TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 | FAX (413) 743-0389

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – May 10, 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 Tuesday May 10, 2022, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Eileen Quinn, AT Committee; Corey McGrath; Brian Rhodes; Peter Traub; Lynn Melchiori; Liseann Karandisecky

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

Summary of Votes Taken:

- Vote to table the reorganization of the board to the next meeting
- Vote to allocate up to $1,000 from the Recreation budget for the Father Tom Campsite dedication
- Vote to approve the JDay Off Road Mountain & Dirt Bike Event June 18 and June 19
- Vote to hire Corey McGrath as Facilities Maintenance (S. McGrath recused himself and left the room for the discussion)
- Votes regarding Articles 21-26 on the Draft Annual Town Meeting Warrant
- Vote to approve the meeting minutes of April 19, 2022
- Vote to enter Executive Session at 7:52 p.m. not to return to the regular meeting.

Reorganization of the Board

M. Francesconi started the discussion of reorganization by stating that she would step away from the role of chair. R. Killeen felt that she has done an excellent job and provided a good transition between the last Town Administrator and the current. J. Levesque does not have the band width during the day due to his daytime employment. S. McGrath has some flexibility however felt that the board has made good progress, with no control or decision-making issues stating that if M. Francesconi is stepping away because of optics that she rethinks declining the chair role for another year.

A motion was made by R. Killeen and seconded by S. McGrath to table the reorganization of the board for one week to allow time for M. Francesconi to consider the role of chair.

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

Father Tom Campsite Dedication – AT Committee request for funds
Eileen Quinn joined the board to request $1,400 for the Father Tom Campsite dedication event, which is taking place on June 24, 2022, from 6-8 pm. There will be entertainment, food, refreshments, and the dedication. She thanked the town for the past and continued support of the campsite. The event budget is $2,000 and $600 has been raised. M. Francesconi suggested that she may be able to get funds for the dedication through the parishioners at the church noting that the recreation budget funds could also be used for school street netting and bleacher to watch sporting events. There was further discussion about the event and fund raising.
A motion was made by M. Francesconi and seconded by S. McGrath to guarantee up to $1,000 from the recreation budget to support the Father Tom Campsite dedication event.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 5-0

Eileen also mentioned that the AT Committee will be hosting other local AT communities at the annual meeting this Saturday May 14th starting at 9 a.m. and extended an invitation to the board.

Discussion and Decision Items
JDay Off Road – Mountain & Dirt Bike Event (June 18 & June 19)- J. Morse shared that the Fire Chief also signed off on the request after confirming that Adams Ambulance was contracted to provide emergency medical services for the event.
A motion was made by M. Francesconi and seconded by J. Levesque to approve the Special Event Permit for the JDay Off Road event.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 5-0

*S. McGrath recused himself from the discussion left the room for the Facilities Maintenance Position discussion

Facilities Maintenance Position – J. Morse shared that she had received five applications for the Facilities Maintenance Position and had interviewed two applicants. She made a recommendation to hire Corey McGrath to the position effective immediately.
A motion was made by J. Levesque and seconded by R. DeAngelis to hire Corey McGrath to fill the Facilities Maintenance Position.
Roll Call Vote: R. DeAngelis – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 4-0

*S. McGrath re-entered the room

BRTA- Change in Routes
M. Francesconi noted that the Fire Chief had shared his concerns with BRTA regarding the proposed locations. The board discussed the changes and will send a letter regarding concerns of safety, location of stops, exclusion of the Church St/School St stop, speed and traffic along Route 8 to the BRTA.

Draft Annual Town Meeting Warrant
The board agreed that they liked the new format which splits the operating budget into articles. J. Morse led the board in discussion regarding the non-operating budget articles.

- Article 21 - Adoption of Massachusetts General Law, Chapter 64G, Section 3A. This article was proposed by R. Killeen and research was done by the assessor's assistant. If adopted this would allow a room

excise tax for any room in a bed and breakfast, hotel, lodging, short term rental and motel at 6%. The money is collected by the Department of Revenue.

A motion was made by M. Francesconi and seconded by R. Killeen to put Article 21 on the Annual Town Meeting warrant.

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

Motion Carries: 5-0

- Article 22 - Annual Town Meeting Bylaw Amendment

The board has been discussing for some time the Annual Town Meeting date and having an election prior to the town meeting. It makes it very difficult for a new member of the board to defend a budget that they were not involved in creating. J. Morse noted that the budget process will need to start earlier to have a meeting the last Monday in April.

A motion was made by S. McGrath and seconded by R. DeAngelis to include Article 22 on the Annual Town Meeting warrant to read "The Annual Town Meeting shall be held on the LAST MONDAY or APRIL at 6:30 p.m."

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

Motion Carries: 5-0

- Article 23 - Adoption of Massachusetts General Law Chapter 60, Section 62A and adopt a General Bylaw – Payment Agreement for Overdue Taxes

J. Morse explained that this coordinated with the Financial Policies, some questions will need to be addressed by the Collector/Treasurer regarding the timeline and current practices. A motion was made by J. Levesque and seconded by M. Francesconi to place the Article on the warrant pending the response of the Collector/Treasurer.

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

Motion Carries: 5-0

- Article 24 - Marijuana Cultivation Zoning Bylaw Amendment (8.7, D, 2)

Discussion on the total amount of Marijuana Establishments allowed for cultivation, currently the bylaw states six. A motion was made by M. Francesconi and seconded by R. Killeen to add the article to the Annual Town Meeting warrant with the wording "The Total Number of non-retailers MEs shall not exceed two (2).

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

Motion Carries: 5-0

- Article 25 - Disposition of Abandoned funds

J. Morse explained that this is recommended as part of the adoption of the financial policies and deals with tailings.

A motion wad made by M. Francesconi and seconded by S. McGrath to add the article to the Annual Town Meeting warrant.

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

Motion Carries: 5-0

- Article 26 - Stormwater Management Bylaw

This proposed bylaw is part of the MS4- Stormwater compliance in year three. *A motion was made by S. McGrath and seconded by R. Killeen to add the article to the Annual Town Meeting Warrant*
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 5-0

CDBG Lien Subordination Request – 41 Railroad Street
A request came from BRPC to allow the Town Administrator to sign the Lien Subordination Request on a vote of the Board of Selectmen. Questions regarding the status of the current lien will be followed up on and the topic was tabled to the next meeting.

Town Hall/Police/Annex Parking Lot
J. Morse shared that she is concerned about the parking lot noting that it is a dangerous drive through for vehicles, bikes, and pedestrians. Discussion on placing barriers between the Annex and Police Station, J. Morse will follow up with the various departments to come up with a plan.

Police Chief Search Committee Progress
J. Morse reported that the committee met for the first-time last week and started reviewing applications, at this time there has been six applications received.

Council on Aging Coordinator Hiring Process
J. Morse asked the board to discuss the process for the hiring of the Council on Aging Coordinator/Director at the request of the Council on Aging Chair. After Discussion it was decided that the job description will be reviewed at the next meeting and posted with a date to be determined, the Board of Selectmen will do the hiring without the assistance of a search committee.

Consent Agenda
A motion was made by M. Francesconi and seconded by J. Levesque to approve the meeting minutes of April 19, 2022, as amended.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 5-0

Town Administrator Updates
J. Morse shared that according to the Highway Superintendent all gravel roads will be graded by the end of the week.

The Cheshire Food Pantry has outgrown the space at the Community Center serving more than 100 households each month. Carol Francesconi has looked at the kitchen space in the school and it will work for the pantry, some logistics will need to be worked out prior to the move for the July distribution.

EDM is going to begin the Fire Station Assessment on Monday May 16, 2022.

Announcements by Board Members

R. DeAngelis as a member of the Conservation Commission shared that a building permit was issued for a garage in the wetland buffer zone. J. Morse has already reached out to the building commissioner for follow-up, the board asked that the Building Commissioner come in for an update.

M. Francesconi shared that the VFW will be at the Memorial Day Parade, J. Morse will contact Mark Biagini to see if he was able to contact the Shriners.

Public Comment
Peter Traub inquired about an informational session prior to Annual Town Meeting. J. Morse explained that the finishing touches are being put on the agenda and it is the plan to hold such a meeting.

Jeff Kruszyna inquired about the demolition and building permit status for a property on West Mountain Road. J. Morse will contact the Building Commissioner for an update but was under the impression that a demo permit had been filed after the demolition was done. Mr. Kruszyna had information to share about asbestos and hauling from the location.

Adjournment:
A motion was made by M. Francesconi and seconded by J. Levesque at 7:52 p.m. to enter into Executive Session under M.G.L Chapter 30A, Section 21, Reason 6 having declared that an open meeting would have a detrimental effect on the negotiating position of the town to discuss the lease of the former Elementary School with the Hoosac Valley Regional School District and Reason 2 to discuss strategy for negotiations with the Highway Union, not to enter into regular session.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes; M. Francesconi – Yes; R. Killeen – Yes; J. Levesque – Yes
Motion Carries: 5-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
May 16, 2022

Document List
1. Agenda – May 10, 2022
2. J. Day Special Permit Application
3. BRTA Proposed route Changes
4. Email from BRPC regarding Lien Subordination
5. Draft Minutes – April 19, 2022

Approved: May 31, 2022

TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 | FAX (413) 743-0389

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – May 10, 2022
6:30 PM

Cheshire Elementary School – Green Room

1. *Open Meeting – Introductions – Pledge of Allegiance*
2. *Reorganization of the Board*
3. *Father Tom Campsite Dedication – AT Committee request for funds*
4. *Discussion/Decision Items*
   - ***a.*** *JDay Off Road - Mountain & Dirt Bike Event (June 18 & 19)*
   - ***b.*** *Facilities Maintenance Position – Vote to hire*
   - ***c.*** *BRTA – Change in Routes*
   - ***d.*** *Draft Annual Town Meeting Warrant – Review Articles*
   - ***e.*** *CDBG Lien Subordination Request – 41 Railroad Street*
   - ***f.*** *Town Hall/Police/Annex parking lot*
   - ***g.*** *Police Chief Search Committee Progress*
   - ***h.*** *COA Coordinator Position Hiring Process*
5. ***Consent Agenda***

Minutes	*4/19/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*None*	◯ *Payroll* ◯ *Vendor*

6. *Town Administrator Updates*
7. *Announcements from Board Members*
8. *Public Comment*
9. *Any other business not reasonably anticipated 48 hours prior to the meeting.*
10. *Executive Session – MGL Chapter 30A, Section 21 Reason 6. To consider the purchase, exchange,* ***lease*** *or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body; Former Cheshire Elementary School Lease with Hoosac Valley School District* ***and*** *MGL Chapter 30A, Section 21 Reason 2 To discuss strategy for negotiations with the Highway Union.*

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

Submitted and posted by: Jennifer Morse – Town Administrator 5/6/22 @ 9 a.m.

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

TOWN OF CHESHIRE SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Organization: HVMC Date: 4/28/22

Name: John Malloy Phone #: 413 770-2100

Address: 67 Millard Ave, Clarksburg, MA 01247

Email: jmalloy@amenitek.com

Name of Event: Jday offroad

Type of Event: Mountain bike / Dirt bike

Event Location: Whitney's Farm / Ingalls Rd back field

Event Date: June 18, 19, 2022 Start Time: 8:00 Am End Time: 6:00 pm

Proposed Rain Date: N/A Number of People: 500

Please answer the following:

1. Clearly describe your event (Please attach letter if more space is required)
   June 18th mountain Bike race, June 19th Dirt Bike Race
   Toliets on site, Ambulance on site Sunday for race
   Food by others. All parking will be off road on whitney's property

2. Please attached an event map and site plan with the following indicated:
   - Detailed event layout/route with directional arrows and street names
   - Identify and road or sidewalks that will be blocked or closed.
   - Placement of collection of signage, traffic control devices, barricades
   - Location of event staff, volunteers along the proposed locations where police details are required, emergency medical stations, food service, port-a potties, etc.
   - Trash generated by the event must be removed immediately after the event. Event signage, port-a potties, and all other equipment should be removed within 48 hours.

   John Day / Jday off road will provide Insurance

3. Insurance Information: _____

   Issuing Company: _____

   Public Liability Coverage: _____

APPLICATION CERTIFICATION

The applicant certifies that he/she has read and examined this application and agrees to comply with the terms and conditions contained herein.

Signature of Applicant: John Malloy

Date: 4/20/22

***PUBLIC SAFETY SIGNATURES ***

Signature of Police Chief or Deputy Police Chief **(Mandatory)**
Conditions:

Signature of Fire Chief or Deputy Fire Chief **(Mandatory)**
Conditions:

Signature from Highway/DPW Department **(Mandatory)**
Conditions: Mud, dirt, ect carried onto Roadway be cleaned up.

Signature from Board of Health **(Mandatory)**
Conditions:

FINAL APPROVAL

BOARD OF SELECTMEN/TOWN ADMINISTRATOR

Complete Application ◯ **Yes** ◯ **No** **Date Available** ◯ **Yes** ◯ **No**

Indemnification (if required) ◯ **Yes** ◯ **No** **Intended Route** ◯ **Yes** ◯ **No**

Comments/Conditions: _____

_____

Select Board Approval: _____ Date: _____
(Board of Selectmen Chair)

Jennifer Morse

From: Jennifer Morse
Sent: Monday, May 2, 2022 7:31 AM
To: BOS
Subject: FW: BRTA proposed bus stops and public comment -- Cheshire
Attachments: BRTA_Cheshire_proposed bus stops 1.pdf; BRTA_Cheshire_proposed bus stops list_pre comment_04-26-22.pdf; BRTA_Overview-of-Bus-Stop-Project_3-4-21.pdf

---

From: Rauley Caine <rauley.caine@berkshirerta.com>
Sent: Friday, April 29, 2022 4:35 PM
To: Jennifer Morse <jmorse@cheshire-ma.gov>
Cc: Robert Malnati <Robert.Malnati@berkshirerta.com>; Sarah Vallieres <sarah.vallieres@berkshirerta.com>; Accem Scott <Accem.scott@berkshirerta.com>
Subject: BRTA proposed bus stops and public comment -- Cheshire

Hi Jennifer,

I'm reaching out to make you aware of some ongoing projects we are hoping to coordinate with Cheshire that relate to BRTA bus service through town. On April 28th , the BRTA Advisory Board approved some changes to bus services within Cheshire that require amending our current bus stops. Also, the Authority has a much larger ongoing project to establish bus stops throughout the entire service area.

The upcoming changes to the Rte 1 through Cheshire provide a great opportunity to work on both projects simultaneously! The info packet for the bus stop project is also attached.

Attached is a list of sites that we have identified as possible bus stop locations. One of the initial steps in the bus stop implementation program is to solicit public feedback on the specific stops. To do this, I place a lawn sign at each proposed location that identifies it and directs folks to submit written comment to us for review. After we collect the feedback, I would hope to work with the Town, and navigate any internal requirements, so that we can work together to bring these bus stops into existence.

As the BRTA board rep for the town, I wanted to give you advanced warning that these comment signs will be appearing in Cheshire within the next few weeks. Please let me know if you have any questions or receive any feedback about the sites? I would also like to schedule a call/follow up at the end of the comment period so that we can discuss next steps. It would be great if we, or any other stakeholders you think should be included, could have a discussion in early June in line with our July start date of revised bus service.

Thanks!

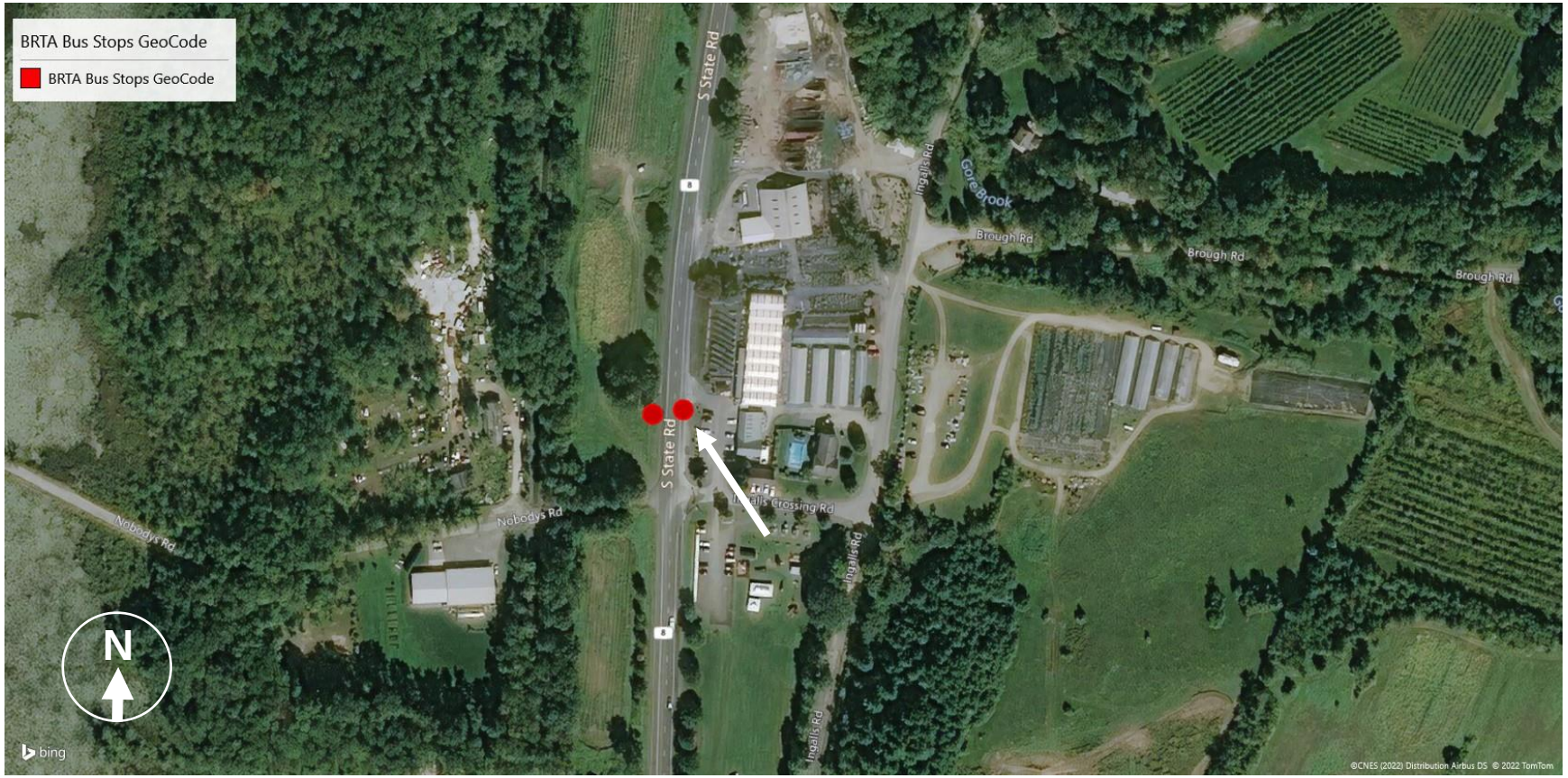
Rauley Caine
General Manager | **Office:** (413) 499-2782 ext. 2902 | **Fax:** (413) 442-7025
Berkshire Transit Management, Inc
Operator for the Berkshire Regional Transit Authority



Please consider the environment before printing this e-mail. Thank you.

This email and any files transmitted with it are intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. If you received this email in error, please contact the sender immediately and delete this email from your system. If you are not the named addressee, you should not disseminate, distribute, print, or copy the email, or take any action in reliance on its contents

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1154
Stop	Rte 8 and Whitney's Farm Market (out)
Town	Cheshire, MA 01225
Location	approx 42.521954, -73.192235
Service	Rte 01

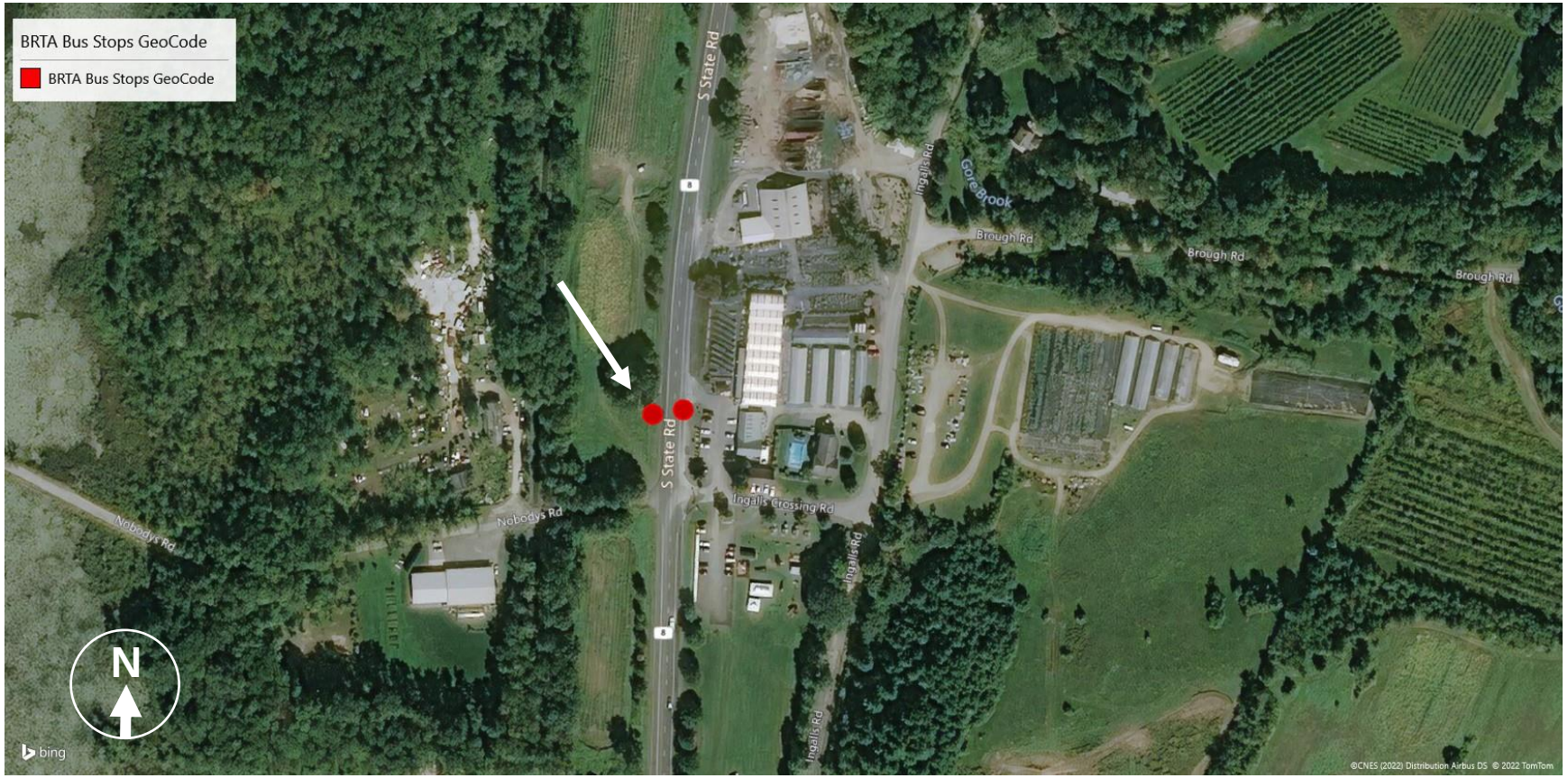
Comment Start	-
Comment End	-

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Potential
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1155
Stop	Rte 8 and Whitney's Farm Market (in)
Town	Cheshire, MA 01225
Location	approx 42.521932, -73.192432
Service	Rte 01

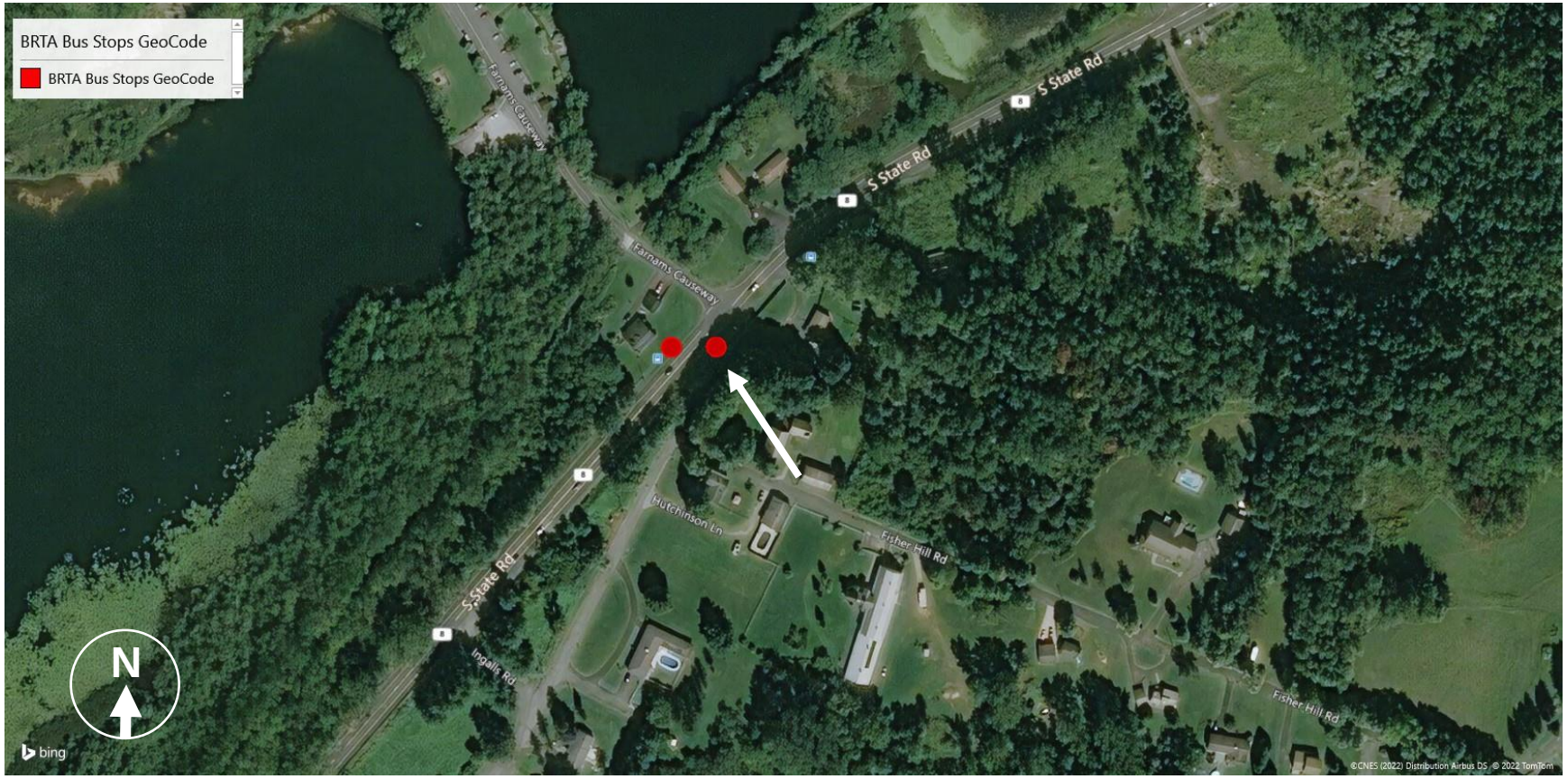
Comment Start	-
Comment End	-

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Potential
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1156
Stop	Rte 8 and Farnum's Rd/ Rail Trail (out)
Town	Cheshire, MA 01225
Location	approx 42.537331, -73.181610
Service	Rte 01

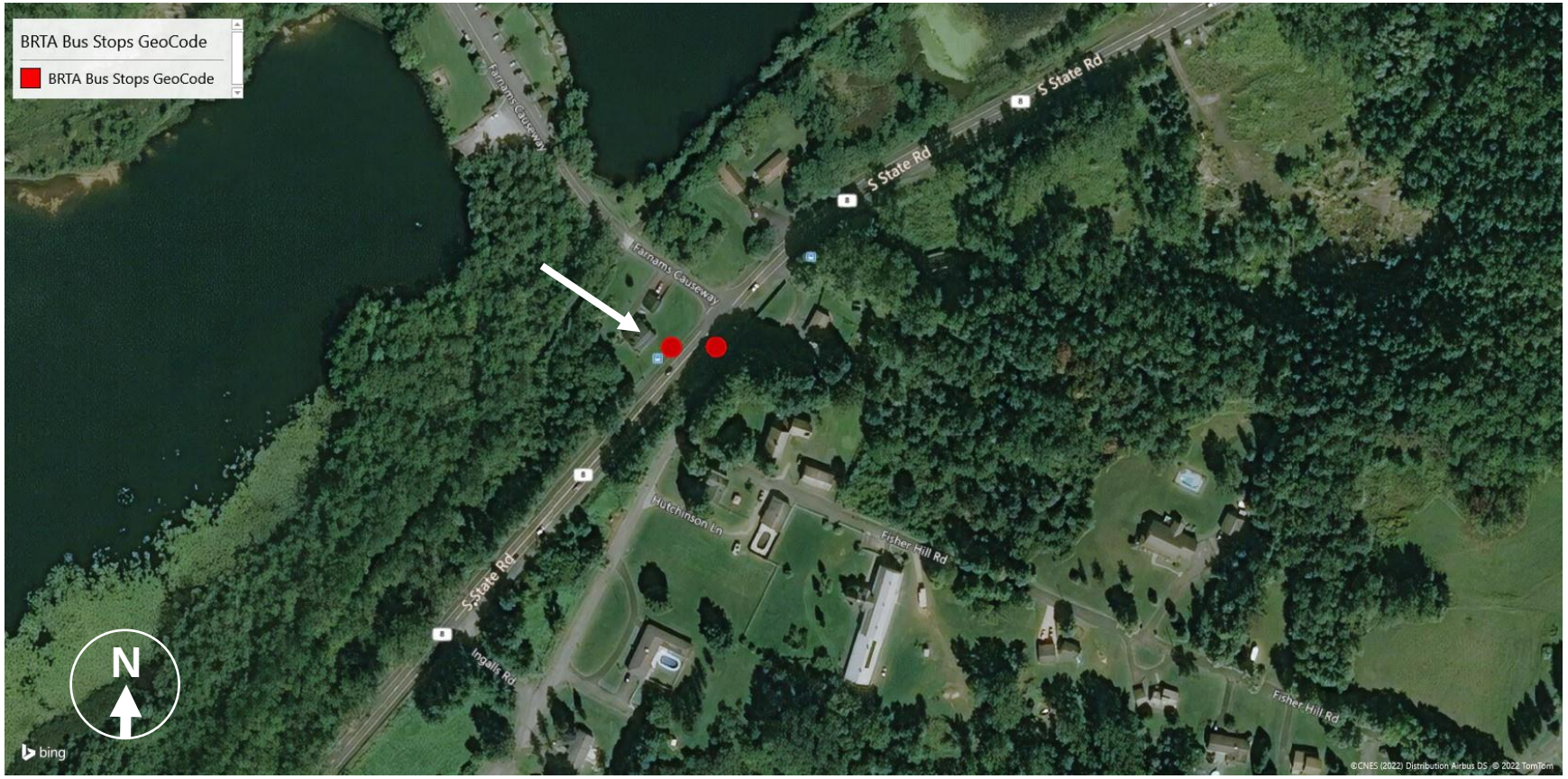
Comment Start	-
Comment End	-

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1157
Stop	Rte 8 and Farnum's Rd/ Rail Trail (in)
Town	Cheshire, MA 01225
Location	approx 42.537329, -73.181898
Service	Rte 01

Comment Start	-
Comment End	-

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1158
Stop	Rte 8 and AutoMall (out)
Town	Cheshire, MA 01225
Location	approx 42.550490, -73.165040
Service	Rte 01

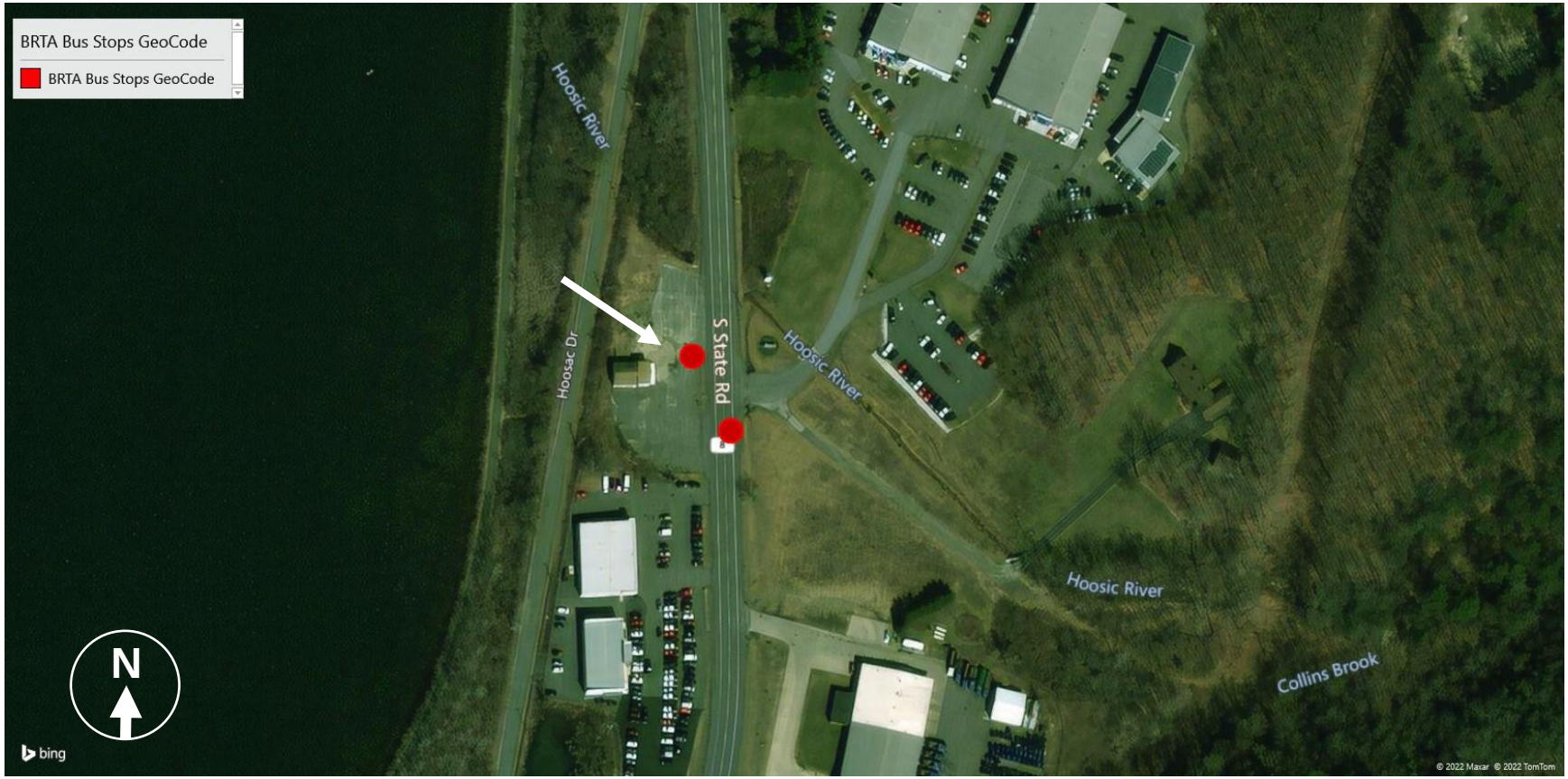
Comment Start	-
Comment End	**-**

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1159
Stop	Rte 8 and AutoMall (in)
Town	Cheshire, MA 01225
Location	approx 42.550776, -73.165242
Service	Rte 01

Comment Start	-
Comment End	**-**

State HWY

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future roadwork, no existing sidewalk
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1160
Stop	Rte 8 and Richmond St (out)
Town	Cheshire, MA 01225
Location	approx 42.559595, -73.167169
Service	Rte 01

Comment Start	-
Comment End	**-**

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23

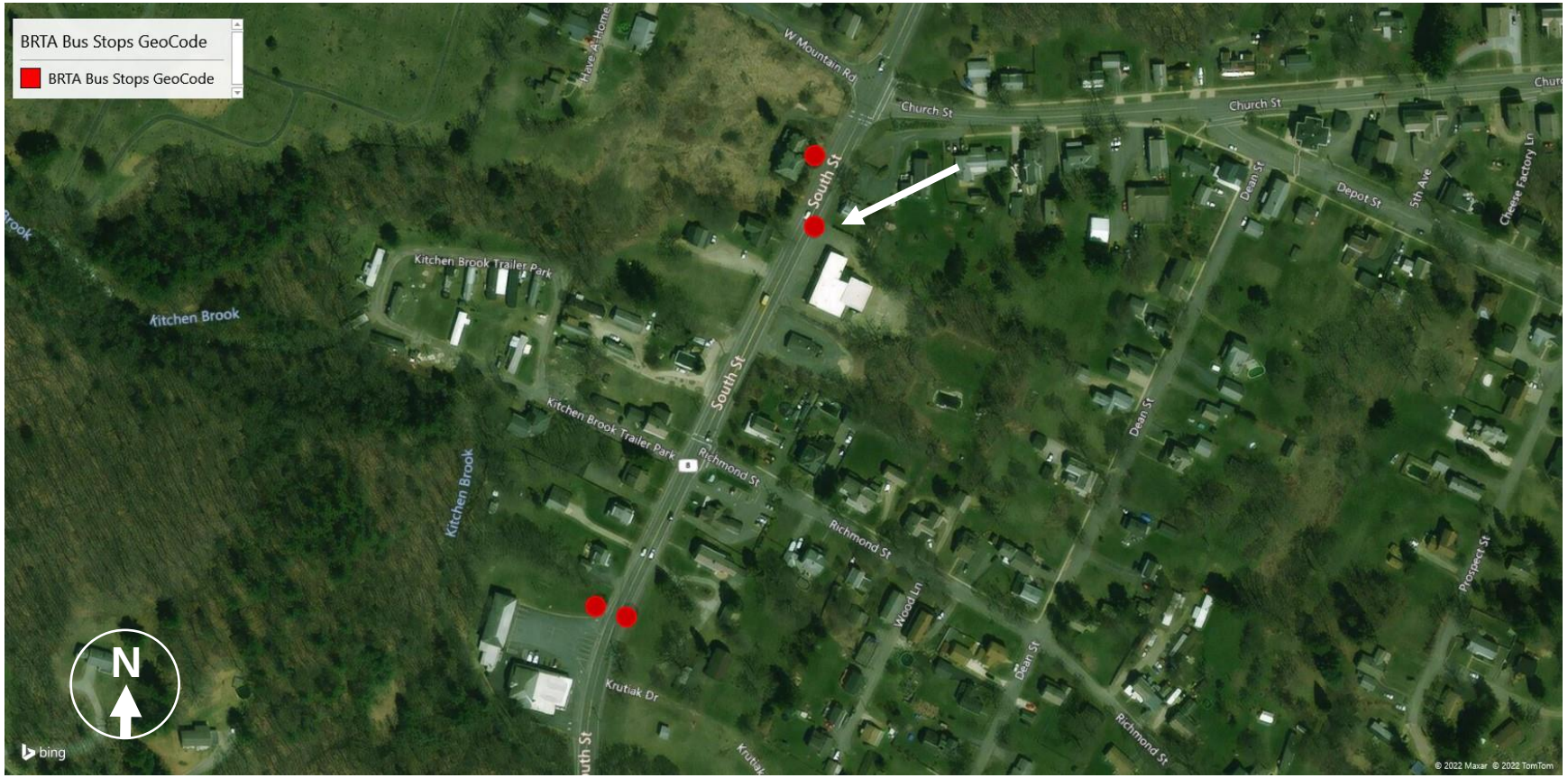


Stop ID	BRTA1161
Stop	Rte 8 and Richmond St (in)
Town	Cheshire, MA 01225
Location	approx 42.559645, -73.167366
Service	Rte 01

Comment Start	-
Comment End	**-**

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



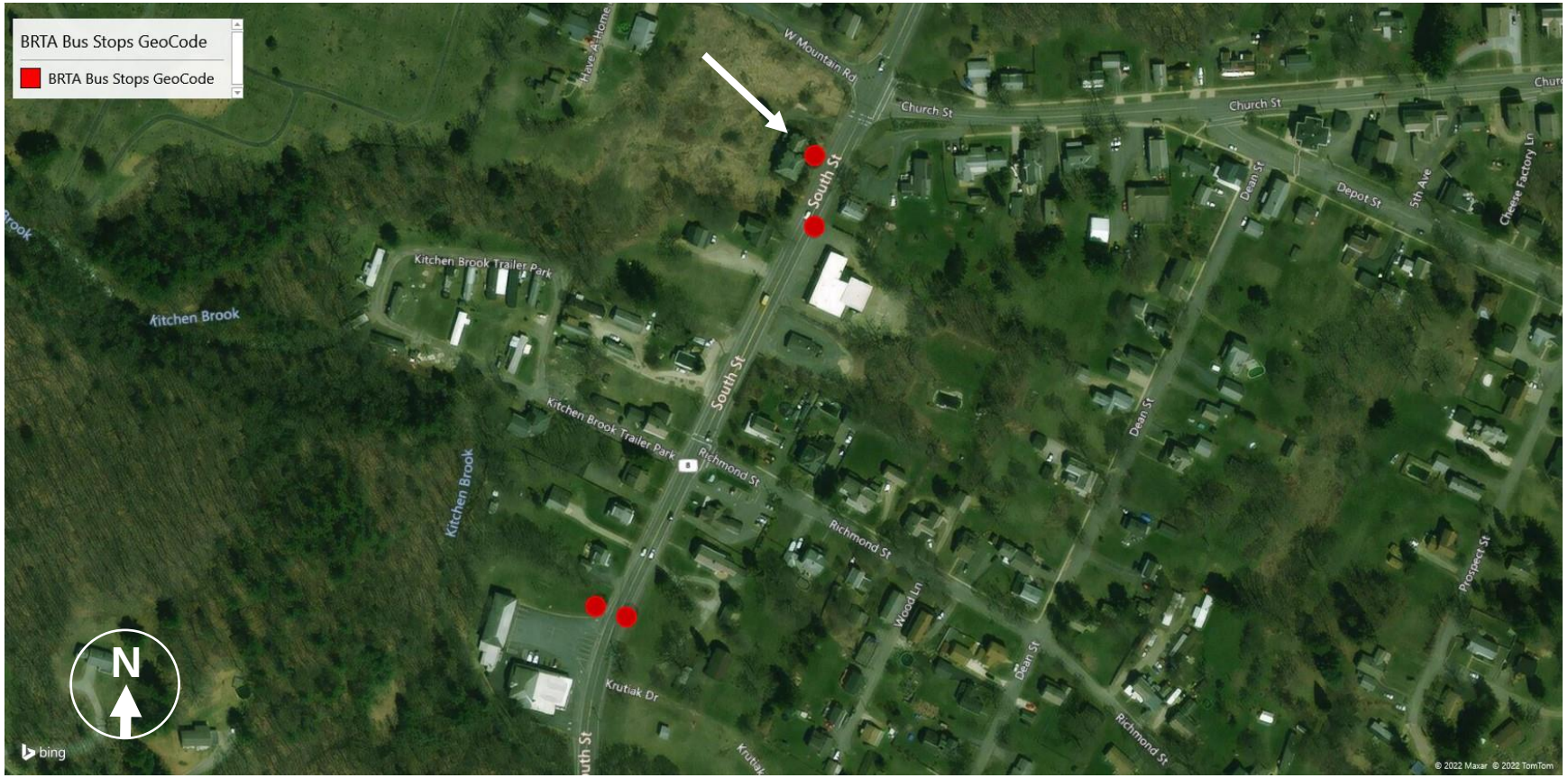
Stop ID	BRTA1140
Stop	Cheshire Ctr (out)
Town	Cheshire, MA 01225
Location	approx 42.561442, -73.165959
Service	Rte 01

Comment Start	-
Comment End	-

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Potential
Bench/Seating	Potential
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23

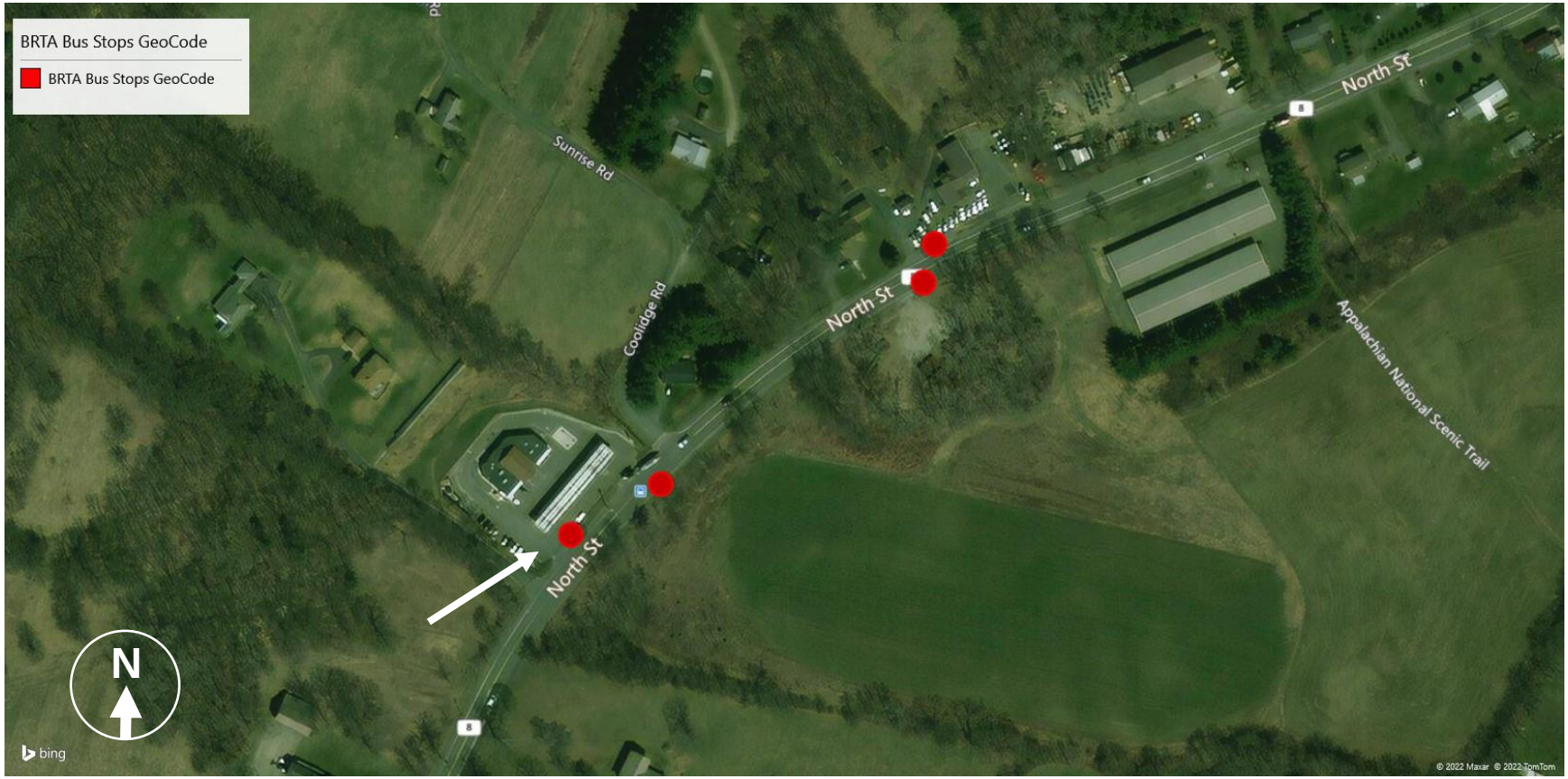


Stop ID	BRTA1141
Stop	Cheshire Ctr (in)
Town	Cheshire, MA 01225
Location	approx 42.561778, -73.165957
Service	Rte 01

Comment Start	-
Comment End	-

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Potential
Bench/Seating	Potential
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23

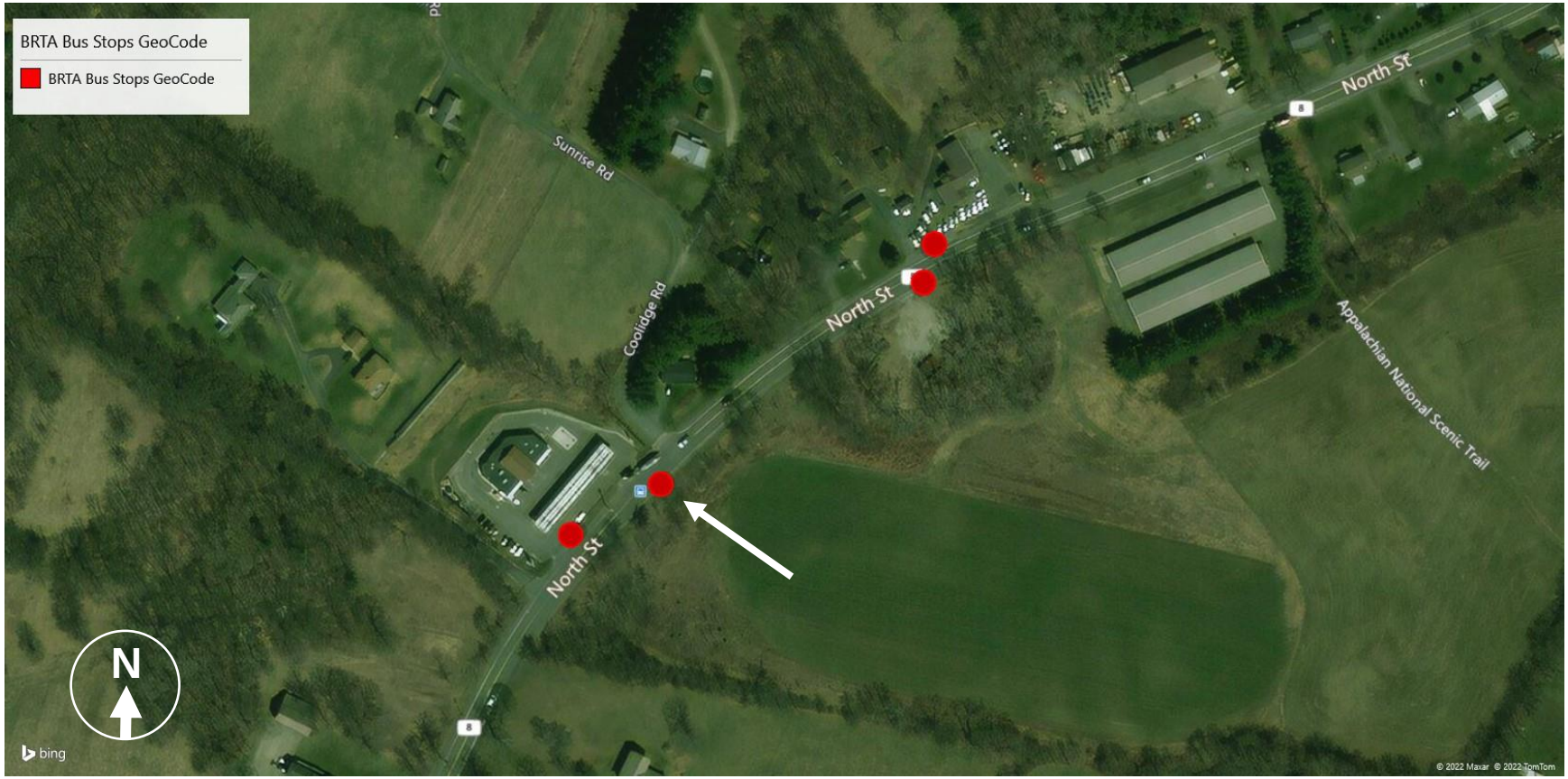


Stop ID	BRTA1162
Stop	Rte 8 and Coolidge Rd (in)
Town	Cheshire, MA 01225
Location	approx 42.566118, -73.163012
Service	Rte 01

Comment Start	-
Comment End	-

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



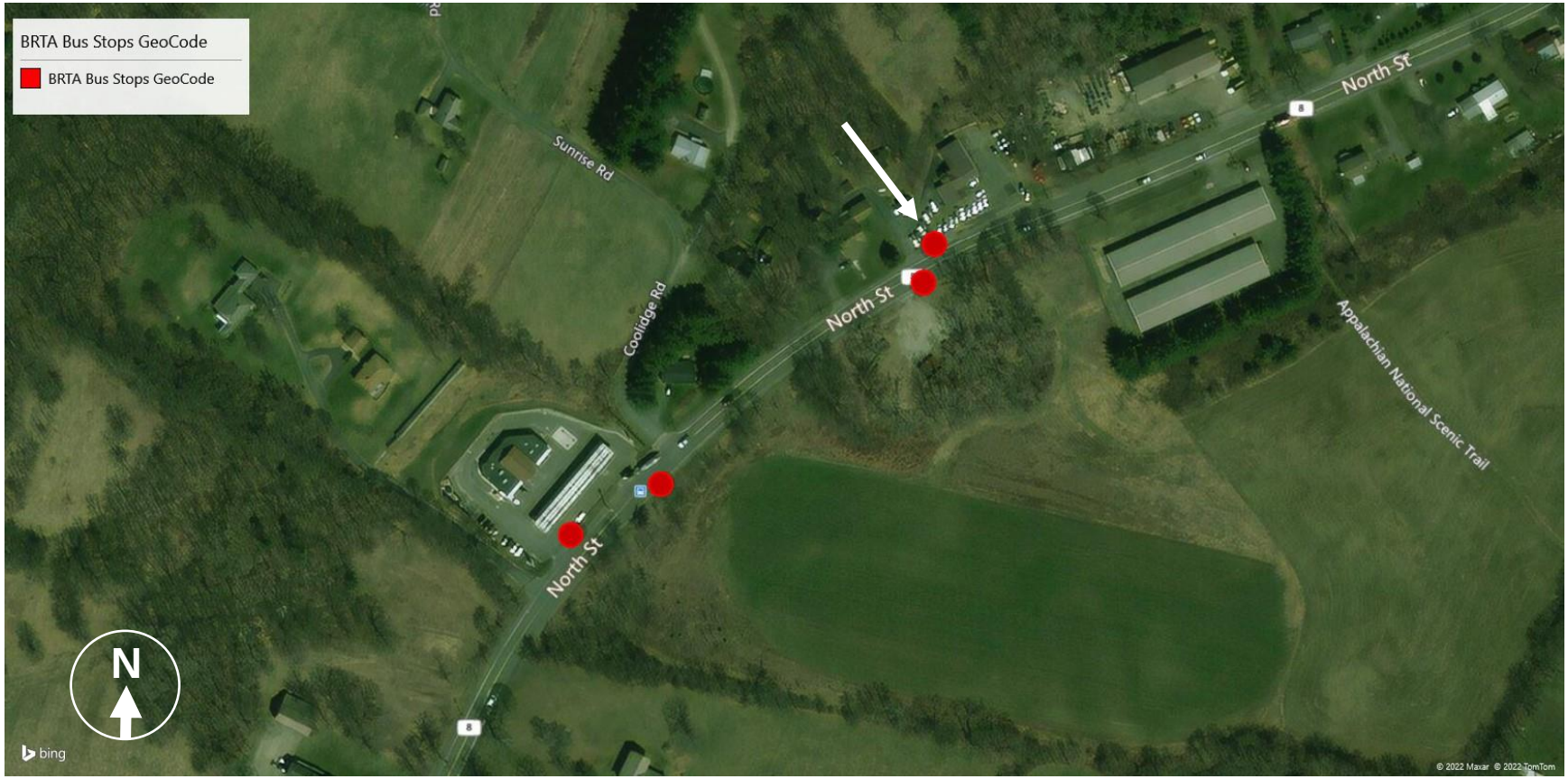
Stop ID	BRTA1273
Stop	Rte 8 and Coolidge Rd (out)
Town	Cheshire, MA 01225
Location	approx 42.566313, -73.162542
Service	Rte 01

Comment Start	-
Comment End	-

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future road work
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23

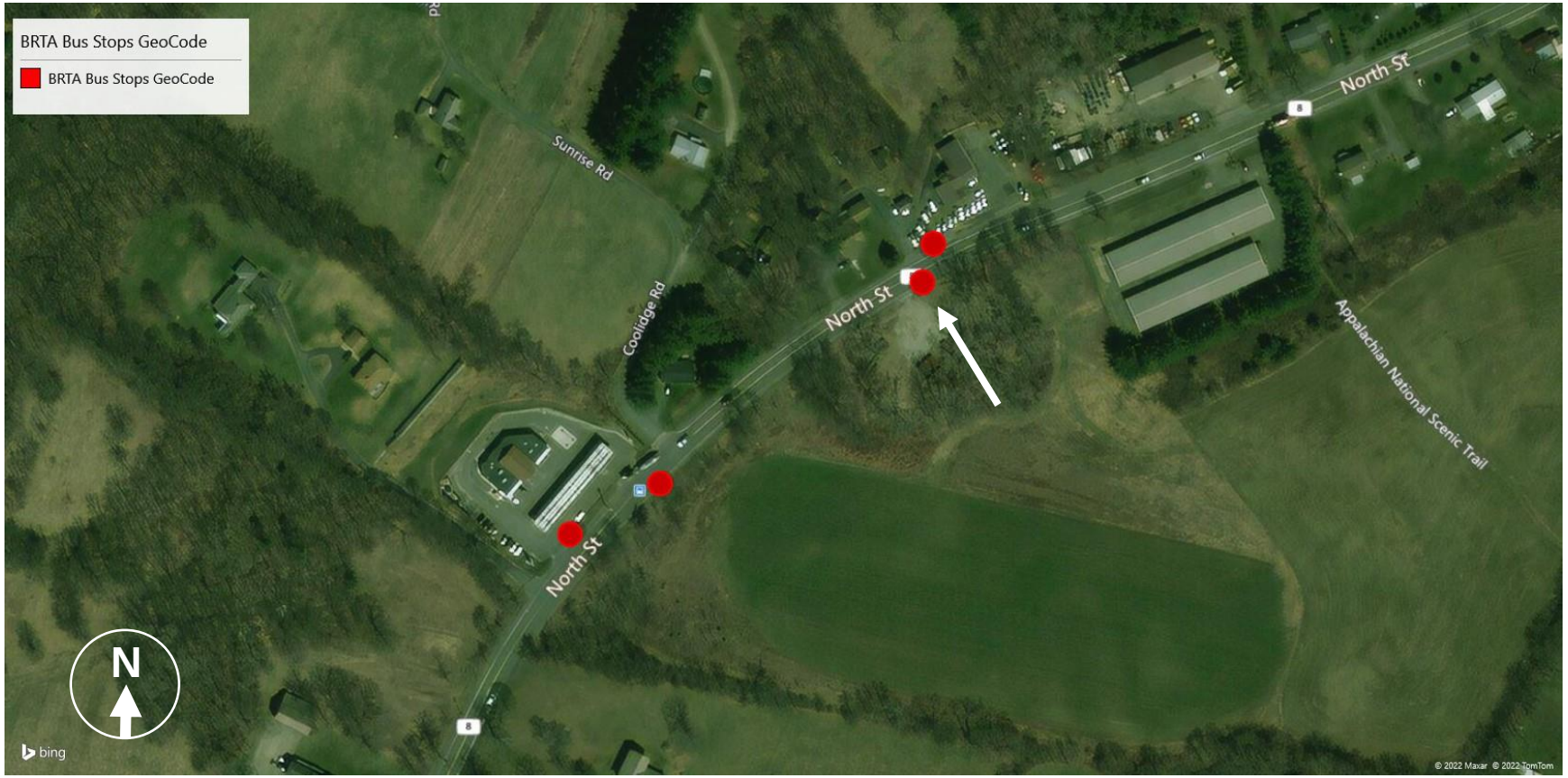


Stop ID	BRTA1273
Stop	Rte 8 and Dollar General (in)
Town	Cheshire, MA 01225
Location	approx 42.567235, -73.161113
Service	Rte 01

Comment Start	-
Comment End	**-**

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Existing reasonable accommodation
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

Berkshire Regional Transit Authority Bus Stop Implementation Program
Proposed Stop Location FY 22 -23



Stop ID	BRTA1273
Stop	Rte 8 and Dollar General (out)
Town	Cheshire, MA 01225
Location	approx 42.567087, -73.161170
Service	Rte 01

Comment Start	-
Comment End	**-**

Sign Pole	Required
Bus Stop Sign	Required
Waiting Pad	Required in future road work
Waiting Shelter	Not proposed
Bench/Seating	Not proposed
Cut out/ Bump out	Not proposed
Solar Lighting	Potential
On Street Parking?	No parking

4-26-2022 RC

Location	Planning ID #	Town	State	Zip Code	Latitude	Longitude	Type
Cheshire Ctr (out)	BRTA1140	Cheshire	MA	01225	42.561442	-73.165959	Scheduled
Cheshire Ctr (in)	BRTA1141	Cheshire	MA	01225	42.561778	-73.165957	Scheduled
Rte 8 and Whitney's Farm Market (out)	BRTA1154	Cheshire	MA	01225	42.521954	-73.192235	In-Fill
Rte 8 and Whitney's Farm Market (in)	BRTA1155	Cheshire	MA	01225	42.521932	-73.192432	In-Fill
Rte 8 and Farnum's Rd/Rail Trail (out)	BRTA1156	Cheshire	MA	01225	42.537331	-73.181610	In-Fill
Rte 8 and Farnum's Rd/Rail Trail (in)	BRTA1157	Cheshire	MA	01225	42.537329	-73.181898	In-Fill
Rte 8 and AutoMall (in)	BRTA1158	Cheshire	MA	01225	42.550776	-73.165242	In-Fill
Rte 8 and AutoMall (out)	BRTA1159	Cheshire	MA	01225	42.550490	-73.165040	In-Fill
Rte 8 and Richmond St (out)	BRTA1160	Cheshire	MA	01225	42.559595	-73.167169	In-Fill
Rte 8 and Richmond St (in)	BRTA1161	Cheshire	MA	01225	42.559645	-73.167366	In-Fill
Rte 8 and Coolidge Rd (in)	BRTA1162	Cheshire	MA	01225	42.566118	-73.163012	In-Fill
Rte 8 and Dollar General (out)	BRTA1163	Cheshire	MA	01225	42.567087	-73.161170	In-Fill
Rte 8 and Coolidge Rd (out)	BRTA1273	Cheshire	MA	01225	42.566313	-73.162542	In-Fill
Rte 8 and Dollar General (in)	BRTA1274	Cheshire	MA	01225	42.567235	-73.161113	In-Fill

Building Better Transit

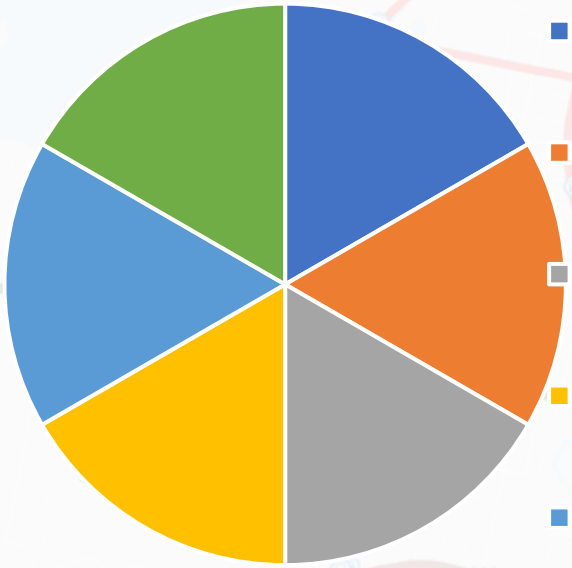
Community-focused bus stop design and service guidelines

- Safe
- Standardized
- Universally Accessible
- Operationally Reliable
- Data-Driven

Design Solutions

Safe

For Everyone



BRTA Bus Stop Tracking Form

Berkshire Transit Management, Inc – *Operator for the Berkshire Regional Transit Authority*

Town: _____

Site Name: _____

Site Address: _____

Coordinates: _____

In-Service: _____

Safety Determination
- ◊ Safe
- ◊ Safe after Minor Adjustments
- ◊ Not Safe - Relocate or make Maj

Bus Stop Type
- ◊ Off Route (parking lot, housing co
- ◊ Mid-Block
- ◊ Far Side
- ◊ Near Side

► Evaluator: _____

Site Owner Type	Site Owne
◊ DOT/Municipal	Name:
◊ Commercial	Address:
◊ Residential	Phone:
◊ Unable to Determine	Email:

General Site Work (not requiring path adj

Site Approval Date:

Determine Ownership Date:

BRTA Bus Stop Evaluation Form

Berkshire Transit Management, Inc – *Operator for the Berkshire Regional Transit Authority*

Town: _____

Location: _____

Evaluator: _____ *Print and Date*

Date: _____ Time: _____ Weather: _____ Traffic: _____

Bus Stop Located?
- ◊ In travel lane
- ◊ Bus Lane/ Bus Stall
- ◊ Paved Shoulder
- ◊ Unpaved Shoulder
- ◊ In right turn only lane
- ◊ Off Street/ Off Route
- ◊ "No Parking" zone of street
- ◊ Within street parking stalls
- ◊ Other – specify in notes

Type of Bus Stop?
- ◊ Near-side
- ◊ Far-side
- ◊ Mid-Block
- ◊ Parking Lot / Off Street

Number of travel lanes on both sides of roadway?
- ◊ 1
- ◊ 2
- ◊ 3
- ◊ 4 or more
- ◊ Other - specify in notes

Traffic controls at nearest intersection?
- ◊ Full Traffic signals
- ◊ Flashing signals
- ◊ Stop/yield static signs.
- ◊ None
- ◊ Other – specify in notes.
- ◊ Stop is more than 500' from nearest intersection.
- ◊ Stop is located inside a parking lot or is otherwise off street.

Posted Speed Limit

_____ mph

Approximate Length of loading area:

_____ feet

Approximate Width of loading area:

_____ feet

Type of Roadway?
- ◊ Rural
- ◊ Urban minor
- ◊ Urban major
- ◊ Minor Highway
- ◊ Major Highway
- ◊ Unknown

Population Density
- ◊ Dense
- ◊ Sparse

Crosswalk?
- ◊ Before Stop
- ◊ After Stop
- ◊ None within 500' of stop

Vehicle Traffic conditions observed for at least 10 minutes.
- ◊ None
- ◊ Light
- ◊ Moderate
- ◊ Heavy
- ◊ Constant
- ◊ Variable

On-street parking just before or after the loading area?
- ◊ Yes
- ◊ No
- ◊ Unclear/ Unmarked

"No Parking" Zone?
- ◊ Yes
- ◊ No
- ◊ Unclear/ Unmarked

Sidewalk?
- ◊ Yes
- ◊ No

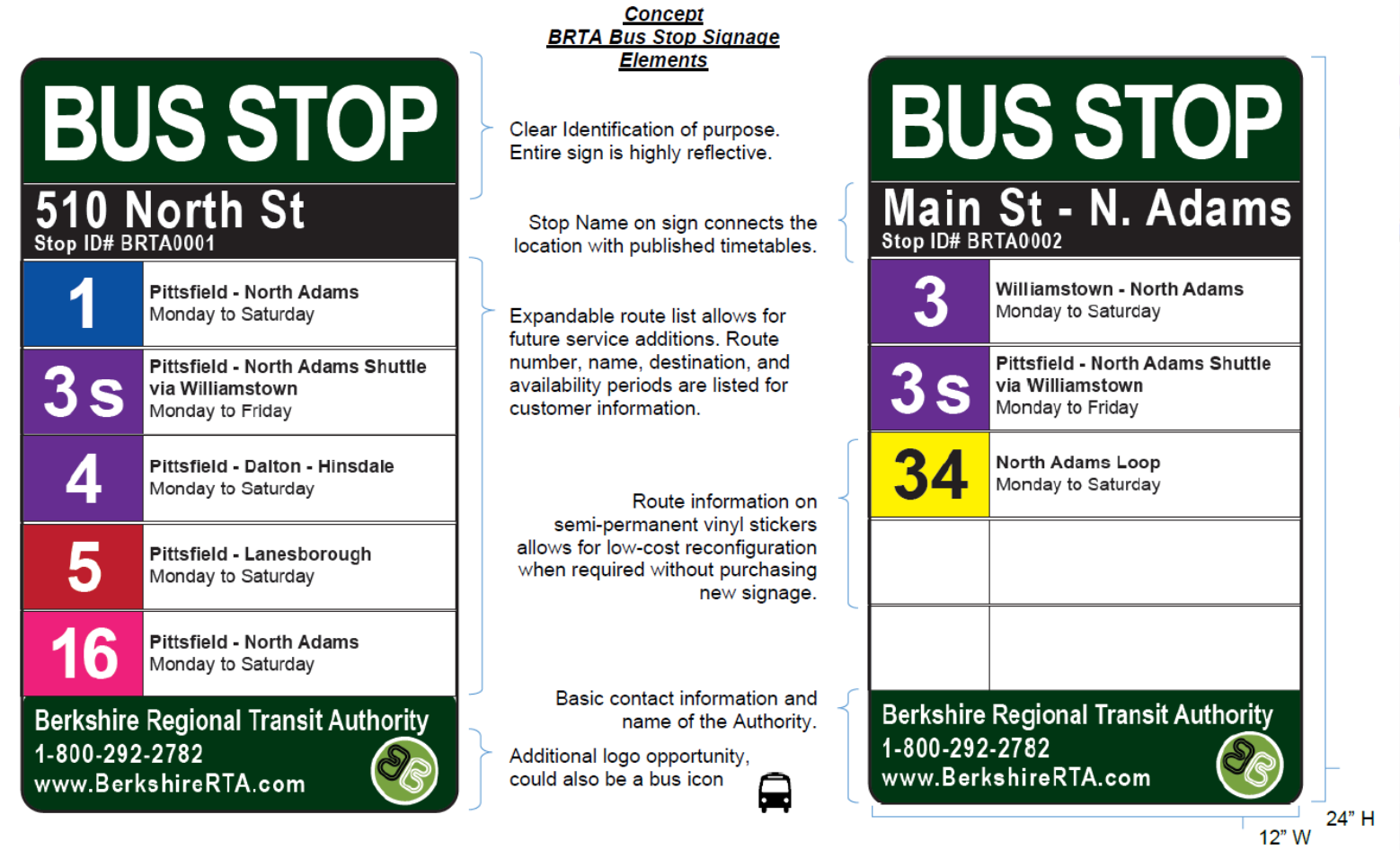
Are cars parked between landing area and parking area?
- ◊ Yes
- ◊ No

Lighting?
- ◊ Yes
- ◊ No

Check all Potential Hazards
- ◊ Stop is after the crest of a hill
- ◊ Stop is on top of a hill
- ◊ Stop is after curve of roadway
- ◊ A stopped bus blocks a driveway or intersection that has no other possible exit point
- ◊ A stopped bus obscures oncoming or turning traffic
- ◊ Traffic speed exceeds 40 mph and bus cannot be removed from traffic
- ◊ A stopped bus is obscured by objects such as trees or buildings.

Sample Designated Stop Evaluation forms.

Standardized

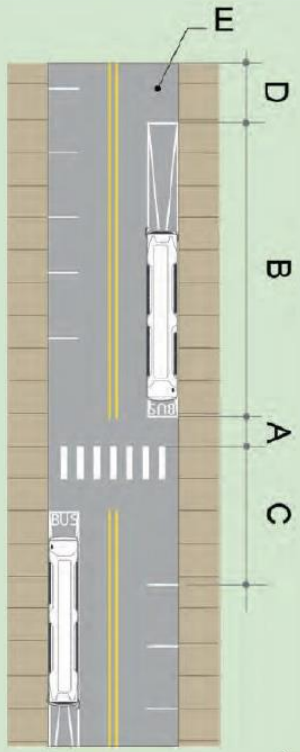


Bus Stop Signs = Free Advertising

Standardized



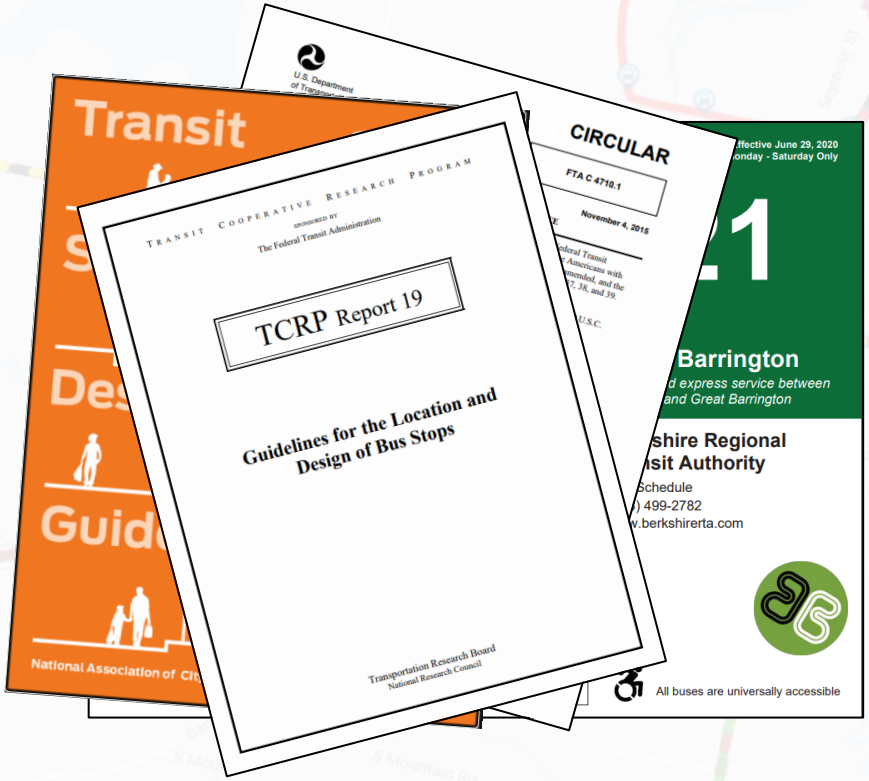
Figure 31
Bus Stop Sign Installations with B-Logo Post Top
Concept

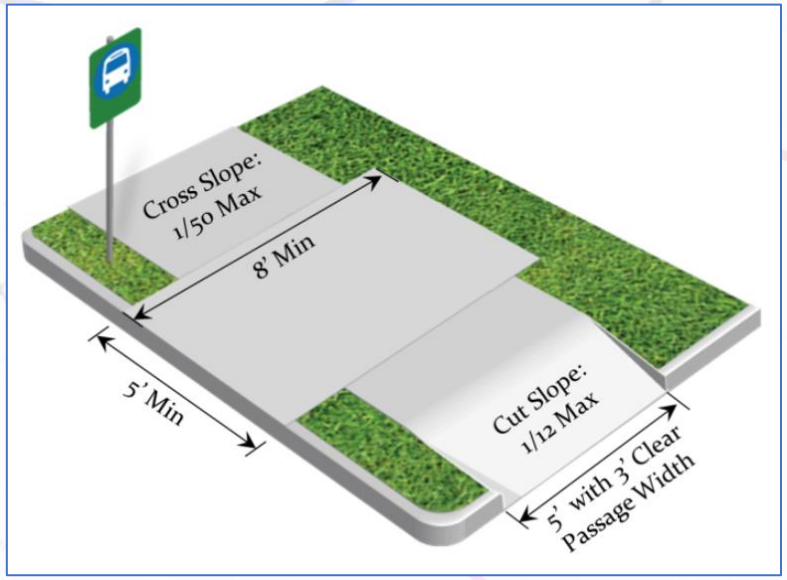
Stop Configuration	Roadway Characteristic	Minimum Safety Buffer	Primary Bus Zone Length
Curbside/shoulder stop (midblock)		A	B
 Source: DVRPC 2012	**Urban street with on-street parking:** typical posted speeds 25-30 mph; Bus enters stop area at 10 mph	10 ft. (3.0m) safety buffer beyond crosswalk	150 ft. (45.7 m) l x 10 ft. (3.0m) w in parking lane; add 20 ft. (6.1m) for articulated bus*
	Minor road with no on-street parking: typical posted speeds 25-35 mph; Bus enters stop area at 15 mph	10 ft. (3.0m) safety buffer beyond crosswalk	150 ft. (45.7 m) l x 10 ft. (3.0m) w in shoulder; add 20 ft. (6.1m) for articulated bus*
	Major road with no on-street parking: typical posted speeds 35-45 mph; Bus enters stop area at 20 mph	10 ft. (3.0m) safety buffer beyond crosswalk	150 ft. (45.7 m) l x 11 ft. (3.4 m) w in shoulder; add 20 ft. (6.1m) for articulated bus*

Location – Construction – Signage –Scalability
Application of Industry Best Practices

Universally Accessible

- Flag Stop service is dependent upon on the *existing environment as built*.
- Designated Stops allow the agency to build the environment for transit.
- Increased compliance with ADA/regulations and overall customer ease of use.





Operationally Reliable

- Flag Stop service maximizes access points but decreases vehicle speeds.
- Designated Stops condense access points and increase vehicle speeds.
- Blended system allows for community-focused solutions based on needs and characteristics in rural/urban mixed areas.

Flag Stops Only



Designated Stops Only



Blended System



Data-Driven

- **Collate existing data** and use to maximum potential
- **Conduct targeted surveys** on routes to fill data gaps
- **Display data** onto maps to identify **“hot spots”**
- **Utilize data** about new or revised services

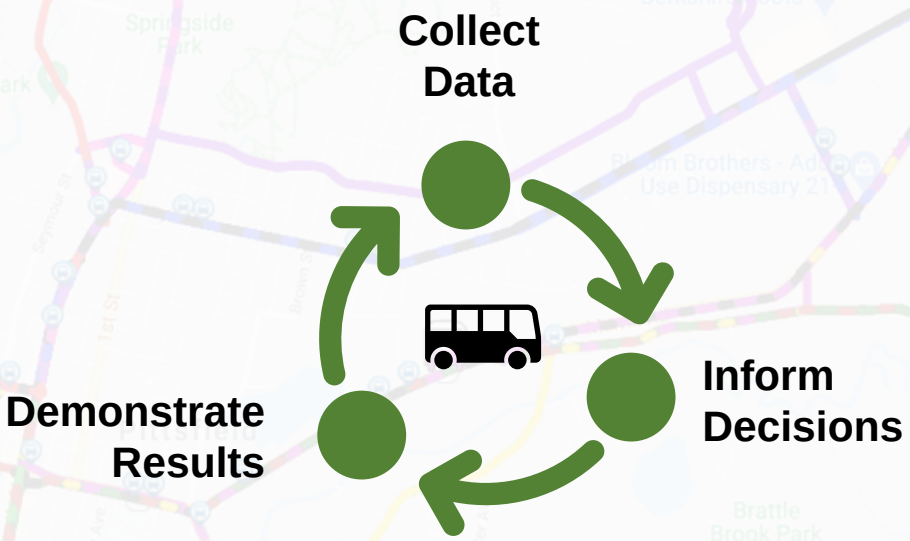


Sample “new Designated Stop” location data heat mapped onto an Excel 3D Map of Tyler Street in Pittsfield. Purple Dots are existing Designated Stops. Heat Dots represented Flag Stop collection areas.

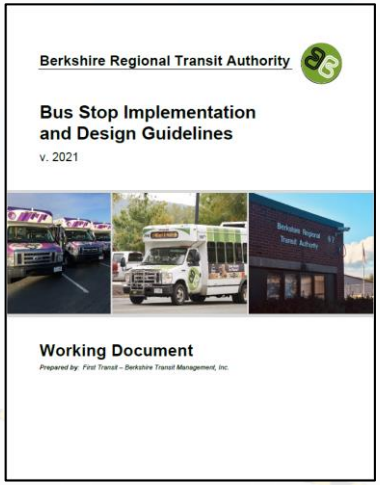
Data-Driven

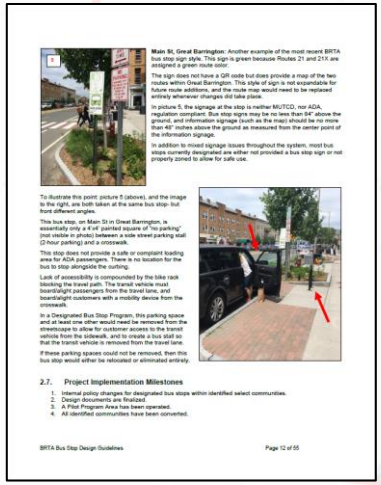
Multiple Potential Uses

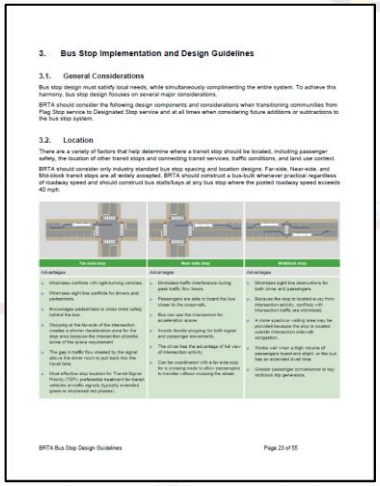
- designated bus stops
- micro-transit pilot program
- mobility-on-demand (MOD)
- mobility-as-a-service (Maas)
- targeted route changes
- service additions
- service reallocations
- vehicle procurements
- alternative fuel systems
- customer services
- advertising strategies
- demonstrate service demand

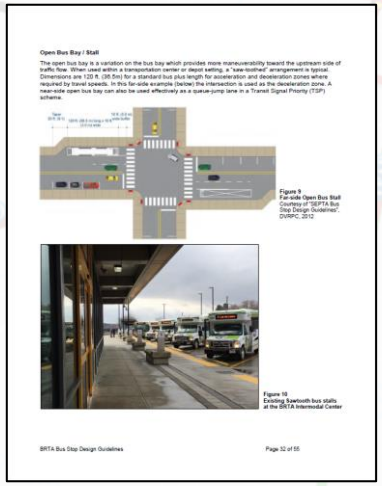


Design Solutions









Berkshire Regional Transit Authority Bus Stop Design Guidelines

- Flag Stop to Designated Stop Transition Programs
- Agency-defined standards for coordinating with external projects
- Bus Stops standardized throughout the service area.
- Informed by industry best practices
- Template for future construction
- Scalable applicability for large and small projects
- Provides direction for future investments
- Direct impact on other service considerations such as vehicle speeds, bus system reliability, and overall customer use.

Questions ?

Jennifer Morse

From: Patricia Mullins <Pmullins@berkshireplanning.org>
Sent: Tuesday, May 3, 2022 3:14 PM
To: Jennifer Morse
Cc: Christie Lewis
Subject: Request for Subordination of CDBG Housing Rehab Lien
Attachments: DRAFT CDBG Lien Subordination.docx; DRAFT CDBG Lien Subordination.docx

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Jenn:

I hope you are well! I wanted to let you know that we have received a request for a subordination of a lien from one of the housing rehab homeowner's attorneys. The homeowners are Elizabeth A. Simken and Thomas Simken - 41 Railroad Street, Cheshire, MA 01225. They are looking to refinance their mortgage. We have only had a couple of requests over the years and in actuality, we believe it is the Select Board that has to make the decision, since the Town is the lienholder.

I am attaching a copy of the original lien. We have also drafted a document that you can use, or edit, if it suits you. We originally got the template from the Town of Great Barrington when a similar request was made there, but you may have a template you prefer. We would just ask that you send us a copy of whatever you do end up using, so we can have a record for the CDBG files.

The contact at the attorney's office is:

Susan Makin, Chief Operating Officer
15 Crawford Street
Needham, MA 02494
PH: 617-431-2011
FX: 781-465-6100
Susan@KrisslawAtlantic.com
www.krisslawatlantic.com

Patricia Mullins, Program Manager
Community Development, Housing and Regional Services
1 Fenn St., Suite 201 | Pittsfield, MA 01201
413.442.1521 x17
pmullins@berkshireplanning.org
www.berkshireplanning.org

http://www.berkshireplanning.org/" target=""_blank"" style='position:absolute;margin-left:.3pt;margin-top:0;width:50.4pt;height:71.3pt;z-index:-251656192;visibility:visible;mso-wrap-style:square;mso-width-

The Town of Cheshire, the present holder of a real property lien on the property located at 41 Railroad Street, Cheshire, MA 01225, Berkshire County, Massachusetts (the "Premises"), pursuant to a grant through the FY18 CHESHIRE CDBG HOUSING REHABILITATION PROGRAM to Thomas and Elizabeth Simken, dated May 18, 2020, and recorded on October 21, 2020, in the Berkshire Northern District Registry of Deeds in Book 1729, Page 726 ("Real Property Lien"), for no consideration paid, by a vote of its Selectboard, hereby subordinate the Real Property Lien and its obligations secured thereby to a mortgage covering the Premises given by Mortgage Electronic Registration Systems (MERS) as nominee for LOANDEPOT.COM, LLC, dated _____, in the original principal amount of Thirty Two Thousand, four hundred, ninety dollars and no/ 100 ($32,490.00) ("New Mortgage") recorded in the Berkshire Northern District Registry of Deeds in Book Page to the same extent as if the New Mortgage had been executed and recorded before the execution and recording of the Real Property Lien.

Executed as a sealed instrument this ____day of May 2022, by Jennifer Morse, Town Administrator of Cheshire.

_____
Jennifer Morse, Town Administrator

COMMONWEALTH OF MASSACHUSETTS

Berkshire, ss.

On this ____ day of May 2022, before me, the undersigned notary public, personally appeared Jennifer Morse, Town Administrator proved to me through satisfactory evidence of identification, which was to be the person who signed the preceding or attached document in my presence, and who swore or affirmed to me that the contents of the document are truthful and accurate to the best of his knowledge and belief.

_____
, Notary Public

My Commission expires:

TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690 | FAX (413) 743-0389

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – April 19, 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 Tuesday April 19, 2022, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Christine Emerson, Town Clerk; Corey McGrath; Brian Rhodes, I Berkshires; Robert Navin, Highway Superintendent; Brenda Caufield, COA Interim Coordinator; Peter Traub.

Summary of Votes Taken:

- Vote to approve borrowing note for the Highway Grader
- Vote to create a Police Chief Hiring Committee & Vote to appoint member to the Police Chief Hiring Committee
- Vote to post the Harbormaster position with one amendment to the job description
- Vote to amend the purchasing policy to include a purchase order for purchases over $1,000
- Vote to approve the Consent Agenda
- Vote to hire Steven Hakes as a Cemetery Laborer.
- Vote to adjourn at 8 p.m.

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

Borrowing Note for the Highway Grader
Christine Emerson, Town Clerk was present for the vote and signatures on the borrowing note for the Highway Grader.
A motion was made by M. Francesconi and seconded by M. Biagini to approve the borrowing for the Highway Grader.
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Council on Aging – Interim Coordinator Report
Brenda Caufield, Interim Coordinator of the Council on Aging, Center for Active Living was present to update the board on the happenings at the center. She reported that meals continue with grab and go lunches five days a week and in person at the Café Monday, Tuesday, and Wednesday. Numbers have increased for the month of

March to 424 an increase from February of 114. She expects April's numbers to continue to rise with the weather being warmer. Dawn Krutiak was appointed as the Temporary Meals Coordinator and has been very hands on with food safety handling and her all around knowledge of kitchen operations. Phone calls range from 5-15 per day. Weekly events are posted on Facebook and on the dry erase board in the dining room at the center. She spoke with Elder Services; they are in the process of implementing a few programs which include... how to use your cell phone, how to keep your computer safe and matters of balance which is a safe at home exercise course that will be 1 hr. per week for 6 weeks.
Outreach… 1 inquiry regarding at home haircuts, 1 need for handyman, 3 heating assistance, 2 electricity assistance, 1 contact info for link to life, 6 free tax prep, and 25 calls for 2nd booster. Wellness checks as illness and falls happen or if someone who regularly comes is not here. Besides the normal events she is hoping to have some new programs available soon and the return of Bingo. Brenda was thanked for her good work.

Highway Department Update

Until this morning the crew has mostly been doing spring tasks including hot patching on Route 116 and Lanesboro Road. There are more spots that the crew will get to in the next few weeks, spring grading of gravel roads will begin soon. The multiple freeze thaw cycles have put a strain on the roads as well as drainage, two culverts have been replaced with another two set to be replaced in the next couple of weeks. The budget is in good shape and the salt shed has been filled, all trucks are running with no major repairs expected. The docks have been put in the water. Interest has started to increase for the Arbor Day event with about twenty residents signed up so far. Long term plans are to prep Ingles Road for rubberized chip sealing, other projects will be dependent on Chapter 90 funds.

M. Francesconi mentioned that she had phone calls from residents on Shadowland Cove regarding the deep potholes and that she and S. McGrath had gone down prior to the meeting. There was discussion regarding the roads being private with the Superintendent stating that they don't do much until the other town roads are completed. The Superintendent was asked to put something in the holes until he could get to the road.

The Superintendent asked what the plan was for Outlook where the rubber sealing didn't hold up, the superintendent will repair with hot patch.

R. Killeen inquired about Crest Road and the completion of the curing and edges since they continue to wash out, it is on the list of projects.

The Superintendent was asked about the timing for the Windsor Road culvert repair and how many hours are on the backhoe that he is looking to replace.

Police Chief Hiring Committee

A motion was made by M. Francesconi and seconded by M. Biagini to create a Police Chief Hiring Committee.

Discussion regarding the number of committee members . R. Killeen stated that he was surprised by the number of residents who volunteered and thought it should be a five-member committee. M. Francesconi said she would prefer the committee members who have knowledge about law enforcement, also that are not biased or connected to the Cheshire Police Department.

The motion was amended by M. Francesconi and seconded by M. Biagini to create a five member Police Chief Hiring Committee.
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

A motion was made by S. McGrath and seconded by R. Killeen to appoint Val Tyska, Gary Herzog, Scott McWhirt, Robert Mallet, and Lindsay Chittenden to the Police Chief Hiring Committee
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Harbormaster Position
S. McGrath asked to have the job description amended to include that the Harbormaster will have controls to the Hoosac Lake Dam and will serve as a member of the Dam Committee.

A motion was made by M. Francesconi and seconded by M. Biagini to post the Harbormaster position with the amendment to the job description
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

There was further discussion on the condition of the boat and Corey McGrath was present and volunteered to put out the buoys.

Memorial Day Parade

The parade will be held on Memorial Day at 1 p.m. beginning at the Community Center and ending at Town hall. M. Francesconi has contacted the high school band. M. Biagini will reach out to the car club and Shriners. J. Morse will reach out to the Youth Center. There was discussion about having the Cheshire Community Association work on the parade in future years if they are willing.

BRPC Followup presentation questions - Tabled

Administrative Assistant to the Boards

The Town Administrator inquired on the hiring process for the Administrative Assistant to the Boards. Members would like for her to bring three applicants forward for interviews.

Purchasing Policy

J. Morse explained that the amendment requires that all department submit a purchase order request for all purchases over $1,000 as written in the financial policies.

A motion was made by S. McGrath and seconded by R. Killeen to amend the policy to include a purchase order is required for purchase over $1,000.
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Consent Agenda

A motion was made by J. Levesque and seconded by M. Biagini to approve the Consent Agenda

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

Minutes	*4/5/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*3/22/22*	◯ *Payroll* ◯*Vendor*

Town Administrator Updates

The Cemetery commissioners have requested that the town hire Steven Hakes for the Cemetery Laborer position. A motion was made by J. Levesque and seconded by M. Biagini to hire Steven Hakes to the position.
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

The Town Administrator stated that money could be transferred to the Custodian/Caretaker line to hire a Facility Maintenance person prior to July 1, 2022. With the upcoming Underutilized Building Grant due on June 3, 2022, it would be very helpful to have a person in place sooner than later to help. It was agreed to post the position as soon as possible.

Announcements by Board Members

M. Francesconi noted that the Appalachian Trail committee has requested $1,400 from the Recreation budget to fund the Father Tom Campsite dedication, having raised $600 on their own. There was discussion about other projects for the funds including bleachers at the school and benches around Town Hall. J. Morse will invite the Recreation Committee and AT Committee to a future meeting to discuss the event before approving.

M. Francesconi communicated with the Building Commissioner and the building on West Mountain Road does have all the permits required.

Public Comments

Liseanne Karandisecky shared that the first weed treatment will be on Wednesday April 20th targeting the Curly-leaf Pondweed.

C. McGrath noted that Route 8 will be one lane at the end of Richardson Street most of the day due to the paving repair.

P. Traub mentioned that there is a list of adopted town road and lake roads in the Clerk's office.

Adjournment

A motion was made by M. Biagini and seconded by J. Levesque to adjourn the meeting at 8 p.m.
Roll Call Vote: R. Killeen – Yes; M. Biagini – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
April 24, 2022

Document List

1. Agenda – April 19, 2022
2. Police Chief Hiring Committee
3. Harbor Master Job Posting & Job Description

4. COA Interim Coordinator Report
5. Highway Superintendent Report
6. Email BRPC re: Follow-up to Select Board Presentation
7. Purchasing Policy & Purchase Order

Approved