TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – January 11, 2023

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 Wednesday January 11, 2023, at 7:00 PM

Members Present: Michelle Francesconi, Chair
Shawn McGrath, Vice Chair
Ron DeAngelis
Ray Killeen (arrived at 7:10 p.m.)

Members Absent: Jason Levesque

Others Present: Jennifer Morse, Town Administrator; Lynn Melchiori; Peter Traub; Bob Tetlow; Kirk Stanaway, Highway Department; Michael Sabato, Highway Department; Corey Swistak, Co-Interim Superintendent; Brent Lancia, Co-Interim Superintendent; Tom Francesconi, Fire Chief.

Summary of Votes:

- Approve the Consent Agenda with amendment to the IRS Mileage Reimbursement rate 3-0
- Approve $3,750 in ARPA Funds for Police Bridge Academy Training 3-0
- Approve Cheshire Rod & Gun Club one day liquor license – January 28, 2022 3-0
- Approve purchase of a lift for the Highway Garage – out of highway expenses 4-0
- Approve $111,200 in ARPA funds for Radio Communications – Fire Department 4-0

M. Francesconi opened the meeting at 7:00 p.m.

Consent Agenda

MassWorks Grant Contract
Minutes – December 7, December 13
Adopt- IRS Mileage Reimbursement 2023 - $.~~0625~~ amended to $.0655

A motion was made by M. Francesconi and seconded by S. McGrath to approve the Consent Agenda with an amendment to the IRS Mileage Reimbursement rate to $.655
Roll Call Vote: R. DeAngelis – Yes, S. McGrath – Yes, M. Francesconi – Yes
Motion Carries: 3-0

Board of Selectmen Discussion/Decision Items

a. DLTA – Grant Opportunities

M. Francesconi asked for the input of the Town Administrator who shared that currently the Town is working with BRPC on the last round of DLTA opportunities, Capital Budget. The initial deadline for the finished product was November and it is not yet complete. The Town Administrator reminded the board that during the last opportunity they discussed an Open Space Plan which would open grant opportunities and would help support the planning board and potential bylaw changes. The Town Administrator will draft the request to present to the board at the next meeting prior to submitting to BRPC.

b. Police Officer Bridge Academy – ARPA funds request

Chief Alibozek is requesting $3,750 to put a part time officer through the Bridge Academy.

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the ARPA funds request in the amount of $3,750 for Bridge Academy training for Officer Tarjick.

Roll Call Vote: R. DeAngelis – Yes, S. McGrath – Yes, M. Francesconi – Yes

Motion Carries: 3-0

c. Cheshire Rod & Gun Club Liquor Licenses

The January 21, 2023, license request has been withdrawn the only request at this time is for January 28, 2023

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the one-day liquor license for the Cheshire Rod & Gun Club

Roll Call Vote: R. DeAngelis – Yes, S. McGrath – Yes, M. Francesconi – Yes

Motion Carries: 3-0

d. Municipal Hearing Officer Training/Appointment

In order to issue Fire Department/Building citations, the town must appoint a hearing officer which is not a member of the Fire Department. The Town Administrator will reach out to surrounding Towns to see if the position can be shared.

Town Administrator Updates

a. LSL Update – Tighe and Bond Proposal

The Town Administrator shared that she and Corey McGrath met with Tighe and Bond regarding a 100% forgiveness loan that would cover the mandated LSL (Lead Service Line) Inventory and Replacement plans which must be in place by October 2024. Tighe and Bond will be sending a proposal, this proposal will support the Town with the funding request and will complete the project in its entirety including the inventory, plan, and outreach to water users. Corey McGrath pointed out it is not just lead lines but galvanized lines. It was noted that the Water Commissioners agree with utilizing Tighe and Bonds services for this project. An article will need to go onto the Special Town Meeting regarding the loan forgiveness, DEP language will be provided to the Town.

b. Special Town Meeting Date

A special town meeting needs to be held for the layout of the Sandmill Bridge and for the LSL Inventory and Replacement Plan. Discussed having the STM on Monday February 27, 2023, the Town Administrator will check this date with the Town Clerk and Moderator.

Highway Department – Request for ARPA Funds – Lift

Kirk Stanaway and Mike Sabato, highway department employees, joined the Board to request a lift for the Highway Garage. The total cost of the lift with installation will be $22,900. The lift will be used to do oil changes,

filter changes, hoses, brakes and grease on the cruisers, water department truck, highway vehicles (except large equipment), fire department vehicles. Kirk and Mike reviewed recent repairs and labor rates from garages. The usual life of the lift is twenty-five plus years and Kirk felt that you would see a return on investment within five years due to labor and material costs. R. DeAngelis stated that the workers need the right equipment, and that the town tends to run equipment past its useful life a practice that needs to be vacated. R Killeen said that the town is blessed to have workers with the skills and if the lift will make the job less burdensome, he is in favor. R. DeAngelis felt like the Highway Department operating budget had enough funds to cover the expense, saving the ARPA funds for other projects. The Town Administrator shared that the procurement guidelines were met having sought three written quotes.

A motion was made by S. McGrath and seconded by R. Killeen to authorize the purchase and installation of a lift for the highway garage with funds to be taken from the Highway Department operating budget.

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

Motion Carries: 4-0

Radio Communications

Chief Francesconi joined the board to review the options for radio communications and confirmed that the change to the 800 system would be in December 2023.

A motion was made by R. DeAngelis and seconded by R. Killeen to approve the radio communications lease

Discussion on increasing the amount of ARPA funds to cover the expense of more than two years to $111,240. There was also discussion on setting up a Communications "fund" recognizing that this is a yearly operating expense and should be built into that budget.

A motion was made by R. DeAngelis and seconded by S. McGrath to amend the motion to approve the radio communications lease and utilize $111,240 from ARPA funds.

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

Motion Carries: 4-0

Public Comment

Peter Traub inquired if there has been an action list for the move of Town Office to the school and any information about the old section. The Town Administrator shared that the next steps are to hire an architect to look at the bathrooms and cafeteria space for a change of use, she and the Facilities Manager have been speaking with firms.

Adjournment

A motion was made by M Francesconi and seconded by S. McGrath to adjourn the meeting at 7:45 p.m.

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

Motion Carries: 4-0

Respectfully submitted,
Jennifer Morse
January 12, 2023

Document List

1. Agenda – 1/11/23
2. Draft Minutes – December 7, 2022

3. Draft Minutes – December 13, 2022
4. Lift Information
5. Goosetown Radio Lease Quote
6. MassWorks Grant Contract
7. DLTA Information
8. Bridge Academy – Police ARPA Request
9. Municipal Hearings Officer Training
10. Highway Report
11. Water Department Report

Approved: January 24, 2022

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – January 11, 2023
7:00 PM

Cheshire Elementary School – Cafeteria

1. *Open Regular Meeting, Introductions, Pledge of Allegiance*
2. *Highway Department – Request for ARPA Funds – Lift*
3. *Fire Department- Radio Communications*
4. *Consent Agenda*

   Minutes – December 7, December 13
   Adopt- IRS Mileage Reimbursement 2023 - $.0625
   MassWorks Grant Contract

5. *Board of Selectmen Discussion/Decision Items*
   - ***a.*** *DLTA Grant Opportunities*
   - ***b.*** *Police Officer Bridge Academy Training Request – ARPA funds*
   - ***c.*** *Cheshire Rod & Gun Club Licenses – January 21, 2023, January 28, 2023*
   - ***d.*** *Municipal Hearing Officer Training/Appointment*
6. *Town Administrator Updates*
   - ***a.*** *LSL Update – Tighe/Bond Proposal*
   - ***b.*** *Special Town Meeting date (Sandmill Bridge Project, LSL Funding)*
7. *Announcements from Board Members*
8. *Public Comment*
9. *Any other business not reasonably anticipated 48 hours prior to the meeting*

Submitted by: Jennifer Morse – Town Administrator Posted: 1/9/2023 @ 10 a.m.

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

We have prepared a quote for you

Managed Services Viking Portables and Mobiles with Minitor VI Pagers

Quote # 006184 v2

Prepared for:

Town of Cheshire

Tom Francesconi
TFrancesconi@cheshire-ma.gov

Prepared by:

Goosetown Communications

Jerry Ables
jables@goosetown.com

58 N. Harrison Avenue • Congers, NY 10920
(888) 466-7386 • FAX (845) 268-5345

Contract Header

This Rental agreement is entered into by Goosetown Enterprises, Inc (Rentor) a New York Corporation having its principal office at 58 N. Harrison Ave Congers, NY 10920 and **Town of Cheshire** (Renter) a **MA** Business or Agency having its principal office at **80 Church Street , Cheshire, MA 01225**. The agreement is for the following equipment and services as set forth below.

Recurring

Description		Recurring	Qty	Ext. Recurring
Contract includes Leather Cases And Straps Shoulder Mics Included Programming Installation And Removals of Mobiles Replacement Radios and Pagers when needed.				
Rental-VP8000	**Rental of Kenwood/EF Johnson Viking VP8000 Series Portable Radio VHF-7/800 MHz.** Rental of Kenwood/EF Johnson Viking VP8000 Series Portable Radio	$110.00	18	$1,980.00
Rental-VM7000-DUAL-1HEAD	**Rental of Kenwood/EF Johnson Viking VM7000 Dual Band VHF-7/800 MHZ. Mobile with single remote head** Rental of Kenwood/EF Johnson Viking VM7000 Dual Band Mobile with single remote head	$110.00	7	$770.00
Rental-VM7000-DUAL-2HEAD	**Rental of Kenwood/EF Johnson Viking VM7000 Dual Band VHF-7/800 MHz. Mobile with dual remote heads** Rental of Kenwood/EF Johnson Viking VM7000Dual Band Mobile with dual remote heads	$120.00	1	$120.00
Rental-MINITOR VI	**Rental of Motorola Minitor VI Pager** Rental of Motorola Minitor VI Pager	$11.00	20	$220.00
			Monthly Subtotal:	**$3,090.00**

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Terms and Conditions

The rental rate is as described in the Rate and Duration table below, commencing on the first day of the month following the date of installation of the equipment. Either party may cancel this agreement by giving 30 days written notice of cancellation.

Goosetown will install the equipment within 120 days after the date of this agreement. Goosetown shall not be liable for delays in delivery due to causes beyond its reasonable control including acts of God, acts of the Renter, war, fire, strikes, or delays in transportation between suppliers and Repeater.

Payments will be made monthly, in advance, upon billing by Goosetown for each period for the term of the agreement. The first payment shall consist of a three month non-interest bearing deposit plus the first month's payment. The deposit may be deducted from the balance of the last three remaining payments. All payments are due, for equipment in proper operating condition, whether or not said equipment is in use by Renter. If any rent payment is not received for a period of sixty (60) days or more after becoming due, Renter shall be considered in default of this rental agreement. Goosetown will provide written notice of such default, and may take possession of all rented equipment without further notice. Goosetown's repossession of equipment shall not limit Goosetown's rights under this agreement. Renter will be responsible for any and all physical damage excluding normal wear and tear to the equipment. All equipment covered by this rental agreement will be installed, maintained and repaired exclusively by Goosetown or its designee. Renter agrees to pay full replacement cost for any equipment that is lost, stolen or damaged beyond repair. At the termination of the rental, Goosetown shall remove all of the equipment from the Renter's property. Since the renter is not renting equipment with specific manufacturer's serial numbers, Goosetown will mark all rented equipment with Goosetown's mark. The returned equipment must bear Goosetown's original mark and be a serial number in Goosetown's inventory.

_____ Initial

Term and Termination: The term of this Agreement will begin on the first of the month following the installation of the radios and will continue unless earlier terminated by either party until such time, if ever, that the FCC revokes any authorizations held by Goosetown or its affiliates. Either party may terminate this Agreement at any time for any reason upon 30 days written notice to the other party or upon verbal notice from the User confirmed in writing by Goosetown.

_____ Initial

Service Area: Renter acknowledges that one hundred percent (100%) coverage of any area at all times is not probable. Experience with actual field conditions and from tests made indicate adverse propagation conditions such as short term meteorological effects and interference from distant stations can interrupt service at times. Renter acknowledges that tests were made prior to selecting the system and that coverage meets expectations.

_____ Initial

Interruption of Service: Goosetown Enterprises, Inc. its affiliates or agents shall assume no liability under this agreement for failure to provide, or delay in providing service due directly or indirectly to causes beyond the reasonable control of Goosetown including but not limited to, acts of God or governmental entities, acts of renter, war, fire, flooding, strikes, unusually severe weather, delays in transportation or public enemy strikes.

_____ Initial

Ownership: All equipment installed by Goosetown or its agents shall at all times remain property of Goosetown. Renter agrees to insure against all loss and theft of such equipment. In the event Renter wishes to cancel service, all equipment must be returned to Goosetown at the Renter's expense. Any equipment not returned and or deemed lost or stolen will be the Renter's responsibility to repair or replace. It is further agreed to and understood that Goosetown and its designee shall be the only parties authorized to work on equipment listed in this agreement. Customer further agrees to and understands that the network this equipment is operating on is property of Goosetown or its affiliates and no unauthorized use of the network is permitted under this agreement. This includes outside parties programming radios and or modifying units to operate on any external PTT sources including but not limited to broadband PTT applications not authorized by Goosetown.

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(888) 466-7386 • FAX (845) 268-5345

Terms and Conditions

_____ Initial

Failure To Pay: If Renter fails to pay any amount or other amount herein provided or fails to observe, keep or perform any other provision of this rental agreement required to be observed, kept or performed by Renter or abandons the equipment or is served with process in an action or proceeding in bankruptcy receivership or insolvency: or enters into any arrangement or composition with its creditors: or judgment is obtained against Renter, then in any such event Goosetown and its authorized agents are expressly authorized to enter upon Renters premises and remove said equipment without liability for damage caused by said entry and without prejudice to Goosetown's rights to receive rental amounts here-under and to Goosetown's remedies upon breach provided herein by law.

_____ Initial

Revisions / Additions / Rates: Units may be added or subtracted during the term of this agreement so long as such requests are made in writing by the Renter. Changes will be made to the monthly invoice accordingly and will represent the modification of this initial agreement.

_____ Initial

Purchase Option & Insurance: It is agreed to and understood that there is no purchase option associated with this rental agreement. All equipment listed in this agreement shall at all times be the property of Goosetown. At the request of the Goosetown, Renter shall provide proof of insurance and/or list Goosetown as loss payee for the equipment associated with this rental.

_____ Initial

Entire Agreement: This document represents the entire understanding of the parties and supersedes all oral discussions and agreements. The laws of the State of New York, County of Rockland, shall govern this document.

_____ Initial

58 N. Harrison Avenue • Congers, NY 10920
(888) 466-7386 • FAX (845) 268-5345

Managed Services Viking Portables and Mobiles with Minitor VI Pagers

Prepared by:	Prepared for:	Bill To:
Goosetown Communications	**Town of Cheshire**	**Town of Cheshire**
Jerry Ables (888) 466-7386 FAX (845) 268-5345 jables@goosetown.com	80 Church Street Cheshire, MA 01225 Tom Francesconi (413) 743-1690 TFrancesconi@cheshire-ma.gov	PO Box 647 Cheshire, MA 01225 Jennifer Morse (413) 743-1690 JMorse@cheshire-ma.gov

Quote Number: 006184 •**Version:** 2 • **Quote Date:** 11/28/2022 •**Expiration Date:** 12/13/2022

Monthly Expenses Summary

Description	Amount
Recurring	$3,090.00
Monthly Total:	**$3,090.00**

Rate and Duration

Description	Payments	Interval	Amount
Payment Terms - 5 Year			
5 Year Monthly	**60**	**Monthly**	**$3,090.00**

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Summary of Selected Payment Options

Description	Amount
Payment Terms - 5 Year: 5 Year Monthly	
Selected Recurring Payment	$3,090.00
Total of Recurring Payments	**$185,400.00**

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

Goosetown Communications

Signature: _____

Name: David Gottlieb

Title: Executive Vice President

Date: _____

Town of Cheshire

Signature: _____

Name: _____

Title: _____

Date: _____

From:	David Gottlieb
To:	Josh Little; Jerry Ables
Cc:	Jennifer Morse; Tom Francesconi; Tyler Allen
Subject:	RE: Managed Service options Quote 006184
Date:	Thursday, December 1, 2022 6:50:26 PM

Thank you for the introduction.

Normally we like to refresh the lease. In the past (pre-covid craziness) we were normally able to refresh at the same price, basically new equipment every 5 year and pricing was the same. While I would love to make that commitment, I am extremely "gun shy" given the price increases we have gotten from all our vendors. That said, at the end we could discount the rental by 15% and do annual renewals with 30 day out clause. Our agreement is based on NYS Municipal law which prohibits a purchase option in a pure/true lease/rental. Not sure what the guidelines are for Massachusetts municipal law. If we were to offer the equipment for sale, we carry the equipment on our books at a 10% value, so total of lease times 10% for mobiles and portables. There would be no high performance maintenance contract offered on purchased equipment, no loaners/physical damage, battery, removal/install coverage if you purchased at the end. Just a standard maintenance agreement which would be about $20-25 per subscriber (mobile/portable). Pagers, I would just give to you at the end those do not have a resale at that age.

If you would like to setup a call to discuss, let me know and I will send an invite or give me times if you would like to meet in person just let me know.

I hope that answers some of your questions.

Regards,

David Gottlieb
Goosetown Communications
845-268-7500 x112
845-709-2739
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Ask me about:

www.teamconnectusa.com
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Download TeamConnect Flyer

From: Josh Little <procomservices@outlook.com>
Sent: Thursday, December 01, 2022 12:05 PM
To: Jerry Ables <JAbles@goosetown.com>; David Gottlieb <DGottlieb@goosetown.com>
Cc: Jennifer Morse <jmorse@cheshire-ma.gov>; Tom Francesconi <cheshirechief@gmail.com>
Subject: Managed Service options Quote 006184

Good Afternoon all,

The town of Cheshire is looking for post 5-year options on their managed services quote 006184. Specifically, options for renewal, continuance, and purchase.

Thank you all for your efforts in tis matter.

Josh
Procom Services
Radio Communications, Accessories & Vehicle Upfitting
413-743-8100
Procomservices@outlook.com

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – December 7, 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 Wednesday December 7, 2022, at 7:00 PM

Members Present: Michelle Francesconi, Chair
Shawn McGrath, Vice Chair
Jason Levesque,
Ron DeAngelis
Ray Killeen (arrived at 7:15 p.m.)

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Lynn Melchiori; Peter Traub; John Tremblay

M. Francesconi opened the meeting at 7:30 p.m.

Cheshire Rod and Gun Club – One Day Liquor License – December 17, 2022.
A motion was made by M. Francesconi and seconded by S. McGrath to approve the Cheshire Rod & Gun Club one day liquor license for Saturday December 17, 2022.
Roll Call Vote: R. DeAngelis – Yes, S. McGrath – Yes, J. Levesque- Abstain, M. Francesconi – Yes
Motion Carries: 3-0-1

Public Comment:
John Tremblay acknowledged the Festival of Trees and Tree Lighting stating that it was an amazing event, Kudos to Corey McGrath. Suggestions were made regarding media coverage and posting as a Facebook Event in future years.

Announcements from Board Members:
J. Levesque noted that the Street Light at the end of Wells Road (Swistak Bar) is on, and the electric company should be contacted to shut it off.

S. McGrath mentioned that he had been contacted by the Highway Department about the Beaver issues on Wells Road. It was reported that the Board of Health has issued a permit and a trapper has been contacted as well as Beaver Solutions for input on a long-term plan.

Ray Killeen arrived at the meeting at 7:15 p.m.

Town Office Plans: Corey McGrath led the group through the layout for future town office space, the group was unable to enter the district offices except for the Green Room. The next step is to speak with the Building Commissioner regarding the use of the building.

Name: There was discussion on renaming the building to the Cheshire Community House and Town Offices, no comments were received after an article was in I Berkshires. The Town Administrator will check with the Town Clerk to see if a mailing can be sent to all households with the street listings, if not a separate mailing will be done to get community input.

District Notification: The Town Administrator will notify the School District that the lease will not be renewed when it expires on September 1, 2023.

Adjournment

A motion was made by J. Levesque and seconded by R. DeAngelis to adjourn the meeting at 8:32 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
December 8, 2022

TOWN OF CHESHIRE

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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

COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the **Standard Contract Form Instructions and Contractor Certifications**, the **Commonwealth Terms and Conditions for Human and Social Services** or the **Commonwealth IT Terms and Conditions** which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: https://www.macomptroller.org/forms. Forms are also posted at OSD Forms: https://www.mass.gov/lists/osd-forms.

CONTRACTOR LEGAL NAME: Town of Cheshire (and d/b/a):		**COMMONWEALTH DEPARTMENT NAME:** Executive Office of Housing and Econ. Dev. **MMARS Department Code:** EED	
Legal Address: (W-9, W-4): 80 Church Street, Cheshire MA 01225		**Business Mailing Address:** 1 Ashburton Place, Boston, MA 02108	
Contract Manager: Jennifer Morse	**Phone:** 413.743.1690 x18	**Billing Address (if different):**	
E-Mail: jmorse@cheshire-ma.gov	**Fax:**	**Contract Manager:** Jacqueline Furtado, AICP	**Phone:** 617.788.3649
Contractor Vendor Code: VC6000191749		**E-Mail:** jacqueline.furtado@mass.gov	**Fax:** 617.788.3605
Vendor Code Address ID (e.g. "AD001"): AD 0001 . **Note: The Address ID must be set up for EFT payments.)**		**MMARS Doc ID(s):** 22MWIPCHESHIRERTE116 **RFR/Procurement or Other ID Number:** MWIP - FY2023	

X NEW CONTRACT

PROCUREMENT OR EXCEPTION TYPE: (Check one option only)

__ **Statewide Contract** (OSD or an OSD-designated Department)
__ **Collective Purchase** (Attach OSD approval, scope, budget)
X **Department Procurement** (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation)
__ **Emergency Contract** (Attach justification for emergency, scope, budget)
__ **Contract Employee** (Attach Employment Status Form, scope, budget)
__ **Other Procurement Exception** (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)

___ CONTRACT AMENDMENT

Enter **Current Contract End Date *Prior*** to Amendment: _____, 20___.
Enter **Amendment Amount**: $ _____. (or "no change")

AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.)

__ **Amendment to Date, Scope or Budget** (Attach updated scope and budget)
__ **Interim Contract** (Attach justification for Interim Contract and updated scope/budget)
__ **Contract Employee** (Attach any updates to scope or budget)
__ **Other Procurement Exception** (Attach authorizing language/justification and updated scope and budget)

The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): X Commonwealth Terms and Conditions __ Commonwealth Terms and Conditions For Human and Social Services __ Commonwealth IT Terms and Conditions

COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00.

__ **Rate Contract.** (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.)

X **Maximum Obligation Contract.** Enter total maximum obligation for total duration of this contract (or ***new*** total if Contract is being amended). $ 633,000 .

PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting **accelerated** payments must identify a PPD as follows: Payment issued within 10 days __% PPD; Payment issued within 15 days __ % PPD; Payment issued within 20 days __ % PPD; Payment issued within 30 days __% PPD. If PPD percentages are left blank, identify reason: X agree to standard 45 day cycle __ statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); __ only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)

BRIEF DESCRIPTION OF CONTRACT PERFORMANCE or REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.)
Capital grant funding through the MassWorks Infrastructure Program (pursuant to Plan Item D001 in the Mass. Capital Investment Plan 2023-2027) to support a public infrastructure project, in accordance with the scope and additional terms and conditions outlined in Attachment A, and as described in the attached RFR response.

ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations:

X 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date.
__ 2. may be incurred as of _____, 20___, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date.
__ 3. were incurred as of _____, 20___ , a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.

CONTRACT END DATE: Contract performance shall terminate as of June 30 , 2024 , with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.

CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the **"Effective Date"** of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.

AUTHORIZING SIGNATURE FOR THE CONTRACTOR:

X: _____, Date: _____
(Signature and Date Must Be Captured At Time of Signature)

Print Name: Michelle Francesconi
Print Title: Chair, Board of Selectmen

AUTHORIZING SIGNATURE FOR THE COMMONWEALTH:

X: _____, Date: _____
(Signature and Date Must Be Captured At Time of Signature)

Print Name: Spencer Gurley-Green
Print Title: CFO

COMMONWEALTH OF MASSACHUSETTS
CONTRACTOR AUTHORIZED SIGNATORY LISTING

Issued May 2004

CONTRACTOR LEGAL NAME :
CONTRACTOR VENDOR/CUSTOMER CODE:

INSTRUCTIONS: Any Contractor (other than a sole-proprietor or an individual contractor) must provide a listing of individuals who are authorized as legal representatives of the Contractor who can sign contracts and other legally binding documents related to the contract on the Contractor's behalf. In addition to this listing, any state department may require additional proof of authority to sign contracts on behalf of the Contractor, or proof of authenticity of signature (a notarized signature that the Department can use to verify that the signature and date that appear on the Contract or other legal document was actually made by the Contractor's authorized signatory, and not by a representative, designee or other individual.)

NOTICE: ***Acceptance of any payment under a Contract or Grant shall operate as a waiver of any defense by the Contractor challenging the existence of a valid Contract due to an alleged lack of actual authority to execute the document by the signatory.***

For privacy purposes **DO NOT ATTACH** any documentation containing personal information, such as bank account numbers, social security numbers, driver's licenses, home addresses, social security cards or any other personally identifiable information that you do not want released as part of a public record. The Commonwealth reserves the right to publish the names and titles of authorized signatories of contractors.

AUTHORIZED SIGNATORY NAME	TITLE
Michelle Francesconi	Board of Selectmen Chair
Jennifer Morse	Town Administrator
Corey Swistak	Interim Highway Superintendent

I certify that I am the President, Chief Executive Officer, Chief Fiscal Officer, Corporate Clerk or Legal Counsel for the Contractor and as an authorized officer of the Contractor I certify that the names of the individuals identified on this listing are current as of the date of execution below and that these individuals are authorized to sign contracts and other legally binding documents related to contracts with the Commonwealth of Massachusetts on behalf of the Contractor. I understand and agree that the Contractor has a duty to ensure that this listing is immediately updated and communicated to any state department with which the Contractor does business whenever the authorized signatories above retire, are otherwise terminated from the Contractor's employ, have their responsibilities changed resulting in their no longer being authorized to sign contracts with the Commonwealth or whenever new signatories are designated.

_____ Date:
Signature

Title: Board of Selectmen Chair Telephone: 413-743-1690 x. 18

Fax: Email:admin@cheshire-ma.gov

[Listing can not be accepted without all of this information completed.]
A copy of this listing must be attached to the "record copy" of a contract filed with the department.

BRPC
Berkshire Regional Planning Commission

JOHN DUVAL, Chair
MALCOLM FICK, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

FY1

Memorandum

TO: Berkshire County Select Boards

FROM: Thomas Matuszko

SUBJ: DLTA Applications Now Available

DATE: December 7, 2022

This memorandum is to inform you that the Berkshire Regional Planning Commission is soliciting eligible projects from its member communities to receive technical assistance under the 2023 District Local Technical Assistance (DLTA) program. Under this program, BRPC staff provides technical assistance to communities, at no cost to the community, on eligible projects. Projects must fall into one of the two general priority categories to be considered eligible for technical assistance:

1) "Planning Ahead for Housing" (or to help reach the Statewide Housing Production Goal) or "Planning Ahead for Growth"; and
2) Community Compact Cabinet Activities

Applicants must be municipalities and applications must be signed by the Chief elected official. Applications must be emailed and are due no later than January 27, 2023. Information and application material is on the Berkshire Regional Planning Commission website, www.berkshireplanning.org under New & Announcements. A fillable version of the application is also provided to facilitate the application process.

Please feel free to reach out to Cornelius Hoss (choss@berkshireplanning.org or 413-442-1521 x44) if you or your staff have any questions or wish to discuss potential projects.

BRPC
Berkshire Regional Planning Commission

JOHN DUVAL, Chair
MALCOLM FICK, Vice-Chair
SHEILA IRVIN, Clerk
BUCK DONOVAN, Treasurer
THOMAS MATUSZKO, A.I.C.P.
Executive Director

December 5, 2023

District Local Technical Assistance 2023

Notice of Available Technical Assistance

The Berkshire Regional Planning Commission (BRPC) is soliciting eligible projects from its member communities to receive technical assistance under the 2023 District Local Technical Assistance (DLTA) program. Under this program, BRPC staff provides technical assistance to communities on eligible projects at no cost to the community.

Description of the DLTA Program

The DLTA fund is an annual grant established via Massachusetts General Law. For fiscal year 2023, this fund received an annual appropriation to be distributed statewide to regional planning agencies to support local and regional planning and service provision projects. Please note that any awards made under this solicitation are contingent on the continuing availability of funds provided to BRPC from the Commonwealth of Massachusetts.

Priority Funding Areas for Technical Assistance

A proposed project must fall into one of the two general priority categories listed below to be considered eligible for technical assistance:

1) "Planning Ahead for Housing" (or to help reach the Statewide Housing Production Goal) or "Planning Ahead for Growth"; and
2) Community Compact Cabinet Activities

All proposed projects should align with Community Compact Cabinet Best Practices. Please see Attachment # 1 for examples of eligible projects for each priority funding area and Attachment # 2 for Community Compact Cabinet activities that communities are encouraged to pursue. Community Compact best practices can include those that are part of the Community Compact Cabinet program as a first priority and best practices explicitly aligned with Community Compact Cabinet best practices but are not best practices identified in a signed Community Compact Cabinet agreement.

Application Deadline

Applications for technical assistance must be received via email to the Berkshire Regional Planning Commission by 5:00 PM on **Friday, January 27, 2023. Submissions before this deadline are very welcome and encouraged.**

Instructions

Please complete and return the attached "Request for Technical Assistance" form before the application deadline. **The Select Board Chairperson or Mayor must sign all applications.**

Applicants are strongly encouraged to discuss potential projects with BRPC staff ***before*** submitting an application.

No Local Match Requirement

There is no local match requirement to receive technical assistance under the 2022 DLTA program. However, municipalities are encouraged to provide a voluntary cash or in-kind match.

Evaluation of Applications

Preference will be given to applications that meet the following criteria:

Primary Criteria

- *Supports municipalities seeking assistance to achieve designation under the Housing Choice Initiative*
- *Supports municipalities seeking to adopt best practices under the Community Compact Cabinet program*
- *Supports best practices and activities identified in the Community Compact Cabinet program*
- *Achieves the objectives of the two priority funding areas, especially COVID-19 recovery activities that fall within the priority categories*
- *Regional Cooperation and/or resource sharing (e.g., involves multiple (2+) municipalities and supports collaboration)*
- *Responds to a regional development need*
- *Enhances the region's economic competitiveness, including local permit streamlining, assessing economic development opportunities in a community or region, downtown economic revitalization, mixed-use development, establishment, expansion, or utilization of a Ch. 43D priority development site*
- *Addresses the housing needs of a community and/or the region, especially related to 40R districts*
- *Implements components of local plans or previous studies related to housing or development*
- *Is likely to catalyze changes "on the ground" (redevelopment, approved zoning changes, new by-laws, regulation, service delivery cost savings, inter-municipal collaboration on service delivery or renewable energy use/production, etc.)*
- *Serves as a model for other municipalities*

Secondary Criteria

- *The extent to which the project can be completed by BRPC staff*
- *Efforts will be made to distribute projects to different municipalities throughout the region*

- *Multiple projects in a single municipality will only be awarded if funding allows, not including participants in a regional application*
- *Receipt of and performance on past DLTA projects*
- *Availability of other funding sources*
- *Provision of voluntary cash, especially municipal funds, or in-kind match*

Decisions & Notice of Awards

- All decisions are at the discretion of BRPC staff based upon its interpretation of the evaluation criteria and funding availability.
- BRPC reserves the right to request additional information before a decision is made.
- If a proposed project exceeds BRPC's ability to undertake a project through the DLTA program, BRPC and the applicant may engage in a strategic discussion about reducing the scope of the project or obtaining additional funding (e.g. local contribution, other grants) to complete the portion of the project that exceeds the DLTA-funded elements of the project.
- BRPC anticipates selecting projects for technical assistance on February 3, 2023. Applicants will be notified in writing of the decisions. Successful applicants should be prepared for a working meeting/phone conversation with BRPC staff starting the week of February 6, 2023, to discuss the project.

NOTE: Funds cannot be used for routine administrative tasks of municipalities, including, but not limited to, grant application preparation, and cannot substitute DLTA funds for which other state resources are available.

BRPC Contacts:

If you have any questions or wish to discuss a project idea, please contact:

Cornelius Hoss, Community Planning Program Manager (413) 442-1521 ext. 44, choss@berkshirehplanning.org or Thomas Matuszko, Executive Director, (413) 442-1521 ext. 34, tmatuszko@berkshireplanning.org

BRPC
Berkshire Regional Planning Commission

Request for Technical Assistance
District Local Technical Assistance Program 2023

PART 1. APPLICANT INFORMATION

Lead Municipality: _____ **Date:** _____

Point of Contact, Lead Municipality, as designated by the governing body (*please print*)**:**

Name: _____

Title: _____

Address: _____

Telephone: _____ **E-mail:** _____

Partner Municipalities: (List all partner municipalities, contacts and contact information (email and phone) from those municipalities:

_____

_____

_____

Does your Municipality have a current signed Community Compact Cabinet Agreement?

- ☐ **Yes**
- ☐ **No**

If yes, for what Best Practice_____

Has your Municipality received or is it seeking Housing Choice Initiative designation?

- ☐ **Yes**
- ☐ **No**

PART 2. TYPE OF ASSISTANCE

Please check the type of assistance requested:

- ☐ Housing Choice Initiative
- ☐ Implements a Communities' Signed Community Compact Cabinet Best Practice
- ☐ Community Compact Cabinet Activities
- ☐ Planning Ahead for Housing
- ☐ Planning Ahead for Growth

PART 3. ASSISTANCE PROPOSAL

Please attach a brief (one-page) summary of the project that addresses the following topics **or use the form at the end of this document:**

1. **Purpose:** Provide a concise statement of the purpose and type of assistance requested.

2. **Priority Funding Areas:** Provide a concise description of how your assistance request addresses one of the priority funding areas. If your request is to adopt or implement a signed Community Compact best practice, please identify that best practice. If you request Housing Choice Initiative designation, please describe how your community intends to obtain that designation.

3. **Project Background:** Briefly describe how the proposed project fits with other municipal objectives, such as implementing activities outlined in a master plan or other planning document. If applicable, please describe any related projects recently completed or currently underway that directly relate to the proposed project. Please also note any planned action or investment that would or could potentially result from the successful completion of the proposed action.

4. **Project Scope & Timeline:** Please list and provide a short description of the major tasks and anticipated timeline to achieve the proposed project, including the anticipated starting date.

5. **Desired Results:** Please describe the desired results (deliverables or products) as an outcome of this project.

6. **Local Official/Staff Commitment:** Please describe the municipal officials/committee members/ staff members who will be involved with this project, clearly identifying their roles.

7. **Local Match:** Please identify any voluntary in-kind or cash match.

PART 4. APPLICATION SUBMITTAL PROCESS

Applications are due by 5:00 pm **Friday, January 27, 2023.**

A fillable application is in the News and Announcements section of the BRPC website,
BRPC - Berkshire Regional Planning Commission (berkshireplanning.org)

IMPORTANT:

Application packets must be sent via email only to:

Cornelius Hoss, Community Planning Program Manager
choss@berkshireplanning.org
Tel (413) 442-1521 x44

Please feel free to reach out to Cornelius Hoss with any questions or to discuss potential projects prior to submission. Please note that any awards made under this solicitation are contingent on the continuing availability of funds provided to BRPC from the Commonwealth of Massachusetts.

PART 5. AUTHORIZED SIGNATURE

Please include the signature of the Chief Elected Official authorizing you to submit this request.

Name _____ **Date**_____

Title _____

Signature _____
(MAYOR/SELECT BOARD CHAIR)

PART 3. ASSISTANCE PROPOSAL

Please attach a brief (one-page) summary of the project that addresses the following topics or complete the form this form:

8. **Purpose:** Provide a concise statement of the purpose and type of assistance requested.

9. **Priority Funding Areas:** Provide a concise description of how your assistance request addresses one of the priority funding areas. If your request is to adopt or implement a signed Community Compact best practice, please identify that best practice. If you request Housing Choice Initiative designation, please describe how your community intends to obtain that designation.

10. **Project Background:** Briefly describe how the proposed project fits with other municipal objectives, such as implementing activities outlined in a master plan or other planning document. If applicable, please describe any related projects recently completed or currently underway that directly relate to the proposed project. Please also note any planned action or investment that would or could potentially result from the successful completion of the proposed action.

11. **Project Scope & Timeline:** Please list and provide a short description of the major tasks and anticipated timeline to achieve the proposed project, including the anticipated starting date.

12. **Desired Results:** Please describe the desired results (deliverables or products) as an outcome of this project.

13. **Local Official/Staff Commitment:** Please describe the municipal officials/committee members/ staff members who will be involved with this project, clearly identifying their roles.

14. **Local Match:** Please identify any voluntary in-kind or cash match

Attachment # 1

Examples of Eligible Projects for Each Priority Funding Area

a. **Planning Ahead for Housing:** Planning and implementation activities that encourage and support affordable and market-rate housing production opportunities.:
   - The development of market, mixed-income and affordable multi-family housing in transit-oriented-development locations, employment centers, downtown locations and state endorsed Priority Development Areas (PDAs) within the RPA's jurisdiction, including any "Gateway municipality" (see MGL, c. 23A, s. 3A);
   - The creation of as-of-right zoning districts such as those eligible under DHCD's Compact Neighborhoods policy or the Chapter 40R/Smart Growth statute including starter homes;
   - Consideration of Transfer Development Rights zoning districts including areas that may qualify as sending and receiving areas.
   - Development of Workforce housing under the Housing Development Incentive Program (HDIP) and Urban Center Housing TIF areas.
   - The creation of prompt and predictable permitting through an Expedited Permitting Priority Development Site using Chapter 43D for Residential;
   - Identifying challenges and solutions in respect to infrastructure requirements that affect the ability to construct multi-family residential projects in as-of-right zoning districts and parcels;
   - Identifying multi-family residential projects subject to the Permit Extension Act (as amended), assessing impediments to such projects, and recommending steps that the Commonwealth and/or the applicable municipality could realistically take to enable those projects to go forward;
   - Regional analysis of affordable and market-rate housing needs, to include, for example, preparation of a *Housing Production Plan* pursuant to 760 CMR 56.00 et. seq., and similar undertakings that may guide the execution of a compact among communities for locating affordable and market-rate housing;
   - Assisting one or several municipalities who must comply with requirements under the new Fair Housing regulation issued by HUD;
   - Assisting one or more community to analyze their qualifications to be designated as a Housing Choice Community (including improvements to existing reporting related to Building Permits to the US Census) and/or apply for Housing Choice Initiative capital grants.

a. **Planning Ahead for Growth:** Planning and implementation activities that encourage and support economic development opportunities that may include, but are not limited to:
   - Identification, assessment and mapping of Priority Development Areas (PDAs) and Priority Preservation Areas (PPAs) at the local and regional levels, including discussion of specific areas for multi-family housing growth.
   - Supporting prompt and predictable permitting through the Chapter 43D Expedited Permitting Program for Economic Development projects;
   - Identifying challenges and solutions in respect to infrastructure requirements that affect the ability to advance economic development activities;
   - At a city or town's request, identifying economic development projects subject to the Permit Extension Act (as amended), assessing impediments, and recommending steps that state

and/or the applicable municipality could realistically take to enable those projects to go forward; and

- Developing or updating components of municipal master plans and providing technical assistance that supports the implementation of strategies which are designed to advance well-planned growth and development policies and practices.

b. **Supporting the Community Compact, including regionalization:** Supporting municipalities who are seeking to adopt state best practices under the Community Compact Cabinet program, including those who want to pursue projects of a regional nature. Assisting Compact Communities with implementation of their Community Compact best practice selection(s).

c. **Supporting the Housing Choice Initiative:** Supporting the Housing Choice Initiative (HCI) and communities that are seeking assistance to achieve Designation under the HCI. The HCI will designate communities who have produced certain levels of housing and have best practices that allow for compact housing development. Priority shall be to support Designated Housing Choice Communities. The activities under "Planning Ahead for Housing" qualify as best practices under the HCI.

Attachment #2

Community Compact Best Practice Areas

Descriptions of the best practice areas for the Community Compact Best Practice Program.

https://www.mass.gov/info-details/community-compact-best-practice-areas#public-safety-best-practices-

TABLE OF CONTENTS

- Age and Dementia Friendly Best Practices
- Diversity, Equity, and Inclusion Best Practices (DEI)
- Education Best Practices
- Energy and Environment Best Practices
- Financial Management Best Practices
- Housing and Economic Development Best Practices
- Human Resources Best Practices
- Information Technology Best Practices
- Public Accessibility Best Practices
- Public Health Best Practices
- Public Safety Best Practices
- Regionalization/Shared Services Best Practices
- Transportation / Public Works Best Practices

Age and Dementia Friendly Best Practices

An Age-Friendly community is one that is livable for residents of all ages inclusive of older adults and those living with dementia. Age-friendly communities strive to be equitable and accessible with walkable streets, housing and transportation options, access to services, and opportunities for residents to participate in community activities.

Engagement

Best Practice: Engage and convene leaders across municipal departments, businesses, local citizen groups, regional planning agencies, and private and non-profit organizations to align around the goal of creating an age- and/or dementia-friendly community, including partnering with neighboring municipalities to engage in a regional effort. Community engagement should take a diversity, equity, and inclusion lens.

Action Planning and Assessment

Best Practice: Conduct a baseline assessment, informed with data, age- and dementia-friendly indicators, and community feedback to inform the planning and implementation of specific age- and dementia-friendly community initiatives. Map results for key indicators such as transportation, housing, employment, outdoor spaces and building, civic participation, and social inclusion. Among the sources of relevant data and information available to communities are: Massachusetts Healthy Aging Collaborative (MHAC) Community Profiles, World Health Organization's Checklist of Essential Features, and National Alzheimer's and Dementia Resource Center dementia-capability tool or similar nationally recognized assessment tool or process.

Implementation

Best Practice: Review and amend municipal policies, regulations, and programs with a goal of promoting aging in all policies, programs, and services in an equitable and inclusive manner.

Best Practice: Raise public awareness that aging is an asset and that older adults, including people living with dementia, make meaningful contributions to the community.

Best Practice: Inventory, publicize and share local information and resources, including programs, services, and supports for older adults and their caregivers.

Best Practice: Develop policies, practices, and programs to support aging in community, improve elder economic security, or facilitate connection and engagement, including through technology access. Programs or activities may include, but are not limited to, support for older workers, job seekers and volunteers, technology programming and digital literacy, property tax assistance programs, built environment improvements, and transportation and mobility programs.

Diversity, Equity, and Inclusion Best Practices (DEI)

Best Practice: Diversity, Equity, and Inclusion Training Program – Develop a comprehensive ongoing training program for staff, elected and appointed officials. The pathway to advancing equity begins with training. Training is helpful in building a shared vocabulary and understanding of equity concepts and how they impact the community.

Best Practice: Community Needs Assessment – Conduct a community needs assessment to ascertain community buy-in and goals related to diversity, equity and inclusion.

Best Practice: Workforce Assessment: Conduct Assessment of Town's workforce and compare to population and census data. Identify gaps. Provide areas that require improvement and make recommendations on how to implement positive change.

Best Practice: Equity Audit – Conduct a town/city wide equity audit to determine what the existing barriers are to equitable representation and participation, access and opportunity for all residents and business owners in the community.

Best Practice: Human Resources –Recruitment and Retention of a Representative Workforce: Develop a data driven and informed plan to guide human resources professionals with the goal of recruitment and retention of a representative workforce. This will include model policies and procedures to be adopted, as well as technology to support the continued practices.

Best Practice: Public Engagement: Develop an initiative to improve and increase community engagement, particularly with underrepresented members of the community and young people and improve access to local government.

Best Practice: DEI Strategic Planning: Develop a plan that includes community's goals and strategies for improving the delivery of services through a DEI lens. (could include a single focus, like housing, or be more general).

Best Practice: Zoning Review: Comprehensive review of Zoning Bylaws through an informed racial equity and civil rights lens and recommend any changes for adoption by Town Meeting/City Council.

Best Practice: Municipal Supplier Diversity Program: Develop a Municipal Supplier Diversity Program with purchasing policies and procedures to promote and ensure diversity, equity, and inclusion in contracting for businesses owned by minorities, women, Portuguese, veterans, service-disabled veterans, those with a disability, and LGBT individuals, as well as small Massachusetts businesses. This may include spending goals and benchmarks for various businesses.

Education Best Practices

Best Practice: Focus on college and career planning, in collaboration with regional workforce organizations (e.g., MassHire Career Centers), beginning in middle school and continuing through high school, by implementing the MyCAP framework for college and career advising for all students.

Best Practice: Implement collaborative arrangements among regional vocational technical schools, comprehensive high schools, and community colleges to maximize opportunities for high school students and adults to access specialized vocational education programs.

Best Practice: Create opportunities for municipal governments to collaborate with high schools and colleges to provide students with internship experiences aligned to their courses of study, especially in STEM-related departments (i.e., IT, engineering department, accounting, etc.).

Best Practice: Improve the alignment and integration of YouthWorks and Connecting Activities programs for local high school students pursuing summer jobs and paid internships.

Best Practice: Strengthen partnerships between public safety, social services, healthcare providers, and local public and private schools to establish systems and protocols for assessing and identifying children and young adults who present risks to themselves or to others, in order to ensure effective and pro-active responses that can prevent violence and provide timely supports to individuals in need.

Energy and Environment Best Practices

Greenhouse Gas Reduction

Best Practice: Plan Ahead to mitigate climate change by establishing goals, creating an action plan, assigning responsibility, and tracking progress.

Best Practice: Use Renewable Energy instead of fossil fuels by generating or purchasing clean power and by zoning for renewable power generation.

Best Practice: Increase Energy Efficiency in order to reduce power consumption, fuel costs, and GHG emissions.

Best Practice: Promote Zero or Low Carbon Transportation to reduce municipal transportation emissions & those from people living/working in the community.

Best Practice: Encourage Sustainable Development to reduce, through higher density & mixed-use, the number distance of car trips & resulting GHG emissions.

Best Practice: Protect and Manage Natural Resources to reduce carbon emissions from loss of natural land cover and to encourage carbon sequestration.

Best Practice: Reduce Municipal Solid Waste and Increase Recycling in order to reduce GHG emissions associated with solid waste disposal.

Energy Efficiency and Renewable Energy

Best Practice: Become a Green Community pursuant to M.G.L. c. 25A §10 to realize the energy & environmental benefits.

Best Practice: Construct high performance all electric buildings (or communities) to reduce GHG emissions & enhance resiliency. Examples include Zero Energy or Passive House buildings.

Best Practice: Convert streetlights to LED technology to reduce cost and GHG emissions.

Best Practice: Reduce energy use at times of peak demand to reduce GHG emissions and enhance resiliency.

Best Practice: Provide electric vehicle infrastructure to facilitate the purchase & use of electric vehicles and when replacing municipal vehicles evaluate feasibility to integrate electric vehicles into existing fleet(s).

Best Practice: Become a Solarize Mass or Solarize Mass Plus Community in order to help achieve renewable energy use & GHG reduction goals.

Climate Change Adaptation & Resilience

Best Practice: Complete a Climate Vulnerability Assessment and Adaptation Plan through the Municipal Vulnerability Preparedness (MVP) Program to assess local risks from climate change and identify potential actions to enhance community resiliency.

Best Practice: Use the Municipal Vulnerability Action Grant or other funding to implement climate adaptation actions that utilize nature-based solutions & increase equitable outcomes for and support strong partnerships with Environmental Justice communities.

Best Practice: Engage & protect Environmental Justice and other climate vulnerable populations in adaptation planning & action to decrease risk and increase resilience for those who are more susceptible to climate change effects.

Best Practice: Utilize the beta RMAT Climate Resilience Design Standards Tool to mainstream climate resilience into capital planning & budgeting to ensure investments decrease risk & enhance resilience to a changing climate.

Best Practice: Integrate Climate Adaptation into Land Use and Environmental Regulation to minimize future risk & costs for new and redevelopment.

Sustainable Development and Land Protection

Best Practice: Complete a Master or Open Space & Recreation Plan to guide land conservation & development decisions including zoning & land acquisition.

Best Practice: Zone for Natural Resource Protection, Transfer of Development Rights, Traditional Neighborhood, or Transit Oriented Development.

Best Practice: Invest in Land Conservation or Park Creation/Restoration via Community Preservation Act or other funds to protect land & provide outdoor recreation.

Best Practice: Plant Trees to increase tree cover in residential neighborhoods and other densely developed settings or Adopt a Tree Retention Bylaw/Ordinance to preserve and enhance tree cover.

Water Resource Management

Best Practice: Require Localized Flood Protection Best Practices, including Stormwater Management Measures to increase recharge, manage water movement, reduce pollution, and control flooding to protect lives, public safety, infrastructure, the environment, & critical assets.

Best Practice: Protect Public Water Sources in order to reduce potential threats to water quality and the public health of system customers; establish and maintain emergency connections with other municipal or regional systems.

Best Practice: Manage Water and Wastewater Assets for timely maintenance and rehabilitation, to lower energy use, and to reduce Infiltration and Inflow to minimize unintended storm and waste water in the system.

Best Practice: Implement Water Conservation Measures to ensure long-term water resource sustainability, enable growth & avoid new source development.

Best Practice: Utilize Advanced Financing Tools such as an enterprise fund, stormwater utility, full cost pricing, or water bank for water/waste/storm water systems.

Waste Management

Best Practice: Enhance Waste Ban Compliance so that recyclable and hazardous materials are diverted from the waste stream and reused or recycled and support markets for hard-to-recycle items such as mattresses.

Best Practice: Develop Waste Contracts that are fiscally, environmentally, and otherwise beneficial to the community.

Best Practice: Adopt Pay-As-You-Throw so that residents have an incentive to reduce trash disposal and save money.

Best Practice: Increase the Recycling Rate through regulatory improvements, service expansion, and other mean in order to reduce waste and disposal costs.

Best Practice: Enhance Education via Recycle Smart MA, the Recycling IQ Kit, etc. so residents throw away less, recycle more, & follow smart waste practices.

Best Practice: Work to increase residential and commercial composting by providing educational materials, tools and equipment, and other technical assistance to communities, residents, and businesses.

Site Cleanup

Best Practice: Complete a Brownfields Inventory so that the community is aware of all abandoned and underutilized properties and can develop plan of action.

Best Practice: Conduct Site Assessments to determine the nature and extent of contamination and develop a plan of action.

Best Practice: Facilitate Site Cleanup and Reuse to encourage assessment, cleanup, & reuse of privately held sites offer tax incentives or update regulation.

Agriculture

Best Practice: Adopt a Right to Farm By-law/Ordinance to clearly indicate that agriculture is a local priority and to minimize abutter conflicts.

Best Practice: Establish an Agricultural Commission to advocate for local farms, administer a right to farm bylaw, & otherwise represent agricultural interests.

Best Practice: Support Sustainable Forestry to help the forest economy in rural areas, improve forest habitats, and assist in the conservation of forest land.

Best Practice: Support Local Agriculture including Urban Agriculture, Aquaculture, Floriculture, & Horticulture, via education, marketing, promotion, and the Farm to School initiative to help local agricultural businesses increase awareness of and access to fresh as well as value-added agricultural products through the effort of an organized community farmers market and/or an agricultural fair/festival.

Best Practice: Establish a city/town/local Food Policy Council to address food system inequities, adopt policies/bylaws, and develop meaningful solutions to eradicate food insecurity in the region.

Best Practice: Commit to supporting the protection of agriculture in your community. Commit to co-holding Agricultural Preservation Restriction by contributing towards the acquisition of easements.

Best Practice: Identify and assess food aid and hunger relief programming efforts, education and outreach, and opportunities for collaboration with local farms, fisheries, processors, and distributors to engage and reach more community members.

Best Practice: Work with local school districts to put in place policies that attempt to purchase food from local farmers and encourage institutions to do the same.

Best Practice: Create an inventory of local farms and quantify the fiscal benefits to your community of keeping land in agriculture through a Cost of Community Services study. Also document the cultural and environmental benefits of agriculture in your town.

Financial Management Best Practices

Best Practice: Establish a Budget document that details all revenues and expenditures, provides a narrative describing priorities and challenges, and offers clear and transparent communication of financial policies to residents and businesses.

Best Practice: Develop, document and implement Financial Policies and Practices including reserve levels, capital financing, and use of Free Cash. Such policies should identify the responsible parties and procedural steps necessary to carrying out the directed strategy or action.

Best Practice: Develop and utilize a Long-range Planning/Forecasting Model that assesses both short-term and long-term financial implications of current and proposed policies, programs and assumptions over a multi-year period.

Best Practice: Prepare a Capital Improvement Plan that reflects a community's needs, is reviewed and updated annually, and fits within a financing plan that reflects the community's ability to pay.

Best Practice: Review and evaluate Financial Management Structure to ensure that the structure and reporting relationships of the community's finance offices support accountability and a cohesive financial team process.

Best Practice: Utilize Financial Trend Monitoring, modeled after the ICMA's Financial Trend Monitoring System (FTMS).

Housing and Economic Development Best Practices

Preparing for Success

Best Practice: Create an Economic Development Plan that engages diverse stakeholders, leverages local and regional economic strengths and assets, encourages innovation and entrepreneurship, and/or promotes workforce development planning and implementation.

Best Practice: Align Land Use Regulations, especially zoning, capital investments, and other municipal actions with Housing Development, Economic Development, Master, Land Use Priority or other plans for future growth. Promote development and reuse of previously developed sites.

Best Practice: Create and Distribute an Economic Development Guide/Manual to not only promote development goals and priorities, but also specifically and clearly outlines the community's policies and procedures related to zoning and permitting.

Best Practice: Create Opportunities for Engaging Diverse Stakeholders in economic development efforts, such as to assist with identification of priority development projects, improve local permitting processes, and proactively address obstacles to housing accessibility and affordability as well as job creation.

Best Practice: Create Cross-Sector Partnerships to help carry out community-driven responses to community-defined issues and opportunities for economic development.

Best Practice: Create a District Management Entity that engages public/private stakeholders to develop and support downtown revitalization efforts.

Best Practice: Adopt as-of-Right Zoning and/or Streamlined Permitting to promote development in priority districts.

Best Practice: Adopt Zoning for Mixed-Use Development, including Transit Oriented Development, where appropriate.

Best Practice: Adopt Chapter 40R Smart Growth zoning to facilitate the creation of dense residential or mixed-use smart growth zoning districts, including a high percentage of affordable housing units, to be located near transit stations, in areas of concentrated development such as existing city and town centers, and in other highly suitable locations.

Competitiveness

Best Practice: Engage in an Economic Development Self-Assessment exercise to identify strengths, weaknesses, and areas of opportunity.

Best Practice: Establish and Utilize Performance Data to evaluate the competitiveness of the community, conduct year to year comparisons, and measure performance against comparable communities.

Best Practice: Create a Public Dashboard to benchmark, monitor, and communicate to the public regarding various housing and economic development performance measures.

Housing

Best Practice: Create a Housing Production Plan (HPP) that accounts for changing demographics, including young families, changing workforce, and an aging population.

Best Practice: Amend Zoning By-Laws to allow for increased density and housing opportunities in a manner that is consistent with neighborhood character and supportive of aging in community.

Best Practice: Develop Sector Strategies and Plans in collaboration with various providers and stakeholders to address homelessness for specific high need population groups, such as homeless youth, veterans, older adults, and/or families.

Best Practice: Complete an Assessment of Fair Housing Report, including strategic goals in alignment with HUD's new rules to affirmatively further fair housing. Using HUD data, local data and knowledge, a significant community participation process, and the assessment tool provided by HUD, the community will prepare, complete, and submit its AFH to HUD.

Urban Renewal Planning

Best Practice: Determine need and appropriateness of establishing an Urban Renewal Entity in accordance with MGL chapter 121B. If prepared to proceed, develop action plan and timeline for the creation of the urban renewal entity.

Best Practice: Prepare an Urban Renewal Plan Application in accordance with MGL chapter 121B in partnership with the urban renewal entity.

Human Resources Best Practices

Best Practice: Cost-Out Collective Bargaining proposals so that the impact of the total package is known. This provides the municipality with a clear understanding of both short-term and long-term budgetary impacts.

Best Practice: Develop a Workplace Safety program so that the risk of on-the-job injuries is minimized.

Best Practice: Develop a formal Wage and Classification Plan that details, at a minimum, job descriptions, employee grades, and salary ranges, thereby providing the municipality with a tool to make pay decisions that are reasonable in comparison to similar work being carried out in all areas of city/town government.

Best Practice: Develop Employee Policies and Procedures for things such as discrimination, sexual harassment, information technology use, drug and alcohol, use of social media, and town-owned vehicles.

Best Practice: Manage employee benefit costs such as health insurance, dental insurance, unemployment insurance, and worker's compensation/111F; includes eligibility review and evaluation of insurance choices.

Best Practice: Prepare a Succession Plan to help address the pending wave of retirements that will challenge a municipality's ability to maintain service levels and utilize expertise and experience of mature workers through consulting or mentorship programs.

Best Practice: Explore Centralized Human Resources/Personnel Operations to improve service delivery and build efficiencies.

Information Technology Best Practices

Best Practice: IT Assessment - Perform a general IT assessment that results in a written evaluation and best practice recommendations. At a minimum, the assessment should include a review of hardware infrastructure, networking, backup, email and user account management.

Best Practice: Cybersecurity - Perform a cybersecurity assessment to identify human and technology risks within the environment, analyze and identify gaps in existing cyber security processes, assess vulnerability to external attack and identify steps to remediate identified issues.

Best Practice: Strategic Planning - Review technology organizational structure, spending and business goals across the community and develop a strategy to prioritize technology investments.

Best Practice: Regional/Shared Services - Design a regional shared IT services program to maximize technology resources across communities and/or school districts.

Best Practice: Business Continuity - Develop IT resiliency, recovery and contingency plans that are aligned with community realities and position the community to effectively manage unforeseen events.

Best Practice: Citizen Engagement - Develop a plan to improve digital communications with the public, including content structure on the website, practices around content creation and ownership and social media.

Best Practice: Transparency - Develop a document and/or records management strategy that results in operational efficiencies and improved responsiveness to the public.

Public Accessibility Best Practices

Best Practice: Undertake an Americans with Disabilities Act (ADA) Self-Evaluation and Develop a Transition Plan to comply with Federal civil rights laws that require public buildings to be accessible to persons with disabilities.

Best Practice: Strive for the Universal Participation (UP) designation from the Mass Cultural Council by encouraging and supporting arts and cultural facilities and events in the community.

Public Health Best Practices

Best Practice: Community Coalitions are critical partners for substance use disorder prevention that can be a pathway to becoming a Prevention Prepared Community. The Coalitions can use SAMHSA's Strategic Prevention Framework (SPF) Model as a guide for creating a thoughtful and comprehensive community prevention plan to address substance use and other related community issues. There are many prevention strategies to choose from with programs and practices that can be tailored to each unique community.

Best Practice: Assess where in the municipality overdoses occur and develop environmental solutions, such as: public education signage and outreach campaigns, ensuring that first responders carry naloxone and are trained in overdose response, and make street outreach teams aware of locations where overdose occur.

Best Practice: Using SAMHSA's Strategic Prevention Framework (SPF) to ensure a consistent data-driven planning process across the community to inform the selection of culturally responsive and sustainable

strategies and prevention interventions that will have both a measurable effect and a meaningful impact on preventing the early onset of substance use disorder among youth, as well as addressing more acute issues such as reducing opioid misuse and preventing opioid overdoses.

Best Practice: Work to expand community access to all FDA-approved Medications for Opioid Use Disorder (MOUD), including promoting telehealth connections between patients and their providers where appropriate, coordinating with the criminal justice/correctional system and behavioral healthcare system, and making training on using MOUD available to addiction treatment and health/human services providers. Work to reduce stigma of substance use disorder and encourage evidence-based treatment.

Best Practice: Assess challenges posed by recent public health crises and identify opportunities for building public health infrastructure and staff capacity. Develop shared public health services with contiguous municipalities. Examples include environmental health; infectious disease prevention, reporting, and case management; emergency preparedness, including dispensing sites; animal and vector control; hazardous and toxic substances; inspections of retail food establishments, housing, recreational camps, and pools; and ability to set appropriate regulations, bylaws, and ordinances.

Best Practice: Convene local and state health and enforcement officials to develop a standardized response protocol, by region, for hoarding, including animal hoarding. Create a list of contacts and resources that can be accessed by the appropriate service agency, including but not limited to the: Department of Mental Health, Department of Children and Families, Executive Office of Elder Affairs, Disabled Persons Protection Commission, and the Department of Veteran's Services. The list should be reviewed and updated frequently to contain the most up-to-date information.

Best Practice: Healthy Community Design focuses on changing policies and practices to create conditions for people to eat better and move more where they live, learn, work, and play. Conduct a Built Environment Regulatory Review (BERR), a point-in-time evaluation of existing municipal policies/plans/regulations. The review will provide a baseline from which to prioritize strategies to promote walking and biking. This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Conduct a Community Food Assessment (CFAs), an evaluation of the food system within a single neighborhood/municipality/region that defines needs and assets to improve access to healthy foods. The evaluation may lead to a Community Food Plan that identifies priority actions (i.e., addition of food retail into a town's economic development plan). This best practice can be combined with several other best practices that relate to municipal zoning and land-use.

Best Practice: Implement and enforce evidence-based tobacco control strategies at the point of sale to reduce youth initiation of tobacco use.

Best Practice: Climate Change Adaptability Planning. Data collection, strategy development and planning at the local level are critical to the overall preparedness and long-term resilience to the effects of climate change. Develop a report that identifies: the range of climate impacts, associated potential health outcomes, vulnerable populations, the additional burden of health outcomes due to Climate Change, and the most suitable health interventions. Use the CDC's BRACE framework to develop and implement a plan that introduces health system program changes.

Best Practice: Develop foodborne illness outbreak protocols and assess capacity to enforce regulations that evaluate food systems.

Best Practice: Assess capacity to ensure all housing inspections include lead hazard identification and that lead inspections are conducted when requested by families with small children.

Best Practice: Local boards of health (LBOH) can take a leadership role to advance health equity by: 1) building internal infrastructure, 2) working across government; 3) fostering community partnerships, and 4) championing transformative change. LBOH may adapt strategic practices to advance health equity in local health both internally within their departments and externally with communities and other government agencies. DPH Office of Local and Regional Health and Office of Health Equity staff are available for support.

Best Practice: Implement the National CLAS Standards within local public health *to help advance and sustain culturally and linguistically appropriate services by* establishing a framework to serve the increasingly diverse communities.

Best Practice: Disaggregate data by race/ethnicity, income status, sexual orientation/gender identity and expression, and other key demographic factors to identify and address health inequities.

Best Practice: Collaborate with Emergency Management to ensure preparedness and planning efforts address gaps and ensure resiliency for essential public health and community functions. Using tools, such as CDC's Social Vulnerability Index (SVI) and DPH's Emergency Preparedness Portal, incorporate planning considerations for at-risk populations, including people with disabilities have access and functional needs in times of disasters and emergencies.

Public Safety Best Practices

Best Practice: Conduct Active Shooter Preparedness and Response Training in collaboration with the Massachusetts State Police Tactical Operations (STOP) Team, onsite with local law enforcement.

Best Practice: Establish an Emergency Preparedness Plan in partnership with the Massachusetts Emergency Management Agency (MEMA) to develop and enhance a community's disaster and emergency response capabilities.

Best Practice: Establish Hazardous Material Response Protocols in conjunction with Regional Hazardous Materials Response Teams under the Department of Fire Services, to enable cities and towns to protect their citizens, the environment, and property during incidents involving a release or potential release of hazardous materials.

Best Practice: Hold In-service Training Programs for Municipal Police to better prepare local police officers and first responders for incidents involving domestic violence, mental health disorders, and substance abuse.

Best Practice: Convene an opioid task force, consisting of key stakeholders, to identify, implement, coordinate and improve strategies around the prevention, intervention, treatment and recovery of substance use disorders.

Best Practice: Adopt Standardized Tools for Domestic Violence Cases by partnering law enforcement with local domestic violence organizations to adopt a best practice policy on training and implementation of standardized, evidence informed danger and strangulation tools. Municipalities are encouraged to apply individually or as a collective.

Best Practice: Establish a Triad program (a partnership of three organizations—law enforcement, older adults, and community groups). This group maintains an ongoing schedule of community education to combat fraud and elder abuse involving the Attorney General's Office, Office of Consumer Affairs and Business Regulation, District Attorneys, and other state agencies, as appropriate.

Regionalization/Shared Services Best Practices

Best Practice: Regionalize services and share resources among municipalities for efficient and effective service delivery to residents and taxpayers in this era of shrinking budgets, loss of seasoned employees to retirement, and increased need for service improvements.

Transportation / Public Works Best Practices

Safe Mobility

Best Practice: Develop a Safe and Mobile Older Drivers plan for the aging of the population by proactively addressing older driver issues, including education for older road users, infrastructure improvements, and transportation options.

Best Practice: Enhance citizen safety by establishing community-based programs to increase safety for all roadway users including pedestrian, bicycle, automobile, motorcycle, and alternative and shared mobility devices (ex. scooters and electric bikes). The community will demonstrate participation in the Commonwealth's Office of Public Safety and Security's trainings and conferences as well as the dissemination of public safety information to citizens. In addition to the Complete Streets program, communities are encouraged to participate in MassDOT's Shared Streets and Spaces grant program.

Best Practice: Ensure Safe Infrastructure so as to provide a safer environment for all users and modes by implementing traffic engineering enhancements. The municipality will demonstrate regular and routine improvements on locally-funded roads, such as cutting back vegetation at intersections where it is known to interfere with sight distance, clearing brush that obscures traffic signage, renewing or installing pavement markings, conducting nighttime surveys to check visibility and retro reflectivity, implementing traffic calming measures at known high crash locations.

Active Transportation

Best Practice: Implement Complete Streets by joining MassDOT's Complete Streets Funding Program and demonstrating the integration of Complete Streets principles into regular planning and design practices on local roadways.

Best Practice: Utilize Transit-Oriented Development (TOD) fundamentals to create zoning around transit centers that maximizes bike, pedestrian, and transit use and which allows for lower levels of required parking and mixed use to put needed amenities near population centers.

Best Practice: Develop a Safe Routes to School program that also includes student education on pedestrian safety.

Training

Best Practice: Participate in the Bay State Roads, which provides on-going training and helps municipalities share ideas and information with other communities about state-of-the-art planning, design, and operational information for city and town public works managers.

Asset and Infrastructure Management

Best Practice: Inventory and Geo-Code all public works assets so that a database of every public works asset is created, geocoded and condition rated, which is used to inform capital planning, as well as emergency repair.

Best Practice: Develop a Pavement Condition Index that rates street condition for the municipality.

Best Practice: Develop a Multi-Year Vehicle Maintenance and Replacement Plan for their municipal vehicle fleet.

Best Practice: Develop a Bridge / Culvert Preventative Maintenance plan to help prolong the life of these critical transportation assets.

RELATED

Town of Cheshire
Accounts Payable Request

ARPA

Proper documentation in the form of the original invoice is required for all requests. Invoices will not be processed until all required information is received. Additional information may be requested at the discretion of the Accountant, Town Administrator and the Board of Selectmen.

Vendor	**Description of Expenditure**	**Account #**	**Amount**
ARPA request to hold funding for Ofc. Tarjick bridge training expenses			
Town of Cheshire	Training ~ Defensive Tactics ~ 40hrs	ARPA	$ 800.00
Town of Cheshire	Training ~ Weapons Training ~ 40hrs	ARPA	$ 800.00
Cheshire Sporting	9mm Ammo ~ 1500 rounds	ARPA	$ 500.00
Town of Cheshire	Training ~ EVOC ~ 40hrs	ARPA	$ 800.00
Marriott	Accomidations for EVOC	ARPA	$ 850.00
		Total	$ 3,750.00

I hereby certify that the above items have been received by my department or the services have been performed as stated. Funds are available in my department budget to cover expenses specific to my department. These expenditures are in compliance with established practices of the Town of Cheshire.

X _____

Department Head _____

Department of Fire Services
Massachusetts Firefighting Academy

MUNICIPAL HEARINGS OFFICER TRAINING

February 13, 2023

Activity Number:
L03

Location:
Virtual Classroom

Time:
1000-1200 p.m.

Course Fee:
Free

Deadline to Register:
February 13, 2023

Former Assistant Attorney General Robert Ritchie and Attorney James Lampke, Executive Director, Massachusetts Municipal Lawyers Association are teaching this course.

As part of the Massachusetts Fire Safety Act of 2004, the Legislature enacted M.G.L. c. 148A which allowed for the issuance of citations for certain violations of the State Building and Fire Code by state and local code enforcement officers. In order to participate in the citation process, cities/towns must appoint a certified hearings officer. This training provides an opportunity for those communities who did not initially participate or who have a need to appoint a new or additional hearings officer. If you wish to participate in the citation process, you should urge your appointing authority to designate a hearings officer and send them to this training.

Citations written by local code enforcement officers, which are appealed, are heard before a municipal hearings officer. This municipal hearings officer is appointed by his or her municipality to conduct such hearings.

Highlights of the training include:

- Source of authority and rules for conducting municipal hearings
- Burden of proof, conduct of hearings, and admission of evidence
- Creating, documenting and preserving the record for appeal

Training is limited **solely** to those individuals designated by their appointing authority to serve in the capacity as Municipal Hearings Officer for hearing either building or fire appeals. Current members of a building/fire department **may not serve** as hearings officers for violations issued by their own department.

PLEASE NOTE: This is a virtual classroom course to be held using Zoom. After Registering through LMS, you will receive a second course registration "link" through Zoom. You must also register there in order to participate in the course.
Questions on LMS Registration can be directed to:
Registration.DFS-TM-Academy@mass.gov
Questions on the Zoom registration can be directed to:
MaryElizabeth.Lynch@mass.gov.

Registration

Register online at DFS Learning Management System.

Daily Activity Report

Friday – Checked roads (snow to rain), Opened waterways in areas that were flooding. Prepared trucks for change over back to snow/freezing temperatures.

Saturday – 0530-1200 for continued snow/ice removal

Sunday/Monday – Christmas Holiday

Tuesday – Checked roads , minor repairs to vehicles, snow removal around downtown/sidewalks. Fixed hydraulic lines in backhoe.

Wednesday – Started cleaning vehicles, ordered parts for T4 (Selenoid) for 4WD. Cleaning water/sweeping bays. 4 loads of salt.

Thursday – Checked roads and started opening waterways. Worked on plow for T10.

Friday – Fixed potholes on 116/Lanesboro Rd, continued opening waterways for impending rain, washed equipment, fixed road sign that was taken down

Sat/Sun/Mon – No call ins/holiday

Tuesday – Checked roadways/waterways, Started breaks on T4, Dif safe a culvert at 20 Leo CT that was damaged by plow, started removing Christmas trees at school

Wednesday – Roadway check, began chipping downed trees on east side of town.

Thursday – Chipper to NY for service, Stone out on Jenks/Richmond Hill in muddy areas, fixed beginning of Lakeshore drive/school, removed Christmas trees from school, put up new sign on Lanesboro RD (weight), fixed potholes on Lanesboro RD/Outlook Ave, prepared trucks for possible snow

WATER DEPT BI weekly Report

12/12 MONDAY - • OUT WITH COVID

12/13 TUESDAY - • Plowed SNOW AT PUMP HOUSE and Pushed BACK SNOW BANK's.
• STeamed HYDRANT AT Richmond STReet FROZEN Solid.
• Moved OFFICE SUPPLIES FROM PUMPHOUSE TO TOWN HALL OFFICE
• WENT TO WAL-MART FOR RV ANTIFREEZE

12/14 WEDNESDAY - Checked PUMP's and TOW WATER SYSTEM
• TURNED WATER OFF AT NUMBER 41 LAKESHORE
• Moved MORE OFFICE Supplies TO OFFICE
• ATTENDED WEBINAR ON LCRR
• WORKED ON LCRR Loading INFO INTO EXCEL

12/15 THURSDAY - • Checked PUMP's and TOWN WATER SYSTEM
• WENT TO Home DEPOT FOR Plywood TO COVER TRUCK IN SNOW STORM's
• ALSO WENT TO L.P. ADAM's FOR BRACKETS FOR ELEVATOR.
• CUT Plywood TO FIT TRUCK
• GAS IN TRUCK and Filled Fluids FOR STORM COMMING IN
• WORKED ON LCRR ON EXCEL
• MOVED SOME MORE THING's TO OFFICE

TURN OVER

12/14 FRIDAY • checked Pumps and WATER SYSTEM
• Plowed Pump House (SNOW STORM)
• WENT TO CARR-HARWARE FOR ETHERNETCORD (FOR PRINTER)
• Read METER FOR CLOSING ON DEAN STREET
• WORKED ON LCRR iN EXCELL

12/17 SATURDAY - • checked PUMPS

12/18 SUNDAY - • Checked PUMPS

12/19 MONDAY - • checked PUMPS and TOWN WATER SYSTEM
• Plowed TANK AND PUMP HOUSE FROM SNOW STORM
• WORKED ON OCU AT PUMP HOUSE WAS Reading Failure
• WORKED ON LCRR iN EXCELL

12/20 TUESDAY - • checked PUMPS and TOWN WATER SYSTEM
• HAD DR: APPOINTMENT iN [redacted] AM: (PUNCHED IN ABOUT 10:30)
• OCU STILL Reading FAILURE FINALLY GOT TO WORK
• WORKED ON LCRR iN EXCELL
• MEET WITH COMMISIONERS

12/21 WEDNESDAY - • Checked PUMPS and TOWN WATER SYSTEM
• WORKED ON Cleaning CHEMICAL Feed PUMP (Cleaned)
• WORKED ON LCRR iN EXCELL
• Checked HYDRANT FOR LEAKING

12/22 THURSDAY - • checked PUMPS and TOWN WATER SYSTEM
• MAINTENANCE ON GENERATOR AT PUMP HOUSE
• WORKED ON REPORT FOR TOWN
• WORKED ON COMPUTER TRYING TO GET EVERYTHING LINKED

TURN OVER —

NOTE; will Be working on Tie's for Record Keeping.

- ALSO CCR I will Be STARTING IN JANUARY
- ALSO BACKFlow's will Be Doing IN JANUARY

12/22/22

FORM C

CAPITAL PROJECT REQUEST FOR EQUIPMENT PURCHASE OR MAJOR RENTAL

Department & Activity Highway Date Prepared 1/3/23
Contact Person Corey Swistak/Brent Larria Phone Number

1. Project Title & Reference No.

2. Form of Acquisition (check appropriate)

X Purchase ____ Rental

3. Number of Units Requested

4. Cost

	Per Unit	Total
Purchase price or annual rental $		$ 21,400
Plus: Installation or other costs $		$ 1500 miller
Less: Trade-in or other discount $		$
Net purchase Cost or annual rental $		$ 22,900

5. Purpose of Expenditure (check appropriate)

( ) Schedule replacement
( ) Present Equipment obsolete
( ) Replace worn-out equipment
(X) Reduce personnel time
( ) Expanded service
(X) New operation
( ) Increased safety
(X) Improve procedures, records, etc.

6. Number of Similar Items in Inventory ____

7. Estimated Use of Requested Item(s)
52 Weeks per year ____ Approx.months (if seasonal)
For the weeks used, estimate:
2 Average days per week
____ Average hours per day used
Estimated useful life in years 25+.

8. Replaced item(s)

Item	Make	Age	Maint.Cost	Prior Year's Breakdowns	Rental Cost
A.					
B.					
C.					
D.					

9. Department Priority Rank:
__ Urgent/Legally Required __ Maintain Service X Improve Efficiency X New Service

10. Recommended Disposition of Replacement Item(s):
__ Possible use by other agencies __ Trade-in __ Sell

11. Submitting Authority
Submitted by: [signature] (signature) Date: 1/9/23 Position: Interim Supt.

12. Reserved

Local Hourly Labor Rates

Bedard Brothers	$149 Per Hour
Other	$90 - $100 Per Hour

Examples of recent repairs – In House

F550 Hydrolic Hoses	4 Hours – 2 Guys - $192
Dodge Hydraulic Hoses	3 Hours – 2 Guys - $144

Hourly rate $24.01 (does not include benefits)

Example of recent repair – Outsourced

Ford - Filters (oil, fuel) - $650

Example of work that can be done in house

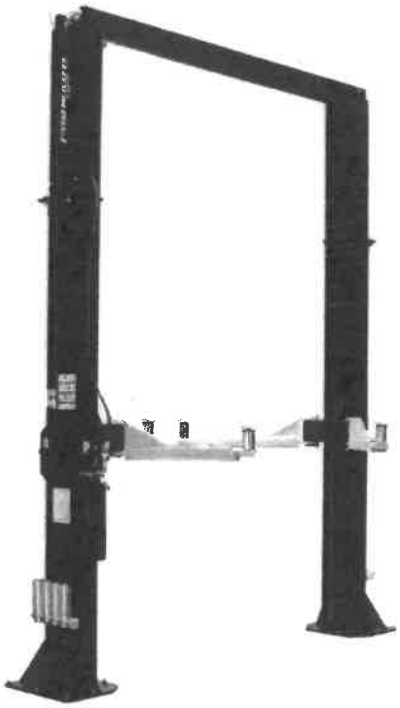
Oil changes, filters, hoses, brakes

Work can be done on Fire Department Brush Truck, Fire Department Command Vehicle, Police Cruiser, Mini Pumper, Water Department Truck, Highway Equipment for a total of 13 pieces of equipment and 2 small tractors.

Search product, brand, or part

ForwardLift Symmetric Lift 2-Post 18000 lbs Blue

★★★★★ (0) Write a review

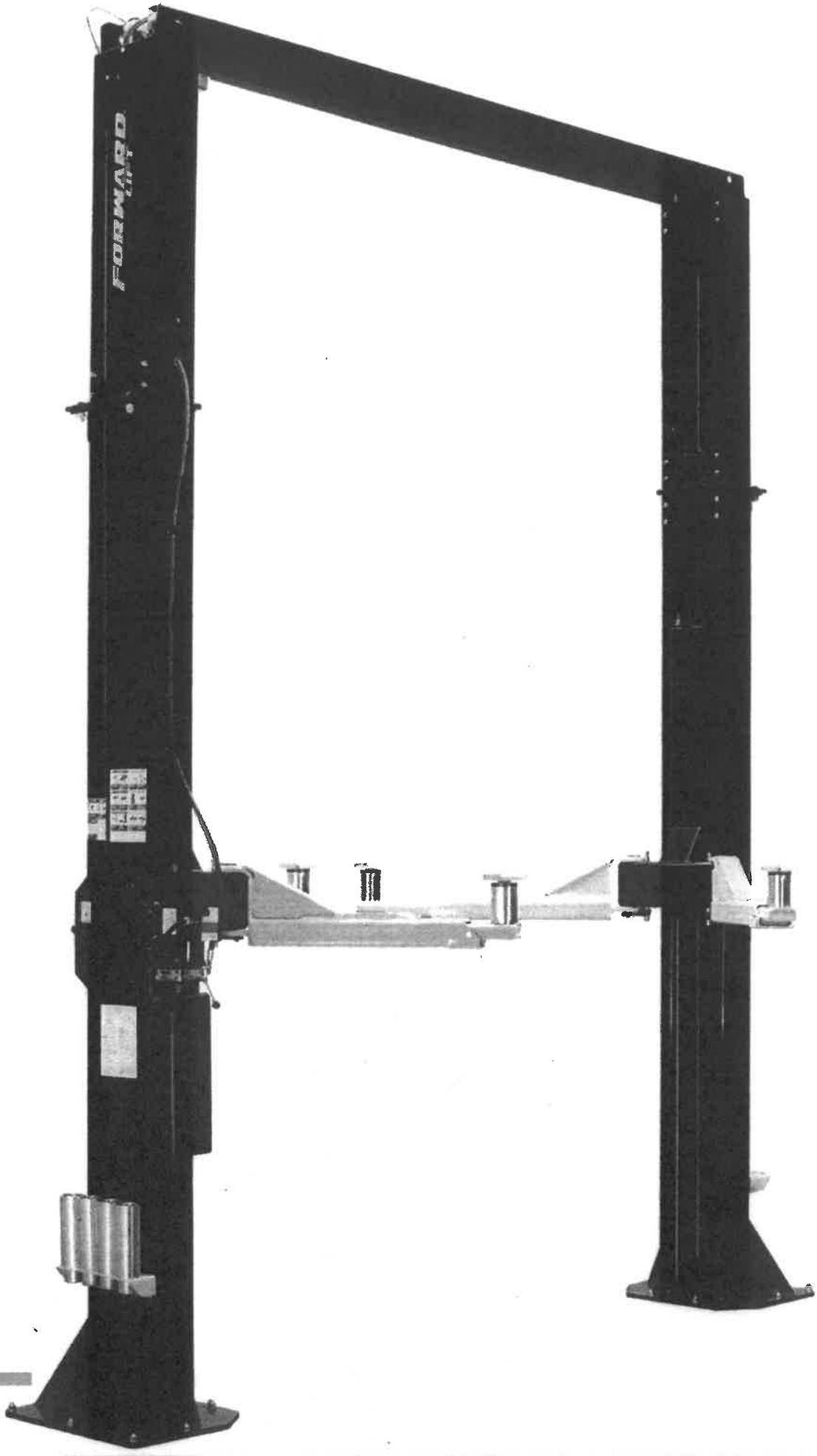


Feedback

Part #: FWD DP18N002BL
Line: Forward Lifts

$21,400.00/ Each

Please call store for Availability
(413) 445-5628


FORWARD

Features & Benefits

Warranty: Standard : 12 Month Warranty (Parts and Labor)

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The DP18 is constructed of high strength heavy gauge steel columns. Large gusseting on substantial base plate foundations provide the stability and support you want for a heavy truck lift. With a capacity of 18,000 pounds your shop can start working on work trucks, vans, or small buses along with everything else that rolls through the door.

- Heavy Duty Lift, Low profile 5 1/2" 2 stage arm
- Clear Floor Design Allows Tool Boxes, Transmissions, Oil Drain Pans & Other Equipment To Be Easily Moved Around.
- Arm Restraints Provide For Easy Positioning Of Arms. They Engage When The Lift Is Raised & Automatically Disengage When The Lift Is Fully Lowered.
- Powder Coat Finish, More Durable Than Conventional Finishes
- Includes Truck Hight Adapters
- Single Point Lock Release Allows The Technician To Disengage Both Column Latches At The Same Time, Eliminating Waste Time For The Technician Moving From One Side To The Other Before Lowering.

Feedback

Specifications

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Safety Lock Equipped	Yes
Lift Pad Height	5 1/2"
Lift Safety Lock Release Type	Manual
VMRS Code	014015000
Lift Drive Thru Clearance	108 3/16"
Lift Length	156"
Lift Height of Rise	72"
Lift Safety Locks Type	Mechanical Auto Engaging
Lift Arm Restraint Type	Gear Type
Lift Motor Size	2 hp
Width Between Columns	119 3/4"
Foldable	No
SDS Required	No
Lift Model	2 Post
Lift Weight	3434 lbs
Color	Blue
Lift Capacity	18000 lbs

Feedback

Foldable	No
SDS Required	No
Lift Model	2 Post
Lift Weight	3434 lbs
Color	Blue
Lift Capacity	18000 lbs
Lift Height	46"
Lift Type	2-Post
Lift Equalization Type	Cable
Adjustable Legs	Yes
Brand	ForwardLift
Lift Width	30"
Lift Drive Mechanism Type	Hydraulic
Contents	2 Post Surface Lift Sym 18K, 2 stage arms, 199 Height, includes stack height adapters~!~~!~~!~~!~~!~~!~~!~
Lift Weight Capacity	18,000 lbs
Contains VOCs	No
Lift Electrical Requirements	208/230 Volt 1PH

Feedback