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

Board of Selectmen & Finance Committee

Meeting Minutes – July 14, 2022

Pursuant to a notice duly filed with the Town Clerk, a joint meeting of the Board of Selectmen and Finance Committee was held in person at 191 Church St (Cheshire Elementary School) on Thursday July 14, 2022, at 7:00PM.

Board of Selectmen Members Present:	Michelle Francesconi - Chair Ray Killeen Ron DeAngelis
Board of Selectmen Members Absent:	Shawn McGrath- Vice Chair Jason Levesque
Finance Committee Members Present:	John Tremblay – Chair Michael Biagini Lenwood "Woody" Vaspra Denise Gregoire
Finance Committee Members Absent:	Kathy Levesque Heather Emerson
Others Present:	Jennifer Morse, Town Administrator

Michelle Francesconi called the meeting of the Board of Selectmen to order at 7:00 p.m.
John Tremblay called the meeting of the Finance Committee to order at 7:00 p.m.

FY22 Line-Item Transfers

1. Streetlights (01-5-037-000-000) deficit $16, 462.69, transfer from Town Administrator Administrative Assistant Salary (01-5-002-018-000) $7,225.14; Town Buildings Telephone (01-5-018-005-000) $7,000; Town Building Town Shed (01-5-018-003-000) $154.84; Reserve Fund Transfer (01-5-037-000-000) $2,082.71.

Board of Selectmen: *A motion was made by M. Francesconi and seconded by R. Killeen to approve the Street Light line-item transfers as recommended.*
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee: *A motion was made by J. Tremblay and seconded by M. Biagini to approve the Street Light line items transfers as recommended.*
Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes, J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

2. Town Compactor Expenses (01-5-036-000-000) deficit $555.93, transfer from Recycling (01-5-036-000-000) $555.93.

Board of Selectmen: *A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the Town Compactor line-item transfers as recommended.*
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee: *A motion was made by J. Tremblay and seconded by D. Gregoire to approve the Town Compactor line-item transfers as recommended.*
Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes, J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

3. MEDC Employer Share (01-5-017-000-000) deficit $349.26, transfer BC/BS (01-5-016-000-000) $349.26

Board of Selectmen: *A motion was made by M. Francesconi and seconded by R. Killeen to approve the MEDC Employer Share line-item transfers as recommended.*
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee: *A motion was made by J. Tremblay and seconded by M. Biagini to approve the MEDC Employer Share line-item transfers as recommended.*
Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes, J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

4. Police Department Expenses (01-5-022-003-000) deficit $7,503.64, transfer Police Officer Salaries (01-5-022-000-000) $8,600.

Board of Selectmen: *A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the Police Department Expenses line-item transfers as recommended*.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee: *A motion was made by J. Tremblay and seconded by D. Gregoire to approve the Police Department Expenses line-item transfers as recommended.*
Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes, J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

5. Employee Salaries – J. Morse explained that payroll dates were changed at the beginning of the fiscal year to align with the vendor warrants, this caused a shortage in salaried employees line items. Employee Salaries (various account numbers) deficit $1,302.28, transfer BC/BS (-0-5-017-000-000) $1,301.28.

Board of Selectmen: *A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the Employee Salaries line-item transfers as recommended*.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee: *A motion was made by J. Tremblay and seconded by M. Biagini to approve the Employee Salaries Expenses line-item transfers as recommended.*
Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes, J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

Financial Policies Review – A meeting to review and adopt the policies will be held on Tuesday July 26th to review the policies. J. Tremblay asked J. Morse to send out the policies noting the ones that need attention.

Adjourn

Board of Selectmen – *A motion was made by M. Francesconi and seconded by R. DeAngelis to adjourn the meeting at 7:20 p.m.*

Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes, M. Francesconi – Yes Motion Carries: 3-0

Finance Committee – *A motion was made by J. Tremblay and seconded by M. Biagini to adjourn the meeting at 7:20 p.m.*

Roll Call Vote: M. Biagini – Yes; W. Vaspra- Yes; J. Tremblay – Yes; D. Gregoire – Yes Motion Carries: 4-0

Respectfully Submitted,
Jennifer Morse
Town Administrator
July 16, 2022

Document List:

1. Agenda July 14, 2022
2. Transfers

Approved:
Board of Selectmen – July 26, 2022

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen &
Finance Committee

Meeting Agenda – July 14, 2022
7:00 PM

Cheshire Elementary School – Green Room

1. ***Joint Board of Selectmen and Finance Committee Meeting***

- ***a.*** FY22 Line-Item Transfers
- ***b.*** Financial Policy Adoption Meeting Date

2. ***Adjourn***

///Submitted and posted by: Jennifer Morse – Town Administrator Posted: 7/12/22 at 12:40 p.m.

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

Town of Cheshire
Request For Reserve Fund Transfer

Date: 14-Jul-22

Request is hereby made for the following transfer from the Reserve Fund in accordance with Chapter 40, section 6 of the Massachusetts General Laws:

Amount requested: $2,082.71

To be transferred to: 01-5-037-000-000
(Account Number)

Street Lights
(Name of appropriation)

Present balance in above appropriation: ($16,462.69)

The amount requested will be used for:

Street Lights

This expenditure is extraordinary and/or unforeseen for the following reasons:

Not budgeted for properly

Signature: Jennifer Mersc
Department Head / Committee Chair

APPROVAL

Finance Committee:

Reserve Fund Transfer # 3

Reserve Fund Balance 2082.71

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): ____

Signature: TL
Chair, Finance Committee

Signed originals of this request (required in triplicate) will be distributed to the Select Board, Finance Committee, and the Town Accountant.

#6

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/22

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: $7,225.14

To be ***transferred from*** :

01-5-002-018-000	Town Admin. Assistant Salary
(Account Number)	(Account Name)

Present balance in above appropriation: $7,225.14

To be ***transferred to*** :

01-5-037-000-000	Street Lights
(Account Number)	(Account Name)

Present balance in above appropriation: ($16,462.69)

The amount requested will be used for:

FY22 Street Light Cost

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Moss
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): ____

Signatures:

Mark A. Emmons

Cyril Miller

Scott Kelly Jr

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): ____

Signature:

TK

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

This procedure may **not** be used to transfer from a Municipal Light or School Department.

Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.

#7

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/22

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: **$7,000.00**

To be ***transferred from*** :

01-5-018-005-000	Town Buildings Telephone System
(Account Number)	(Account Name)

Present balance in above appropriation: $8,488.45

To be ***transferred to*** :

01-5-037-000-000	Street Lights
(Account Number)	(Account Name)

Present balance in above appropriation: ($16,462.69)

The amount requested will be used for:

FY22 Street Light Cost

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Morse
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): _____

Signatures:

Mary A Fenn

Geoff P. Hill

Carroll Dethy

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): _____

Signature:

TA

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

This procedure may **not** be used to transfer from a Municipal Light or School Department.

Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.

#8

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/22

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: **$154.84**

To be ***transferred from*** :

01-5-018-003-000	Town Buildings Town Shed
(Account Number)	(Account Name)

Present balance in above appropriation: $4,840.87

To be ***transferred to*** :

01-5-037-000-000	Street Lights
(Account Number)	(Account Name)

Present balance in above appropriation: ($16,462.69)

The amount requested will be used for:

FY22 Street Light Cost

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Morse
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): _____

Signatures:

Mark A. Fenn

Pam Phillips

Ronald Talbot Jr

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): _____

Signature:

TC

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

This procedure may **not** be used to transfer from a Municipal Light or School Department.

Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.

#9

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/22

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: **$555.93**

To be ***transferred from*** :

01-5-036-000-000	Recycling
(Account Number)	(Account Name)

Present balance in above appropriation: ($555.93)

To be ***transferred to*** :

01-5-035-003-000	Town Compactor Expenses
(Account Number)	(Account Name)

Present balance in above appropriation: $32,486.13

The amount requested will be used for:

FY22 Street Light Cost

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Mirsk
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): _____

Signatures:

Mark A. Emanuel

Peter D. Talbert

Ronald Dellaripa

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): _____

Signature:

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

This procedure may **not** be used to transfer from a Municipal Light or School Department.

Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.

#10

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/2022

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: **$26,700.00**

To be ***transferred from*** :

01-5-016-000-000	BC/BS
(Account Number)	(Account Name)

Present balance in above appropriation: $26,768.37

To be ***transferred to*** :

01-5-018-006-000	OPEB Funding Town Employees
(Account Number)	(Account Name)

Present balance in above appropriation: $0.00

The amount requested will be used for:

To add additional funding to the OPEB liablility.

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Morse
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): ____

Signatures:

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): ____

Signature:

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

This procedure may **not** be used to transfer from a Municipal Light or School Department.

Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.

#11

Town of Cheshire
Request For Appropriation Transfers

Date: 7/14/2022

Request is hereby made for the following transfer between departmental appropriations in accordance with Chapter 77 of the Acts of 2006 amending Chapter 44, Section 33B (non-expiring), of the Massachusetts General Laws:

Amount requested: **$8,660.00**

To be ***transferred from*** : 01-5-022-010-000 (Account Number) — Police Department Officers Salaries (Account Name)

Present balance in above appropriation: $33,279.25

To be ***transferred to*** : 01-5-022-003-000 (Account Number) — Police Department Expenses (Account Name)

Present balance in above appropriation: ($7,503.64)

The amount requested will be used for:

To cover unforseen and unbudgeted expneses related to officer equipment and uniforms

8660 will cover last FY22 invoices of $560 and $600

This expenditure is extraordinary and/or unforeseen for the following reasons:

Signature: Jennifer Morse
Department Head

APPROVALS

Board of Selectmen:

Date of Meeting: 7-14-22

Transfer disapproved (checkmark): _____

Signatures:

Finance Committee:

Date of Meeting: 7-14-22

Number Present and Voting: 4

Approved by Majority, list vote: 4-0

Transfer disapproved (checkmark): _____

Signature:

Chair, Finance Committee

Please Note:

This alternative year-end transfer procedure applies for the last two months of the fiscal year (May and June) and the first 15 days of July (for that same fiscal year) and requires a majority vote of the Board of Selectmen and the Finance Committee.

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Copies of this request (req'd in duplicate) will be filed with the Board of Selectmen, Finance Committee, and requesting department.