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 – December 13, 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 Street (Cheshire Elementary School) on Tuesday December 13, 2022, at 6:30 PM

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

Others Present: Jennifer Morse, Town Administrator; Lynn Melchiori; Peter Traub; John Tremblay; I Berkshires; Erika Snyder, Hoosac Valley Regional School District; Aaron Dean, Hoosac Valley Regional School District.

Summary of Votes:

- Approve the consent agenda except for the minutes of December 7, 2022 5-0
- Approve 2023 licenses except for Saldo Auto 5-0
- Approve Saldo Auto 2023 License 4-0-1
- Approve the Facilities Request Form – Youth Center, Cafeteria Use, December 29, 2022 5-0
- Approve the Water Superintendent Job Description 5-0
- Appoint Corey McGrath, Tim Garner, Robin Poirot to the Memorial Day Committee 5-0
- Approve Water Superintendent Hourly Pay requested by Water Superintendent 5-0
- Adjournment at 7:45 p.m. 5-0

M. Francesconi opened the meeting at 6:30 p.m.

Meeting with Superintendent Dean regarding FY24 Budget, Non-Renewal of Lease

Erika Snyder Business Manager let the board know that there are no numbers yet and due to the change in leadership in the Governor's Office numbers won't be available until March. Along with the estimating of revenue estimates it is also a union negotiation year and with the recent announcement the need to move district office expenses. She shared that the Capital boiler project will be coming off however there are several roofing projects at the buildings that need to be addressed. J. Levesque asked if there has been any discussion regarding the consolidation of buildings by moving the elementary school, the answer was yes.
Aaron Dean, Superintendent shared the District Improvement Plan and there was discussion regarding state requirements for social emotional learning protocols.
The discussion turned to the non-renewal of the lease of the former elementary school which expires on September 1, 2023. M. Francesconi explained that town offices would be moving into that space of the building moving all town offices into one location and making accessibility a priority. It would also allow the library to

expand and give a space to the Historical Commission in Town Hall. Erika Snyder noted that it is not ideal but something they will have to deal with. J. Levesque responded that the board wanted to give the district as much notice as possible.

Consent Agenda

Minutes – November 15, 2022, November 22, 2022; November 29, 2022; ~~December 7, 2022~~
Warrants - PR23-12-; AP23-13

A motion was made by M. Francesconi and seconded by R. Kileen to approve the Consent Agenda except for the December 7, 2022, minutes
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Board of Selectmen Discussion/Decision Items

a. Spring Highway Projects: The Town Administrator shared that the following highway projects are slated for the spring and would like to get the bid package out immediately. Route 116, Henry Wood Road, and Stafford Hill Road utilizing MassWorks Grant funding in the amount of $633,000 and Chapter 90 funds in the amount of $356,950. Mill Hill, Depot Street and Railroad Street utilizing ARPA funds in the amount of $144,415. Notch Road and Briggs Drive will be added as a contingency to the bids.

b. Liquor Licenses, Common Victualler Licenses and Auto Dealer Licenses:
A motion was made by M. Francesconi and seconded by J. Levesque to approve all licenses for calendar year 2023 except for Saldo Auto Repair.
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 the auto dealer License for Saldo Auto Repair.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Abstain, M. Francesconi – Yes
Motion Carries: 4-0-1

c. Facilities Request Form – Youth Center – December 29, 2022 – Former School Café:
A motion was made by M. Francesconi and seconded by R. Killeen to approve the Facilities Request Form for the Youth Center Inc. on December 29, 2022.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

d. Water Superintendent Job Description
A motion was made by M. Francesconi and seconded by J. Levesque to approve the Water Superintendent Job Description having been approved by the Water Commissioners.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

e. Memorial Day Committee Appointments

A motion was made by M. Francesconi and seconded by J. Levesque to appoint Corey McGrath, Tim Garner and Robin Poirot to 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

Town Administrator Updates

A. Holiday Gathering for employees, board and committee members will be held on December 20th at 6:00 p.m. in the cafeteria. The Youth Center is donating desserts for the event.
B. Water Superintendent Hourly pay - The draft memo was reviewed and there was discussion regarding the understating of "emergencies", verbiage will be added that will give examples such as breaks, alarms and water loss to residents. It was noted that this change to hourly pay is at the request of the Water Superintendent.
A motion was made by R. DeAngelis and seconded by M. Francesconi to approve the Water Superintendent Hourly pay.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

c. WRAP Reimbursement - A request will be made to the state as the crack sealing project is complete, the reimbursement request is in the amount of $53,525

In addition, the Town Administrator noted that Highway Department employee Mike Sabato has obtained his two hoisting licenses.

Announcements by Board Members – None

Public Comment – None

Adjournment
A motion was made by J. Levesque and seconded by R. DeAngelis to adjourn the meeting at 7:45 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
January 3, 2023

Document List
1. Agenda – December 13, 2022
2. Meeting Minutes – November 15, 2022
3. Meeting Minutes – November 22, 2022
4. Meeting Minutes – November 29, 2022
5. 2023 Licenses

6. 2023 ABCC Seasonal Population Increase Form
7. 2023 ABCC Renewal Certification
8. Facilities Request Form – Youth Center – December 29, 2022 – Café
9. Water Department Superintendent Job Description
10. Water Superintendent Hourly Payroll Memo DRAFT
11. WRAP Reimbursement Request
12. Announcement of Grant to update permitting system
13. Water Superintendent Work Log
14. Highway Department Report
15. Council on Aging Report
16. School District Improvement Plan

Approved: 1/11/23

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – December 13, 2022
6:30 PM

Cheshire Elementary School – Cafeteria

1. *Open Regular Meeting, Introductions, Pledge of Allegiance*
2. *Meeting with Superintendent Dean regarding FY24 Budget, Non-Renewal of Lease*
3. *Consent Agenda*

Minutes – November 15, 2022, November 22, 2022; November 29, 2022; December 7, 2022
Warrants - PR23-12-; AP23-13

4. *Board of Selectmen Discussion/Decision Items*
   - ***a.*** *Spring Highway Projects*
   - ***b.*** *Liquor Licenses, Common Victualler Licenses and Auto Dealer Licenses*
   - ***c.*** *Facilities Request Form – Youth Center – December 29, 2022*
   - ***d.*** *Water Superintendent Job Description*
   - ***e.*** *Memorial Day Committee Appointments - Corey McGrath, Tim Garner, Robin Poirot*
5. *Town Administrator Updates*
   - ***a.*** *Holiday Gathering – December 20, 2022*
   - ***b.*** *Water Superintendent Office – Hourly Pay*
   - ***c.*** *WRAP Reimbursement Request*
6. *Announcements from Board Members*
7. *Public Comment*
8. *Any other business not reasonably anticipated 48 hours prior to the meeting*

Submitted by: Jennifer Morse – Town Administrator Posted 12/8/22 at 11:02 a.m.

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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – November 15, 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 Street (Cheshire Elementary School) on Tuesday November 15, 2022, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Lynn Melchiori; Mark Biagini, John Tremblay; Michael Biagini, Water Commissioner; Rick Gurney, Water Commissioner; Mike Alibozek, Police Chief; David Sinopoli.

Summery of Votes Taken:

Appointment of David Sinopoli as a Part Time Police Officer	5-0
Move the Water Superintendent Office and town vehicle to Town Hall	5-0
Approve Consent Agenda (Minutes & Warrants)	5-0
Approve Facility Use Form – Youth Center – December 10, 2022	5-0

M. Francesconi opened the meeting at 6:30 p.m.

Part Time Police Officer Position

Chief Alibozek and David Sinopoli joined the board. Chief Alibozek stated that Mr. Sinopoli is a fulltime certified police officer recently retired from another community, he will be working detail and event shifts that are difficult to fill and will also work some patrol shifts, with his experience he is a welcome addition to the department.
A motion was made by S. McGrath and seconded by R. DeAngelis to appoint David Sinopoli as a Part Time Officer.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes, M. Francesconi – Yes, S. McGrath – Yes, J. Levesque – Yes
Motion Carries: 5-0

Joint Meeting – Water Commissioners re: Mill Hill Total Project Cost; Route 8 Contractor Issues and Project Completion; Route 8 Next Phase Project; Route 8/Wells Park Total Project Cost; Engineering for West Mountain to Cheshire Liquors; Water Superintendent Job Description

Mill Hill Total Project Cost: The project was a result of a leak according to R. Gurney the costs included $12,700 to the contractor, $2,800 for concrete restitution and $8,040 to the homeowner for a total of $23,540. It was noted that if the leak was property detected approximately $12,000 of the spending could have been avoided. R.

Gurney shared that the Water Commissioners are working to develop policies and procedures to avoid this type of mishap moving forward.

Route 8 Contractor Issues and Project Completion: R. Gurney shared that there is $24,500 in retainage for work not completed and an additional $50,000 in money not billed through the contract including all approved change orders. The concrete driveway has been poured and the apron work on the remaining driveways has been contracted for $26,000 to another company. The Water Commissioners are not releasing the performance bond until the loam/seed has been completed in the spring. An error was made in the bid package by the Engineering company using square footage instead of square yardage. R. DeAngelis asked if the hydrant relocation and lines were part of the change orders, the answer was yes.

Route 8 Next Phase: The next phase of the Route 8 project is from Arnold Court, North. Currently the Water Commissioners have $235,000 remaining from the borrowing for the current project and an additional $400,000 is in the economic development bill. The engineering is not complete and once funds are secured the project will go out to bid.

Route 8 – Wells Park Road: The total project cost was $26,000, R. Gurney shared that he was told if the town did not do the exploratory digging at the sink hole the state would do it and charge the town if it was a water department issue. There was not a leak in the location however the decision was made to run the 8" line under the road prior to the state paving next year to save on boring costs.

R. DeAngelis stated that the Town should be seeking grant funds and that the Water Superintendent has been jumping the gun on these projects, further noting that the spending must be reigned in. He also spoke about the need to have a project manager on site to make sure the town is receiving the contracted goods and services.

Engineering West Mountain to Cheshire Liquors: Board members reviewed the three proposals submitted and have questions regarding the fire services. Linear feet and size of the line, questions should be sent to the Town Administrator for follow-up. The request is to have the project shovel ready with engineering complete in hopes of a grant opportunity for construction, the expense for engineering would come from ARPA funds. This will be discussed at a future meeting.

Prior to the Water Superintendent Job Description, the Town Administrator shared some concerns that were recently brought to her attention. The Water Superintendent is not using his town assigned email and correspondence has been sent again requesting that it be transitioned immediately. The Water Superintendent is the only person with the passcode to the camera systems, a request has been made to provide the password to the Town Administrator and the Police Chief. Currently no Water Superintendent records are being stored on the server raising a huge concern for back up purposes. There is no internet connection at the Pumphouse when the Water Superintendent is away because he uses a hot spot from his phone. All files are stored off site and should be stored in central location accessible to the Water Commissioners and the Town. A suggestion was made that the office at the pumphouse be moved to the Water Department or Accounting Office at the Town Hall immediately. There was also discussion on parking the Water Department truck at Town Hall. It was noted that in the current situation if the Water Superintendent was to leave it would be a difficult transition. Both R. Gurney and M. Biagini were in support of moving the office and parking the truck at Town Hall.
A motion was made by S. McGrath and seconded by R. DeAngelis to move the Water Superintendent Office and parking of the vehicle to Town Hall immediately.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes, M. Francesconi – Yes, S. McGrath – Yes, J. Levesque – Yes
Motion Carries: 5-0

Water Superintendent Job Description: The draft description was reviewed and has some minor edits. Discussion on the day-to-day operations of the department and who should have oversight of the Water Superintendent position. It was acknowledged that the Water Commissioners should have oversight of the projects and financials but are all volunteers and should not be involved with daily operations. Moving forward the Water Superintendent will be held accountable for weekly reports, submitted timesheets and purchasing order prior to ordering any products. The Water Commissioner present agreed that having daily operations oversight in coordination with the Town Administrator was the proper steps to take and wanted to vote at that time. It was recommended to place it on an agenda for next week to take an official vote. The Town Administrator will help the chair create an agenda for the meeting.

Consent Agenda

A motion was made by M. Francesconi and seconded by J. Levesque to approve the Consent agenda with one change to the November 1, 2022, minutes.

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

Motion Carries: 5-0

Minutes – October 27, 2022; November 1, 2022
Warrants - PR23-10-; AP23-11

Board of Selectmen Discussion/Decision Items

a. Facilities Use From - Youth Center – Elementary School Cafeteria – December 10

A motion was made by M. Francesconi and seconded by S. McGrath to allow the use of the cafeteria for December 10, 2022.

Discussion: It was asked that they turn in the forms prior to marketing events in the future, the Town Administrator will reach out with the request.

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

Motion Carries: 5-0

DCR – Notice of Interest in Conservation Land

M. Francesconi read the following announcement from the DCR regarding the purchase of private property off West Mountain Road. "Certificate of Announcement pursuant to 301 CMR 51.08.(2), DCR #P-001020, Town of Cheshire. I, Jennifer Morse, Secretary of the Town of Cheshire, Massachusetts, do herby certify that on, November 15, 2022, it was announced at a public meeting of the Town Council that: The Department of Conservation and Recreation may acquire an interest in a parcel of land located in Cheshire as shown on the attached locus map for conservation and/or recreation purposes". In addition "120 Day Waiver Statement, DCR #P-001020, Town of Cheshire, Pursuant 301 CMR 51.08 (1) (b), I Michelle Francesconi, Chairman, Town of Cheshire, Selectboard, on behalf of the Board, hereby agree to waive the 120- day notice as required by said section as to a parcel of land of approximately one hundred ninety-one acres in the Town of Cheshire, show on Exhibit A attached hereto, in which the Department of Conservation and Recreation is considering acquiring an interest.

Town Administrator Updates

The Town Administrator attended a Marijuana legislative update last week and shared the webinar information with the board. The Town Administrator requested to explore special counsel options to help the town navigate the new laws and will come back to the board with a recommendation.

Announcements from Board Members

R. Killeen shared that he has been working on communicating with the ethics division regarding his appointment to the BRTA, with no answer to date and failed correspondence he will serve in the interim until an answer is received.

S. McGrath noted that the change at the Highway Department has been going very well. R. DeAngelis shared that he had met with the department and Condron regarding the widening of Stafford Hill.

Public Comment

Mark Biagini – Main Street; Agreed with the Board and the Water Commissioners that the Pumphouse Office needs to be moved to the Town Hall. Also, that the Water Department is spending a lot of water user funds, further sharing that he felt the oversite of the position would be a better fit with the Town Administrator and Board of Selectmen.

John Tremblay – Church Street; Inquired about the highway superintendent position and the plan for the Co-Interim positions. There was brief discussion about the possibility of a Director of Public Works in the future.

Jason Levesque - As a citizen and an abutter to Stafford Green, Jason expressed his frustration with the current marijuana bylaw and the odor control mechanism. Discussion on having the Planning Board attend a future meeting to discuss the bylaw regarding the total number of special permits allowed and the odor control.

General Bylaw Review

One of the recommendations within the Financial Management Review was to review the General Bylaws. The group began reviewing and will continue at a future meeting with the goal of adopting at the Annual Town Meeting.

Adjournment

A motion was made by J. Levesque and seconded by M. Francesconi to adjourn the meeting at 8:18 p.m.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes, M. Francesconi – Yes, S. McGrath – Yes, J. Levesque – Yes
Motion Carries: 5-0

Respectfully submitted,
Jennifer Morse
November 8, 2022

Document List

1. Agenda November 15, 2022
2. Foresight Land Services, Inc Proposal
3. Berkshire Engineering Inc. Proposal
4. Tighe and Bond Proposal
5. Water Superintendent Draft Job Description
6. Minutes – November 1, 2022
7. Minutes – October 27, 2022
8. Town Facilities Request From – Youth Center – Elementary School Cafeteria

9. NOI in Conservation Land
10. Highway Department Updates

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – November 22, 2022

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 80 Church Street (Town Hall) on Tuesday November 22, 2022, at 6:00 PM.

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

Others Present: Jennifer Morse, Town Administrator; Christine Emerson, Town Clerk.

M. Francesconi opened the meeting at 6:00 p.m.

Approve and Sign Borrowing Note (Highway Truck/Water Department)

The note was reviewed and signed and witnessed by the Town Clerk. The lowest bidder for the $688,000 note was Green Cooperative Bank with a rate of 4.10%.

A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 6:15 p.m.
Roll Call Vote: J. Levesque – Yes, S. McGrath – Yes, R. Killeen – Yes, M. Francesconi – Yes, R. DeAngelis - Yes

After the meeting adjourned Dick Scholtz of Stafford Hill Road stopped in to discuss the intersection of Wells, Route 116, and Stafford Hill Road. He thanked the board for installing the dangerous intersection signs and made suggestions regarding the intersection.

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – November 29, 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 Street (Cheshire Elementary School) on Tuesday November 29, 2022, at 6:30 PM.

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

Others Present: Jennifer Morse, Town Administrator; Tom Francesconi, Fire Chief; Michael Alibozek, Police Chief; Brian Duval, Building Commissioner; Liseann Karandisecky, Council on Aging; Carol Francesconi, Council on Aging; Mal Gwozdz, Council on Aging; Barbara Proper; Council on Aging; Peter Traub, Council on Aging; Bob Balawender, Council on Aging; John Tremblay; IBerkshires; Lynn Melchiori; Jim Sullivan; Mark Biagini

Summary of Votes:

Approve FY23 Building Permit Fee Schedule as proposed	5-0
Approve SMRP Grant Award - $4,550	5-0
Approve Water Commissioners vote to have Water Superintendent report day-to-day operations to the Town Administrator/BOS	5-0

M. Francesconi opened the meeting at 6:30 p.m.

Department Head Quarterly Meeting

Police Department – Chief Alibozek gave an update on staffing, the new pole radar, new service weapons and training, body camera grants and the Animal Control agreement.

Building Department - Building Commissioner Brian Duval shared that all permits are up to date, noting that he has been busy with more new construction in Cheshire than the other communities that he works in. He also shared FY22 permit financial information and a proposed FY23 permit fee change. The fee will go from $15 per thousand which was high for the area to $5 per thousand with a minimum fee of $50.

A motion was made by J. Levesque and seconded by S McGrath to initiate the new fee schedule as submitted

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

Fire Department - Chief Francesconi shared that they have been very busy with fire prevention and inspections. Dollar General has been closed for two major fire code violations until remediated, they also have other violations that need to be recertified in thirty days, they will need to be inspected every three months moving forward. The Junior Fire Department is up to six members and there are twenty active Fire Department members, there are currently three members taking the EMT class to be completed in the next couple of weeks. The wildland fire gear has been ordered; funds are from the AFG award. Apparatus is all in working order, the 2003 engine and 1991 tanker are the oldest in the fleet, future capital may possibly replace both apparatus with one combination truck.

Radio Update – After finding out the Berkshire County Dispatch was moving to the 800 system, the bid for radios was withdrawn as the radios would be obsolete. A proposal was presented for a five-year lease agreement for three band radios that would outfit the Fire Department. The Town will request additional information from the vendor on out right purchasing and end of lease buy outs.

Buildings - The Town Administrator presented the update. Elementary School lighting and café heating projects are complete. Green Communities gave the approval for the Annex Weatherization, Police Station Weatherization and Police Station Heat pumps. The Fire Department boiler will be installed in the next few weeks.

Consent Agenda

A motion was made to approve the consent agenda except for the minutes of November 15, 2022.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi- Yes

Minutes – November 15, 2022 – Tabled
Warrants - PR23-11-; AP23-12 - Approved

Board of Selectmen Discussion/Decision Items

a. Cheshire 2022 SMRP Grant Award- $4,550. *A motion was made by J. Levesque and seconded by S. McGrath to accept the Sustainable Materials Recovery Grant award in the amount of $4550.*
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi- Yes

b. Water Commissioner Vote - The Town Administrator shared that the Water Commissioners voted on November 22, 2022, to have the Water Superintendent report to the Town Administrator for day-to-day operations.
A motion was made by R. DeAngelis and seconded by S. McGrath to accept the vote of the Water Commission.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi- Yes

The Town Administrator shared a meeting was held with the Water Superintendent regarding his work hours and benefitted time. The Water Superintendent is requesting to go hourly instead of salary, the Town Administrator will draft up procedures for approval at a future meeting.

Town Administrator Updates

a. December 2022- June 2023 regular and joint meeting schedule
b. FY24 Operational Budgets - Budgets have gone out to most departments and are due back to the Town Administrator Office by January 15, 2023.

Announcements from Board Members

J. Levesque requested that a Verizon Wireless Representative be invited to a future meeting to discuss service in town. It was noted that residents have the option of changing carriers if they are unhappy with services. The Board would like to extend the invite to discuss overall town coverage.

M. Francesconi mentioned that Department Heads should be contacted with questions and concerns prior to Board of Selectmen involvement.

Council on Aging – Use of Community Center

Council on Aging Chair, Carol Francesconi and members of the board joined to request open communication regarding the use of the center. Carol shared that grant funds purchased tables, chairs, kitchen utensils, kitchen refrigerator and the dishwasher and there is concern about damages during rentals. It was noted that the heating table does not belong to the Town but elder services. The Town Administrator shared that she had met with Council on Aging staff, who are SERV safe certified and implemented kitchen use guidelines into the facilities use form and that the dishwasher would be shut down prior to any rentals. The Town Administrator shared that two events happened over the Thanksgiving holiday, trash was removed after the Thanksgiving Day event and the building was checked on Friday. Same thing with the rental on Sunday, communication between the Town Administrator and Council on Aging staff happened first thing Monday morning to ensure there was no damages.

There was discussion regarding the roles and responsibilities of the Council on Aging and S. McGrath read the duties from the matrix provided by the MCOA. Carol stated that they would like input on major decisions regarding the center. The Town Administrator asked that the Chair put a standing item on the agenda for updates between the Town and the COA and that she will make every effort to attend, further she stated that she has been working with the COA director to bridge the communication between the Town and the Council on Aging by attending events and serving lunch with department heads. Liseann Karandisecky new to the board noted that there are a lot of gray areas about the role of the COA.

Adjournment

A motion was made by J. Levesque and seconded by R. DeAngelis to adjourn the meeting at 8:15 p.m.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, S. McGrath – Yes, J. Levesque – Yes, M. Francesconi- Yes

Respectfully submitted,
Jennifer Morse
December 7, 2022

Document List

a. Meeting Agenda – November 29, 2022
b. Building Permit Fees – Draft
c. SMRP Grant Award Letter
d. Board of Selectmen Meeting Schedule
e. FY24 Budget Memo
f. COA Monthly Update – October
g. Highway Department Update

2023 Licenses

Name of Business	License Type	Fee	Paid
Chicks Auto Repair	Used Car Dealer Class II	$100.00	
Lewis Service Center/Harry's	Used Car Dealer Class II	$100.00	
Cheshire Auto	Used Car Dealer Class II and Class III	$200.00	
Bedard Bros.	Used Car Dealer Class I	$150.00	
LRB Auto dba Bedard Bros	Used Car Dealer Class I	$150.00	
Saldo's Auto Salvage	Used Car Dealer Class III	$100.00	
Berkshire Van Company, Inc.	Used Car Dealer Class II	$100.00	
Cheshire Manhant Beverage	Common Victuallers	$50.00	
Cheshire Manhant Beverage	Package – All Alcohol	$500.00	
Alison Warner/Diane's Twist	Common Victuallers	$50	
Dollar General	Common Victuallers	$50	
Convenience Plus /Global Montello Group	Common Victuallers	$50	
Jay Krishna Corp/Green Acres	Common Victuallers	$50	
Jay Krishna Corp/Green Acres	Package – All Alcohol	$500	
Whitney's Farm Stand	Common Victuallers	$50	
Whitney's Farm Stand	Package- Wine and Malt	$500	
Your Town Donuts LLC/Dunkin	Common Victualler	$50	

COMMONWEALTH OF MASSACHUSETTS
ALCOHOLIC BEVERAGES CONTROL COMMISSION
95 Fourth Street, Suite 3, Chelsea, MA 02150

2023 Seasonal Population Increase Estimation Form

City / Town: Cheshire

Date: 12/13/2022

Alcoholic Beverages Control Commission
c/o Licensing Department
95 Fourth Street, Suite 3
Chelsea, MA 02150

To Whom It May Concern:

Acting under authority contained in M.G.L. Ch. 138, s17, as amended, our Board at a meeting held on December 13, 2022 (Date of Meeting), estimated that the temporary increased resident population of Cheshire (City / Town Name), as of July 10, 2023 will be 3250 (Estimated Population).

This estimate was made and voted upon by us at a meeting called for the purpose, after due notice to each of the members of the time, place and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

The above statements are made under the pains and penalties of perjury.

Very truly yours,
Local Licensing Authorities

This certificate must be signed by a majority of the members of the local licensing authority.

RENEWAL CERTIFICATION 2023

CITY/TOWN: Cheshire

A. LICENSEES WHO FAILED TO RENEW FOR 2023:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:
00018-L-0210	Bass Water Inc.

B. LICENSEES DISAPROVED BY THE CITY/TOWN FOR 2023:

LICENSE #:	LICENSEE CORPORATE NAME AND ADDRESS:

We hereby certify that the premises described in the 2023 renewal applications for the above mentioned municipality are now occupied, used or controlled by the licensee and will be on January 1, 2023. The 2021 Renewal Applications have been approved by the Local Licensing Authorities and forwarded to the ABCC.

The Local Licensing Authorities

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: Youth Center Inc

Address: 191 Church St **Town/City:** Cheshire **State:** MA

Telephone: 743-3550 **EMAIL:** Sonia@youthcenterinc.org

Facility Requested:

X Cheshire School (Café)

___ Cheshire School Field

___ Little League Field, School Street

___ Cheshire Senior/Community Center

___ Town Hall Park

___ Street(s) (Specify:_____)

___ Other (Specify:)

TOWN FACILITIES REQUEST FORM

Date(s) of Use: December 29, 2022

Hour(s) of Use: 10 - 1:00

Requested Use: (please be specific as to the nature of the event)
Terry A La Berry and Friends

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

Number of Participants/Attendees: 60-75

Provisions for Cleanup: (a fee will be assessed if none provided)
We will clean up after the show

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

Insurance:

Name of Insured: _____

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.)

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: 12/1/22

Applicant Name (Printed) Sonia DiSanti Date: 12/1/22

Facilities Manager ☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

TOWN OF CHESHIRE
Water Department Superintendent

General Purpose:

The Water Department Superintendent performs skilled manual labor in the operation of the water supply and pumping facilities. Works under the direction of the Water Commissioners and the Town Administrator (day-to-day operations)

ESSENTIAL FUNCTIONS:
(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for the day-to-day operations and assignments of the Public Water Supply (PWS), under the purview of obtained licenses.

- In conformance with Federal and State Clean Water Acts, monitor the safe and efficient pumping and distribution of the district's water supply. Adhere to water system master plan; plan for repair, cleaning and maintenance of the water system, pumping stations and all Water Department equipment.

- Oversee technical operations of pumping and treatment systems to ensure adequate supplies and delivery of water and proper mineral and bacteriological levels. Ensure proper testing of water for submission of related reports and records to Town, State and Federal agencies/officials, and maintain liaison with Massachusetts Water Resources Division (DEP) and other state and federal agencies with jurisdiction over water services and related issues.

- Develop and maintain accurate on-site drawings, and project ties to all infrastructure repaired, replaced, or installed for records.

- Attend trainings/classes/seminars for license and certification renewals.

- Performs Water Department maintenance and repairs to machinery, hydrants, meters and property. Reads meters, replaces meters, meter sets and backflow prevention devices.

- Clean, flush, disinfect and test distribution piping, tanks, hydrants, and keep abreast of changes in drinking water and safety regulations, under the purview of appurtenance.

- Prepare and submit a variety of Water Department reports and records related to operations and activities. Prepare annual Water Department report and other reports as required by District, State and Federal agencies/officials. Confer with Town officials/departments, etc. in

- Support of Department operations; attend board meetings and public hearings to provide technical information and to respond to inquiries, requests and complaints. Respond to day-to-day citizen inquiries, requests and complaints involving Water Department operations, referring unresolved issues to the Water Commissioners.

- Any other duties as assigned by the Water Commissioners and Town Administrator.

Physical Requirements/Work Location:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- Frequent moderate physical effort required, ability to lift up to 100 pounds.
- Ability to work in confined areas, inside and outside, in all weather conditions.
- Must be available for water line breaks and other related emergencies that occur after regular working hours when necessary.

Qualifications:

- High school diploma
- Two – Five Years' experience in water works construction and maintenance or any equivalent of education and experience preferred.
- Class D Driver's License
- Hoisting Engineers License, Grade 2B or Higher (or obtain license within six (6) months from date of hire or at the discretion of the Town of Cheshire.)
- Class 1 Water Distribution License
- Class 1 Water Treatment License
- Backflow Prevention Device Testing License
- Cross Connection Surveyor License (or obtain this license within eighteen (18) months from date of hire or at the discretion of the Town of Cheshire).

Physical Requirements:

Work requires frequent strenuous physical effort at times. Work may have to be performed under adverse conditions at all hours of the day. On-call always and may require working for an extended period in situations such as snowstorms, severe weather, main breaks, etc.

The physical demands described here are a representation of those that must be met by an employee to successfully perform the essential job functions of this job.

Non-Discrimination Clause:
No individual shall be denied any rights guaranteed pursuant to local, state and/or federal law based on race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and/or requirements of the job change.

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

MEMO

To: Rebecca Herzog, Treasurer
From: Jennifer Morse, Town Administrator
RE: Water Superintendent Payroll
Date: December 13, 2022

Effective December 23, 2022, the Water Superintendent Travis Delratez will become a non-exempt employee and will be paid an hourly rate of $28.57.

The regular work schedule will be Monday – Friday from 7 a.m. – 3 p.m. with one-half hour for lunch and Saturday and Sunday for one hour each day. See Personnel Policy 3.5 Work Schedule and 4.8 Performance Expectations.

Wages at one-and-one-half times the regular rate shall be paid for all hours more than 40 in one week. Overtime must be approved by the Town Administrator, if the Town Administrator is not available overtime must be approved by _____.

Emergencies - The employee who has left for the day and is called back to work prior to the commencement of their next scheduled shift will receive a minimum of three hours of pay. In the event of an emergency the Town Administrator and _____must both be notified immediately.

The Water Superintendent will have all benefits according to the Personnel Policies.

DRAFT

Winter Recovery Assistance Program Reimbursement Request

City/Town: Town of Cheshire

Project Name: Crack Sealing

Contract # __118155_____

The municipality was apportioned $_146,825.73 in Winter Recovery Assistance Program (WRAP) funding of which $53,525 is requested for reimbursement now.

1) Attached are forms which document payment of approved expenditures totaling $ 53,525.00 for which we are requesting $ 53,525.00 at the approved reimbursement rate of 100%.

2) The total WRAP funding expended to date is $ 53,525.00 including this payment.

3) Has the WRAP Project Report been submitted for this reimbursement? ☐ Yes ☐ No

If no: complete the WRAP Project Report online[1] before submitting this request.

4) Remarks:

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

_____ (Signed) _____ (Municipal Highway Official Title) _____ (Date)

B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by _____ **Signed:** _____

_____ _____

_____ _____

(Accounting Officer's Title)

_____

(Duly Authorized)

DATE: _____

Submit this form to the District State Aid Engineer and Highway Director.

[1] https://www.mass.gov/forms/project-report-form-winter-recovery-assistance-program-wrap

From:	Mark Maloy
To:	a9241@aol.com; admin@montereyma.gov; admin@weststockbridge-ma.gov; Administrator@townofbecket.org; bduval@dalton-ma.gov; bduval@weststockbridge-ma.gov; Building Inspector; building.inspector@lanesborough-ma.gov; building@egremont-ma.gov; building@hinsdalema.gov; building@richmondma.org; building@townofbecket.org; buildingdept@newmarlboroughma.gov; buildinginspector@middlefieldma.net; buildinginspector@townofstockbridge.com; buildinginspector@windsormass.com; buildingsafety@montereyma.gov; cbrittain@town.lee.ma.us; cketchen@townoflenox.org; drhoads@town.adams.ma.us; emay@townofgb.org; ggarner@town.adams.ma.us; jclemons@cityofpittsfield.org; jgreen@town.adams.ma.us; Jennifer Morse; juliettehaas@yahoo.com; kent@kentlew.com; ltyer@cityofpittsfield.org; manager@sandisfieldma.gov; mattkollmer@yahoo.com; mkollmer@town.lee.ma.us; mpruhenski@townofgb.org; nmbos@newmarlboroughma.gov; offices@townofalford.org; paulgreenesec@gmail.com; quarry007@verizon.net; RJurczyk@Townofgb.org; rlabombard@sheffieldma.gov; selectboard@middlefieldma.net; tegremont@egremont-ma.gov; thutcheson@dalton-ma.gov; Hinsdale Administrator; town.administrator@lanesborough-ma.gov; townadmin@richmondma.org; townadmin@townofperuma.com; TownAdministrator@stockbridge-ma.gov; windsormassta@gmail.com; glabelle@townofbecket.org; health@townofbecket.org
Subject:	Online Permitting
Date:	Thursday, December 1, 2022 10:52:42 AM
Attachments:	image001.png image003.png CCC FY23 Celebration & Announcement Invitation_vF.docx

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I am excited to announce that the state has funded our Efficiency & Regionalization grant for the full amount ($200,000) to update the Berkshire Online Building Permit Program and the Public Health Alliance Board Of Health Online Permitting Program. This grant will fund the update of the building permit software for Adams, Alford, Becket, Cheshire, Dalton, Egremont, Great Barrington, Hinsdale, Lanesborough, Lee, Lenox, Middlefield, Monterey, New Marlborough, Pittsfield, Richmond, Sandisfield, Sheffield, Stockbridge, West Stockbridge, and Windsor. The Alliance Health Permit program will also be updated for Adams, Becket, Dalton, Egremont, Great Barrington, Lanesborough, Middlefield, New Marlborough, Peru, Richmond, Sheffield, Washington, and Windsor. In total, 23 municipalities will see upgraded software due to this grant.

The state has asked us to share the Community Compact Cabinet Celebration and Award Ceremony invitation with all of you (attached) in case anyone wants to attend the ceremony on Tuesday, December 6th, at the State House.

As soon as we are under contract, we will get Full Circle under contract and begin the update process. As things progress, I will update you and ensure that the municipalities are fully involved in the upgrade.

Thank you for signing up for the grant, and please let me know if you have any questions.

Mark Maloy – GIS, Data & IT Manager
Berkshire Regional Planning Commission
1 Fenn St., Suite 201 | Pittsfield, MA 01201
O: 413.442.1521 x29
mmaloy@berkshireplanning.org
www.berkshireplanning.org

November 28 – 30

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

28 Monday 332/33

- Checked Pump's + System
- Read EMAIL'S and TOOK STATE ETHICS COURSE 2 hours
- TOOK APART Chemical Feed Pump And Cleaned
- Checked ALL PIT to make sure good FOR WINTER.

29 Tuesday 333/32

- Check PUMP'S And SYSTEM
- DID weekly CHARTS
- loaded up Plow and DROPPED IT OF FOR Repair AT R.I. BAKER'S
- PICKED TRUCK UP AT RT BAKERS
- INSTALLED TIME CLOCK IN TOWN HALL

30 Wednesday 334/31 Plowed DIG OUT AT TOP OF DRIVEWAY

- checked Pump's And System
- WENT TO EASTVIEW DRIVE and RECORDED ALL WATER USER'S FOR Excell PROGRAM
- WORKED ON Learning EXCEL PROGRAM and Searching DEP ON HOW IT WORKS
- POWER WENT OUT ABOUT 1:45

CHECK TANK FOR Height + Telemetry

1 – 4 December

January

S	M	T	W	T	F	S

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

1 Thursday 335/30

- Checked TOWN + PITS ALSO checked PUMPS
- DID MONTHLY PAPER WORK FOR DEP
- DID MONTHLY TANK INSPECTION
- SWITCHED PUMPS OVER FROM 2 TO 1
- WORKED ON CHART RECORDER
- DID MONTHLY REPORT FOR DEP AND SENT IN

2 Friday 336/29

- Checked PUMP'S AND TOWN WATER SYSTEM WORKED ON NEW LCR FOR DEP GOT ADDRESSES IN Field FOR BRIGGS, Coolidge, STONEHEDGE AND PUT ON EXCEL SPREED Sheet

WORKED ON CHART RECORDER STILL NOT WORKING ALL THE TIME RE PROGRAMED IT!

3 Saturday 337/28

Ch ~~ECKED~~ PUMP'S

4 Sunday 338/27

PUMP'S

AT-A-GLANCE®

Highway 2 Week Activity

Monday – Checked roads from previous weekend rain/wind, limbed tree's on Dean St and chipped

Tues – Ford to city tire to swap snow tires, vehicle maintenance, worked around yard cleaning up

Wednesday – (raining) Checked drainage, picked up x-mas tree's/set them up at school. Prep saws (sharpening) for rain/wind

Thurs – 1 person to Springfield to pick up loader rim, put snow tires on T5, decorate x-mas tree's, Pittsfield (3 stores for materials), pick up storm damage

Friday – Grease/lube backhoe, make new bracket for hydraulic hoses, (Brent) to Springfield to pick up the right 0-ring for loader rim

Mon – Cut tree down on Lanesboro RD/ chipped, Moved carpets from town hall, Ditch work on Stewart White Rd

Tues – Cut over hanging tree (116), Signs out on Windsor rd (closed) for work to be done in Windsor, Ditch work on Stewart White Rd, Checked drainage (rain), repaired broken hydraulic hose, assisted moving cabinets at town hall

Wednesday – After storm cleanup of debris, moved mixer form school, Beaver issue on 2nd Ave/Wells RD, Met with Jen/Kirk

about lift and streets program. Cintas rep for quote, prep truck for blacktop in am, cleaned 2 bays

Thurs – Beaver dam, West Sand Lake for blacktop, patching around town.

Friday – Checked Beaver dam (flowing), waterway work on Jenks, Ice spots on Windsor/Stafford, Hooked up plows for pick-up trucks, fixed running board on T2.0, All plows/sanders hooked up and checked for weekend snow

November, we served 418 meals. (Up 52 from last month)

I have 2 kitchen volunteers that work all 3 in person sit down meals (1 of which does all 5 days) and 5 volunteers that help 1-2 days a week and 2 that help when they can. Their hours range from 5-30 hours a month. ($71.25-$427.50@14.25 per hour)

Anne (Van Driver) has 12-18 unduplicated riders each month with many going every week.

Hours

Phone calls range daily from 9-15 and even more than that with upcoming CHP/COVID vaccine questions (15 min-1 hour daily)

Email- (30 min daily)

Kitchen Assistance (calling in orders, supplies, handing out and serving lunches) and chatting with participants. (2 hours daily)

Weekly Facebook updates for meals and events /emails sent to add to Fire Station Board, iBerkshires, Eagle etc. (2 hours weekly)

Managing signup sheets for multiple upcoming events/ticket distribution/money handling Including signups for van riders as well and promoting (2 hrs. weekly)

Elder Service paperwork (1.5 hour weekly)

Outreach (1.5 hrs weekly)

<u>Outreach</u>

(1) Berkshire Community Action

(1) Medicare explanation of benefits

(8) Mobile Health Van calls inquiring about CHP van signup

(1) Life Insurance paperwork assistance

(4) Brown Bag participant removal

(1) Heating assistance renewal paperwork

(1) Home medical alert information

<u>Events</u>

NYC BUS trip Rockettes Dec 8th (51 people went) Great Time!

December 11th Christmas Tea 2 p.m. was canceled due to lack of interest

December 12th Candy Christmas Tree Making 12:00 (12 attended)

CHP Mobile Health Van Thursday December 15th 10-12

December 18th Colonial Theater Christmas Show (Come Home for The Holidays) 2 p.m.

December 23rd Friday Brown Bag 11:30-12:30

(SOLD OUT)

<u>Reoccurring events</u>

Bingo every Tuesday at 12:30

Quilting with Betty 2nd and 4th Thursday of the month 1:00-3:30

Morning Exercise Class Mon, Wed, Fri from 9-10

Chair Yoga Every Friday from 10-11

Blood pressure readings with Mal and Carol offered Mon, Wed, Fri 10-11

Pitch League every Tuesday @6:30 pm

Hoosac Valley Regional School District

2022-2023 Updated District Improvement Plan

Deepening Engagement and Raising the Rigor

Engagement: Everyone invested in the work, believing that all can achieve at high levels, persisting despite challenges and obstacles, and taking pride in accomplishments.

Rigor: The result of work that challenges thinking in new and interesting ways. It occurs when they are encouraged toward a sophisticated understanding of fundamental ideas and are driven by curiosity to discover what they don't know. (Brian Sztabnik, 2015)

High Leverage Instructional Practices and Implementation of Curriculum with Integrity

Strategic Objective 1: **Staff will implement curriculum(s) with integrity and analyze impact on student learning through the use of the Formative Assessments for Results (FAR) cycle and FastBridge data collection.**

STANDARD I: Promotes the learning and growth of all students by providing high-quality and coherent instruction, designing and administering authentic and meaningful student assessments, analyzing student performance and growth data, using this data to improve instruction, providing students with constructive feedback on an ongoing basis, and continuously refining learning objectives.

Action	Measure for Success/Benchmark
Hoosac Valley Regional School District will continue the cycle of updating curriculum and expanding teacher repertoire to ensure high quality instruction across content areas.	

1. Training in and implementation of each new curriculum and intervention program including but not limited to:
    a. Wit and Wisdom
    b. Heggerty
    c. Fundations
    d. Into Literature
    e. Geodes
    f. Wilson Reading/Just Words
    g. Read 180/System 44
    h. Math Recovery
    i. Eureka Math

2021-2022	2022-2023
- Training for staff in utilization of new HQIM - Rollout of FAR in each building - Installation of new curriculums	- Training for staff in utilization of new HQIM - Training for new staff in utilization of HQIM including Positive Action, Responsive Classroom, and Ready Set Math - Training for staff in implementation with integrity including matching instructional practices and HQIM to increase impact on student learning - Training for all administrators in Analyzing Teaching for Student Results - High-Impact Teacher Teams

Goal
- 100% of classes utilizing HQIM during corresponding instructional blocks

Fastbridge
- 85% of students K-10 reading on benchmark as measured by Fastbridge benchmark assessments
- 85% of students K-10 math on benchmark as measured by Fastbridge benchmark assessments

MCAS:
- 50% of students Meeting or Exceeding expectations in grades 3-8 on MCAS math assessments.

Data Sources
- Fastbridge
- MCAS
- Walkthrough data
- Feedback from staff following professional development
- High-Impact Teacher Teams Agendas

Resources
- School walkthrough tools
- PD/Training materials
- Elements Report: Transforming Teaching through Curriculum Based

	- Coaching from program consultants

Professional Learning

Professional Learning Experiences
- 2021-2022
- 2022-2023

2. Development of an alignment map to provide clarity and consistency around district approved curriculum and resources at the tier 1, tier 2, and tier 3 level.

2021-2022	2022-2023
- Development of HVRSD Universal Screener Flow Chart	- Approved instructional materials and resources list - Instructional materials and resources approval form - Refined BBT process - Addition of a math intervention program at the elementary and middle schools - Adapt Universal Screener Flow Chart for ES/HS

Goal:
- 100% implementation district-wide of tiered curriculum
- Alignment map with attached resources posted to the district website.

Data Sources:
- Walkthrough Data
- IEP referral data

Resources
- Approved instructional materials resources list
- Instructional materials and resources approval form
- Refined BBT process
- Revised district DCAP
- HVRSD Universal Screener Flow Chart

Professional Learning Experiences
- 2021-2022
- 2022-2023

3. Training in and implementation of high leverage instructional practices and the Formative Assessment for Results (FAR) Cycle.

2021-2022	2022-2023
- Initial training of staff in the Formative Assessment for Results Cycle through Research	- Incorporation of the FAR Cycle into weekly collaborative planning

Goal:
- 100% of classroom teachers K-8 will participate in weekly FAR Cycle meetings facilitated by the AP of Teaching and Learning.
- 100% of teachers will participate in 3 data meetings throughout the course of the school year.

for Better Teaching and through faculty meetings at ILT. - Emphasis on Step 1 of the FAR Cycle: Clarifying the Learning Journey.	- FAR Cycle as the focus on the Instructional Leadership Team - FAR Cycle as a key focus area of faculty meeting and PD time. - Focus on Steps 2, 3, and 4 of the FAR Cycle: Infusing Formative Assessment, Analyzing Data, and Providing F.I.R.M.E. Action in response to data

Data Sources
- Walkthrough data from administrative and ILT walkthroughs
- Feedback from staff following professional development
- Instructional Leadership Team meeting notes
- Grade level collaborative planning meeting notes

Resources
- Introducing High Impact Teacher Teams
- FAR Cycle articles/binders
- Strong Teams Strong Results
- School walkthrough tools

Professional Learning Experiences
- 2021-2022
- 2022-2023

4. Installation of a consistent data review cycle utilizing Fastbridge and formative assessment data to drive instructional planning and decision making.

2021-2022	2022-2023
- Data Driven Dialogue modeled and facilitated by the Director of Curriculum Instruction and PD - FastBridge Data Review Calendar Created	- Data Driven Dialogue modeled and facilitated by the Assistant Principals of Teaching and Learning and supported by the coaches - ILT teams to become trained facilitators in Data Driven Dialogue and the FAR Cycle

Goal:
- 100% of classroom teachers will participate in at least 3 data meetings throughout the course of the school year.

Data Sources
- Grade level team meeting notes
- Data Meeting Agendas/Notes

Resources
- HVRSD Data review cycle
- Data Driven Dialogue meeting notes template
- Fall Benchmark Data Analysis Protocols PPT
- Winter Benchmark Data Analysis Protocols PPT

Professional Learning Experiences
- 2021-2022
- 2022-2023

5. Training for and support of building based and district level Instructional Leadership Teams (ILTs) to provide teacher voice in decision making and support staff with program implementation and instructional practice.

2021-2022	2022-2023

Goal
- 100% of ILT members will be trained in: High Impact Teacher Teaming including the Formative Assessment for Results Cycle and Data Driven Dialogue as well as Crossing the Rigor Divide and

- Rewrote Instructional Leadership Team job description - Instructional Leadership Summit 2021	- New focus on deepening engagement and raising the rigor - Alignment of ILT work through Assistant Principals of Teaching and Learning and instructional coaches - Instructional Leadership Summit 2022 - ILT teams to become trained facilitators in Data Driven Dialogue and the FAR Cycle - Increase ILT member repertoire and skill in facilitation of collaborative professional learning including but not limited to the content of the Formative Assessment for Results cycle above and beyond the facilitated time with the Assistant Principals of Teaching and Learning - Training building leaders High Impact Teacher Teaming including the Formative Assessment for Results Cycle and Data Driven Dialogue as well as Crossing the Rigor Divide and Powerful Task Design. - Training and feedback loops for building administration to ensure consistency across ILTs.	Powerful Task Design. Data Sources - Instructional Leadership Team meeting notes Resources - TEAMS binder (protocols) - Research compiled for effective implementation of high leverage instructional practices - Powerful Task Design Rubric - Updated ILT job description Professional Learning Experiences - 2021-2022 - 2022-2023

Safe Learning Environment

Strategic Objective 2: **Staff will maintain a safe, inclusive and supportive environment for all students by regularly utilizing and reflecting on SEL data to ensure student needs are being met.**

STANDARD II: Faculty/staff/administration will promote the learning and growth of all students through instructional practices that establish high expectations, create a safe and effective classroom environment, and demo*nstrate cultural proficiency.*

Action	Measure for Success/Benchmark
Hoosac Valley Regional School District will examine policies and practices district wide with an equity lens.	
A. The district will create a DEI committee representative of all stakeholders to prioritize the work in Hoosac.	

2022-2023
- Developing a district DEI committee
- Examining handbooks and policies for equity
- Developing new policies from equity lens
- Creating a new, inclusive student enrollment process
- Engaging staff in two signature equity and diversity focused experiences:
  - Examining curricular and instructional materials for equity
  - Equity and inclusion: Exploring Identity
- Offering two optional book clubs for teachers to participate in:
  - Zaretta Hammond's Culturally Responsive Teaching and the Brain
  - Tracey Benson's Unconscious Bias in Schools
	Goal
	- An established DEI committee representative of a cross-section of stakeholders in the district.
	
	Data Sources
	- Survey data and feedback from focus groups
	
	Resources
	- DESE REDI Resource
	- Examining curricular and instructional materials for equity
	- Equity and inclusion: Exploring Identity
	
	Professional Learning Experiences
	- 2021-2022
	- 2022-2023

1. School leadership teams will work together to align handbook policies and procedures to ensure clarity and consistency with expectations, supports, and information being provided to students and families with an equity lens.

2021-2022	2022-2023
- Aligned handbooks - Creation of new kid handbook - Translation of handbooks	- Examining handbooks and policies for equity - Developing new policies from equity lens - Focus of policy subcommittee - New enrollment process - New introduction to Hoosac process - Create and implement a homework policy and a failure policy - Utilize Student Support Centers as alternatives to suspensions - Examine attendance policy - Develop DEI playbook - Refine our policies in order to create and support a more equitable and inclusive environment.

Goal
- Policy subcommittee will review and revise at least 3 current district policies with an equity lens.

Data Sources
- Updated policies in the handbooks
- Discipline data

Resources
- School handbooks
- New Kid handbook
- Translated handbooks
- Updated HVRSD student enrollment process
- Lexikeet
- Policy Committee notes and agendas
- Family and Community Coordinator

Professional Learning Experiences
- 2021-2022
- 2022-2023

2. Expectations district-wide will be aligned with the tenets of P.R.I.D.E (Perseverance, Respect, Integrity, Diversity, and Empathy).

2021-2022	2022-2023
- Consistently implemented PRIDE in all three schools districtwide	- Aligning PRIDE to Portrait of a Graduate work. - Developing a soft skills rubric that connects PRIDE and Portrait of a Graduate work.

Goal
- An established rubric that aligns the tenets of PRIDE with the Portrait of a Graduate competencies.

Data Sources
- Banks of activities and learning experiences for students connected to PRIDE
- Discipline data

Resources
- HVHS Competency Rubric

Professional Learning Experiences
- 2021-2022
- 2022-2023

3. Training in and Implementation of Restorative Practices at all levels.

2021-2022	2022-2023
- Restorative practices have been utilized for various circumstances, but not yet implemented in a systematic way.	- Training deans - Optimal Healing work with Cornerstone and training of staff at all three levels - Refine our responses to behavior and employ alternatives to exclusionary disciplinary practices.

Goal
- Decrease in state reported suspensions from the 21-22 to 22-23 school year.

Data Sources
- Student discipline data

Resources
- Professional Development for RP
- Professional Development from Optimal Healing

Professional Learning Experiences
- 2021-2022
- 2022-2023

4. Training in and support around implementation of SEL strategies in the classroom.

2021-2022	2022-2023
- Formed an SEL committee to analyze a variety of SEL curricula - Selected SEL curricula	- Professional Development in the SEL curricula - Implementing SEL curricula - Optimal Healing work with Cornerstone and training of staff at all three levels

Goal
- 100% of students reporting that they have a teacher or adult from school who they can count on to help them no matter what.
- 100% of students reporting they have a teacher or adult from school who they can be completely themselves around.

Data Sources
- MCAS
- Walkthrough data
- Feedback from staff following professional development
- SEL Curriculum Pre and Post Assessment Data

Resources
- SEL curriculum selection committee meeting notes
- SEL curriculum committee adoption documentation
- Positive Action Training Resources
- Responsive Classroom Training Resources
- WIN/RMR at HS

Professional Learning Experiences
- 2021-2022
- 2022-2023

5. Building administration will explore SEL programs with the goal of selecting a consistent SEL program for each building by the 2022-2023 school year.

2021-2022	2022-2023
- Selected and purchase SEL curriculums	- Implementing SEL curriculums in all schools with fidelity - Training all staff in implementation of curriculums - Optimal Healing work with Cornerstone and training of staff at all three levels - Training from Kim Biagini - Behavior with Biagini at the elementary school - Implementation of a consistent student support center model at all three schools - Coaching around Positive Action Implementation at MS by Dean & SAC

Goal
- Newly adopted SEL curriculums will be fully implemented based on curriculum guidelines by the end of the 22-23 school year.

Data Sources
- MCAS
- Walkthrough data
- Feedback from staff following professional development
- SEL Curriculum Pre and Post Assessment Data

Resources
- SEL curriculum selection committee meeting notes
- SEL curriculum committee adoption documentation
- Positive Action Training Resources
- Responsive Classroom Training Resources
- WIN/RMR at HS

Professional Learning Experiences
- 2021-2022
- 2022-2023

6. Implementation of a consistent data review cycle utilizing Panorama staff, student, and family survey data.

2021-2022	2022-2023

- Administered Surveys to students, families and staff in Fall and Spring
- Fall data was used in January to assess progress
- Spring data was utilized for SY2223 planning
	- District hired Family and Community Coordinator in August
	- Goals of the position are
	  - To examine and deepen relationships with families and
	  - To support staff in deepening their work with families
	  - To build deeper connections with businesses and other community stakeholders
	- Examination of our survey processes will occur to look for more effective means of 2-way communication with families
	- Focus groups will be utilized to provide

Goal
- 100% of classroom teachers will participate in at least 3 data meetings throughout the course of the school year with at least 1 dedicated SEL focus.

Data Sources
- Panorama survey data
- My SAEBRS student responses

Resources
- Surveys and other related documents
- HVRSD Data review cycle
- Navigating Panorama Student Success

Professional Learning Experiences
- 2021-2022
- 2022-2023

	opportunities for students, staff, families, and community stakeholders to have a voice in our important decisions - Utilization of the Panorama Students Success dashboard. - Increased staff proficiency with understanding data so that it can be utilized in a way to maximize positive impact on all stakeholders.	

Communication/Family Engagement

Strategic Objective 3: **Faculty/staff/administration will create, implement, and/or host a variety of communication strategies in order to support the mission of the district.**

STANDARD III: Promotes the learning and growth of all students and the success of all staff through effective partnerships and communication with families, community organizations, and other stakeholders that support the mission of the school and district.

Action	Measure for Success/Benchmark
1. FastBridge performance letters will be sent out to families following each benchmark period.	Goal: - 100% of families of students in grades K-12 will receive Fastbridge performance letters three times per year.
2021-2022: - Implemented a district benchmark calendar including communication with families about student performance. - Selected the Fastbridge family benchmark letter as our template. - The Director of Curriculum created family resource videos explaining benchmarking and the letters being sent home.	Data Sources - Fastbridge results and letters sent home - Feedback from families regarding home-school communication in specific reference to academic performance and instructional support for those students in need of it.
2022-2023: - Continuing to send home family letters following each benchmark period. - Continuing to train teachers in interpreting the data from benchmark assessments in order to partner with families around data driven instructional decision making. - Evaluating communication regarding academic performance to our EL families. - Continuing to improve and create outreach measures strategies designed to support partnership in learning with all families.	Resources - Why We Benchmark (video from January 2022) - Fastbridge Report Info Video for Families (video from March 2022) - District Fastbridge Benchmark Letter (from Fall 2021)
	Professional Learning Experiences - 2021-2022 - 2022-2023

2. All documents will be translated and sent home in the preferred language of the families.

2021-2022	2022-2023
- Partnered with Lexikeet for translation support.	- Continuing our partnership with Lexikeet. - Regular communication with EL teacher and Family and Community Engagement Coordinator to identify documents in need of translation - Strengthening the district student enrollment process in order to more accurately identify translation requirements/needs individualized to each family. - Development of a repository to store all previously translated documents - Develop a repository of resources and a more robust process for identification of and communication with all families.

Goal
- 100% of documents sent home will be translated into the native language of our students' families.
- Interpreters present at 100% of family meetings interpretation is required.

Data Sources
- Lexikeet
- District home language survey results

Resources
- Lexikeet
- Translated documents

Professional Learning Experiences
- 2021-2022
- 2022-2023

3. All families will receive regular communication about new curricula and will be provided with opportunities to attend workshops and Q and A sessions about what their children are learning in the classroom.

2021-2022	2022-2023
- Through the Title 1 Family Engagement Coordinators, began to reopen the schools to subject-specific events such as the Reading Rompus - Hoosac Happenings	- Hosting more subject-specific and curriculum events and information sessions in all three schools - Making the curriculum information public on the website

Goal
- Curriculum information posted to the district website by the end of the 22-23 school year.
- Each school will host at least one curriculum focused family and community engagement event during the 22-23 school year.

Data Sources
- Panorama survey results
- Feedback from families and teachers

Resources
- Hoosac Happenings
- Teaching and Learning Link

Professional Learning Experiences
- 2021-2022
- 2022-2023

4. Families will be invited to attend HVRSD events both in schools and in the community to ask questions, share concerns, and celebrate successes.

2021-2022	2022-2023
- First event: December 7th - Second event: March 3rd - Title 1 Events (Trunk or Treat, Where the Wild Things Are, Musical Bingo, etc.) - Pathway presentation at HS - Open Houses, Meet the Teacher	- At least monthly family and community events including Open House, Trunk or Treat, Haunted Halls of Hoosac, Veterans Day Event, Parent Conferences, Apple Pie Making etc. - Strengthening the SEPAC through creative marketing, engagement strategies, and personalized experiences based on feedback from families. - Title 1 Events - Provide multiple means of access (Zoom links, bussing, remote locations, etc.) - Increase the number of learning showcase opportunities

Goal
- Each school will host at least three family events during the 22-23 school year.

Data Sources
- SEPAC survey results
- Title I events- surveys and attendance

Resources
- Lexikeet
- SEPAC meeting notes (Meetings on the second Tuesday of every month)
- Title 1 Family Engagement Calendar

Professional Learning Experiences
- 2021-2022
- 2022-2023

5. All stakeholders will be provided with the opportunity to provide feedback via Panorama student, staff, and family surveys.

2021-2022	2022-2023

- Administered Surveys to students, families and staff in Fall and Spring
- Fall data was used in January to assess progress
- Spring data was utilized for SY2223 planning
	- District hired Family and Community Coordinator in August
	- Goals of the position are
	  - To examine and deepen relationships with families and
	  - To support staff in deepening their work with families
	  - To build deeper connections with businesses and other community stakeholders
	- Examination of our survey processes will occur to look for more effective means of 2-way communication with families

Goal:
- 50% participation from families on Panorama surveys.

Data Sources
- Family and Community Coordinator outreach/interviews to families
- Panorama survey results

Resources
- Panorama: Building buy in and communicating with families about surveys
- Why We Benchmark (video from January 2022)
- Fastbridge Report Info Video for Families (video from March 2022)
- District Fastbridge Benchmark Letter (from Fall 2021)

Professional Learning Experiences
- 2021-2022
- 2022-2023

	- Focus groups will be utilized to provide opportunities for students, staff, families, and community stakeholders to have a voice in our important decisions	