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 – July 12, 2022

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church St (Cheshire Elementary School) on Tuesday July 12, 2022, at 6:30 PM.

Members Present: Michelle Francesconi – Chair
Shawn McGrath – Vice Chair
Jason Levesque
Ray Killeen (arrived at 7:00 p.m.)
Ron DeAngelis

Others Present: Jennifer Morse, Town Administrator; Kathy Levesque; Gerry Zarek; Travis Fachini, Building Commissioner; Michael Alibozek, Police Chief; Cody Alvarez, Police Officer; Peter Traub, Lynn Melchiori, Youth Center Board Members; Sonia DeSanti, Youth Center Director.

Summary of Votes Taken:

- **Vote to enter Executive Session to discuss Youth Center Lease — Roll Call Vote: 4-0**
- **Vote to appoint Cody Alvarez as Full Time Police Officer — Roll Call Vote: 5-0**
- **Vote to appoint David Tarjick as Police Sergeant — Roll Call Vote: 5-0**
- **Vote to appoint Timothy Garner, Robert Mallet, Paul Maloney & Paul Mazzacco as Special Police Officers — Roll Call Vote: 5-0**
- **Vote to approve the Consent Agenda except for the 6/28/22 Minutes — Roll Call Vote: 5-0**
- **Vote to appoint Corey McGrath as Flag Keeper — Roll Call Vote: 4-0-1**
- **Vote to hire Dawn Krutiak as Council on Aging, Meals Coordinator — Roll Call Vote: 5-0**
- **Vote to create a design/feasibility committee for the Cheshire Elementary School — Roll Call Vote: 5-0**
- **Vote to appoint the Board of Selectmen, Town Administrator and Facilities Manager to the Design/Feasibility Committee. — Roll Call Vote: 5-0**
- **Vote to approve the HVMC Special Event Permit Application — Roll Call Vote: 5-0**
- **Vote to approve the Berkshire Running Camp Facilities Use Form — Roll Call Vote: 5-0**
- **Vote to surplus sale items from the Elementary School (2- Walk-In's, 1 Floor Mixer) — Roll Call Vote: 4-0-1**
- **Vote to donate the meat slicer to the Cheshire Rod & Gun Club — Roll Call Vote: 4-0-1**
- **Vote to adjourn the meeting at 9:50 p.m. — Roll Call Vote: 5-0**

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

Executive Session

A motion was made by M. Francesconi and seconded by J. Levesque to enter – MGL Chapter 30A, Section 21(a), Reason 6 to consider the purchase, exchange, lease, or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - Youth Center Lease regarding lease payments.

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

Motion Carries: 4-0

The Board entered back into regular session at 7:13 p.m. after the conclusion of the executive session meeting.

Department Updates

Building Commissioner – Travis Fachini joined the board and presented total number of permits issues in FY22 (see reports). He was contacted by Stafford Green, they are ready for final inspection of the driveway, he will set that up the inspection with the Planning Board and Fire Chief. The former Country Charm building has completed the mitigation plan and building analyst putting it in compliance with the enforcement order. M. Francesconi stated that the building is now on the market listed as a commercial space not residential. 612 West Mountain Road permit has not been issued, the commissioner has inspected the foundation and took pictures, if the plans are not received for the permit approval, then an order will be issued by the end of the week to stop all construction. R. Killen asked about a property on Arnold Court and if they had a permit, the commissioner will follow up. There was discussion about the Assistant Building Commissioner and the fact that he has not worked any hours to support the position. There was discussion about posting the position, M. Francesconi will contact the current Assistant Building Commissioner and topic will be placed on a future agenda.

Police Department – Chief Alibozek

Full Time Officer Appointment - Chief Alibozek shared that five applications for the Fulltime position were received with three interviews conducted. He is recommending that the Board hire Officer Cody Alvarez as Fulltime Police Officer.

A motion was made by M. Francesconi and seconded by S. McGrath to hire Officer Cody Alvarez as Fulltime Police Officer.

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

Motion Carries: 5-0

Officer Alvarez will be starting full time the week of July 25, 2022.

M. Francesconi noted that she had spoken with Chief Alibozek about appointing Officer Alvarez as Emergency Management Director, this discussion will be tabled to a future meeting.

FY23 Sergeant and Special Officer Appointments- Chief Alibozek recommended appointing Officer David Tarjick as Sergeant due to his fifteen years of services on the department, good community presences and knowledge of the department. Officer Tarjick is available in the absence of the Chief. M. Francesconi shared her concerns but also stated that she respects the Chiefs choice. After discussion *a motion was made by M. Francesconi and seconded by J. Levesque to appoint Officer David Tarjick as Sergeant.*

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

Motion Carries: 5-0

Special Police Officers - Chief Alibozek presented the board with Traffic Safety and Event Officer qualifications. These officers will be doing details and special events and carry no police powers. Chief shared that it is very

difficult to find details officers, there was discussion on the qualifications and Chief assured the board that only those with police experience would hold this role in the department.
A motion was made by M. Francesconi and seconded by J. Levesque to appoint Timothy Garner, Robert Mallet, Paul Maloney, and Peter Mazzacco as Special Police Officers.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Facilities Maintenance
C. McGrath shared that the water has been restored to the bathrooms off the lobby and the kitchen bathroom as well as cold water to the kitchen sinks. The Fishpond in the lobby will be dismantled and rebuilt by volunteers with the fish being donated. C & S Masonry is set to begin the emergency masonry repairs at town hall in 3-4 weeks.

Public Comment
Kathy Levesque and Gerry Zarek of 674 North South Road notified the board that they had lost Verizon Wireless service from June 28, 2022, to July 8, 2022. They shared their frustration with Verizon having spent countless hours on the phone noting that Verizon didn't offer any support. They brought it to the attention of the board as it is a concern for emergency services and the residents of Cheshire. M. Francesconi suggested that a letter be sent to Verizon sharing the Towns concern regarding the outage and the impact to emergency services.

Consent Agenda
A motion was made by M. Francesconi and seconded by J. Levesque to approve the consent agenda except for the minutes of June 28, 2022.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Minutes	*6/14/22 & 6/28/22*	◯ *As Submitted x As Amended*
Warrants	*PR22-27, PR23-01, AP22-30, AP23-02*	*X Payroll x Vendor*

Board of Selectmen Discussion/Decision Items
Depot Street Construction Bid - J. Morse shared that Berkshire Engineering put together the bid package for the Depot Street, Mill Hill Road, and Railroad Street Water Line Improvement Project with a bid deadline of July 29, 2022, at 10 a.m. The estimated cost of construction only is $150,000. There was discussion on the current water project on Route 8 and the need for a clerk of works to manage the next project to ensure the project is completed to the specifications.

Cemetery Position - J. Morse informed the board that she had met with the Cemetery Superintendent and forwarded the resumes received to date. The Cemetery Superintendent stated that they may not need to hire an additional employee this summer since they are coming into the slow time of year.

Flag Keeper Appointment - *A motion was made by M. Francesconi and seconded by R. DeAngelis to appoint Corey McGrath as Flag Keeper*.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Abstain; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 4-0-1

Meal Coordinator Permanent Position – A motion was made by M. Francesconi and seconded by S. McGrath to hire Dawn Krutiak as the permanent Meal Coordinator at the Center for Active Living.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Former Cheshire Elementary School – Design/Feasibility Committee - Discussion about creating a committee to procure and contract a designer/feasibility study for the school. There was further discussion on a phase approach to the project. R. DeAngelis felt like that town doesn't have to spend a lot of money to start moving town offices to the space, other members shared that they would like to see a full design including the old section and have a phased construction approach.

A motion was made by M. Francesconi and seconded by J. Levesque to create a design/feasibility committee for the Former Cheshire Elementary School.
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 S. McGrath and seconded by M. Francesconi to appoint the Board of Selectmen, Town Administrator and Facilities Maintenance Manager to the Design/Feasibility Committee.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

HVMC – Special Permit Application - The event will be held on August 6, 2022, and August 7, 2022, at Whitney's Farm; confirmation has been received from Adams Ambulance that they will have an ambulance available for both days.
A motion was made by M. Francesconi and seconded by J. Levesque to approve the HVMC event on August 6 and August 7, 2022.
Discussion: J. Levesque asked that a copy be forwarded to the Building Commissioner for zoning questions.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Berkshire Running Camp – Facility Use Form – The form was reviewed and M. Francesconi asked that they be notified that the approval will only be for town property not for the church property and parking lots.
A motion was made by M. Francesconi and seconded by S. McGrath to approve the Facility Use Form for the Berkshire Running Club on August 16, 2022, and August 18, 2022.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Surplus Property Disposition Requests - C. McGrath recommended the surplus sale of three items at the former elementary school that are valued at less than $10,000. The items include the Hobart Mixer, Hobart Walk-In Freezer and Kolpak Walk-In Freezer. J. Morse also asked that the meat slicer be donated to the Cheshire Rod and Gun Club.
A motion was made by M. Francesconi and seconded by S. McGrath to donate the meat slicer to the Cheshire Rod and Gun Club
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Abstain, M. Francesconi – Yes
Motion Carries: 4-0-1

A motion was made by M. Francesconi and seconded by S. McGrath to surplus sale the three items as requested.
Roll Call Vote: R. DeAngelis – Yes; S. McGrath- Yes; R. Killeen – Yes, J. Levesque – Abstain, M. Francesconi – Yes
Motion Carries: 4-0-1

Line-Item Transfers – Tabled to Thursday July 14, 2022, at 7:00 p.m., joint meeting with the Finance Committee.

Town Administrator Updates
BRPC- Culvert & Bridge Grant Application – J. Morse shared that Cheshire will join five other communities in applying for a grant with BRPC that will inventory all the road stream crossings, structure condition, measurements, and a score for flood risk as well as fish pass ability, plus conceptual drawing for one priority culvert that we identify. This will open the town up for more funding to get permitting, final engineering and replacement.

J. Morse shared that she had reached out to Representative Barrett regarding the Route 116 Engineering costs and Elementary school project. He will be coming to town for a meeting to discuss funding opportunities on Wednesday July 13th at 9 a.m. S. McGrath and J. Levesque will join the discussion.

Announcements from Board Members
R. Killeen shared that the Conservation Commission would be meeting regarding an RDA, and they will be adding the MS-4 compliance to the agenda. He also noted that the BRTA bus is having a difficult time maneuvering the intersection of Church St/Depot St. with the cars parked within the crosswalk area, he will stoop down and talk to Bob about painting the required 20 feet from a crosswalk as no parking.

M. Francesconi gave an update on the Leland Park revitalization project, the work on the monument is being done pro-bono by C&S Masonry. Volunteers Corey McGrath and Aaron Singer will dig the base of the monument for the repair and will remove the walkway panels. She also noted that the work on the Fishpond at the school is being done by all volunteer work.

J. Morse noted that the Planning Board requested that the Master Plan Committee be reinstated, an email was sent by Planning Board chair Peter Traub, this will be added to the next agenda.

Public Comment
Peter Traub asked about how the board will get information out to the public regarding the school. M. Francesconi explained that as the process moves forward the public will be kept informed through the website, meetings, Facebook and perhaps the Cheshire Chatter.

Adjournment
A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 9:50 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

Respectfully Submitted.
Jennifer Morse
July 19, 2022

Document List :

- Agenda July 12, 2022
- Youth Center Lease
- Building Inspector Reports
- Email Chief Alibozek re: Officer Appointments
- Traffic Safety and Event Officer Duties
- Draft Minutes – June 14, 2022
- Designer Selection Procedures
- HVMC Special Event Permit Application
- Berkshire Running Camp Facilities Use Form
- Surplus Property Disposition Request

Approved:
Board of Selectmen - July 26, 2022

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – July 12, 2022
6:30 PM

Cheshire Elementary School – Green Room

1. ***Open Regular Meeting*** *the board will go immediately into Executive Session*
2. ***Executive Session*** *– MGL Chapter 30A, Section 21(a), Reason 6 to consider the purchase, exchange, lease, or value of real estate, if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body - Youth Center Lease regarding lease payments.*
3. ***Introductions – Pledge of Allegiance***
4. ***Department Updates***
   - ***a.*** *Building Commissioner*
   - ***b.*** *Police Department Updates*
     - i. *Full Time Officer Appointment*
     - ii. *FY23 Sergeant & Special Officer Appointments*
   - ***c.*** *Facilities Maintenance*
5. ***Consent Agenda***

Minutes	*6/14/22 & 6/28/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*PR22-27, PR23-01, AP22-30, AP23-02*	◯ *Payroll* ◯*Vendor*

6. ***Board of Selectmen Discussion/Decision Items***
   - ***a.*** *Depot Street – Construction Bid*
   - ***b.*** *Cemetery Position*
   - ***c.*** *Flag Keeper Appointment – Corey McGrath*
   - ***d.*** *Meal Coordinator Permanent Position – Dawn Krutiak*
   - ***e.*** *Former Cheshire Elementary School – Design/Feasibility Selection Committee*
   - ***f.*** *HVMC – Special Event Permit Application*
   - ***g.*** *Berkshire Running Camp – Facility Use Request Form*
   - ***h.*** *Surplus Property Disposition Requests*
   - ***i.*** *Line Item Transfers FY22*
7. ***Town Administrator Updates***
   - ***a.*** *BRPC – Culvert & Bridge Grant Application*
8. ***Announcements from Board Members***
9. ***Public Comment***
10. ***Any other business not reasonably anticipated 48 hours prior to the meeting.***

Submitted and posted by: Jennifer Morse – Town Administrator Posted: 7/7/22 at 9:53 a.m.

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

OFFICE OF THE BUILDING INSPECTOR
TOWN OF CHESHIRE, P.O. Box 647
PERMITS

ANNUAL REPORT

Date : 7/01/2021 To 6/30/2022

Date :- 7/01/2021 To 7/01/2022 Annual Report of: Building

MONTH	NUMBER OF PERMITS			RESIDENTIAL		COMMERCIAL	SOLID FUEL	SHEET METAL	TENT	TRENCH	SIGN	CONSTRUCTION VALUE	FEES RECEIVED
		RESIDENTIAL PERMITS	PERMITS FOR DWELLINGS	PERMITS FOR GARAGES	ALL OTHER								
JULY	21	20	0	0	20	1	0	0	0	0	0	2850451.28	3955
AUGUST	9	8	0	0	8	0	0	0	1	0	0	132220.75	740
SEPTEMBER	14	12	0	0	12	1	0	0	1	0	0	1045799.98	4565
OCTOBER	15	15	0	0	15	0	0	0	0	0	0		1010
NOVEMBER	13	11	0	0	11	1	1	0	0	0	0	479118.63	4925
DECEMBER	14	11	0	0	11	1	2	0	0	0	0	493801.34	6745
JANUARY	2	2	0	0	2	0	0	0	0	0	0	40500	405
FEBRUARY	10	8	0	0	8	0	2	0	0	0	0	206454	2380
MARCH	10	9	0	0	9	1	0	0	0	0	0	421594.5	3630
APRIL	30	26	0	0	26	1	3	0	0	0	0	965768	10620
MAY	20	19	0	0	19	1	0	0	0	0	0	788034.3	11165
JUNE	11	11	0	0	1	0	0	0	0	0	0	508737	5205
TOTALS	169	152	0	0	142	7	8	0	2	0	0		55345

OFFICE OF THE BUILDING INSPECTOR
TOWN OF CHESHIRE, P.O. Box 647
PERMITS

ANNUAL REPORT

Date : 7/6/2021 To 7/6/2022

Date :- 7/01/2021 To 6/30/2022 Annual Report of: Electrical

MONTH	NUMBER OF PERMITS	FEES RECEIVED	CASH	CHECK
JULY	10	1805	0	10
AUGUST	13	1075	0	14
SEPTEMBER	7	820	0	7
OCTOBER	8	1508	0	8
NOVEMBER	8	515	1	7
DECEMBER	12	4482	0	12
JANUARY	6	550	0	6
FEBRUARY	7	1020	0	7
MARCH	10	2716	0	10
APRIL	13	2510	0	13
MAY	10	1295	0	10
JUNE	11	2210	0	11
TOTALS	115	20506	1	115

OFFICE OF THE BUILDING INSPECTOR
TOWN OF CHESHIRE, P.O. Box 647
PERMITS

ANNUAL REPORT

Date : 7/6/2021 To 7/6/2022

Date :- 7/01/2021 To 6/30/2022 Annual Report of: Gas

MONTH	NUMBER OF PERMITS	FEES RECEIVED	CASH	CHECK
JULY	0	0	0	0
AUGUST	0	0	0	0
SEPTEMBER	0	0	0	0
OCTOBER	15	960	0	15
NOVEMBER	6	310.01	0	6
DECEMBER	3	180	1	2
JANUARY	3	180	0	3
FEBRUARY	2	120	0	2
MARCH	5	330	0	5
APRIL	0	0	0	0
MAY	1	60	0	1
JUNE	1	60	0	1
TOTALS	36	2200.01	1	35

OFFICE OF THE BUILDING INSPECTOR
TOWN OF CHESHIRE, P.O. Box 647
PERMITS

ANNUAL REPORT

Date : 7/6/2021 To 7/6/2022

Date :- 7/01/2021 To 6/30/2022 Annual Report of: Plumbing

MONTH	NUMBER OF PERMITS	FEES RECEIVED	CASH	CHECK
JULY	0	0	0	0
AUGUST	0	0	0	0
SEPTEMBER	0	0	0	0
OCTOBER	5	350	0	5
NOVEMBER	3	360	0	3
DECEMBER	0	0	0	0
JANUARY	2	300	0	2
FEBRUARY	4	330	0	4
MARCH	4	640	0	4
APRIL	0	0	0	0
MAY	2	250	0	2
JUNE	1	100	0	1
TOTALS	21	2330	0	21

From: Michael Alibozek
To: BOS; Jennifer Morse
Subject: CPD Roster FY23
Date: Friday, June 24, 2022 7:52:52 AM

I would also like to discuss the department roster for FY 23. Below is what I'd like to see.

Sergeant David Tarjick
Officer Cody Alvarez
Officer Robert Hungate
Officer Amalio Jusino
Officer Aaron Goodell
Officer Claude Jean-Calixte

Special / Detail Officers
Tim Garner
Paul Maloney
Peter Mazzacco
Robert Mallet

- I would like to promote Officer Tarjick to the rank of Sergeant. This will provide the department with an addition contact of rank within the department while I'm out of town. Officer Tarjick and a great knowledge of the town and the laws we enforce. Officer Tarjick tour will be done on June 30, 2024 do to the bridge qualifications.

Thank You,
Mike

Sgt. Michael J. Alibozek
Cheshire Police Department
Office: 413-743-1501
Fax: 413-743-1944
Cell: 413-358-7887

Traffic Safety and Events Officer

As a traffic safety and events officer, you will be responsible for ensuring the smooth and safe movement of traffic around road incidents, planned roadwork, construction projects or large events.

The job role of a traffic safety and events officer may involve the following duties:

- Making important decisions on how best to design the layout and management of traffic systems
- Predicting traffic flow and potential issues on planned routes
- Handling incidents, such as road traffic collisions, and arranging the swift removal of debris and other risks
- Providing a highly visible presence at road traffic incidents
- Keeping traffic flow as smooth as possible without compromising public safety
- Undertaking continuous improvement by monitoring the situation and making changes accordingly
- Planning the safest, quickest and most efficient routes of travel
- Attending functions or gathers to ensure the safety of participants
- Compiling accurate information for the purpose of the billing needs

As a traffic safety and events officer, you understand you have no right of arrest and carry no police authority. In the event that a police present is required you are to contact the local police authority.

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – June 14, 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 June 14, 2022, at 6:30 PM.

Members Present: Michelle Francesconi – Chair
Shawn McGrath – Vice Chair
Jason Levesque
Ray Killeen
Ron DeAngelis

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities; Peter Traub; Brian Rhodes, Shirley Nye.

Michelle Francesconi called the meeting of the Board of Selectmen to order at 6:36 p.m.

Summary of Votes Taken:

- Vote to enter Executive Session at 6:37 p.m. Roll Call Vote: 5-0
- Vote to allow the Water Dept to settle with Krutiak Logging Roll Call Vote: 5-0
- Vote to hire Mike Alibozek as Police Chief pending negotiations Roll Call Vote: 5-0
- Vote to remove the Board of Selection from the Memorial Day Committee Roll Call Vote: 5-0
- Vote to appoint the FY23 Boards & Committees as discussed Roll Call Vote: 5-0
- Vote to appoint the FY23 Town Employees as presented Roll Call Vote: 5-0
- Vote to appoint Tom Francesconi as Fire Chief to a three-year term Roll Call Vote: 4-0-1
- Vote to sign one year lease of the Elementary School with the Hoosac Valley Regional School District Roll Call Vote: 5-0
- Vote to approve the Consent Agenda as presented Roll Call Vote: 5-0
- Vote to approve Cheshire Rod & Gun Club one day liquor license Roll Call Vote: 4-0-1
- Vote to adjourn at 8:46 p.m. Roll Call Vote: 5-0

Executive Session

*A motion was made by M. Francesconi and seconded by J. Levesque to enter Executive Session at 6:37 p.m. according to MGL Chapter 30A, Section 21(a) Reason 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Warner vs. Town of Cheshire **and** MGL Chapter 30A, Section 21(a) Reason 3 – To discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body. Town Water Department Logging Settlement.*

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

The Board entered back into regular session at 7:05 p.m. after the conclusion of the executive session meeting.

Discussion/Decision Items

a. **Water Department Settlement Vote if Necessary** - *A motion was made by J. Levesque and seconded by M. Francesconi to allow the Water Department to accept $3,000 from Krutiak Logging for the trees removed from town property.*
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

b. Police Chief Position - *A motion was made by S. McGrath and seconded by M. Francesconi to offer the position to Michael Alibozek pending negotiations.*
Discussion: R. Killeen stated that both candidates were extremely close, and J. Levesque felt as if both were viable candidates however Mr. Alibozek was his preference due to his community experience. There was discussion regarding a Memo of Understanding instead of a contract and the board agreed they has dome expectations that will need to be discussed. R. DeAngelis noted that Mr. Alibozek also brings to the town experience as a paramedic. It was decided to have an executive session meeting on Tuesday June 21, 2022, at 6:30 p.m. to negotiate the terms of employment for the Police Chief.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

c. Fiscal Year 2023 Appointments

Board/Committee	**Name**	**Term Expiration**
Board of Registrars	Gary Herzog	Term Expires 2025
Council on Aging Member	Liseanne Karandisecky	Term Expires 2024
Council on Aging Member	Barbara Proper	Term Expires 2025
Council on Aging Alternate	Suzanne Boyle	Term Expires 2023
Council on Aging Alternate	Val Tyska	Term Expires 2023
Recreation Committee	Robin Piorot	Term Expires 2023
Memorial Day Committee	Liseanne Karandisecky	Term Expires 2023
Memorial Day Committee	Board of Selectmen	Term Expires 2023
Zoning Board of Appeals Member	Thomas Zappula	Term Expires 2023
Zoning Board of Appeals Member	Dale Grimshaw	Term Expires 2023
Zoning Board of Appeals Member	Stephen Marko	Term Expires 2023
Zoning Board of Appeals Alternate	Robert Balawender	Term Expires 2023
Zoning Board of Appeals Alternate	Jared Martin	Term Expires 2023
Zoning Board of Appeals Alternate	Jeffrey Reynolds	Term Expires 2023
Conservation Commission Membré	Carol Francesconi	Term Expires 2023
Conservation Commission Member	Ron DeAngelis	Term Expires 2023
Conservation Commission Member	Raymond Killeen	Term Expires 2023
Farm Commission	Eric Whitney	Term Expires 2023
Farm Commission	Joseph Wrenn	Term Expires 2023
Historical Commission	Diane Hitter	Term Expires 2025

DRAFT

Historical Commission	Robert Hitter	Term Expires 2025

Board/Committee	**Name**	**Term Expiration**
Historical Commission	Lois Nangle	Term Expires 2025
Greylock Advisory Board	Gary Trudeau	Term Expires 2023
Northern Berkshire Art Council	Art Kaufman	Term Expires 2025
Keeper of the Flags	Steve LaFogg	Term Expires 2023
Keeper of the Flags Alternate	Corey McGrath	Term Expires 2023
Town Perambulator	Barry Emery	Term Expires 2023
Town Perambulator	Rick Salvi	Term Expires 2023
MVP/HMP Core Team	Jennifer Morse	Term Expires 2023
MVP/HMP Core Team	Robert Navin	Term Expires 2023
MVP/HMP Core Team	Corey Swistak	Term Expires 2023
MVP/HMP Core Team	Tom Francesconi	Term Expires 2023
MVP/HMP Core Team	Liseann Karandisecky	Term Expires 2023
MVP/HMP Core Team	Michael Alibozek	Term Expires 2023
NBSWM District Rep.	Amber Lafogg	Term Expires 2023
Emergency Management Committee	Michelle Francesconi	Term Expires 2023
Emergency Management Committee	Shawn McGrath	Term Expires 2023
Emergency Management Committee	Jason Levesque	Term Expires 2023
Emergency Management Committee	Raymond Killeen	Term Expires 2023
Emergency Management Committee	Ron DeAngelis	Term Expires 2023
Emergency Management Committee	CJ Garner	Term Expires 2023
Emergency Management Committee	Travis Delratez	Term Expires 2023
Emergency Management Committee	Corey McGrath	Term Expires 2023
Emergency Management Committee	Tom Francesconi	Term Expires 2023
Emergency Management Committee	Adam Healey	Term Expires 2023
Emergency Management Committee	Jennifer Morse	Term Expires 2023
Citizen Advisory Committee	Mark Biagini	Term Expires 2023
Citizen Advisory Committee	Raymond Killeen	Term Expires 2023

There was discussion regarding removing the Board of Selectmen from the Memorial Day Committee due to the timing of town meeting and the budget process. *A motion was made to remove the Board of Selectmen from the Memorial Day Committee.*
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve all the board and committee appointments.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

Town Employee Appointments

Position	**Name**	**Term Expiration**
Highway Superintendent	Robert Navin	Term Expires 2023
Tree Warden	Robert Navin	Term Expires 2023
Treasurer	Rebecca Herzog	Term Expires 2023
Town Administrator	Jennifer Morse	Term Expires 2024 *

Chief Procurement Officer	Jennifer Morse	Term Expires 2023
Rent Control Board	Board of Selectmen	Term Expires 2023
Position	Name	Term Expiration
Building Commissioner	Travis Fachini	Term Expires 2023
Zoning Enforcement Officer	Travis Fachini	Term Expires 2023
ADA Compliance Officer	Travis Fachini	Term Expires 2023
Assistant Building Commissioner	Ryan Contenta	Term Expires 2023
Wiring Inspector	George Sweet	Term Expires 2023
Assistant Wiring Inspector	Leslie Rhinemiller	Term Expires 2023
Plumbing/Gas Inspector	Michael Biros	Term Expires 2023
Assistant Plumbing/Gas Inspector	John Burzimati	Term Expires 2023
Fire Chief	Tom Francesconi	Term Expires 2023 *
Assistant Fire Chief	Corey Swistak	Term Expires 2023
Assistant Fire Chief	Jason Mendoca	Term Expires 2023
Assistant Emergency Manager	Corey Swistak	Term Expires 2023
Veterans Agent	Stephen Roy	Term Expires 2023

Discussion on appointing the Twon Administrator to a two-year term according to MGL Chapter 41, Section 23A.
Discussion on appointing the Fire Chief to a three-year term according to MGL Chapter 48, section 42.
J. Morse notified the board that the Police Department appointments would be handled at the next regular board meeting on the recommendations of the new Chief.

Discussion on appointing Town Counsel resulted in the Town Administrator doing an RFQ due for legal services due to the increase in fees.

A motion was made by M. Francesconi and seconded by J. Levesque to approve all employee appointments except for Fire Chief.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

A motion was made by S. McGrath and seconded by J. Levesque to appoint the Fire Chief, Tom Francesconi to a three-year term.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Abstain
Motion Carries: 4-0-1

d. **Cheshire Elementary School Lease with HVRSD**- Discussion on the one-year lease expiring on September 1, 2023, with the School District. M. Francesconi informed the board that she spoke with the Superintendent who asked if he should be looking for another location for offices. She said that she had given her opinion that the town should be looking to utilize the space for town needs. There was discussion on adding school use to a future agenda.
A motion was made by M. Francesconi and seconded by R. Killeen to sign the Cheshire Elementary School lease with the Hoosac Valley Regional School District
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

Department Reports

a. **Building Department** - Corey McGrath shared that he had met with J. Morse and Guardian regarding projects using Green Communities grant funds, they will be coming out to look at the various project next week including the School Heating system. Corey has also been working on obtaining quotes for the landscaping and hopes to have bids ready for the next meeting. The bid has been received for emergency masonry repair work at the Town Hall from Allegrone. R. DeAngelis would like to see more bids and Corey will reach out to other vendors for the next meeting. Corey shared that the Annex is showing signs of masonry disrepair and that the police station chimney needs to be repointed. There was discussion on maximizing the rental of the lift when the work is being done to Town Hall to get an estimate on repair to the internal gutter system.

Consent Agenda

A motion was made by M. Francesconi and seconded by S. McGrath to accept the Consent Agenda as presented

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

Motion Carries: 5-0

Minutes	*5/31/22, 6/7/22*	◯ *As Submitted* ◯ *As Amended*
Warrants	*6/14/22*	◯ *Payroll* ◯*Vendor*

Town Administrator Updates

COA Director Position - The chair of the Council on Aging asked if the committee would have input in the hiring of the new director. M. Francesconi felt it was important to have one member interview the applicants with the board if the member had no conflicts, it was agreed by the entire board to include one member in the hiring process.

Cheshire Rod & Gun Club

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the Cheshire Rod and Gun Club one day liquor license for Tuesday June 21, 2022.

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

Motion Carries: 4-0-1

Public Comment

Shirley Nye of 590 Savoy Road discussed the problem of water coming off or Route 116 and flooding her property, she mentioned that she had talked with the Highway Superintendent and that some work had been done with riprap to deter the water but that it made it worse. R. DeAngelis will do a site visit. S. McGrath noted that area was of concern during the MVP/HMP workshop and that a resident stated that there is a culvert failing.

Announcements from Board Members

R. Killeen mentioned that cars were parking inside the Father Tom campsite, Corey McGrath mentioned that signs have been ordered and M. Francesconi reminded everyone that hikers can park their vehicles at the school over night by forwarding name/make, model, year, license plate information/ contact information/ emergency contact information and dates to Town Hall.

Annual Town Meeting Recap - Board members discussed the positive and negative points of the Annual Town Meeting. J. Levesque felt that it would be important prior to the next budget season to do employee evaluations since there was discussion about salaries. There was a lengthy discussion about the proposed change in the Marijuana bylaw, Cemetery and Library Amendments and failure of the MS4 stormwater bylaw.

Adjournment
A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 8:46 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath- Yes; J. Levesque – Yes, M. Francesconi - Yes
Motion Carries: 5-0

Respectfully Submitted.
Jennifer Morse
June 28, 2022

Document List:

- BOS Agenda 6/14/22
- Elementary School Lease with HVRSD
- Police Officer Job Description
- BOS Minutes 05/31/22- DRAFT
- BOS Minutes 06/07/22- DRAFT

Approved:

DRAFT

_____ ("Awarding Authority")

Designer Selection Procedures

(Adopted [*date*])

1. These procedures govern the selection of designers for any municipality or local public agency building project subject to the state designer selection law, M.G.L. c. 7C, §§ 44-58 CURRENTLY DESIGN FEE OVER $30,000 AND ESTIMATED CONSTRUCTION COST OF OVER $300,000 (AS OF ADOPTED DATE, ABOVE). Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The [name of authorized governmental unit, e.g. Board of Selectmen, City Council] ("Approving Body") has the authority to conduct the designer selection process for the Awarding Authority. The Approving Body may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Approving Body shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process. No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:
    a. has a direct or indirect financial interest in the award of the design contract to any applicant;
    b. is currently employed by, or is a consultant to or under contract to, any applicant;
    c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
    d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the locality of the building project, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Approving Body, at least two weeks before the deadline for filing applications.
5. The advertisement shall contain the following information:
    a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
    b. if there is a program for the building project, a statement of when and where the program will be available for inspection by applicants;
    c. when and where a briefing session (if any) will be held;
    d. the qualifications required of applicants;
    e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
    f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
    g. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction," which is available for download from the Massachusetts Designer Selection Board website at Procedures for Municipalities and Public Agencies not within DSB Jurisdiction. The Application Form may be amended to include additional information on a project-specific basis. OR ANOTHER METHOD OF REQUESTING EVALUATIVE INFORMATION, DEEMED MORE APPROPRIATE BY THE TOWN.
7. The Committee shall evaluate applicants based on the following criteria:
    a. prior similar experience;
    b. past performance on public and private projects;
    c. financial stability;

d. identity and qualifications of the consultants who will work with the applicants on the project; and

e. any other criteria that the Committee considers relevant to the project.

8. The Committee shall select ~~at least~~ UP TO three finalists . Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.

9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Approving Body.[2] No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, § 44C, shall be included as a finalist on the list.

   The list must be accompanied by a written explanation of the reasons for selection including the recorded vote, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Approving Body shall select a designer from the list of finalists. If the Approving Body selects a designer other than the one ranked first by the Committee, the Approving Body shall file a written justification for the selection with the Committee and maintain a copy in the contract file.

11. If the fee is to be negotiated, the Approving Body shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Approving Body shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Approving Body is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Approving Body prior to selection of finalists.

12. If the Approving Body is unable to negotiate a satisfactory fee with any of the finalists, the Approving Body shall recommend that the Committee select additional finalists.

13. The Approving Authority may allow a designer who conducted a feasibility study to continue with the design of a project. However, the Approving Authority may commission, at its discretion, an independent review, by a knowledgeable and competent individual or business doing such work, of the feasibility of the designer's work to insure its reasonableness and its adequacy before allowing the designer to continue on the project, *provided* the Approving Authority otherwise complies with the statutory requirements for selecting a designer under Chapter 7C of the General Laws, including those set forth in M.G.L. c. 7C, § 54(a)(i).

14. Every contract for design services FOR PROJECTS WITH A DESIGN FEE OVER $30,000 shall include the following:

    a. certification that the designer or construction manager has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;

    b. certification that no consultant to, or subcontractor for, the designer or construction manager has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer or construction manager, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer or construction manager;

    c. certification that no person, corporation, or other entity, other than a bona-fide full-time employee of the designer or construction manager, has been retained or hired by the designer or construction manager to solicit for or in any way assist the designer or construction manager in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

    d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, § 39R(c), and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, § 39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope or services.

15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority prior to the award of the contract.
16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the individual responsible for administering the design contract.
17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Approving Body may elect to authorize expedited procedures to address the emergency. The Approving Body shall document in writing the reasons for the emergency declaration, the proposed scope of work, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

    The Approving Body may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Approving Body shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register*.
19. The following records shall be kept by the Awarding Authority:
    a. all information supplied by or obtained about each applicant;
    b. all actions taken relating to the project; and
    c. any other records related to designer selection.

    All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7C, § 48(h), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7C, § 48(h).
21. Nothing in these Procedures shall be interpreted to require the establishment of a board or waive or reduce the requirements of any other applicable law or regulation.
22. For any municipal design or construction project *that includes funding provided by the Commonwealth, in whole or in part* (such as reimbursements, grants and the like), cities and towns must incorporate minority-owned business enterprise and women-owned business enterprise participation goals. If applicable, the Awarding Authority shall take steps to assure that it complies with all Supplier Diversity Office requirements.

ENDNOTES

1. *LeClair v. Norwell*, 430 Mass. 328 (1999); *Cape Ann Citizens Assn. v. Gloucester*, 47 Mass. App. Ct. 17 (1999).
2. Alternatively, local procedures could require that the Committee select the designer and negotiate the fee, if necessary, and transmit its recommendation to the Approving Body

TOWN OF CHESHIRE SPECIAL EVENT PERMIT APPLICATION

APPLICANT INFORMATION

Organization: HVMC Date: 6/13/22

Name: John Malloy Phone #: 413 770 2100

Address: 67 Millard Ave, Clarksburg, MA 01247

Email: jmalloy@amenitek.com

Name of Event: NETRA

Type of Event: Dirt Bike

Event Location: Whitney's farm / Ingalls Rd / backfield

Event Date: Aug 6, 7, 2022 Start Time: 9:00 Am End Time: 4:00 pm

Proposed Rain Date: N/A Number of People: 300

Please answer the following:

1. Clearly describe your event (Please attach letter if more space is required)

Aug 6th junior race and vintage hare scramble and Aug 7th hare scramble. Toilets on site, ambulance on site both days, food by others. All parking off road in field

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.

3. Insurance Information: provided by Netra before event

   Issuing Company: _____

   Public Liability Coverage: _____

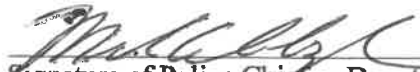
APPLICATION CERTIFICATION

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

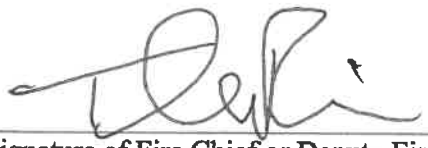
Signature of Applicant: J Malloy

Date: 6/13/22

***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:

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)

NEWEN-8 OP ID: NC

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 07/05/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Jones Birdsong Ins Division of Specialty Program Group, LLC 600 Market St., Suite 210 Chanhassen, MN 55317 Donald Birdsong 866-998-3864	CONTACT NAME: Donald Birdsong PHONE (A/C, No, Ext): 866-998-3864 FAX (A/C, No): E-MAIL ADDRESS:
INSURED New England Trail Rider Association; NETRA 343 East Street Wrentham, MA 02093	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : New York Marine And General — 16608 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY							
	CLAIMS-MADE [X] OCCUR	X		GL202100014431-JMX-107	01/10/2022	01/10/2023	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 300,000
							MED EXP (Any one person)	$ excluded
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 5,000,000
	POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ 5,000,000
	OTHER:						PLL	$ 1,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB / OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB / CLAIMS-MADE						AGGREGATE	$
	DED / RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH)	N/A					E.L. EACH ACCIDENT	$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Title: Mohawk HS - Pee Wee Scramble / Vintage Scramble / Hare Scramble
Event Date: August 6-8, 2022
Event Location: Mohawk - Old Cheshire Rd Cheshire, MA 01225 US
Certificate holder is named as additional insured as it relates to general liability in accordance with the terms and conditions of the policy

CERTIFICATE HOLDER

HVMC
67 Millard Ave
Clarksburg, MA 01247

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Jennifer Morse

From: Mary Arigoni <magleason@adams-amb.com>
Sent: Thursday, July 7, 2022 8:53 AM
To: Jennifer Morse; cheshirechief@gmail.com
Cc: jmalloy@amenitek.com
Subject: August motor cross

Good morning, John Malloy contacted me about another motocross race at Whitney's farm. The dates are Saturday August 6, 10-3, and Sunday August 7, 9-3. We will have the same set up as last time, 1 Ambulance with a full crew both days. I have spoken to the Adams Forest Wardens, they also will send down their side by side, with 2 of their members for extrication purposes. If you have any questions or concerns, please let me know. You can call the office or my cell 413-346-3403. Thank you, Mary

Mary Arigoni
Office Manager / Supervisor
Adams Ambulance Service, Inc.
185 Columbia Street
Adams, MA 01220
Office (413)-776-7046
Fax (413)-776-7178

TOWN FACILITIES REQUEST FORM

Please read the instructions prior to filling out the facility use form.

1. Print your name, address, and a telephone number at which you can be reached during 8:30 a.m. to 4:00 p.m.
2. Check the facility or facilities you wish to use.
3. Requested use – please be specific as to the nature of the use and/or if you are representing a specific league or organization.
4. Special circumstances – (a) address needs which may not be currently available, i.e. need for tent, chairs, bleachers, decorations, etc. (b) give an estimated attendance which is needed to determine such things as crowd control and parking
5. Provisions for cleanup – there is no charge for normal field maintenance such as mowing grass. However, if you plan on decorating or placing items on the field, lining the field, the town will assess a fee if town workers are required to provide the service to restore the facility to its original state.

If there are no conflicts with other activities or fees assessed, the Town Administrator, or its representative, will make every effort to authorize this request within three (3) business days. If a conflict is determined or fees are required, this request will be presented at the next meeting of the Board of Selectmen. Special meetings can be arranged for extenuating circumstances.

Applicant name: BERKSHIRE RUNNING CAMP % James Rooney

Address: PO BOX 153 **Town/City**: Manomet 02345 **State:** MA

Telephone: 508-367-0747 **EMAIL:** BERKSHIRERUNNINGCAMP@GMAIL.COM

Facility Requested:

___ Cheshire School

___ Town Hall Park

___ Cheshire School Field

___ Street(s) (Specify:_____)

___ Little League Field, School Street

X Other (Specify: **PARKING LOT & FIELD IN FRONT OF OLD CHESHIRE ELEMENTARY SCHOOL)**

___ Cheshire Senior/Community Center (See Town Clerk for additional information)

TOWN FACILITIES REQUEST FORM

Date(s) of Use: **TUESDAY 8/16 & THURSDAY 8/18**

Hour(s) of Use: **8:30-11:30AM**

Requested Use: (please be specific as to the nature of the event)

CROSS COUNTRY RUNNING CAMP-

FIELD USE TO WARM UP/COOL DOWN BEFORE RUNNING ONTO THE RAIL TRAIL.
PARKING-LOT TO PARK BUSSES.

Special Circumstances: (i.e., chairs on lawn, decorations at gazebo, tents, etc.)

POP UP TENTS AND PORTA POTTIES TO BE PROVIDED BY BERKSHIRE RUNNING CAMP.

Number of Participants/Attendees: **300-350**

Provisions for Cleanup: (a fee will be assessed if none provided)

BERKSHIRE RUNNING CAMP WILL CLEANUP AND LEAVE SITE BETTER THAN WE FOUND IT.

This application will not be processed without the following information. Liability insurance is required by our insurance carrier.

Insurance:

Name of Insured: INSURANCE CERTIFICATE ATTACHED

Policy number or Insurer: _____

Policy Expiration Date: _____

Alcoholic beverages are not allowed on premises unless a special license has been obtained from the Board of Selectmen. Do you want to obtain a special license? ___ Yes _X__ No

Special Fees:

Town Common Use for non-residents: $ 10.00

Daytime Field use (6 hours maximum):	$ 50.00
Nighttime Field use:	$ 75.00
Police Officers x ___ (per patrol person)	$ _____

Field Maintenance (Subject to town policy) $ _____

The Town of Cheshire allows "free" use of its facilities to:

- Non-profit town affiliated functions (i.e. youth/high school sports programs, league field day, etc.), provided the non-profit organization provides proof of its status as a non-profit.
- Town residents: (i.e. weddings at the town common, etc.)

TOWN FACILITIES REQUEST FORM

RULES GOVERNING USE OF TOWN FACILITIES

1. **Absolutely No Alcohol** to be consumed on premises unless a special license has been obtained from the Board of Selectmen.
2. **No alterations** to structures or grounds.
3. **Property must be kept clean** and returned in clean, useable form.
4. ***Events and activities must be conducted in a well-controlled, responsible manner.***

I/We hereby, by myself, heirs, executors, administrators and officials, release and hold harmless the Town of Cheshire from all liability arising out of my/our use of the town facilities as requested above. I/We accept responsibility for damages to the property.

I/We waive and release any and all rights and claims for damages I/We or my/our guests may have against the town of Cheshire for injuries as a consequence of my/our use of the town facilities.

Applicant Signature _____ Date: 7-5-2022

Applicant Name (Printed): **JAMES ROONEY** Date: 7-5-2022

Chief of Police ☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

Town Administrator ☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

Board of Selectmen ☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

Surplus Property Disposition Request

Department/Board/Committee facilities **Request Date:** 7-522

Item(s) to be disposed of: HOBART Walk-in Freezer with Evaporator, Condenser and controls.

Estimated Value of Item: $5000

Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #

Reason for Request:

Recommended Disposition:

Department Head Signature **Date**

Select Board Review

Board Decision:

Approved ☐

Denied ☐

Board Comments:

Select Board Signatory **Date**

Chief Procurement Officer

Method of Disposition:

Under $10,000	$10,000 or More
☐ Advertise on Website	☐ Sealed Bids
☐ Seek Bids	☐ Public Auction
	☐ Advertise on Website
☐ Scrap Value	
	☐ Governmental/ Charitable Entity

Date(s) advertised: _____ **Other info:** _____

Sold to: _____ **$ Sold for:** _____

Date disposed of: _____ **Receipt attached:** _____

Chief Procurement Officer Signature **Date**

Walk-in Freezer (Basement)

Hobart model W
Serial 53 881 336

Dimensions 9' x 10' x 7'6"

Evaporator

Larkin Heatcraft model LCE665BB
Serial T11J02549

Condition Fair

Surplus Property Disposition Request

Department/Board/Committee Facilities **Request Date:** 7-5-22

Item(s) to be disposed of: Kolpak Walk-in Freezer with Evaporator, condenser + controls

Estimated Value of Item: $7000 - $8,000

Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #

Reason for Request:

Recommended Disposition:

Department Head Signature **Date**

Select Board Review

Board Decision:

Approved ☐

Denied ☐

Board Comments:

Select Board Signatory **Date**

Chief Procurement Officer

Method of Disposition:

Under $10,000	$10,000 or More
☐ Advertise on Website	☐ Sealed Bids
☐ Seek Bids	☐ Public Auction
	☐ Advertise on Website
☐ **Scrap Value**	
	☐ **Governmental/ Charitable Entity**

Date(s) advertised: _____ **Other info:** _____

Sold to: _____ **$ Sold for:** _____

Date disposed of: _____ **Receipt attached:** _____

Chief Procurement Officer Signature **Date**

Walk-in Freezer (Kitchen)

Kolpak

Dimension 9' x 10' x 7'6"

Serial 01K1356 FRZ

Condition Good - Excellent

Evaporator = model LET065B3WGJ
RDI Heatcraft Serial D01L04459

Condenser = model 86325-12115
RDI Heatcraft Serial 1K1356A

Surplus Property Disposition Request

Department/Board/Committee Facilities **Request Date:** 7-5-22

Item(s) to be disposed of: Hobart Floor mixer with accessories.

Estimated Value of Item: $4,000

Description of Item: See attached fixed asset sheet with item descriptions; including make, model, and serial #

Reason for Request:

Recommended Disposition:

Department Head Signature **Date**

Select Board Review

Board Decision:

Approved ☐

Denied ☐

Board Comments:

Select Board Signatory **Date**

Chief Procurement Officer

Method of Disposition:

Under $10,000	$10,000 or More
☐ Advertise on Website	☐ Sealed Bids
☐ Seek Bids	☐ Public Auction
	☐ Advertise on Website
☐ **Scrap Value**	
	☐ **Governmental/ Charitable Entity**

Date(s) advertised: _____ **Other info:** _____

Sold to: _____ **$ Sold for:** _____

Date disposed of: _____ **Receipt attached:** _____

Chief Procurement Officer Signature **Date**

Hobart Floor Mixer

model = H-600

Serial = 1642446

Value 5K-6K

Condition Good / Excellent