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 – May 31, 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 31, 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; Alison Warner (remote), Mark Biagini, John Tremblay,

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

Summary of Votes Taken:

- **Vote to approve the consent agenda as amended** **5-0**
- **Vote to authorize the STRAP grant application for Ingalls Road/Hutchinson Development** **5-0**
- **Vote to adjourn at 8:35 pm.** **5-0**

Police Chief Interviews
Questions were prepared in advance of the meeting and asked of both candidates.

Josh Dufresne – Belchertown MA
Mr. Dufresne shared that he has been in law enforcement for the past twenty-three years, his current role is as Assistant Chief at Mount Holyoke College. He has a Bachelor of Science degree in Criminal Justice from Westfield State University (2008) and attended the Mass State Police Academy (2002).

Michael Alibozek- Lanesboro MA
Mr. Alibozek shared that he has been working for the Town of Cheshire since 2010 first as a part time officer and as a full time Sergeant since 2017. He has been working as an emergency responder (paramedic since 1990) in varying levels including director. He is a graduate of the Western Massachusetts Police Academy (2017)

Department Updates
Facilities Maintenance – Corey McGrath shared that he is getting additional quotes for heating options at the Elementary School. M. Francesconi thanked Corey for his help getting the Town Hall complex ready for the Memorial Day Parade.

Consent Agenda
A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the consent agenda as amended with corrections to the minutes.
Roll Call Vote: R. DeAngelis – Yes, S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

Minutes	*5/10/22 & 5/24/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*5/17/22*	◯ *Payroll* ◯*Vendor*

Board of Selectmen Discussion/Decision Items

a. **Sign FY23 Annual Town Meeting Warrant** - J. Morse noted that there was not time for a presentation of the budget prior to town meeting, she is working on handouts that will be available on the website prior to the meeting – the board will approve with their signatures.

b. BRPC – Questions to the Board of Selectmen

1. *On a scale of 1 (lowest) to 10 (highest), please rate your assessment of your town's economic resilience?*
   a. *In 2018-2020 Pre-pandemic* **6**
   b. *From 2020 – 2022 during the pandemic?* **6**
   c. *Current as you look ahead to the next five years?* **6**
2. *What, if any COVID resiliency and recovery concerns do you have for your towns PEOPLE, COMMUNITY and ECONOMY?*

a. *People:* **Seniors and those with disabilities and the ability to get to health care appointments and access to food. The board is concerned about the rash return to remote learning for children since it has such a detrimental effect.**

b. *Community:* **Public transportation to access food and health care appointments, Ambulance services with declining staff and struggle ambulance services, Internet services at a lower cost so it is affordable for all.**

c. *Economy:* **Better business zoning, expansion of water and creation of sewer infrastructure on Route 8.**

3. What do you think might be possible solutions to your town's PEOPLE, COMMUNITY, ECONOMY resiliency challenges? **Creating an identity for Cheshire concentrating on the recreational assets with a focused plan on and concentration on new growth, water and sewer infrastructure, zoning changes to improve home businesses.**

4. What is one priority infrastructure or capital project you'd like realized in your town between 2023-2027 to support your town's economic resiliency? **Redevelopment of town owned properties.**

c. Authorization to apply for STRAP grant for Ingalls Road/Hutchinson Development Project- J. Morse shared that she has been working on a one million grant for full reclamation, drainage, widening, tree removal on Ingalls Road and milling and resurfacing of the roads in the Hutchinson Development.
A motion was made by M. Francesconi and seconded by S. McGrath to authorize the Town Administrator, Jennifer Morse to apply for the STRAP grant as stated.

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

Town Administrator Updates
Library – J. Morse mentioned that she has been emailing with Mary Ellen Baker to set up a meeting between the trustees and the board prior to the Annual Town Meeting.

Announcements from Board Members
R. DeAngelis brought up the lake roads and the need to come up with a plan to address the condition and maintain the roads. He stated that the roads need to be taken care of property as the residents are also taxpayers. J. Levesque agreed and stated that more attention needs to be paid to the roads. Discussion regarding roads and the current conditions. A bigger discussion with residents will be had in early July.

M. Francesconi noted that BRTA had emailed with a proposed downtown route that would go down Church Street to Railroad Street to Depot Street back to Route 8. The board discussed the opposite circle and M. Francesconi will reach out with the proposed route of Depot St to Railroad St to Church St back to Route 8.

Public Comments
Mark Biagini thought that working on the lake roads would open a "big can of worms" and suggested that maintaining is a good route if the town uses due diligence. He also mentioned the speed on Church Street particularly around the rail trail and Diane's twist, there was discussion regarding speed enforcement on Church/Main Street.

Adjournment
A motion was made by J. Levesque and seconded by R. DeAngelis to adjourn at 8:35 p.m.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes.
Motion Carries: 5-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
June 5, 2022

Document List
1. Agenda – May 31, 2022
2. Police Chief Interview Questions
3. Josh Dufresne Resume
4. Michael Alibozek Resume
5. Meeting Minutes – May 10, 2022
6. Meeting Minutes – May 24, 2022
7. BRPC Questions to the Board of Selectmen

Approved: June 14, 2022

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – May 31, 2022
6:30 PM

Cheshire Elementary School – Green Room

1. *Open Meeting – Introductions – Pledge of Allegiance*
2. *Police Chief Interviews*
   a. *Josh Dufresne – 6:30 PM*
   b. *Michael Alibozek – 7:30 PM*
3. *Department Updates*
4. *Consent Agenda*

Minutes	*5/10/22 & 5/24/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*5/17/22*	◯ *Payroll* ◯*Vendor*

5. *Board of Selectmen Discussion/Decision Items*
   a. *Sign FY23 Annual Town Meeting Warrant*
   b. *Annual Town Meeting Presentation and Preparation*
   c. *BRPC – Questions to the Board of Selectmen*
   d. *Authorization to Apply for STRAP Grant for Ingalls Road/Hutchinson Lane Project*
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.*

Microsoft Teams meeting

Join on your computer or mobile app

Click here to join the meeting

Submitted and posted by: Jennifer Morse – Town Administrator 5/25/22 at 1:52 p.m. Revised 5/27/22 at 12:32 p.m.

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

Police Chief Interview Questions

1. Michelle
   You've had a chance to review the job description. How does your professional experiences and skills line up with the duties and responsibilities of the Cheshire Police Chief role? What, specifically makes you the right fit for this community?

2. Shawn
   The Town of Cheshire is looking for a Police Chief who is a team player every time they report to work. Please explain how you are a team player and give examples how you would bring that work ethic to the Cheshire PD?

3. Jason
   Weekends, overnights, and holidays are all part of police work, with the Chief "on call 24/7" If you were to be called to come in for a major event as Chief even though you were on vacation how would you react?

4. Ray
   Can you talk about your approach to policing? What role do you think the police department should play in the community? What roles do you think they shouldn't play?

5. Ron
   Can you talk about your management style; what are your strategies for ensuring the well-being and morale of your staff, and how have you dealt with disciplinary issues that have arisen?

6. Michelle
   What major challenge did you face during your last role? How did you handle it?

7. Shawn
   What is the biggest challenge that you foresee in this job?

8. Jason
   Police Reform is impacting our ability to retain part time officers, please tell us where you might see the department in five years.

9. Ray
   What is your experience with budgeting for a Police Department?

10. Ron
    What do you consider to be your greatest weakness?

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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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – May 24, 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 24, 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; Corey McGrath; Brian Rhodes; Peter Traub, Planning Board; Lynn Melchiori; Steve LaFogg, Water Commissioner; Rick Gurney, Water Commissioner; Michael Biagini, Water Commissioner; Mark Biagini; Tom Francesconi, Fire Chief; Travis Fachini, Building Commissioner; John Tremblay; Rauley Caine, BRTA; Robert Malnati, BRTA; Aaron Singer, Planning Board; Dick Scholz, Planning Board.

Summary of Votes Taken:

- Vote to exclude the Backhoe request from the FY23 Warrant
- Vote to approve the Highway Union Contract – Fiscal Year 2023 – Fiscal Year 2025
- Vote to increase Health Insurance for benefitted employees to 80/20
- Vote to change the title of the Council on Aging Coordinator to Council on Aging Director
- Vote to approve the Council on Aging Director job description and post
- Vote to approve the Lien Subordination for 41 Railroad Street
- Vote to approve Highway Superintendent and Town Administrator Vacation buy back.
- Vote to adjourn at 9:23 p.m.

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

BRTA Proposed Stops

Rauley Caine and Robert Malnati from Berkshire Regional Transit Authority joined the board along with Fire Chief Tom Francesconi to discuss the proposed changes to the Cheshire route. Chief Francesconi started by stating that he was concerned about the stops especially the one at the Fire Station. Mr. Caine explained that the stops have been voted on by the executive board, ridership is low in Cheshire and that the current system is a flag stop service. The proposed stop eliminates the Church Street/School Street stop, J. Levesque shared that the board hoped that the stop would extend further downtown to include Berkshire Village. R. Killeen shared his concerns regarding the Route 8 stops particularly the concern over the line of site at the proposed Shell station stop, he then asked if it was a time saving tactic by eliminating the downtown stop, noting that it is

inconvenient and dangerous for Cheshire residents to be forced to a stop along route 8. Rauley Caine shared the number of riders from July 1, 2020, to current which is approximately four riders per day, it was noted by an audience member that those numbers are during COVID. Chief Francesconi looking at the stops from a safety perspective shared that he is concerned that the stops south have seen a high number of accidents. Mr. Caine shared again that the board had voted on the stops, but MassDOT has not approved them. R. DeAngelis feels the Town should go to the state with their concerns. There was additional discussion about the tourists, residents and access to the Rail Trail. M. Francesconi ended the conversation by stating that the board would come up with some ideas to share with the BRTA and will share concerns with MassDOT.

Planning Board – Stafford Green Update

Planning Board Members Peter Traub, Aaron Singer and Dick Scholz joined the board along with Travis Fachini, Building Commissioner to discuss the order of conditions for Stafford Green. Travis Fachini started noting there was four conditions not met and a letter was delivered to Stafford Green dated December 1, 2021. Stafford Green was able to address two of the conditions and the other two were to be revisited this spring. The remaining orders to be followed up on are Condition 2: Security Fence; Condition 3: Plantings; Condition 6: Driveway and Emergency Vehicle Access. The Planning Board noted that at their inspection this spring that Condition 2 has been met. Representatives of Stafford Green were present and noted that nineteen trees have been planted and that the trees and the driveway are ready to be inspection. The inspection was set up for Tuesday May 31st at 5 p.m. There was discussion about the raised beds, high fragrance flowering plants and the Building Commissioner noted that the owner would be sending odor reports to the Town and the Cannabis Commission.

Building Commissioner – Permit Discussion

Travis Fachini said that the Board of Selectmen cannot tell the Building Commissioner to put a cease and desist on a property. Regarding 612 West Mountain Road, he said that the building permit was issued earlier that day to a contractor working with the owner. Travis did not feel as if it was worth the $35 fee to pursue the demo permit and the building permit contains a demo affidavit. He also stated that he wants to work with residents and in this case felt no harm had been done in the demo process due to the location. R. DeAngelis asked about the foundation, which was put in without a permit, Travis explained the process for inspection. R. DeAngelis said that all private and commercial permits should be treated the same. Travis said for a part-time person that there is a lot going on in town right now and that trying to enforce everything is not feasible. M. Francesconi said that this situation is well known by the community, and everyone needs to be treated according to the law. S. McGrath asked for more communication between the Building Commissioner and the board with bimonthly updates at a meeting. Travis read the number of total permits for the past three years stating that he would try to communicate more often also noting the permitting process is encumber some, M. Francesconi asked if the Asst. Building Commissioner would be able to help more frequently since he was sworn in last week. Travis said he would concentrate on time management with life/safety being the top priority, then the quick projects and then the larger ones.

Water Department – Fiscal Year 2023 Budget

J. Morse started the conversation with a recap of the budget process to date, noting that the last discussion was to reduce the Primary Operator to 30 hours and retain a Secondary Operator for 19 hours per week. It was noted that the Primary Operator had not provided the requested information by board members S. McGrath and M. Francesconi to date. R. Gurney stated that he did not know how many hours it really takes to do the job, noting that they have learned in the past several months that not everything was being done. There was discussion about the backup operator and needing someone with the licenses and desire to retain a secondary operator at 8 hours per week to work on projects. It was decided to keep the Primary Operator position as is with a 2% increase for Fiscal Year 2023, retain the backup operator and hire a secondary operator at 8 hours per week the positions will be reviewed for fiscal year 2024.

Department Updates

Building Department – Corey McGrath joined the board to present an option for heating the cafeteria and kitchen with a mini split system. The cafeteria would get heat through the old duct system with a fan and the kitchen would get the mini split unit. Corey explained that the cafeteria needs adequate heat to keep the drains open above the cafeteria during the winter months to prevent damage to the building. There was discussion about how to get heat to the lobby and bathrooms to make the space useable. Corey is going to get additional quotes. Corey also noted that he is going to purchase an on-demand water system for the Police Station to save on oil. He also noted that he has been shutting down circuits, removing emergency exits, flags etc. from the old section of the school.

FY23 Budget Review and Draft Annual Town Meeting Warrant

- **Backhoe** - Discussion regarding the purchase of a backhoe, board members felt that there was not enough information or comparisons provided by the Highway Superintendent. There was discussion about the Capital Process moving forward, J. Morse did say that this was the first year that department heads presented information in this format and next year it should go smoother when a Capital Plan has been completed. R. DeAngelis shared that he is not sure that the backhoe is the right piece of equipment for the town suggesting that the town look at a rubber-tired excavator.
  A motion was made by R. DeAngelis and seconded by J. Levesque to postpone the purchase of the backhoe until more homework can be done including looking at all equipment options.
  Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes. Motion Carries: 5-0
- **Library** - J. Morse will set up a meeting with the Library Trustees to discuss the budget, S. McGrath and R. DeAngelis will be present at the meeting.
- R. DeAngelis questioned if the town should go from Board of Selectmen to Selectboard – tabled to the Fiscal Year 2024 warrant.
- Accessory Dwelling Bylaw – There was discussion from the Planning Board about a non-binding question on the warrant regarding accessory dwellings and if the town wants to pursue a bylaw with the grant funds. It was determined that the planning board was not ready with the question, J. Morse suggested that it could be put on the Special Town Meeting warrant in the fall.

Minutes – May 10, 2022 – Tabled

Board of Selectmen Discussion/Decision Items

- **Highway Union Contract**- *A motion was made by M. Francesconi and seconded by S. McGrath to approve the Union Contract for Fiscal Year 2023 – Fiscal Year 2025.*
- **Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes. Motion Carries: 5-0**
- **Vote to Increase Insurance 80/20 Town Wide**
  A motion was made by M. Francesconi and seconded by S. McGrath to increase the Health Insurance from 75/25 to 80/20 for all town employees who are qualified for the benefit.
  Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes. Motion Carries: 5-0
- **Council on Aging Job Description and Posting** – J. Morse shared that the job description had been reviewed by the Council on Aging and the Interim Coordinator. R. Killeen proposed to change the title to Director as requested by the Council on Aging.
  A motion was made by R. Killeen and seconded by M. Francesconi to change the title from Coordinator to Director.

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

A motion was made by M. Francesconi and seconded by R. Killeen to adopt the changes to the job description and post the position.

- **Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes. Motion Carries: 5-0**
- Lien Subordination – Information was received from the property owner and BRPC which addressed the questions from the board.

  A motion was made by M. Francesconi and seconded by S. McGrath to approve the lien subordination for 41 Railroad Street.

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

Town Administrator Updates

- John Bianchi has resigned as an alternate Council on Aging van Driver; Mr. Bianchi was thanked for stepping up to provide the service to Cheshire residents during COVID.
- J. Morse shared that she contacted MssDOT regarding the apron on Route 8/Ingalls Crossing and shared concerns over the passing zone and traffic on Route 8 at Whitney's.
- A Chapter 90 reimbursement request was presented for the Mill/Fill last Fall of Arnold Courts, Stonehedge and Crest Drive, the board will approve with their signatures
- A resident suggested that the commercial mixer in the Elementary School kitchen be donated to McCann Technical School along with any other kitchen equipment. After discussion it was decided to retain all kitchen equipment but to offer the mixer to McCann.
- The Town Administrator shared that she is working on a one-million-dollar grant for reclamation, drainage, widening and tree work along Ingalls Road. The grant will also include milling and resurfacing of the roads in the Hutchinson Development. At the request of the board Ingalls Road was looked at by DOT and it was determined that it is not a good candidate for rubberized chip seal.
- A buy back vacation request was received from the Highway Superintendent for forty hours of unused time, this is in the contract. J. Morse shared that she would review the accounts with the treasurer to determine where the funds can be taken from for the payout. Also requested is eighty hours of vacation time for the town administrator, which is budgeted for in the Town Administrator line.

  A motion was made by M. Francesconi and seconded by S. McGrath to approve the request for forty hours of vacation time for Robert Navin and eighty hours of vacation time for Jennifer Morse.

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

Announcements from Board Members

M. Francesconi shared that she was approached by the Recreation Committee to see if they could purchase Ice Cream Vouchers for the children riding bikes at the parade. Also, she requested that another member get a wreath for the Memorial Day ceremony. R. DeAngelis will get the wreath and it was agreed to purchase ice cream vouchers for the kids through the recreation committee.

Public Comment

Mark Biagini expressed his frustration that the BRTA was eliminating the downtown stop at Church St/School Street, noting that pulling out onto Route 8 off Richardson Street is a lot safer than most of the proposed stops due to the wide breakdown lane south bound.

John Tremblay is also concerned that eliminating that stop would be advantageous for hikers at the campsite, there was further discussion on ideas for proposed stops. Liseanne Karandisecky noted that the counted riders were during the pandemic and in the winter not showing true numbers.

Peter Traub inquired about the hiring process for the Council on Aging Director, J. Morse stated that it was discussed at a prior meeting and the Board of Selectmen will be conducting the interviews.

Adjournment
A motion was made by J. Levesque and seconded by M. Francesconi to adjourn at 9:23 p.m.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes. Motion Carries: 5-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
May 30, 2022

Document List

1. Agenda – May 24, 2022
2. BRTA Proposed Bus Stops
3. Notice of Decision – Stafford Green
4. 612 West Mountain Road – Pending Permit
5. Building Reports July 1, 2021 – Current
6. Council on Aging Director Report – April
7. Draft Union Contract
8. Council on Aging Coordinator Job Description Draft
9. 41 Railroad Street – Lien Subordination

Approved: May 31, 2022

From: Wylie Goodman
To: Wylie Goodman
Subject: Select Board Reminder: Responses to Four Questions by 5/20/22
Date: Wednesday, April 27, 2022 3:14:12 PM
Attachments: image001.png
image002.png

Dear Select Board Leaders,

Recently I presented to Select Boards across Berkshire County about BRPC's Comprehensive Economic Development Strategy report for 2023-27 and provided a brief explanation of the expanded resiliency chapter we are drafting in response to the economic shock of COVID-19.

After the presentation, I sent Select Boards four questions we asked them to answer to help BRPC understand your town's specific resiliency strengths, weaknesses, opportunities, and threats. *The question format below has changed slightly from the original. If you **HAVE NOT** yet answered the original questions, please use the ones below instead. If you **HAVE** answered the original questions, we will use those and there is no need to re-do your answers.

We hope to collect all responses by **no later than May 20, 2022,** to stay on track with our writing and reporting schedule. If your Select Board has not yet sent in its responses, we would appreciate it if you could by this final deadline. **All responses are kept confidential and anonymous**.

Thank you in advance for your time and consideration of this request among the many you receive daily! A one-page response of 500 to 1000 words should be more than sufficient for our needs. We will be sharing a draft of the report back with you once it is further developed.

Sincerely,

Wylie Goodman, M.R.P.

Four Questions for Select Boards:

1. On a scale of 1 (lowest-worst) to 10 (highest-best), please rate your assessment of your town's economic resilience:

a. in 2018-2020 pre-pandemic?
b. from 2020 to 2022 during the pandemic?
c. currently and as you look ahead to the next five years (2023-27)?

2. What, if any, COVID-19 resiliency and recovery concerns do you have for your town's PEOPLE, COMMUNITY, and ECONOMY over the next five years (2023-2027)?

a. **PEOPLE** (e.g., can include vulnerable populations like children, seniors, unemployed, people with disabilities, people of color (BIPOC) and immigrants and the basic services needed by these individuals such as food, affordable housing, water, healthcare, etc.)

b. **COMMUNITY** (e.g., can include town governance, school systems, public transportation, roadways, broadband and cellular service, open space/environment/climate change, revenue/expenses of town government, disaster preparedness, etc.)

c. **ECONOMY** (e.g., can include status of small businesses, business zoning and permitting, main street and/or commercial districts, entrepreneurship, home-based businesses, business tax revenue, etc.)

3. What do you think might be possible solutions to your town's PEOPLE-COMMUNITY-ECONOMY resiliency challenges?

4. What is one priority infrastructure or capital project you'd like realized in your town between 2023-27 to support your town's economic resiliency?

Ms. Wylie Goodman, M.R.P., Senior Planner – Economic Development
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