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 – February 21, 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 Tuesday February 21, 2023, 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; IBerkshires; Ed St. John III, attorney; Corey McGrath, Facilities Manager; Lou Moser; Mike Biros; Lynn Melchiori; Peter Traub.

Summary of Votes:

- Vote to enter executive session at 6:30 p.m. 5-0
- Vote to approve the Consent Agenda (except Warrants and ADA Committee) 5-0
- Vote to approve the ADA Committee 4-0-1
- Vote to eliminate COVID sick pay policy 5-0
- Vote to authorize the Town Administrator to sign the RFP for aggregate energy services 5-0
- Vote to adjourn at 7:49 p.m. 5-0

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

Executive Session - *M.G.L.* Chapter 30A, Section 21 (a), Reason 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and if the chair so declares. Warner vs. Town of Cheshire

A motion was made by M. Francesconi and seconded by S. McGrath at 6:30 p.m.to enter executive session according to M.G.L. Chapter 30A, Section 21 (a), Reason 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and if the chair so declares. Warner vs. Town of Cheshire

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

Return to regular session at 7:15 p.m.

Cheshire Community Association – Economic Development Planning – Phase I – Tabled

Adams Cheshire Girls Softball League – Discussion regarding expanding the field.

Lou Moser and Mike Biros joined the board requesting to rehabilitate the old little league field and expand the softball base lines. Mr. Moser shared that the league has a good working relationship with the lacrosse and football teams and is looking to expand the field by removing the infield grass out from the bases line 6-8 feet. R. Killeen mentioned that a similar project was done in the late 1990's. It was decided that the Town Administrator will reach out to the lacrosse and football teams to get their input and the topic will be added to the next agenda.

Consent Agenda

Minutes February 7, 2023, February 13, 2023
~~Warrants – Payroll 23-16, AP 23-17 To~~ be signed by Board Members on 2/22/23
~~ADA Committee Appointments – Corey McGrath, Lynn Melchiori, Brenda Caufield~~
Special Town Meeting Warrant – March 13, 2023

A motion was made by M. Francesconi and seconded by J. Levesque to approve the consent agenda except for the warrants and ADA Committee Appointments
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

ADA Committee Appointments – Corey McGrath, Lynn Melchiori, Brenda Caufield, Jamie Walsh

M. Francesconi requested that Jamie Walsh be added to the list of appointees to the ADA committee which will review the ADA Study being conducted of town buildings and sidewalks.
A motion was made by S. McGrath and seconded by R. Killeen to appoint Corey McGrath, Lynn Melchiori, Brenda Caufield and Jamie Walsh to the ADA Committee.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Abstain
Motion Carries: 4-0-1

Board of Selectmen Discussion/Decision Items

a. **Preliminary Budget Review and Questions** - The Town Administrator shared that the Police Department, Fire Department, Council on Aging, Schools, and General Government have all been scheduled for joint budget hearings. Discussion about the increase to the Hoosac Valley Regional School District budget of 7% based on preliminary numbers which are all estimated at this time. This resulted in a request that the Town Administrator contact the district to notify them that the increase is not feasible and request an increase of no more than 3% for Fiscal Year 2024.
b. **Employee COVID Sick Time Policy** - A motion was made by M. Francesconi and seconded by J. Levesque to end the COVID sick time allowance of five additional days from the day of a positive test.
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. Municipal Energy Aggregation Authorization - The Town Administrator shared that the contract with Dynegy ends in November 2023 and the town with other community partners in Berkshire County will be going out to bid with a RFP near the end of March. The Town Administrator asked for authorization to sign the documents.
A motion was made by J. Levesque and seconded by R. DeAngelis to authorize the Town Administrator, Jennifer Morse to sign the RFP for Municipal Aggregation services.

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

Board Announcements
J. Levesque questioned if funds were received from the Host Community Agreement with Stafford Green, the Town Administrator reminded the board that legislation recently changed and recommended the appointment of special counsel to help the town navigate the changes.

M. Francesconi congratulated the recreation committee for a great job with the Father-Daughter dance on Friday evening. A Mother-Child dance is being arranged for May 12, 2023 , more tickets will be available. The Memorial Day parade plans are in full swing, an 50-200 word essay contest for all students in Adams and Cheshire will take place with judging by the council on aging in each town. A Memorial Day flyer will be going out to all businesses encouraging participation with banners, walking or riding floats.

Adjourn
A motion was made by M Francesconi and seconded by J. Levesque to adjourn the meeting at 7:49 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
February 23, 2023

Document List
1. Agenda – February 21, 2023
2. CCA Economic Development Planning Phase 1
3. Town of Douglas Economic Development Study – Example
4. Draft Minutes – February 7, 2023
5. Draft Minutes – February 13, 2023
6. Special Town Meeting Warrant – March 13, 2023
7. Budget Notes
8. Draft FY24 Budget
9. Email regarding Ashuwillticook Rail Trail Project completion.
10. Highway Bi-Weekly Report
11. Council on Aging Director Monthly Report
12. MHO Certificate – Jennifer Morse
13. Invite NBCC

Approved: March 21, 2023

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – February 21, 2023
6:30 PM

Cheshire Elementary School – Cafeteria

1. *Open Regular Meeting*
2. *Executive Session - M.G.L. Chapter 30A, Section 21 (a), Reason 3 to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body, and if the chair so declares. Warner vs. Town of Cheshire (estimated time- 6:30 p.m.- 7:00 p.m.)*
3. *Introductions and Pledge of Allegiance*
4. *Cheshire Community Association – Economic Development Planning – Phase I*
5. *Adams Cheshire Girls Softball League – Discussion regarding expanding the field*
6. *Consent Agenda*

   Minutes February 7, 2023, February 13, 2023
   Warrants – Payroll 23-16, AP 23-17
   ADA Committee Appointments – Corey McGrath, Lynn Melchiori, Brenda Caufield
   Special Town Meeting Warrant – March 13, 2023

7. *Board of Selectmen Discussion/Decision Items*
   - ***a.*** *Preliminary Budget Review and Questions*
   - ***b.*** *Employee COVID Sick Time Policy(added 2/16/23)*
8. *Town Administrator Updates*
   - ***a.*** *Municipal Energy Aggregation Authorization*
9. *Announcements from Board Members (added 2/16/23)*
10. *Public Comment*
11. *Any other business not reasonably anticipated 48 hours prior to the meeting.*

Submitted by: Jennifer Morse – Town Administrator

Posted: 2/16/23 @ 9 a.m.
Revised: 2/16/2023 @ 11:03 a.m.
Revised 2/16/23 @ 1:45 p.m.

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

BRPC
Berkshire Regional Planning Commission

1 Fenn Street, Suite 201
Pittsfield, MA 01201
413.442.1521
www.berkshireplanning.org



Cheshire Economic Development Planning - Phase I

Proposal Overview

Berkshire Regional Planning Commission (BRPC) will assemble a body of information that can be used as the foundation for future phased-in, asset-based Economic Development Planning in Cheshire, MA

Phase 1 – Key Steps include:

- Gather baseline data to establish a comprehensive Economic Development asset inventory.
- Present relevant findings in a format that will inform and support future phases.
- Identify actions and project opportunities to explore further through community input and engagement.

Phase 1 Scope:

BRPC staff will conduct a detailed inventory of Physical Economic Development Assets to include: Commercial, Industrial, and Historic properties, Outdoor Recreation, Open/Public space, Utilities, Transportation including commercial district roads and sidewalks, parking, wayfinding, street furniture, etc., and develop user-friendly databases and maps that represent these important economic factors. Key aspects and data from the Guiding Documents referenced here will be used to fully characterize the local and regional landscape.

Project Leadership, Budget, and Timeframe:

This effort will be overseen by Economic Development Program Manager Laura Brennan (resume attached). Support for the project may be provided by BRPC's Economic Development, Community Planning, and/or GIS, Data & Information Services programs. The work will be funded through an FY23 Economic Development Earmark awarded to the Cheshire Community Association. In addition to personnel costs, the budget is inclusive of all materials, communications, and technology needed for the project.

Target date for completion: June 30, 2023
Estimated project cost of $10,000.

Long-Term Goals

- Maintain and respect the character of Cheshire, particularly the town's natural beauty, quality of life, and enthusiasm of residents toward collaboration
- Improve the overall economic conditions in the community through sensible, well-planned project development.
- Raise the profile of Cheshire as an outdoor recreation and small business destination within the larger Berkshire economy,

Guiding Documents

2017 Cheshire Master Plan

2023-2027 Berkshire County CEDS

2020 Berkshire County Outdoor Recreation Plan

2021 Outdoor Recreation Plan Addendum

Berkshire Blueprint 2.0

Local Rapid Recovery Planning (LRRP) reports from neighboring communities

OSRPs from neighboring communities

Statewide outdoor recreation and economic development resources

Local Rapid Recovery Program (LRRP)

Plan Facilitators will be asked to provide the Commonwealth with baseline data in an agreed upon format as follows:

- **Physical Environment**
  Map of Study Area (GIS file), Average Annual Daily Vehicular Traffic, Average Annual Daily Pedestrian Traffic, Total No. of Parking Spaces (On-Street and Off-street), Total Open/Public Space Area (SF), Overall Condition of Streets and Sidewalks, Total No. of Storefronts, Overall Condition of Storefronts, Total Commercial SF (Retail, Office and Manufacturing)

- **Market Conditions**
  Basic Demographics, Total Workforce/Employees, Total Secondary/Post-Secondary Student Population, Total Annual Visitors

- **Business Environment**
  Total Number of Businesses, Total Number of Business Closures since March 2020, Total Number of Businesses, Total Number of Vacant Storefronts

After completing the Diagnostic, Plan Facilitators will provide communities with a summary of on-the-ground conditions within the Study Area(s) to guide the development of potential projects to help address areas of concern.

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Laura Brennan

Economic Development Program Manager, 2021-Present
Senior Planner, 2017-2021

QUALIFICATIONS SUMMARY

Manages and leads BRPC economic development planning work, serving as the liaison between BRPC and the federal Economic Development Administration (EDA).

- Manages the Berkshire County Comprehensive Economic Development Strategy (CEDS) process, including committee coordination and developing and implementing the 5-year CEDS and corresponding Annual Reports.
- Secured EDA Economic Development District designation for Berkshire County, MA.
- Oversees Shared Economic Development Planning program for municipalities contracting for services through BRPC. Current participants in the program are Adams, Great Barrington, Lanesborough, Lenox, and Richmond.
- Co-lead on BRPC's pursuit of Sustainable Berkshires objectives related to Outdoor Recreation and Historic Preservation.

SELECTED PROFESSIONAL EXPERIENCE

- Administration of EDA CARES Act Award, Economic Recovery and Resilience, ongoing.
- Management of Berkshire County's most recent CEDS process, resulting in the 2023-2027 Comprehensive Economic Development Strategy for Berkshire County.
- Management of Local Rapid Recovery Plans (LRRP) for Great Barrington, and oversight of staff developing plans for Adams, North Adams, and Williamstown in 2021.
- 2020 Berkshire County Outdoor Recreation Plan – developed region-wide plan to improve outdoor recreation as an economic driver in the Berkshires, as well as subsequent updates and stakeholder coordination.
- Berkshire County COVID-19 Adaptation Fund – oversight of grant program offering small for-and non-profit organizations grants of $5,000 - $15,000.
- Small Business Relief Partnership – managed funds provided by the MA AGO to assist small businesses through micro-grants in response to COVID-19 economic impact.
- Management of an EOEEA grant to study redevelopment options for the Berkshire Mall located in Lanesborough, MA, and its regional economic significance in 2017/18.
- Berkshire Farmers Markets – served as marketing manager for a 3-year FMPP grant through USDA on behalf of 14 area markets.
- Cultural District coordination - managed the application process for Great Barrington and Lenox; ongoing staff support to District Steering Committees.
- Lanesborough Economic Development Plan – completed the process with the town manager and Economic Development Committee.
- Directed Client Services at 1Berkshire, the state-designated economic development, tourism marketing, and creative economy agency for Berkshire County.
- Served as the Marketing and Operations Director for Hancock Shaker Village, an internationally recognized destination for living history education focused on the Shaker legacy in the Berkshires.

EDUCATION

- **Franklin & Marshall College, Lancaster, PA**, 1996 – 2000; Bachelor of Arts in History, minor in Religious Studies, Hackman Fellowship recipient, graduated with honors

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – February 7, 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 Tuesday February 7, 2023, 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; Corey McGrath, Facilities Manager; Lynn Melchiori; IBerkshires; Mike Tatro, National Grid.

Summary of Votes:

- Vote to approve the Pole Petition of National Grid/Verizon on Fred Mason Road 5-0
- Vote to move forward with Water Dept. proposal from Tighe and Bond, Phase 1 5-0
- Vote to utilize ARPA funds for Water Dept. Proposal from Tighe and Bon, Phase 1 4-1-0
- Vote approve the Facilities Use Form for the Adams Cheshire Softball League 5-0
- Vote to approve the Consent Agenda as amended 5-0
- Vote to move forward with Seasonal Positions for the Cemetery Foreman and Groundskeeper Position 5-0
- Vote to change the official posting location to the town website 5-0
- Vote to approve a one day liquor license for Cheshire Rod and Gun Club, 2/11/23 4-0-1
- Vote to appoint Jennifer Morse as the representative to the HVRSD Union Negations 5-0
- Vote to adjourn at 7:49 p.m. 5-0

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

Pole Hearing – 6:30 p.m.

M. Francesconi opened the pole hearing on a petition from National Grid and Verizon New England to install (1) JO Pole 5-5 and anchor on Fred Mason Road beginning at a point approximately 0' NW of the centerline of the intersection of Pole 5 and Fred Mason Road and continuing approximately 154' in a SW Direction, West Side of the Road.

Mike Tatro from National Grid joined the board to answer questions regarding the petition. The Town Administrator shared that the information was reviewed by the Highway Department with no concerns.

A motion was made by S. McGrath and seconded by R. Killeen to approve the pole work as indicated in the petition.

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

J. Levesque asked about tree removal over power lines, the Town Administrator will follow-up with Mr. Tatro.

Water Department – Proposals for Engineering Route 8 (West Mountain to Lanesborough Roads)
The Town Administrator shared that the Water Commissioners are recommending that the Town move forward with the Tighe and Bond proposal for engineering of Route 8 from West Mountain Road to Lanesborough Road. Discussion on approving Task 1 only of the proposal and having the Water Department/Superintendent explore funding opportunities for the remainder of the proposal and construction.
A motion was made by J. Levesque and seconded by S. McGrath to move forward with Phase 1 of the proposal from Tighe and Bond
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

There was discussion on utilizing ARPA funds for the project with questions regarding hydrants, there was discussion on shovel ready projects and the need to move forward for fire safety concerns. R. Killen shared his concerns about utilizing ARPA funds as he felt the water department could have been more prudent with the Wells Park Road/Route 8 and Mill Hill leaks they would have additional funds. R. DeAngelis shared that a lot of infrastructure money will be coming to the state and by making our projects shovel ready it puts the town in a good position.

A motion was made by R. DeAngelis and seconded by M. Francesconi to utilize ARPA funds for the Phase 1 engineering proposal from Tighe and Bond.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- No S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 4-1-0

Adams Cheshire Softball – Facilities Use Form
A motion was made by M. Francesconi and seconded by J. Levesque to approve the request for field use by the Adams Cheshire Softball League
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

Consent Agenda

Minutes January 24, 2023
Warrants – Payroll 23-16, Accounts Payable 23-17
~~*Recreation Committee Appointments - Tim Garner, Corey McGrath, Christopher Garner*~~

A motion was made by M. Francesconi and seconded by J. Levesque to approve the Consent Agenda except for the Recreation Committee Appointments.
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. Cemetery /Groundskeeper Job Descriptions – Seasonal Positions
   The Cemetery Foreman and Groundskeeper job descriptions were reviewed. The Town Administrator shared that they were sent to the Cemetery Commissioner for input and the Commissioners were invited

to the meeting and declined. All positions will be seasonal beginning on May 5, 2023, and ending on September 21, 2023 (20 weeks). The positions will be advertised starting March 1st. The Town Administrator will be reaching out to Hoosac Valley Regional School and McCann Technical School with employment opportunities for students over the age of 16 years. Currently three former cemetery workers are claiming unemployment and costs are estimated to be $8,500. Quotes for early spring and late fall clean up will be obtained, the Town Administrator was asked to get a cost for landscaping services for the entire summer as well.

Discussion regarding the missing folders from the Cemetery office, a letter was sent to a former commissioner requesting the return, the town can take no other legal action. It was suggested to contact a particular former commissioner to seek advice on recreating missing documentation.

A motion was made by J. Levesque and seconded by S. McGrath to move forward with the seasonal position application to the Department of Unemployment.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

b. Official Meeting Posting/Agenda Location – Change to Website
As the current board inside town hall does not meet open meeting law requirements for posting locations, the official posting location will now be the website, notices will still be posted to the board as well.
A motion was made by S. McGrath and seconded by M. Francesconi to make the town website the official posting location for meeting notices/agenda.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 5-0

c. Cheshire Rod and Gun Club 0 One Day Liquor License – February 11, 2023
A motion was made by S. McGrath and seconded by R. Killeen to approve the one-day liquor license for the Cheshire Rod and Gun Club on Saturday February 11, 2023.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Abstain, M. Francesconi – Yes
Motion Carries: 4-0-1

d. Town Administrator representative to HVRSD Union Negotiations
A motion was made by S. McGrath and seconded by M. Francesconi to appoint the Town Administrator Jennifer Morse to represent the Town in the HVRSD Union Negotiatons process.
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. Special Town Meeting Warrant Articles
The Town Administrator shared that counsel sent the Warrant articles late this afternoon for the Sandmill Bridge project. A meeting will need to be set up for early next week to sign the warrant as the Town Clerk is going out on medical leave for a little over a week. A meeting will be held on Monday February 13, 2023, at 7:15 p.m. to sign the warrant. The Town Administrator also shared that an executive session will need to be set up with counsel to review the most recent developments in the Warner vs. Town of Cheshire case.

b. General Code – Bylaw Process

The Town Administrator shared the red line document showing changes made to the sequence and language of the bylaws. Once the bylaws have been approved at Town meeting the board can move forward with amendments to language at a future meeting. The Town Administrator shared that completely changing language at this would complicate the procedure and that time does not allow before Annual Town Meeting.

c. IT Annual Review – Cyber Security Insurance Requirements

The annual review was shared with board members. Two programs are going into effect as required by the town's cybersecurity insurance. Phishing and security training and Multi Factor Authentication for all users.

Announcements from Board Members

J. Levesque inquired on how residents can obtain nomination papers during the Town Clerks absence. The Town Administrator will follow-up with the town clerk.

The board would like the Town Clerk to attend an upcoming meeting regarding the appointment of election officials.

R. Killeen spoke about Airbnb revenue noting that the Town Administrator spoke with the Zoning Enforcement Officer and a bylaw needs to be put into place, the Town Administrator has notified the Planning Board chair.

Public Comment

Jacob Zieminski came forward with documents pertaining to a draft citizen petition that would amend a current marijuana bylaw to include Microbusiness licenses. It was suggested that he speak to the Town Clerk for petition information and the Planning Board. It was recommended to keep the board updated in the process to keep the dialogue open.

Adjournment

A motion was made by M Francesconi and seconded by J. Levesque to adjourn the meeting at 7:49 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
February 13, 2023

Document List

1. Agenda – February 7, 2023
2. Pole Petition – National Grid/Verizon – Fred Mason Road
3. Adams Cheshire Girls Softball League – Facilities Use Form
4. Water Department Engineering Proposals
5. Draft Minutes – January 24, 2023
6. HVRSD Letter regarding Union Negotiations Representative
7. Poll Staff 2023 list from Town Clerk

8. Highway Department Bi-Weekly Report
9. Water Department Bi-Weekly Report
10. DRAFT citizen petition and documents from citizen

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – February 13, 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 Monday February 13, 2023, at 7:15 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager

M. Francesconi opened the meeting at 7:15 p.m.

Special Town Meeting Warrant
A motion was made by M. Francesconi and seconded by J. Levesque to approve and sign the Special Town Meeting Warrant for Monday March 6, 2023 at 7:00 p.m.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen- Yes, S. McGrath- Yes, J. Levesque – Yes, M. Francesconi – Yes
Motion Carries : 5-0

Adjournment
A motion was made by M Francesconi and seconded by S. McGrath to adjourn the meeting at 7:18 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
February 14, 2023

Document List
1. Special Town Meeting Warrant – March 6, 2023
2. Sandmill Bridge Design

THE COMMONWEALTH of MASSACHUSETTS
Berkshire, SS.
To either of the Constables of the TOWN of CHESHIRE in the County of BERKSHIRE
GREETING.

In The Name of THE COMMONWEALTH OF MASSACHUSETTS, you are hereby directed to notify and warn the inhabitants of said Town, qualified to vote in elections and in Town affairs, to meet at said Cheshire.

Place: Former Cheshire Elementary School/Cafeteria
191 Church Street, Cheshire, MA
Date: Monday, March 13, 2023
Time: 7:00pm

Voter check-in to begin at 6:30pm.

CHESHIRE SPECIAL TOWN MEETING

Article 1:

To see if the Town will vote to accept and confirm as a public town way a certain portion of the roadway known as Sandmill Road, public town way, in locations ordered by the Board of Selectmen and depicted on the plan entitled; "Sandmill Road Over Dry Brook Cheshire, Bridge No. C-10-002, Preliminary Right of Way Plan dated November 18, 2022", said plan having been placed on field with the Town Clerk as required by law; and further to authorize the Board of Selectmen to acquire by gift, purchase, or eminent domain, such interests in land as necessary to allow for the use and maintenance of said ways for all purposes for which public ways are used in the Town of Cheshire, or take any other action relative thereto.

Article 2:

To see if the Town will authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, permanent and temporary easement in certain parcels of land within, adjacent to and/or contiguous to Sandmill Road in the locations more or less depicted on the plan entitled "Sandmill Road Over Dry Brook Cheshire, Bridge No. C-10-002, Preliminary Right of Way Plan dated November 18, 2022" as it may be amended, a copy of which has been placed on file with the Town Clerk and permanent and temporary easement in parcels of land located within 200 feet of said parcels, as such additional area may be shown on said plan, for public way purposes, to enable the Town to undertake the Sandmill Road bridge replacement project, and, further, to raise and appropriate, transfer from available funds, borrow or otherwise provide the funds necessary for the purpose of providing for such acquisitions and paying all costs and expenses associated therewith, or take any other action relative thereto.

Article 3:

To see if the Town will vote to appropriate a sum of money to pay costs for a Lead Service Line Inventory and Replacement Program; The 2021 Lead and Copper Rule Revisions (LCRR) require all Public Water Systems (PWSs) to complete an inventory of utility- and customer-owned service lines connected to its distribution system and prepare a replacement plan by October 2024; including the payment of costs incidental or related thereto; and to determine whether this appropriation shall be met by borrowing with the potential of borrowing from the Massachusetts Clean Water Trust through a 100% principal forgiveness loan or otherwise; or take any action in relation thereto.

Article 4: To do and transact any other business that may properly come before. this meeting or *take any other action in relation thereto.*

HEREOF FAIL NOT, and make do return of this Warrant, with your doings thereon, to the Town Clerk at the time and place of meeting as aforesaid.
Given under our hands this 13th day of February in the year of our Lord two thousand twenty-three.

_____ _____
Michelle Francesconi, Chair *Shawn McGrath, Vice Chair*

_____ _____
Jason Levesque *Raymond Killeen*

_____
Ronald DeAngelis

A true copy: Attest:

_____ _____*, Constable*

Berkshire, ss.

PURSUANT TO THE WITHIN WARRANT, I have notified and warned the inhabitants of the Town of Cheshire by posting up attested copies of the same at: Cheshire Town Hall, Cheshire Post Office, Cheshire Community/Senior Center and the Town Website.

_____*days before the date of the meeting, as within directed.*

_____ *Constable of Cheshire*

_____ *Date*

Budget Notes

As I turn this **FIRST DRAFT** over to the Board of Selectmen and Finance Committee, I wanted to bullet point some main issues.

- Most salaries were built with a 3% increase, you will see information in the comments, and I will provide a full spreadsheet of salaries. Board/Committee Stipends are built with a 2% increase.
- Cherry Sheet Estimates will not be available until March – all numbers on the Tax Rate Recap page are estimated with FY23 actual numbers.
- Free Cash is not yet certified, it was turned in on February 3rd and we have received notification from the DOR that it will be looked at the last week in February. Last year we were certified on February 23rd.
- Capital Equipment and General Stabilization Funds are current as of 2/6/23.
- As we approach budget hearings back up documentation, job descriptions etc. will be shared the Friday before the meeting in your packets.
- Many of the numbers are still just placeholders such as Town Insurance, Schools, Veteran Services

Positions

(Job Descriptions for New Positions will be in your packet prior to budget hearing)

DPW Director (New) – Oversight of the Highway Department, Cemetery Department and Water Department staff. (Hinsdale - $75K; Lanesboro- $85K; Great Barrington- $105K; Lenox - $85K; Adams- $74-90K) Cemetery Positions pending State approval will now be seasonal (20 weeks).

Fire Fighters Stipends (New) - More information will be provided prior to the budget hearing.

Police Officer (New) – Additional Full Time Police Officer

Water Department - Superintendent position is now hourly, the Water Department is looking to hire a secondary operator and combine the secondary operator and laborer line items (job posted no applicants)

Municipal Clerk – Combine Admin to Board, Asst. Clerk, Treasuer and Collector into one fulltime position. See Financial Management Review for recommendation on hiring a Asst. Treasurer, Collector and Admin. Assistant.

Budget Hearing Schedule (this is tentative except for 2/28)

February 28	Police, COA
March 14	Fire, Highway, General Government
March 28	Schools

From:	Brzezinski, Stephen D. (DOT)
To:	Jennifer Morse; bcarroll@lanesborough-ma.gov; jgreen@adams-ma.gov
Cc:	Najimy, Charles J. (DOT); Stevens, Scott A. (DOT); Tietgens, John C. (DOT); Barnes, Rebecca (DCR)
Subject:	Contract #108457-Adams-Cheshire-Lanesborough-Ashuwillticook Rail Trail Final Completion
Date:	Thursday, February 9, 2023 11:49:49 AM

Jay, Jennifer, and Beth,

This email is being sent out as a formality to say that the Adams, Cheshire, and Lanesborough, Ashuwillticook Rail Trail project has been completed. As you will see from the date of completion, this completion notice is being sent out late. The project was completed on May 5, 2021, by J.H. Maxymillian, Inc. A final inspection was held on November 24, 2020, and all punch list items have been completed.

We hope that the project is beneficial to the three towns.

Thanks for your assistance with the project.

Truly,
Stephen Brzezinski
D-1 Area Engineer.

Bi-weekly Report

Friday – Finished helping install the lift, Brent went with Ron to look at machine's, T5(FD) had low tires/checked fluids, removed a fallen tree on Sandmill RD, night call in for large tree and wires down on Jenks RD.

SAT/SUN – ice build up on Wells in 3 spots, sanded scrapped.

Monday – Road checks from high winds and cold weather, several overhanging limbs were cut and removed, Cleaned backhoe with power washer, front brakes on Ford pick up truck, emptied trucks from weekend.

Tuesday – (Brent in charge) cleaned shop. Corey called in crew 7-10pm for icy roads.

Wednesday – Checked and treated roads, hosed (2)trucks out, scrapped area around new playground, truck trailer across road on Richmond hill (provided sand to help free), worked on trailer, patched Lanesboro RD.

Thursday – Sanded parts of gravel roads, sand/welded/painted trailer, greased axels, patched holes in wall in break room, salted roads after brief snowfall, emptied trucks.

Friday – Welded gates for trailer and prepped for paint, finished painting trailer, sanded gravel roads, cleaned out break room and started painting.

Sat/Sun – call in Sat morning to treat icy roads.

Monday – Checked roads, painted break room, 3 loads of stone from Century, spread stone on Jenks/boxed dragged, oil change on Dodge Dakota, started hosing out and washing trucks, removed compressor at school.

Tuesday – Checked gravel roads for conditions, Spread gravel on Lakeshore DR/school(potholes), oil change on Chevy pick up, painted gates for trailer, pick up truck at Delurey, finished putting everything back in break room.

Wednesday – Checked gravel roads, spread stone on Stewart White/Jenks/Richmond Hill/Stafford Hill/Greylock/West MTN, raked and box dragged areas with tractor.

Thursday – Pulled paver in and started working on cleaning it up, T5 for new shocks, spread stone on Stewart White/Jenks/Stafford/Brough. 5 loads of stone from Century.

Notes:

1. Went over equipment list with Jennifer
2. Normal office work (bills/payroll)
3. Mowing chart, spoke with Jen about upcoming season
4. Chipper is fixed, they won't release because of cost without check (submitted in bills), will have check to pick up Thursday/Friday
5. New truck had def system issue, had to switch to different def. ATG came and drained tank and switched it over.
6. New lift in stalled and is already being utilized. Spoke with other department heads (PD/Fire) for future use on rainy/open days to schedule service on their equipment.
7. In process of speaking with Dave Stokes (DOT) about measuring/getting estimated cost of paving beginning of Sandmill Road.

Submitted:
Corey Swistak
770-1691

January, we served 316 meals. (down 23 from last month, 4 closed in person days)

I have 1 kitchen volunteer that works all 5 days, 1 that does all 3 in person, 1 that helps set tables 2 days per week, 4 additional volunteers that help Wednesdays only, and there are 3 that help occasionally. Their hours range from 2-38 hours a month. ($30.00-$570.00 @15.00 per hour) These hours are submitted to Elder Services every month separated by person.

Anne (Van Driver) has 10-17 unduplicated riders each month with many going every week (a few new people have started)

<u>Hours</u>

Phone calls range daily from 6-15 even more than that with upcoming clinics and events (30 min - 1 hour daily) (2-4 hrs. weekly)

Email- (1 hr. daily) (4 hrs. weekly)

Kitchen (calling in orders, supplies, handing out and serving lunches, dishes) chatting with participants. (1.5 hours daily) (4.5 hrs. weekly)

Weekly Facebook updates for meals, events, messenger replies/emails sent to add to Fire Station Board, iBerkshires, Eagle (2 hrs. weekly)

Managing signup for events/ticket distribution/money handling Including signups for van riders and promoting (1 hr. weekly as needed)

Elder Service paperwork including volunteer hours tracking (2 hrs. weekly)

Outreach (1.5 hrs. weekly)

BRTA employee training/scheduling, drug testing (1 hr. weekly as needed)

Documenting Anne's travel and clients. (1 hr. weekly)

Filing (2hr. weekly)

Northeast IT trainings (15 min as needed)

Decorating, undecorating and redecorating the center for holidays, events, seasons (1 hr. weekly as needed)

Payroll/Bills (1 hr. weekly)

Shopping for events, kitchen supplies (1 hr. weekly) 22-26 hrs total

<u>Outreach</u>

- **(2) Mobile Health Van calls inquiring about CHP van dates**
- **(1) Fuel assistance**
- **(8) Wellness calls/emails**

(4) Blood Pressure readings (when Mal or Carol are unavailable)

(4) Printer Copies made for seniors

(1) Assistance getting homeowners insurance

Events

Card making with Lorraine was February 2nd at 1:00 (9 people attended)

CHP Mobile Health Van Thursday February 16th 10-12

Brown Bag Friday February 24th 11:30-12:30 (currently 18 participants)

Reoccurring events

Bingo every Tuesday at 12:30 (14 to 20 attendees)

Quilting with Betty 2nd and 4th Thursday of the month 1:00-3:30 (7 people)

Morning Exercise Class Mon, Wed, Fri from 9-10 (10-15 attendees)

Chair Yoga Every Friday from 10-11 (7 attendees)

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

The Commonwealth of Massachusetts
Executive Office of Public Safety and Security

Department of Fire Services
Massachusetts Firefighting Academy

Certificate of Completion

Awarded to

Jennifer Morse

in recognition for completion of the

Municipal Hearings Officer Training

02:00 hour class

Completed on

02-13-2023

Northern Berkshire Community Coalition
Community Empowerment • Prevention & Wellness

Your presence is requested.
Please join us for breakfast and conversation
on

Friday, March 10th, 2023

7:30 a.m. to 9:00 a.m.

at the Terra Nova Community Space
85 Main Street, North Adams, MA 01247

The Northern Berkshire Community Coalition cordially invites you to join others from municipal and state government for an organizational update and Q & A session with Executive Director, Amber Besaw.

Complimentary breakfast provided.

Sincerely,
Amber Besaw, Executive Director
Benjamin Lamb, Board President

Please RSVP no later than Friday, Feb. 24
413.663.7588 or https://bit.ly/nbcc_31023