TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – May 2, 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 May 2 ,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; Peter Traub; Lynn Melchiori

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

Department Head Meeting

Wiring Inspector - George Sweet presented a situation for clarification by the board. Permits are sent to the collector for payment verification, if taxes are not paid the permit is not issued, in certain circumstances the work needs to be conducted for safety purposes. The Building Commissioner stated that in some of the towns he works in collector sign off is not needed for electrical, gas and plumbing permits. J. Levesque felt that in emergency situations the permit should be issued so the work can be completed. After discussion it was decided that a policy would be written up allowing electrical, gas and plumbing permits to be issued without collector signing off in emergency/safety situations. George also informed that board that a lot of solar is happening in town, currently there are 4-5 residential projects.

Police Department - Chief Alibozek stated that call volume is up, body cameras are in place, one officer is currently testing for the Bridge Academy and an additional officer will be testing prior to the end of June. Officer Alvarez is currently taking a Less Lethal Instructor Course; this will allow Officer Alvarez to do in-house less lethal firearms training.

Building Commissioner - Brian Duval shared that permits have been slow right now and explained the increase to his expenses line (new code books) within the FY24 budget.

Fire Department - Chief Francesconi shared that the radios have been installed and will be distributed internally to members, the project time frame for switching to the 800 system is still December and the Cheshire Fire

Department is the only department in full compliance. The Chief has been working with the State Fire Marshall office and Dollar General and he is happy to report that the blocked aisles are better with support from the new manager. The Fire Station bathrooms have been painted by the Community Service Group facilitated by our Facilities Manager. There have been some minor repairs to apparatus, pump testing is completed, and ladder testing will be completed soon. The Chief mentioned that the concrete floor is getting holes and the Facilities manager is looking into options for repair.

Facilities - The School generator is back in service and maintained by Andrus Power Solutions, the generator needs to be staffed during power outages, the company is looking for automated solutions. Estimates have been obtained for generators at the Police Station and Highway Garage. The Police Station weatherization project is complete and heat pumps will be installed this spring. The Police Station window estimate is expected this week and will be replaced with ARPA funds. The school used 12,000 gallons of oil this winter and the school district has been removing all files from the old section. The Cheese Press had some winter damage to the concrete which will be repaired in the coming weeks. The Fire Station boiler project is complete, and the old boiler is being removed this week. The ADA study is on-going with a report due by the end of June with recommendations for the next round of grant funding to complete projects. The Concession stand septic tank is pumped, water is on, all pipes were repaired by Biros Plumbing at no cost, hood vent has been cleaned and fire suppression will be completed shortly. The Town Hall elevator is still out of order, waiting on the state inspectors. George Sweet asked about the generators and the Town Administrator will forward the estimates.

Water Department - Quotes are being obtained from four companies for the apron work on the North State Road project. Gelleher has a plan in place to loam and reseed the project, waiting for two days of good weather. Mill Hill needs loam and seed on the water leak project from last fall. The new water operator is working out great, the DEP has approved the staffing plan.

Highway Department - Grading will start weather dependent next Monday. Roads are being prepped for a paving project expected to start in late June/early July. LB Corp is going to give an estimate on 200 feet of Sandmill Road, Sandri is providing an updated quote for the fuel tank. Road sweeping is expected to begin in the next couple of weeks. Catch basin work is needed on Main Street and Furnace Hill Road. There are a few roads left to chip after the late winter snowstorm. Culvert replacement will be done near 690 Outlook Avenue. Ditch work and boom mowing will commence in June. The Cemetery Commission is looking to have 300 feet of the cemetery paved, currently gravel. There was a discussion regarding mowing. utilizing the fourth groundkeeper to do weekly mowing starting in July, quotes will be obtained from vendors.

Police Department – Detail Policy

The detail policy was reviewed and discussed. R. DeAngelis inquired if the town was charging enough at $50 per hour. J. Levesque would like to see something a little fairer for town projects needing police details, Chief Alibozek said he will not be able to fill the details at a lesser rate. M. Francesconi would like to revisit the policy with updated information from surrounding towns on detail rates and once information is obtained on the loaded cost of employees.

Consent Agenda

A motion was made by M. Francesconi and seconded by S. McGrath to approve the Consent Agenda with tables Minutes of April 18, 2023, and the Youth Center Facilities request form.

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 Business

a. Cheshire Rod and Gun Club One Day Liquor Licenses – 5/6/23 & 5/27/23
A motion was made by S. McGrath and seconded by R. Killeen to approve the one-day liquor licenses as presented.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; S. McGrath – Yes; J. Levesque – Abstain; M. Francesconi – Yes
Motion Carries: 4-0-1

b. Cemetery Foreman and Groundskeeper Hiring/Process - The Town Administrator informed the board that Cemetery Commission hired Dave "Tizzy" Lazarczyk as Forman and Stephen Hakes as groundskeeper. They will also be requesting the hiring of Lucan McGrath and Evan Rose in late May. The Cemetery Commission Chair Informed S. McGrath and the Town Administrator that they would only need three workers this year, a fourth will be hired and if needed will work cemeteries or they can be deployed to work in the highway department according to the job description.
A motion was made by S. McGrath and seconded by J. Levesque to hire Dave "Tizzy" Lazarczyk as Cemetery Foreman and Stephen Hakes as groundskeeper.
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 about having the Cemetery Commissioners attend the meetings moving forward with the potential employees.

c. Dynegy Energy Services - The Town Administrator shared that the current Municipal Aggregation Contract ends in November 2023. The consortium went out to bid and chose to contract with Dynegy Energy Services as the third-party supplier, the term is 24 months with a rate of .15051 for the standard product. The Town Administrator shared that customers could opt-out if they are not happy with the rate, however it is expected to be much lower than the National Grid rate in the winter months.

d. Zoning Board of Appeals Hearing – May 10, 2023, at 7:00 p.m. – The Town Administrator informed the board that the ZBA Hearing to discuss the requested change of use for the former elementary school will be on Wednesday May 10, 2023, at 7:00 p.m.

e. Church Street Tree - Following up from April 18, 2023, the tree in question is on private property and town funds will not be used to remove the tree.

f. Review & Vote Budget/Warrants - The warrant was reviewed, and a request was made to input the FY23 voted on numbers into each monetary article. All warrant articles are being recommended by the Board except for the Hoosac Valley Regional School District FY24 budget; the board is concerned that the budget is top heavy in administration. There was discussion about not knowing what positions were funded with grants in the past and are now in the operating budget.

Unanticipated Business
McCann Technical School Lacrosse Team – Special Permit Application – Road Race
A motion was made by M. Francesconi and seconded by S. McGrath to approve the Special Permit Application for the McCann Technical School Road race.
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 Adjourn

A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the Board of Selectmen meeting at 8:57 p.m.

Vote: Unanimous

Motion Carries: 4-0

Respectfully submitted,
Jennifer Morse
May 10, 2023

Document List

1. Agenda May 2, 2023
2. Cheshire Police Detail Overview
3. Dynegy Contract
4. Church Street map
5. Council on Aging Director Report
6. Highway Department Report
7. McCann Tech School Lacrosse Team- Special Permit Application

Approved: Board of Selectmen 5/16/23

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – May 2, 2023
6:30 PM

Cheshire Elementary School – Cafeteria

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Department Head Meeting - 6:30 p.m.
3. Police Department – Detail Policy
4. Consent Agenda
   a. Minutes April 18, 2023
   b. Warrants – PR23-22, AP23-23
   c. Facilities Request Form - May 25, 2023 – Youth Center Inc.
5. Board of Selectmen Business
   a. Cheshire Rod & Gun Club One Day Liquor Licenses - 5/6/23 & 5/27/23
   b. Cemetery Foreman & Groundskeeper hiring/process
   c. Dynegy Energy Services – Berkshire Municipal Aggregation Program, 2 Year
   d. Zoning Board of Appeals – Change in Use Hearing – May 10, 2023
   e. Church Street Tree
   f. Review and Vote on Budget/Warrants
   g. Announcements from Board Members
6. Public Comment
7. Any other business not reasonably anticipated 48 hours prior to the meeting.

Submitted by: Jennifer Morse – Town Administrator Posted: April 26, 2023 @ 6 p.m.

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

Cheshire Police Department

Detail Overview

Issuing of Details:

Details are classified into two categories:

~ Road Details that provided safety to the work crews and the general public. Road Details are covered by all employees of the Cheshire Police Department that are sworn in by the Town of Cheshire

~ Security Events that provided security to staff and the general public. Security Events are only covered by Officers that are lawfully allowed to carry a duty weapon.

All Details and Events are called into the Chief of Police who then issues it to the appropriate employee. Details are issued in the following order. Full Time Officers, Part Time Officers, and then Special Officers.

Rates:

Detail rates are governed by the highest wage between the Town of Cheshire and town of detail location. (Lanesboro's rate is $49 and Cheshire's rate is $50 rate would be $50, North Adams' rate is $54 Cheshire's rate is $50 rate would be $54)

Category	***Hourly Rate***	***Adm. Fee (10%)***	***Total per Hour***
Regular	$50.00	$5.00	$55.00
Overtime	$75.00	$7.50	$82.50
Holiday	$75.00	$7.50	$82.50
Holiday OT	$112.50	$11.23	$123.73
Cruiser	$5.00	$0.50	$5.50
School*	$50.00	Waived	$50.00
Town**	$50.00	Waived	$50.00
Alcohol	$5.00	$0.50	$5.50

Rates Effective July 1, 2022

- All details will be at a minimum of four (4) hours. For each detail that is more than four (4) hours, the minimum pay shall be eight (8) hours.

- Any detail over eight (8) hours is considered overtime and the rate will increase to the overtime rate.

- If a detail is scheduled on one of the thirteen (13) Massachusetts State Holidays the Holiday Rate of $75.00 per hour will be charged. If the Holiday exceeds eight (8) hours the Overtime Holiday Rate of $112.50 per hour will be charged.

- Details conducted Monday ~ Saturday between the hours of 7:00am – 11:00pm will be charged the regular rate of $50.00 per hour.

- All Details conducted between 11:00pm and 7:00am and on Sundays will be charged the overtime rate of $75.00.

- For any detail where a police cruiser is requested, there will be an additional charge of Five (5) dollars per hour. There are no minimum hours required for cruiser usage and is charged by the hour.

- Any detail where alcohol is served there is an additional five (5) dollars per hour added to the detail rate.

- *School events are billed to the hours worked and do not carry a minimum number of hours and carry no administrative fee. The detail officer may request the detail wage to be waived and donate his/her time to the event.

- **Town details are not charged an administrative fee.

Cancellation Policy – To cancel a scheduled detail and avoid being charged the minimum four (4) hours, the contractor must call at least two (2) hours prior to the start of the detail.

PROFILE
SEE SHEET NO. 20, 21

ALIGNMENT & GRADING
SEE SHEET NO. 29

PAVEMENT MARKINGS & SIGNS
SEE SHEET NO. 38

WATER SUPPLY ALTERATIONS
SEE BELOW

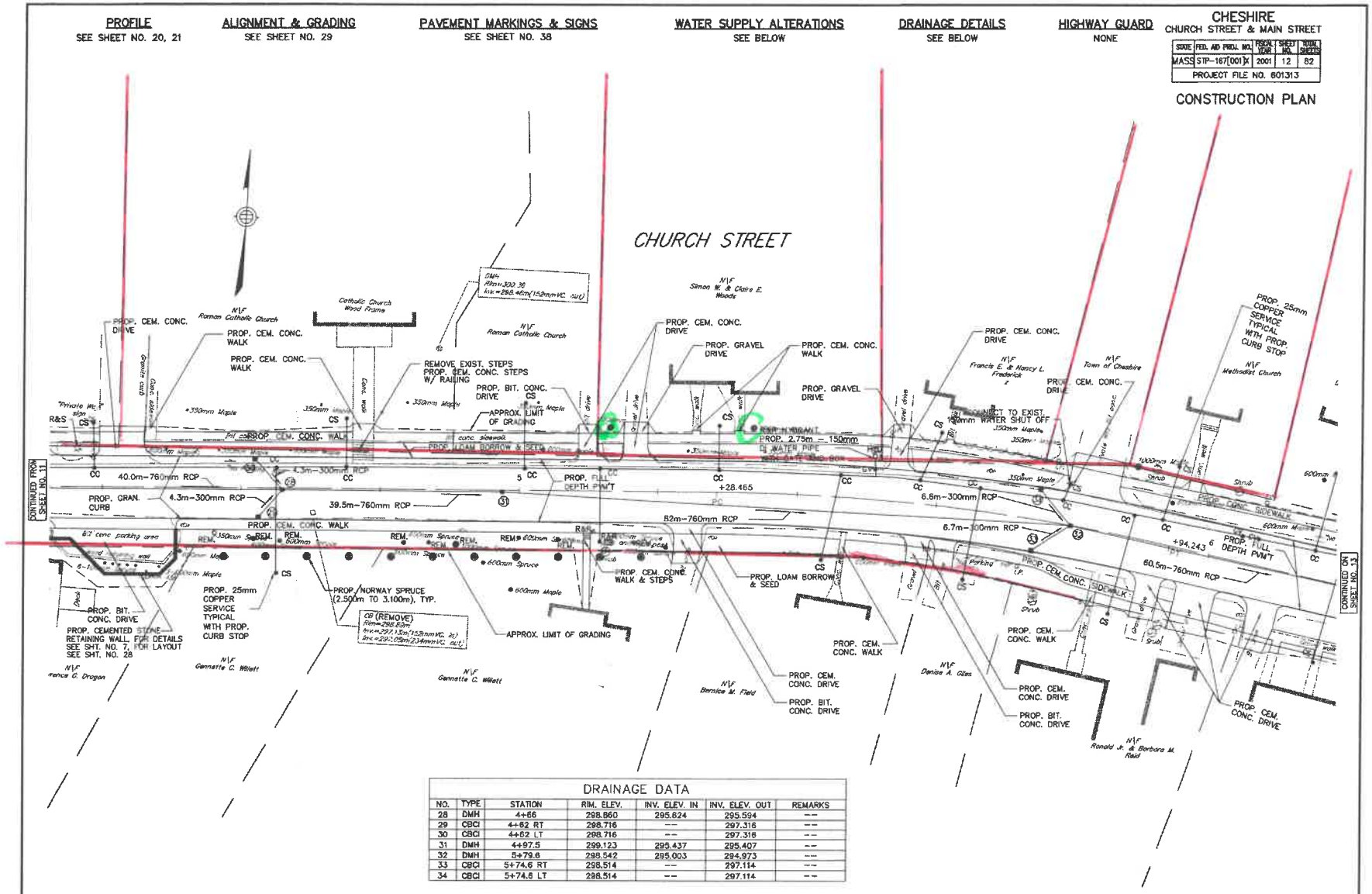
DRAINAGE DETAILS
SEE BELOW

HIGHWAY GUARD
NONE

CHESHIRE
CHURCH STREET & MAIN STREET

STATE	FED. AID PROJ. NO.	FISCAL YEAR	SHEET NO.	TOTAL SHEETS
MASS	STP-167(001)X	2001	12	82
PROJECT FILE NO. 601313				

CONSTRUCTION PLAN



DRAINAGE DATA

NO.	TYPE	STATION	RIM. ELEV.	INV. ELEV. IN	INV. ELEV. OUT	REMARKS
28	DMH	4+66	298.860	295.624	295.594	--
29	CBCI	4+62 RT	298.716	--	297.316	--
30	CBCI	4+62 LT	298.716	--	297.316	--
31	DMH	4+97.5	299.123	295.437	295.407	--
32	DMH	5+79.6	298.542	295.003	294.973	--
33	CBCI	5+74.6 RT	298.514	--	297.114	--
34	CBCI	5+74.6 LT	298.514	--	297.114	--

SCALE IN METERS
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1 : 250

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March, we served 318 meals. (up 29 from last month, several weather closures)

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, 3 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 10-18 unduplicated riders each month with many going every week (a few new people have started) Anne goes and does shopping for home bound people as well.

Hours

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 and (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

Outreach

(21) Wellness calls

(9) Blood Pressure readings

(5) Printer Copies made for seniors

(1) Assistance with filling out paperwork.

(2) Assistance with Cell phone

(1) Created and printed a resume for a senior who was trying to apply for a job.

(1) Ride to Dr. Appointment when the van was busy with other

(13) Reminder calls for appointments for foot clinic

<u>Events</u>

4/13/23 CHP Van 10-12. (At that time they will be offering full services such as, Blood pressure screening, A1c, cholesterol checks and sick visits.)(1 Person)

4/17/23 Spring Planter Making Event $5 (We had 14 people)

4/24/23 Haircuts by Meraki Salon begin 10-2 (Currently 8 signed up)$20

***We had 4 people for March**

4/28/23 Brown Bag 11:30-12:30

4/24/23 Matter of Balance begins (every Monday for 8 weeks) 2-3:30 Free (currently 12 signed up)

5/18/23 Card Making with Lorraine 1:00

5/18/23 Foot Clinic (11 people signed up currently)

6/9/23 @ 6 pm Sherly Faye as Clara Barton Light Dinner and refreshments will be served.

6/25/23 Cabaret @ Barrington Stage Co @ 2pm

<u>Reoccurring events</u>

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 (11-16 attendees)

Chair Yoga Every Friday from 10-11 (9 attendees)

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

Cheshire Highway Department

2 Week Activity

Monday – Holiday

Tuesday – Swept Stewart White Rd, Checked pipe on Nobody's RD, replaced chipper blades, Cut tree limb on Farnums Causeway, Fixed sidewalk sweeper and swept east side sidewalks, changed tires out on dodge, chipped brush at transfer station.

Wednesday -unblocked pipe on Nobody's rd, removed tree from upper West MTN RD, wood chips at playgrounds, changed out tires on old 1 ton.

Thursday – Swept Curran RD, 6 ton blacktop patch, chipped brush at dump.

Friday – 3 ton patch on Fred Mason RD, dug test holes for water department, 3 ton patch on Ingalls RD, mowed town hall, picked up brush at Stafford Monument, chipped brush at transfer station, fixed lawn at the school

SAT/SUN – Nothing

Monday – road check from previous heavy rains, chipped brush at transfer station, flushed out holding tanks to prep for delivery of magnesium chloride, went through sprayer trailer and fixed wiring.

Tuesday – 5 ton patch on Ingalls Rd, fluid filmed sander and removed from T2, maintenance

Wednesday – 3 ton patch on Ingalls, 3 ton patch on Main/Church ST/School grounds, loam to large dip on school island, rolled spots at school grounds, oil changes/blade sharpening/greasing of mowers.

Thursday – 3 ton patch on 116/Sandmill RD, brush at transfer station, moved jersey barriers to town hall, assisted Vinny Brazeau at cemetery moving stones.