll taxes, and other taxes relating from any individual assigned by GRANTEE to provide services under this Agreement; GRANTEE shall indemnify, defend and hold MCOA harmless from all liabilities, costs and expenses, including without limitation reasonable attorneys' fees resulting from all third party claims

brought against MCOA for any FICA, FUTA, or SUI contributions and any other payroll taxes or any claims of any nature, by GRANTEE or other resources providing the Services under this Agreement.

**C. Indemnification**

The GRANTEE shall indemnify, defend and hold harmless MCOA for any and all liabilities, costs, claims and expenses, including, without limitation, reasonable attorneys' fees, arising from any third party claims brought against MCOA for personal injury or death or damage to real property or intangible or tangible personal property, to the extent caused by the negligent acts or omissions of the GRANTEE.

**D. Lobbying Prohibited**

The person signing this Agreement on behalf of the GRANTEE certifies, to the best of his or her knowledge and belief, that:

1. The GRANTEE will not attempt to influence any member of the Congress, or any State or local legislator, to favor or oppose any legislation or appropriation with respect to this Agreement.

2. Grant funds shall not be used for publicity or propaganda purposes, for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, radio, television, or film presentation designed to support or defeat legislation pending before the Congress, or any State or local legislature.

3. Grant funds shall not be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence legislation or appropriation pending before the Congress, or any State or local legislature.

**E. Subcontracting Restrictions**

The GRANTEE shall not subcontract or delegate any work under this Agreement to any third party except with MCOA's prior written consent, which must include MCOA's written approval of any sub-contracting agreement. The GRANTEE shall be solely responsible for the performance of any subcontractor, subsidiary or affiliate, and shall be liable for and indemnify, defend and hold MCOA harmless for any wrongdoing by any such subsidiary, affiliate or subcontractor, including without limitation the misuse or misappropriation of any funds.

**F. Publicity**

1. Either party may freely use in advertising, publicity, web sites, press releases, or otherwise, the name of the other party, or refer to the existence of this Agreement and the project(s) funded herein.

2. Any materials produced with grant funding should contain an acknowledgement to the effect that "This [service or product] has been produced in [part] [full] from a grant awarded to the Massachusetts Association of Councils on Aging by the Massachusetts Executive Office of Elder Affairs. Any opinions expressed herein are solely those of [GRANTEE]."

3. Use of MCOA's logo is encouraged.

## III. ADMINISTRATIVE PROVISIONS

**A. Term of Agreement**

The term of this Agreement shall be the Grant Period specified in the table at page 1 above.

**B. Grantee's Reporting Requirements**

1. The GRANTEE shall respond promptly to the MCOA's emails and communications, and web-based surveys aimed at gathering information, such as case studies and best practices, which will be helpful to the other organizations in their outreach and enrollment efforts. The GRANTEE shall share samples of materials and tools that are developed under this project.
2. The GRANTEE shall provide a final report by Friday, July 22, 2022, containing supporting documentation of work activities conducted through the grant, including number of events/activities/services conducted, number of individuals served, what your organization learned and with what entities you plan to share that knowledge with as well as how you plan to utilize that knowledge to advance your organization's field demonstration project efforts. This report shall also contain the best practices identified through this project, as well as the grantee's evaluation of the projects imparts and outcomes.
3. The GRANTEE shall submit a project-end itemized expense sheet.
4. The Grantee shall incur all project costs before Thursday, June 30, 2022

**C. Total Funds Awarded**

The GRANTEE shall be compensated in accordance with the payment schedule shown on Page 1 and at Section III.D. below. Payments will be distributed by check only after the parties' execution of this Agreement, and in satisfaction of complete and valid invoices submitted by the GRANTEE to MCOA. It is expressly understood that in no event shall the total distribution of funds to the GRANTEE under the terms of this Agreement exceed the amount set forth in the table on Page 1.

**D. Payment Schedule**

Disbursements to the GRANTEE shall be in the form of reimbursement for the GRANTEE's actual expenditures during the period, following MCOA's receipt and approval of an invoice for the period. To be considered complete and valid, the invoice is to have backup receipts or documentation of incurred expenses.

If the GRANTEE needs to amend the project budget for any reason, the GRANTEE must confer with and gain authorization from MCOA. Any final invoice shall also contain an explanation of any variance in spending of ten percent (10%) or greater.

The GRANTEE shall be solely responsible for ensuring the accuracy of all invoices and any supporting documentation submitted to MCOA. MCOA shall terminate this Agreement for cause, effective immediately, if it becomes apparent to MCOA that the GRANTEE has, knowingly or otherwise, submitted falsified invoices other documentation.

MCOA may, with the consent of the GRANTEE, adjust or correct any invoice. A copy of any adjusted or corrected invoice shall be promptly sent to the GRANTEE.

Contingent upon MCOA's receipt of grant funding from the Executive Office of Elder Affairs, all complete and valid invoices shall, to the extent possible, be satisfied by MCOA within thirty (30) days of receipt. MCOA shall promptly notify the GRANTEE of any expected delay of payment beyond the specified period.

The GRANTEE shall use MCOA's Direct Grant Invoice Form which is a separate document with your approved budget.

**E. Termination**

1. Termination for Cause

   In the event that either party fails to substantially perform under the terms of this Agreement, the other party shall be entitled to terminate this Agreement for cause in accordance with Section 3 ("Notice of Termination") below.

   If the GRANTEE fails to provide any of the services contemplated herein, or fails to make sufficient progress, so as to endanger performance, MCOA shall notify the GRANTEE of such unsatisfactory performance in writing. The GRANTEE shall have ten (10) business days in which to respond with a written plan, acceptable to MCOA, for promptly addressing the deficiencies. The GRANTEE's failure to respond satisfactorily within the appointed time shall entitle (but not obligate) MCOA to terminate this Agreement for cause.

2. Termination for Convenience

   Either party shall be entitled to terminate this Agreement without cause on thirty (30) days written notice. In the event of such termination, and subject to Section III.B ("Total Funds Awarded") above, the GRANTEE shall be entitled to equitable compensation for any allowable services actually and satisfactorily performed under this Agreement through the effective date of termination, and such compensation shall constitute the extent and entirety of the GRANTEE's recourse against MCOA in connection with this Agreement.

3. Notice of Termination

   Termination shall be effectuated by one party's delivery to the other party of a Notice of Termination, specifying whether the termination is for cause or for convenience. In the event of termination for cause, the Notice of Termination shall also include a brief description of reason(s) for termination. Except as otherwise provided in this Agreement, the effective date of termination shall be ten (10) days from a party's receipt of a Notice of Termination for cause, and thirty (30) days from a party's receipt of a Notice of Termination for Convenience. Notice of Termination shall delivered by hand or certified mail to the party's address first set forth above.

## IV. MISCELLANEOUS

### A. Severability

The provisions of this Agreement are severable and if for any reason a clause, sentence, paragraph or other part of this Agreement shall be determined to be invalid by a court, federal agency, board or commission having jurisdiction over the subject matter thereof, such invalidity shall not affect those provisions of this Agreement which can be given effect without the invalid provision.

### B. Successors and Assigns

The GRANTEE shall not assign, transfer or delegate any of the rights or obligations under this Agreement without the prior written consent of MCOA. This Agreement and all of its provisions shall inure to the benefit of and become binding upon the parties and the successors and permitted assigns of the respective parties.

### C. Survival

Any provision of this Agreement which by its nature must survive termination or expiration in order to achieve the fundamental purposes of this Agreement shall survive any termination or expiration of this Agreement.

### D. Governing Law

This Agreement shall be governed by, and construed in accordance with, the laws of the Commonwealth of Massachusetts without giving effect to choice of law principles. Any action brought under or in relation to this Agreement shall be brought in a court having subject matter jurisdiction and located in Hampshire County, Massachusetts.

### E. Entire Agreement

This Agreement, together with the Exhibits hereto, constitutes the parties' entire agreement concerning the work and services to be performed hereunder.

IN WITNESS HEREOF, the parties hereto have caused this instrument to be executed on the day and year first above written.

**MASSACHUSETTS ASSOCIATION OF COUNCIL ON AGING and SENIOR CENTER DIRECTORS, INC.**

By: _____
Name: David P. Stevens
Title: Executive Director
Date: _____

**GRANTEE: Cheshire Council on Aging**

By: _____
Authorizing Agent Name:
Title: _____
Date: _____

By: _____
Primary Contact (Implementation Manager)
Name:
Title: _____
Date: _____

## *EXHIBIT #1*
## *MCOA DIRECT GRANT PROGRAMS – FY2022*
### FY22 Field Demonstration: Cheshire COA Center for Active Living

This Proposal is written to address the format for the FY22 Field Demonstration for the Town of Cheshire, Massachusetts and addresses the Development and Implementation of Outreach and Marketing of our COA to older adults and caregivers. We look forward to becoming the "Talk of the Town" and as the "Front Door" to educating our community on the unique programs and services available that are provided at and through our Center.

My position at the Cheshire COA started as a volunteer working in the kitchen as the center had experienced most participants resigning due to personality conflicts with the administration. Working in the kitchen provided me to better understand the operation of a center from the bottom up. In July 2019, I was hired on to be the Coordinator of Outreach Services. When COVID-19 hit pandemic numbers, I proved to the Advisory Board that I had the skills, experience, and fortitude to manage a center and thus, became the Director.

The first area needing change was the hot lunch program that had seven (7) attendees. My plan was to have outgoing, friendly, volunteers at the front entrance and one (1) sitting at each table. This was done to offer a friendly, warm, caring environment where the happy energy could be felt in the air. It was great and by word of mouth our numbers rose with many days reaching 60 folks in attendance.
On Wednesdays we have a table of eight (8) Veterans who enjoy lunch together and talk about their different experiences. One (1) gentleman is 99 years old and he comes via our COA van every Wednesday to enjoy the comradeship of fellow Veterans.

When the pandemic hit, we did not close the center but offered Grab n' Go Meals, appointments and scheduling continued for vaccinations and testing was via the telephone. We scheduled and followed up with over 400 residents. Our local Community Health Program Van was scheduled to visit our parking lot every Wednesday to offer free vaccinations, boosters, and senior flu shots. Additionally, they perform blood pressure readings and offer referrals to various doctors in Berkshire County. Typically for the vaccinations they serviced 60 residents in their two hour visit. This service is greatly appreciated as several residents could not get out of their cars due to oxygen or walking issues. In these cases, the clinical staff came to their cars.

Our Cheshire Volunteer Program is tops. Each day we have 5 volunteers to assist in the lunch program. There is never a lack of volunteers to assist in our variety of workshops, special projects, high rise gardens, maintaining bicycles, painting shuffle board lines, setting up for activities, and general upkeep.

The Cheshire Chatter. It has become a newsletter residents wait anxiously to read the interesting stories, historical articles, and what's happening news. This newsletter was merely a black and white- poorly copied edition of maybe four (4) pages. Readership was low. However, we now send it to a printer, use quality paper, and have individuals who have taken ownership of offering a great newsletter with 200 hard copies provided and 150 emailed. I am proud to say it is Cheshire's own.
Workshops on Art, Stress/Anxiety, Wreath Making and Table Decorations, Card Making, Chair Yoga, Morning Exercise, Line Dancing, Arts and Crafts, and Health and Wellness, and Nutrition.
With all of the positive changes made and accepted, our goal now is to address Marketing Outreach and educating seniors and caregivers. Our eldest senior is 109 years old with many seniors in their 90's. I

often asked if it is the water in Cheshire that allows it residents to live long healthy lives. It is really exceptionally high numbers.

Cheshire is a rural community with many working farms. Many homes in town are homesteads and with the aging population, many individuals wanting to remain in their homes rather than enter a nursing home facility. Our Proposal would allow us to research different sections of Cheshire to better understand their needs. A good example of that would be our assistance to a female in her 60's who needed a cataract operation. No family. Can't drive. What does she do? She called our center and arrangements were made for our COA van to pick drop her up drop her off and then pick her up and guide her to get inside her home. Family – they were busy at work. What would she have done without our van? Hire a taxi? Taxi fees are very expensive. Public transportation is at a minimum. Thus, one of my reasons for creating and developing a concise, informational brochure for Outreach and Caregivers specifically addressing emergency needs, police, fire, health services, COA Center staff, safe living, and housing options. Our community's diversity is Caucasian with a low percentage being African American and Hispanic.
The Outreach Worker would allow for dedicated time to visit/make wellness telephone calls and email residents to become comfortable for the connection. Caregivers will be offered a workshop in information on the brochure and a better understanding of the services the Cheshire COA offers. Due to food insecurity, the Outreach Worker will be able to provide the most up to date information on local pantry's specifically the on-site Cheshire Pantry which is monthly and is available 24/7 should an emergency arise.

Impact: All seniors in Cheshire will be entered in our computer software "Our Senior Center" and programmed for once -a- month call or visit. This will be in addition to wellness calls for those enrolled in weekly calls. The impact will be great as those especially targeted will feel a sense of caring and eventually will rely on the COA center automatically for guidance, referrals, and compassion.
An Intake Package will be created for documentation and placed in a locked file cabinet.
Recordkeeping will be confidential and pertinent to documenting the success of the grant. During the award period a halfway survey will be completed as well as an ending survey during the exit interview by the director. All contacts will be documented and best practices will be reviewed and evaluated by the director and our very involved Cheshire COA Center for Active Living Advisory Board.
In the Town of Cheshire, in my travels throughout the town, I have an unofficial count of 20 families living in hoarding – unsafe conditions. A few have no heat, hot water, or electricity. Resources will be investigated into the best scenario for offering safe living conditions. Mental Health is a major factor in this plight and I would like to connect with the local mental health facility – The Brien Center, Fenn Street, Pittsfield, MA to work on a program to help educate for Section 8 Housing that is available and which will provide a safe environment.
Spreadsheets will be created to show the cycle of impact through outcomes. Written statements from the resident will be requested but not mandatory.
Receiving this award will mean a great deal to the residents of Cheshire.

**Field Demonstration Project Budget**
**Name of Agency: Cheshire COA Center for Active Living**
**Budget**

| **Category** | **Amount** | **In Kind** | **Details** |
|---|---|---|---|
| Development and Implementation Of Outreach and marketing at our COA for older adults and caregivers | $3,780 | ** | Salary-14 wk $15/hour 18/hr/wk |
| Printing of brochures, marketing | $500.00 | | Create/Develop |
| Transportation | $280.00 | | Mileage/Gas |

TOTAL REQUESTED: $4,560

**

In-Kind will consist of Supervision from the Director, use of designated computer, telephone, internet, printer, wi-fi and office space.

- The Director's salary is $22.20/hour: 10/hr/per week = $222.20 = $888.00
- Office space: Median listing at $199.00/sq ft.: = $200.00/month = $800.00
- Utilities/Computer/Supplies/Printer: = $100.00/month = $400.00

# Cheshire Field Demonstration Project
## Outreach and Marketing
### FY2022 Budget-Invoice

| Budget Item | Description | Budget Amount | Beginning Balance | Invoice Amount | Ending Balance |
|---|---|---|---|---|---|
| Staff time 15hr/14wk/$18/hr | Development and Implementation of Outreach/Marketing | 3780 | 3780 | | 3780 |
| Development/Printing | Brochures | 500 | 500 | | 500 |
| Mileage | Reimbursement at .45/mile | 280 | 280 | | 280 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | | | | 0 |
| | | 4560 | 4560 | 0 | 4560 |

Submitted by: _____

Date: _____

# CHESHIRE VOLUNTEER INTEREST FORM

From time to time vacancies exist on Town boards and committees that must be filled by appointment. The Board of Selectmen maintain a roster of citizens willing to consider serving the community. If you are interested in volunteering, please complete this form and return it to the Town Administrator.

Name Peter Traub

Residential Address !97 Lake Shore Drive

Mailing Address, if different _____

Phone: Home 413-743-3496 Work _____ Cell _____

Email: phtraub@nycap.rr.com

Educational, work, volunteer background:

A member of the previous Complete Streets Committee, the current Planning Board, the current Council on Aging, the previous Master Plan Committee and the Master Plan implementation Committee.

Are you available to serve year-round? Yes X No _____

**Please place a check by the Committee or Board in which you are interested.**
**If you are interested in serving on multiple committees or boards please submit a separate form for each. Thank you for your interest.**

Traub

- [ ] Agricultural (Farm) Commission
- [ ] Arts Lottery Council Rep
- [ ] Board of Registrars
- [ ] Conservation Commission
- [x] Complete Streets Committee
- [ ] Council on Aging
- [ ] Election Officials and Tellers
- [ ] Emergency Management
- [ ] Fence Viewer
- [ ] Finance Committee
- [ ] Greylock Advisory Council
- [ ] Historical Commission
- [ ] Keeper of the Flags
- [ ] Northern Berkshire Cultural Council
- [ ] Planning Board
- [ ] Pound Keeper
- [ ] Recreation Committee
- [ ] Zoning Board of Appeals
- [ ] Other: _____

Signature: Peter Traub Date: 1/18/21

# Offices for 2022 Annual Town Election

One Moderator for a term of three years

Two Selectmen for a term of three years each

One Board of Assessors Member for a term of three years

One Board of Assessors Member for a term of two years

One Board of Health Member for a term of three years

One Cemetery Commissioner for a term of three years

One water Commissioner for a term of three years

One Planning Board Member for a term of five years

One Planning Board Member for a term of four years

One Planning Board Member for a term of one year

One Hoosac Valley Regional School Committee Member from Cheshire for a term of three years

Two Hoosac Valley Regional School Committee Member from Adams for a term of three years each

One Northern Berkshire Vocational School District School Committee Member from Cheshire for a term of three years

Three Constables for a term of three years each

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Nomination papers will be available at the Town Clerk's Office beginning February 1st, by appointment, please call (413-743-1690 ext. 22) to schedule an appointment to pick up papers.

Deadline to obtain nomination papers is Thursday, March 10th by 5:00 pm.

Deadline to file nomination papers is Monday, March 14thth by 5:00 pm.

Deadline to withdraw nomination papers is Wednesday, March 30th by 5:00 pm. Withdraw must be in writing.

Deadline to register to vote in Annual Town Election is Tuesday, April 12th by 8:00 pm.