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

Board of Selectmen

Meeting Minutes – March 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 March 21,2023, at 6:30 PM

Board of Selectmen 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; Mike Benson; Peter Traub; Lynn Melchiori; Mark Dzbenski; Nick Johnson.

Summary of Votes:

- Vote to approve the consent agenda 5-0
- Vote to approve the request of the ACSL to expand the softball field 5-0
- Vote to approve the use of the little league field for field use only at this time 5-0
- Vote to approve use of the Former Elementary School Café – April 12, 2023 5-0
- Vote to add langue regarding cancellation of meetings when closing buildings according to the Weather/Emergency Building Closure Policy 5-0
- Vote to send PILOT bill to the Adams Fire District 5-0
- Vote to approve one day liquor licenses for the Cheshire Rod & Gun Club 4-0-1

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

Consent Agenda

A motion was made by M. Francesconi and seconded by J. Levesque to approve the consent agenda as submitted.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

Minutes – February 21, 2023
Warrants – Payroll 23-19; AP – 23-20

Agreement for Emergency Communication Services – Fiscal Year 2024

Discussion/Decision Items

a. Interim Primary Water Operator Appointment/Job Posting - The Town Administrator reported that the position has been posted on the Mass Water Works Association page, on the town website and on Berkshire Jobs.

b. Adams/Cheshire Softball Field Expansion - M. Francesconi asked the board members if they had a chance to look at the marks on the field prior to the meeting. There are no concerns with other leagues currently regarding the expansion.
A motion was made by M. Francesconi and seconded by J. Levesque to approve the request of the Adams Cheshire Girls Softball League to expand the baselines.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

c. Adams Cheshire Little League Field Request - Mike Benson and Mark Dzbenski joined the Board to discuss the request for use of the field and concession stand. M. Francesconi explained that the building is owned by the town and all town properties are now under the purview of the Facilities Manager. There was discussion about the Fire Suppression system, access to the building, board of health requirements and how to fund the necessary repairs, utilities and upkeep of the buildings. The league explained that they have given what money they could in the past towards projects such as the septic upgrades. After discussion it was decided to have the Facilities Manager get a cost estimate of the required repairs for further discussion.
A motion was made by M. Francesconi and seconded by R. DeAngelis to allow the use of the fields at this time and re-assess the building request once the total cost is determined.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

The Adams Cheshire Little League requested that the field be named the Mike Larabee field, there was discussion by the board, and it was decided to put this on a future agenda for further discussion. The Facilities Manager asked that parents be reminded not to park in the designated location for the Youth Center which is between the storage trailer and the field, signs will be installed.

d. Youth Center – Town Facilities request Form – April 12, 2023
A motion was made by R. DeAngelis and seconded by R. Killeen to approve the Youth Center facilities use request for the former elementary school cafeteria for April 12, 2023.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

e. Town Building Closure/Meeting Cancellation Policy - The following proposed line will be added to the current Weather/Emergency Closing Policy, *In cases that Town Buildings have been closed according to the Winter/Emergency Closure Policy all Board and Committee meetings will be cancelled.*
A motion was made by S. McGrath and seconded by R. Kileen to add the language to the Weather/Emergency Closure Policy.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Yes; M. Francesconi – Yes
Motion Carries: 5-0

f. Adams Fire District – PILOT – R. DeAngelis explained that from 1968 to current the town has been entitled to tax revenue that has not been billed. The Assessors Assistant worked with the Department of Revenue and calculated the total value of the properties owned by the Adams Fire District (land only). Assistant Superintendent of the Water Department, Nick Johnson asked what that dollar amount was, and documentation was provided to him to take back to the Prudential Committee.
A motion was made by R. DeAngelis and seconded by R. Killeen to send the calculated PILOT bill to the Adams Fire District for land owned in the 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

g. Cheshire Rod and Gun Club Liquor Licenses – April 8, April 15, April 22
A motion was made by S. McGrath and seconded by M. Francesconi to approve the Liquor Licenses for the Cheshire Rod and Gun Club on April 8, 2023, April 15, 2023, and April 22, 2023.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Abstain; M. Francesconi – Yes
Motion Carries: 4-0-1

Public Comment – None

Announcements from Board Members

M. Francesconi at the request of Christine Hoyt (Adams) shared that all are invited to the MMA Legislative Breakfast being held in Adams.

Adjourn

A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 7:13 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque- Abstain; M. Francesconi – Yes

Motion Carries: 4-0-1

Respectfully submitted,
Jennifer Morse
April 3, 2023

Document List

1. Agenda – March 21, 2023
2. DRAFT Minutes – February 21, 2023
3. Agreement for Emergency Communication Services FY24
4. Water Department Primary Operator Job Description
5. Town Facilities Request Form – Adams Cheshire Little League
6. Town Facilities Request Form – Youth Center Inc.
7. Weather/ Emergency Closure Policy
8. Adams Fire District PILOT information
9. Highway Bi-Weekly Report

Approved: April 10, 2023

TOWN OF CHESHIRE

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WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – March 21, 2023
6:30 PM

Cheshire Elementary School – Cafeteria

1. *Open Regular Meeting, Introductions and Pledge of Allegiance*

2. *Consent Agenda*

Minutes February 21, 2023
Warrants – Payroll 23-19, AP – 23-20
Agreement for Emergency Communication Services – FY24

3. *Discussion/Decision Items*

- *A. Interim Primary Operator Appointment/Job Posting*
- *B. Adams/Cheshire Softball Field Expansion*
- *C. Adams Cheshire Little League Field Request*
- *D. Youth Center – Town Facilities Use Form – April 12, 2023*
- *E. Town Building Closure/Meeting Cancellation Policy*
- *F. Adams Fire District – PILOT*
- *G. Cheshire Rod & Gun Club Liquor Licenses – April 8, April 15, April 22*

4. *Public Comment*

5. *Any other business not reasonably anticipated 48 hours prior to the meeting.*

Submitted by: Jennifer Morse – Town Administrator Posted: .3/17/23 @ 10:30 a.m.

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

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OFFICE OF THE BOARD OF SELECTMEN

Meeting Minutes – 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 Mosher; 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 Mosher and Mike Biros joined the board requesting to rehabilitate the old little league field and expand the softball base lines. Mr. Mosher 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

Agreement for Emergency Communication Services

WHEREAS the town/city of **Cheshire** desires to utilize the services of the Berkshire County Sheriff's Office Emergency Communications Center and

WHEREAS the Berkshire County Sheriff's Office desires to provide emergency communication services to the town/city of **Cheshire.**

Now THEREFORE, the parties agree as follows:

The Berkshire County Sheriff's Office (BCSO) Emergency Communications Center also known as Berkshire Sheriff's Control, located at 467 Cheshire Road / Pittsfield, MA 01201, is a regional PSAP (Public Safety Answering Point) for providing Police, Fire and Emergency Medical Services (EMS) emergency and non-emergency communications for participating municipalities throughout and beyond Berkshire County. The Communications Center is operated under the authority of the Berkshire County Sheriff and the State 911 Department. All Communication Center dispatch staff are trained to the standards required by the State 911 Department and are employees of the Berkshire County Sheriff's Office and as such, are subject to the rules and regulations of the Berkshire County Sheriff's Office.

The Berkshire County Sheriff's Office is responsible for the day-to-day operation of the Communications Center and will address any issues related to the Communications Center.

Pursuant to this Agreement, the BCSO agrees to provide Police, Fire and EMS emergency and non-emergency dispatch services for the town/city of **Cheshire.**

In exchange for said services, the town/city of **Cheshire** will pay the BCSO an annual fee of **$21,124.30.**

The term of this Agreement shall be from July 1, 2023 through June 30, 2024.

Berkshire County Sheriff's Office

By:_____

Title: Sheriff of Berkshire County

Date: _____

Town/City of **Cheshire**

By: _____

Title: _____

Date: _____

Approved as to form:

_____

Town Counsel/City Solicitor

Date: _____

TOWN OF CHESHIRE
Primary Operator

General Purpose:

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

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

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

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

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

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

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

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

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

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

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

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

Physical Requirements/Work Location:

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

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

Qualifications:

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

Physical Requirements:

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

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

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

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

Approved: 12/14/22

TOWN FACILITIES REQUEST FORM

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

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

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

Applicant name: ADAMS CHESHIRE LL (MICHAEL BENSON)

Address: P.O. BOX 302 **Town/City:** ADAMS **State:** MA

Telephone: 413 663 1044 **EMAIL:** MBENY79@AOL.COM

Facility Requested:

✓ Cheshire School FIELD BY CHURCH ___ Town Hall Park

___ Cheshire School Field ___ Street(s) (Specify:_____)

✓ Little League Field, School Street

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

TOWN OF CHESHIRE
TOWN FACILITIES USE POLICY

LEESEE'S/USERS INDEMNIFICATION AGREEMENT

The Lessee/User (insert name here) MICHAEL BENSON shall, to the maximum extent permitted by law, indemnify and save harmless the Town of Cheshire, its officers, agents, volunteers, and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's/Users' lease or use of Town owned facilities, including the Cheshire Elementary School and grounds and the Cheshire Community Center, for any damage to its real or personal property that occurs in conjunction with the lease or use of the Town owned buildings, facilities or grounds by Lessee/User, unless the damage is caused by the Town's gross negligence or willful misconduct.

Michael Benson
Signature of Lessee/User

95 NORTH SUMMER ST
Address

P.O. Box 302 ADAMS, MA 01220
Address

413 663 1044
Telephone

1-25-23
Date

Field Maintenance (Subject to town policy) $ _____

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

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

TOWN FACILITIES REQUEST FORM

Date(s) of Use: MARCH 25 - Aug. 31

Hour(s) of Use: 9-9

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

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

Number of Participants/Attendees: 100

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

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

Insurance:

Name of Insured: ADAM CHESHIRE LL

Policy number or Insurer: 011405746

Policy Expiration Date: 1-1-23 - 1.1-24

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

Special Fees:

Town Common Use for non-residents:	$ 10.00
Daytime Field use (6 hours maximum):	$ 50.00
Nighttime Field use:	$ 75.00
Police Officers x ___ (per patrol person)	$ _____

TOWN FACILITIES REQUEST FORM

RULES GOVERNING USE OF TOWN FACILITIES

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

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

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

Applicant Signature Michael Benson Date: 1-25-23

Applicant Name (Printed) MICHAEL BENSON Date: 1-25-23

Chief of Police
(if applicable)

☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

☐ ☐

Board of Selectmen

☐ **Approve** ☐ **Disapprove**

Signature: _____ Date: _____

Comments: _____

TOWN OF CHESHIRE
USE OF TOWN FACILITIES
RECREATIONAL AND VOLUNTEERS ACTIVITIES RELEASE FORM

I/we, the undersigned (insert name of individual or group) ADAMS - CHESHIRE LL

_____, do hereby consent to my participation in voluntary or recreation programs conducted at Town of Cheshire owned facilities.

I also agree to forever release the Town of Cheshire, and all their employees, agents, and Board members from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries to myself or members of the above named group or organization or property damage resulting from my participation in activities at the Cheshire Elementary School and grounds, Cheshire Community Center and other Town owned properties..

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my participation is voluntary and that I am free to choose not to participate in said programs, By signing this Form, I affirm that I have decided to participate in the program or activity as a volunteer with the full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage that I/we may suffer in volunteer activities or recreation programs conducted on Town of Cheshire property.

Participant/Group Signature:

_____

Date: 1-25-23

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY): 12/07/22

PRODUCER
Keystone Risk Managers, LLC
1995 Point Township Drive
Northumberland, PA 17867

CERTIFICATE #: 2210101-2023-1 2 21 01

INSURERS AFFORDING COVERAGE:

INSURER A:	**Lexington Insurance Company**
INSURER B: (Non-Liability)	**National Union Fire Insurance Company of Pittsburgh, PA**
INSURER C:	**AIG Specialty Insurance Company**

ADDITIONAL NAMED INSURED:
ADAMS CHESHIRE LL
95 North Summer St
Adams, MA 01220

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.
* SUBJECT TO $5,000,000 AGGREGATE SUBLIMIT OF LIABILITY FOR ALL LEAGUES, COMBINED, UNDER THE MASTER D&O POLICY, FOR ALL LOSS ARISING FROM ALL CLASS ACTION CLAIMS AND COMMON LEAGUE CLAIMS, AS MORE FULLY DESCRIBED IN ENDORSEMENT #34 OF THE MASTER D&O POLICY.
** SUBJECT TO $5,000,000 AGGREGATE SUBLIMIT OF LIABILITY FOR ALL LEAGUES, COMBINED, UNDER THE MASTER CYBER POLICY, FOR SPECIFIED DEFENSE COSTS, AS MORE FULLY DESCRIBED IN ENDORSEMENT #14 OF THE MASTER CYBER POLICY.

INSR LTR	ADD'L NAMED INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS	
A	X	**GENERAL LIABILITY**	011405746	01/01/2023	01/01/2024	EACH OCCURRENCE	$1,000,000
		X OCCURRENCE				GENERAL AGGREGATE	$2,000,000
		X INCL PARTICIPANTS	**Property Damage Deductible: $250**			PRODUCTS/COMP OPS AGGREGATE	$1,000,000
		X SEXUAL ABUSE				Sexual Abuse OCCURRENCE	$1,000,000
						Sexual Abuse AGGREGATE	$1,000,000
		MEDICAL PAYMENTS				Any One Person	
C	X	**DIRECTORS & OFFICERS**	015454400	01/01/2023	01/01/2024	EACH LOSS	$1,000,000 *
						AGGREGATE	$1,000,000
C	X	**CYBER LIABILITY COVERAGE**	015440383	01/01/2023	01/01/2024	LIMIT OF LIABILITY CLAIMS MADE	$100,000 PER LEAGUE AGGREGATE
	S&P	SECURITY AND PRIVACY LIABILITY INSURANCE	**$100,000 PER LEAGUE SUBLIMIT OF LIABILITY ** $1,000 PER LEAGUE RETENTION**			RETROACTIVE DATE POLICY INCEPTION	CONTINUITY DATE POLICY INCEPTION
		REGULATORY ACTION SUBLIMIT OF LIABILITY	**$100,000 PER LEAGUE SUBLIMIT OF LIABILITY $1,000 PER LEAGUE RETENTION**				
	EM	EVENT MANAGEMENT INSURANCE	**$100,000 PER LEAGUE SUBLIMIT OF LIABILITY ** $1,000 PER LEAGUE RETENTION**			NOT APPLICABLE	POLICY INCEPTION
A	X	**CRIME COVERAGE**	9472683	01/01/2023	01/01/2024	EACH LOSS	$35,000
			Crime Deductible: $250 Property/$1,000 Money			AGGREGATE	NONE
B	X	**SPORTS EXCESS ACCIDENT**	SRG9105434	01/01/2023	01/01/2024	As in Master Policy: Med. Max. $100,000 Deductible $50	As in Master Policy Excess

"X" INDICATES COVERAGE(S) SELECTED FOR ADDITIONAL NAMED INSURED

ADDITIONAL INSURED

Who is an Insured (SECTION II) of the General Liability policy is amended to include as an insured the person or organization shown in the schedule, but only with respect to liability arising out of the above named Little League's maintenance or use of ball fields, or other premises loaned, donated, or rented to that Little League by such person or organizations and subject to the following additional exclusions:
1. Structural alterations, new construction, maintenance, repair or demolition operations performed by or on behalf of the person or organization designated in the Schedule and/or performed by the above named Little League; and
2. That part of the ball field or other premises not being used by the above named Little League.

NAME AND ADDRESS OF PERSON OR ORGANIZATION:

INSURED

Little League Baseball Risk Purchasing Group, Incorporated
539 U.S.RT. 15 Highway
South Williamsport, PA 17702

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

TOWN FACILITIES REQUEST FORM

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

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

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

Applicant name: Youth Center Inc

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

Telephone: 743-3550 **EMAIL:** mcarpenter@youthcenterinc.org
sonia@youthcenterinc.org

Facility Requested:

X Cheshire School (Café)

___ Cheshire School Field

___ Little League Field, School Street

___ Cheshire Senior/Community Center

___ Town Hall Park

___ Street(s) (Specify:_____)

___ Other (Specify:)

TOWN FACILITIES REQUEST FORM

Date(s) of Use: April 12th 2023

Hour(s) of Use: 4-7

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

Family Bingo

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

table and chairs

Number of Participants/Attendees: 100

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

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

Insurance:

Name of Insured: _____

Policy number or Insurer: _____

Policy Expiration Date: _____

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

Special Fees:

Town Common Use for non-residents:	$ 10.00
Daytime Field use (6 hours maximum):	$ 50.00
Nighttime Field use:	$ 75.00
Police Officers x ___ (per patrol person)	$ _____

Field Maintenance (Subject to town policy) $ _____

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

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

RULES GOVERNING USE OF TOWN FACILITIES

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

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

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

Applicant Signature Monica Carpenter Date: 3/16/23

Applicant Name (Printed) Monica Carpenter Date: 3/16/23

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

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

WEATHER/EMERGENCY CLOSURE POLICY

The following will serve as the policy regarding how the closing of Town Buildings will be determined during a winter storm/emergency for all employees who work for the Town of Cheshire except for Emergency Services (Police & Fire) and the Highway Department.

The Town Administrator in consultation with the Board of Selectmen Chair and Highway Superintendent will determine if the storm conditions warrant a delay or closure of town buildings

"State of Emergency" declared by the Governor (and/or similar Federal Declaration) may constitute a closure of town buildings dependent on the circumstances.

The Council on Aging Chair, Council on Aging Director and Library Director will be notified right way. There may be times when the Council on Aging cancels only the meals program and the Center is still open or may close entirely due to inclement driving conditions. All closures will be posted to the Town Website, Facebook pages and local radio stations. All attempts will be made to decide as early in the day as possible or the evening before.

Town employees will be notified of delays and closures as soon as possible by the Town Administrator or Board of Selectmen Chair.

A closure of delayed opening (the duration of the delay) of the Town Buildings shall be documented as an "Administrative Absence" which is not charged against the employees. Employees who chose to come to work regardless of the declared closure or delay can do so at their own choosing and will not be awarded compensated time or other leave time.

In instances where employees do not report to work when the Town Office is open or after a delay, will have such time count against their accrued vacation and/or personal time. Those unbenefited will not receive pay. If employees have a scheduled vacation or personal day which occurs on a storm day in which a closure or delay is declared the, they will still be charged the appropriate time (vacation or personal) as the employee was not going to have to report to work due to a planned vacation and/or personal day. If a Town Building Closure or delay is called on a day in which an employee is not normally scheduled to work, that employee will not be credited with Administrative Absence time.

Adopted: January 26, 2022 - Board of Selectmen

In cases that Town Buildings have been closed according to the Winter/Emergency Closure Policy all Board and Committee meetings will be cancelled.

ADAMS FIRE DISTRICT
PAYMENT IN LIEU OF TAXES

FULL MARKET VALUE

Pre 1946	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
226-005	63800	63800	63800	63800	
226-027	90000	90000	90000	90000	
238-013	57400	57400	57400	57400	
				211200	

Post 1946	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
226-030	131400	131400	131400	131400	
227-042	76400	76400	76400	76400	
227-043	122000	122000	122000	122000	
227-044	149500	149500	149500	149500	
227-053	71200	71200	71200	71200	
228-001	74000	74000	74000	74000	
228-002	66600	66600	66600	66600	
228-003	68500	68500	68500	68500	
				759600	

METHOD 2 - VALUE OF 3 LOTS ACQ PRE 1946

2023	24556	$ 11.97	$ 293.94

ADD THESE VALUES TO MARKET VALUE OF ALL OTHER LOTS

BEST CASE SCENARIO

METHOD 1: VALUING ALL PARCELS AT FY 2020 MARKET VALUE

PILOT	VALUE	TAX RATE	AMT DUE
FY 2023	970800	11.97	$ 11,620.48

WORST CASE SCENARIO

METHOD 2: VALUING PRE 1946 OLD FORMULA + POST 1946 MARKET VALUE

PILOT	VALUE	TAX RATE	AMT DUE
FY 2023	784156	11.97	$ 9,386.35

ADAMS FIRE DISTRICT
PAYMENT IN LIEU OF TAXES

FORMULA TO RE-DETERMINE VALUE IN RE-CERTIFICATION YEAR:
Payment in Fiscal Year Prior to Reassessment/Tax Rate in Fiscal Year of Reassessment*1000

FY	Value	Tax Rate	Tax Amount
1985			
1986			
1987	36163	$ 10.50	$ 379.71
1988	36163	$ 11.66	$ 421.66
1989	66299	$ 6.36	$ 421.66
1990	66299	$ 8.76	$ 580.78
1991	66299	$ 8.92	$ 591.39
1992	66899	$ 8.84	$ 591.39
1993	66899	$ 9.76	$ 652.93
1994	66899	$ 9.88	$ 660.96
1995	62829	$ 10.52	$ 660.96
1996	62829	$ 10.75	$ 675.41
1997	62829	$ 11.43	$ 718.14
1998	61802	$ 11.62	$ 718.14
1999	61802	$ 11.50	$ 710.72
2000	61802	$ 11.50	$ 710.72
2001	61802	$ 11.50	$ 710.72
2002	61802	$ 11.50	$ 710.72
2003	61802	$ 11.50	$ 710.72
2004	60231	$ 11.80	$ 710.72
2005	60231	$ 10.19	$ 613.75
2006	60231	$ 9.10	$ 548.10
2007	67169	$ 8.16	$ 548.10
2008	67169	$ 8.27	$ 555.49
2009	67169	$ 9.02	$ 605.86
2010	64937	$ 9.33	$ 605.86
2011	64937	$ 9.45	$ 613.65
2012	64937	$ 9.60	$ 623.40
2013	58700	$ 10.62	$ 623.40
2014	58700	$ 11.16	$ 655.09
2015	58700	$ 11.94	$ 700.88
2016	57168	$ 12.26	$ 700.88
2017	57168	$ 12.39	$ 708.31
2018	57168	$ 13.06	$ 746.61
2019	57168	$ 13.10	$ 748.90
2020	55722	$ 13.44	$ 748.90
2021	55722	$ 13.37	$ 745.00
2022	55722	$ 12.76	$ 711.01
2023	55722	$ 11.97	$ 666.99
2024	55722		
2025			

226-005, 226-027 & 228-013		
15937	$ 10.50	$ 167.34
15937	$ 11.66	$ 185.83
29218	$ 6.36	$ 185.83
29218	$ 8.76	$ 255.95
29218	$ 8.92	$ 260.62
29482	$ 8.84	$ 260.62
29482	$ 9.76	$ 287.74
29482	$ 9.88	$ 291.28
27688	$ 10.52	$ 291.28
27688	$ 10.75	$ 297.65
27688	$ 11.43	$ 316.47
27235	$ 11.62	$ 316.47
27235	$ 11.50	$ 313.20
27235	$ 11.50	$ 313.20
27235	$ 11.50	$ 313.20
27235	$ 11.50	$ 313.20
27235	$ 11.50	$ 313.20
26543	$ 11.80	$ 313.20
26543	$ 10.19	$ 270.47
26543	$ 9.10	$ 241.54
29601	$ 8.16	$ 241.54
29601	$ 8.27	$ 244.80
29601	$ 9.02	$ 267.00
28617	$ 9.33	$ 267.00
28617	$ 9.45	$ 270.43
28617	$ 9.60	$ 274.72
25868	$ 10.62	$ 274.72
25868	$ 11.16	$ 288.69
25868	$ 11.94	$ 308.86
25193	$ 12.26	$ 308.86
25193	$ 12.39	$ 312.14
25193	$ 13.06	$ 329.02
25193	$ 13.10	$ 330.03
24556	$ 13.44	$ 330.03
24556	$ 13.37	$ 328.31
24556	$ 12.76	$ 313.33
24556	$ 11.97	$ 293.94
24556		

Bi-Weekly Activity Report

Friday – work on broken equipment, grease trucks and prep for incoming snowfall.

Saturday – 10hrs for snow plowing (10" of snow)

Sunday – Nothing

Monday – Road check, cleaned up sidewalks downtown, take leaf springs out of dodge, snow blow sidewalks around town.

Tuesday – Move snowbanks around town, open waterways, insert new leaf springs in dodge.

Wednesday – Continue opening waterways, start washing equipment

Thursday – Patching potholes, linseed oil/cut boards for trailer, worked on sign for Stafford hill Monument

Friday – Bag patched potholes, redecking landscape trailer, painted big trailer, 1 load of salt pushed up, Treated roads Friday night (snow).

Saturday – 2 members to scrape and treat upper elevations.

Sunday – nothing

Monday – Storm preparations (all equipment, planning)

Tuesday – WINTER STORM 0300 start – 2200 finish (snowplowing) numerous tree's/wires down

Wednesday – 0430 start for continued snow operations

Thursday – snow removal downtown, started winging roads back, moving snow banks at ends of roads.

