TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen & Finance Committee

Meeting Minutes – March 17, 2022

Pursuant to a notice duly filed with the Town Clerk, a joint meeting of the Board of Selectmen and Finance Committee was held in person at 191 Church St (Cheshire Elementary School) on Thursday March 17, 2022, at 6:30 PM.

Board of Selectmen Members Present:	Michelle Francesconi - Chair Jason Levesque, Clerk Mark Biagini Ray Killeen Shawn McGrath
Finance Committee Members Present:	John Tremblay – Chair Michael Biagini Heather Emerson Lenwood "Woody" Vaspra Denise Gregoire
Finance Committee Members Absent:	Kathy Levesque

Others Present: Jennifer Morse, Town Administrator

Summary of Votes:

Vote to discontinue Highway Overtime for the "fogging" of town buildings	Vote: 4-0
Vote to adjourn the Finance Committee meeting at 9:36 p.m.	Vote: 5-0
Vote to adjourn the Board of Selectmen meeting at 9:36 p.m.	Vote: 4-0

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

Line by Line Budget Discussion
Board of Selectmen member S. McGrath led the group in a line-by-line budget discussion process for any items plus or minus $1,000 or by any request to discuss.

- Board of Selectmen expenses were reviewed with a comment that some of the expenses are not just Board of Selectmen but town expenses such as the shredder.
- MS4 Compliance -J. Tremblay suggested it be appropriated from ARPA funds or Free Cash – noted.
- Town Administrator Salary – S. McGrath would like to see that increased to 3%, J. Morse thanked everyone and expressed that she wants to be fair and consistent and respectfully requested 2% since that was the voted-on increase.
- Town Counsel – Discussion on lowering the amount since it has not been fully expended in the past.
- Information Technology – Discussion on the hardware being a yearly expense or capital expense and appropriating from ARPA funds or Free Cash
- Accounting- J. Morse noted that all the VADAR expenses have been placed in this line item and removed from others.
- Treasurer Salary – Discussion on making the hourly rate the same for the Collector position since they are being combined in the future and the salary needs to be adjusted for a future combined position, reminder that the Collector term does not expire for two years giving time to adjust. J. Morse to get salary information to the boards.
- Town Clerk Book Repair – Funds are traditionally not expended, J Morse to get details from the Town Clerk
- Fire Station Utilities – Discussion on roll over funds being incorporated in that line – marked to review in another few weeks.
- Council on Aging – Discussion on increasing the Van Driver and Coordinator position with a 2% increase. J. Morse to inquire with the Interim Coordinator regarding the total hours needed for the meal's coordinator. Overall discussion on not making changes to the Council on Aging until a permanent coordinator is in place and the job description has been reviewed. It was noted that the Interim Coordinator is doing a phenomenal job and putting in between 24-26 hours per week doing both positions.
- Highway OT and Winter OT – Discussion on moving the Winter OT into the Snow and Ice account making such it was still transparent and tracked. J. Levesque asked to have an OT report. Discussion on Overtime and the current practice of allowing for the fogging of town buildings.
  A motion was made by M. Francesconi and seconded by S. McGrath to discontinue the Overtime for Highway workers to "fog" town buildings.
  Roll Call Vote: M. Francesconi- Yes, Mark Biagini – Yes, J. Levesque – Yes, S. McGrath – Yes
  Motion Carries: 4-0
- Assessment for Fire Station – J. Morse shared that she is working with EDM on a proposal for an assessment of the Fire Station, she will contact them to add the Town Hall to the proposal.
- Building Permitting System – Discussion on changing software to allow for better interdepartmental communication and tracking which will improve new growth. J. Morse to get revenue reports for the Building Department.
- Adams Ambulance – M. Francesconi shared that she and S. McGrath will be attending a meeting at Adams Ambulance next week, they have requested the meeting with Adams, Cheshire, and Savoy to discuss financial support.
- Wiring – It was noted that the Wiring Inspector salary was increased two years ago to handle the influx in solar permits, J. Morse to get a breakdown from the Wiring Inspector on the total number of permits.
- Town Compactor – Discussion on a possible savings with a new compactor on site, J. Morse will inquire with the Board of Health
- Highway Department Positions – Discussion on the request for a foreman and mechanic position, the line will be left until union negotiations are concluded.

- Water Department – Discussion on the Water Department request for additional hours for a back up operator. J. Morse shared that she has tried to contact DEP for clarification on what is required, the work plan from July 2021 stated that the primary operator is required to work five days a week, four hours per day plus one hour each weekend day.

Finance Committee Adjournment: *A motion was made by Michael Biagini and seconded by H. Emerson to adjourn the Finance Committee meeting at 9:36 p.m.*

Roll Call Vote: W. Vaspra – Yes, J. Tremblay – Yes, H. Emerson – Yes, Michael Biagini – Yes, Denise Gregoire - Yes
Motion Carries: 5-0

Board of Selectmen Adjournment: *A motion was made by M. Biagini and seconded by J. Levesque to adjourn the meeting at 9:36 p.m.*
Roll Call Vote: M. Francesconi – Yes, J. Levesque- Yes, M. Biagini – Yes, S. McGrath – Yes
Motion Carries-4-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
March 19, 2022

Document List

1. Draft Budget Workbook

Approved:
Board of Selectmen – March 29, 2022
Finance Committee – March 29, 2022