TOWN OF CHESHIRE

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PHONE (413) 743-1690 | FAX (413) 743-0389

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – May 30, 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 30, 2023, at 6:30 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Erika Snyder, Bethany DeMarco; Peter Traub; Lynn Melchiori; Michael Alibozek, Police Chief; Tom Francesconi, Fire Chief; Corey Swistak, Interim Highway Superintendent; Liseanne Karandisecky

S. McGrath opened the meeting of the Board of Selectmen at 6:30 p.m.

Summary of Votes

- Vote to approve the Consent Agenda 5-0
- Vote to approve the presented detail rate increases 5-0
- Vote to approve the detail policy with language changes 5-0
- Vote to approve the request to exempt the Police Dept. from the seven-minute Time Clock Policy 5-0
- Vote to approve the Youth Center Inc. facilities use form for June 10, 2023, 5-0
- Vote to approve one day liquor licenses for the Cheshire Rod & Gun Club June 17 & June 24 4-0-1
- Vote to approve one day liquor license for 413 Bistro- June 10, pending the COI 5-0
- Vote to approve the Tag Sale Ordinance 5-0
- Vote to adjourn at 8:03 p.m. 5-0

Budget Presentation- See packet for the presentation which was presented by the Town Administrator, Fire Chief, Police Chief, and Interim Highway Superintendent.

Consent Agenda

a. Minutes May 23, 2023
b. Warrants PR23-24, AP23-25

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

Board of Selectmen Decision/Discussion Items

a. Police Department Detail Policy – Review and possible vote to approve.

The Chief is requesting new details rates of $55 per hour for wages, $20 per hour for cruiser use and $10 per hour for alcohol.

A motion was made by S. McGrath and seconded by M. Francesconi to approve the detail rates as presented.

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

The Chief explained how details are distributed to the officers, a group text is sent to all officer's full time, part time and reserve, they are distributed in that order. J. Levesque asked if the police schedule is changed to allow for full time officers to do details, the Chief responded "no". The Chief was asked about the length of an officer's shift, and he stated they can work sixteen-hour shifts with eight hours off. R. Killeen asked about the Chief doing details in other communities and what the procedure is for when he is out of town and there is an emergency in Cheshire. The Chief responded that Sarg. Tarjick is typically available and the towns that he works in know that he is the Chief and may need to leave a detail to handle Cheshire emergencies.

A motion was made by M. Francesconi and seconded by S. McGrath to approve the detail policy with language changes.

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

The Chief explained that the Time Clock policy of clocking in and out seven minutes before and after shifts does not work for the Police Department. He asked the board to exempt the police department and make the policy based on the schedule with overtime being approved by the Chief. He explained that the officers need 15 minutes between shifts to share information.

A motion was made by M. Francesconi and seconded by R. DeAngelis to exempt the Police Department from the time clock policy and have their time be based on the schedule.

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

b. Former Cheshire Elementary School Name – After discussion it was decided that the Board of Selectmen will solicit input in between the Special Town meeting and the Annual Town meeting. A final decision will be made at the June 27th Board of Selectmen meeting.

c. Youth Center Facilities Use Form – June 10, 2023 – Recycling Event

A motion was made by S. McGrath and seconded by J. Levesque to approve the Youth Center Facilities Use from for June 10th from 9 a.m. – Noon for their recycling event.

Discussion: Corey McGrath asked if a highway truck could be parked on site to load electronics which will be taken to the transfer station as approved by the Board of Health. The Town of Cheshire makes money from recycled electronics. The board agreed to this request.

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

d. One Day Liquor Licenses

A motion was made by S. McGrath and seconded by R. Killeen to approve the one-day liquor licenses for the Cheshire Rod and Gun Club for June 17, 2023, and June 24, 2023

Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Abstain; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 4-0-1

A motion was made by S. McGrath and seconded by J. Levesque to approve the one-day liquor license for 413 Bistro LLC on June 10, 2023, pending the certificate of insurance.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

e. Tag Sale Ordinance Draft II
A motion was made by J. Levesque and seconded by R. DeAngelis to approve the Tag Sale Ordinance
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

Town Administrator Updates

a. Open Space and Recreation Plan - The Town Administrator shared that she met with a representative of BRPC last week to discuss the Open Space and Recreation Plan. A committee will be formed made up of a member of the Planning Board, Board of Selectmen, Board of Assessors (if interested), Cheshire Community Association and the Hoosac Lake District Prudential Committee. The project will take a total of two years and will begin in early fall.

b. Phone System Quote - The Town Administrator shared a quote for a new town phone system that will save the town money and upgrade the thirty-year-old system with voice over internet phones. Phone numbers will all remain the same, the only department that will continue to use the traditional land line is the police department. There are funds available in the IT account to make this transition happen this fiscal year.

c. Year End Department/Committee meeting - A meeting will be held with all departments who handle invoicing to explain year end procedures.

Announcements from Board Members

M. Francesconi shared that the Memorial Day parade was fantastic with a lot of good feedback, a few little tweaks will need to be made. There was discussion about starting and finishing at the school which would require moving the Veterans monuments to the base of the flagpole at the school.

Public Comments

Peter Traub also commented on the success of the Memorial Day parade and thought that the student readings were good.

Liseanne Karandisecky shared that the HLD voted to get an electronic gage at the dam and asked about the process for installing a second kayak launch on the causeway. She also shared that the Notice of Intent with the Conservation Commission was continued to June 15, 2023.

Adjourn

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 8:03 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries : 5-0

Document List

a. Agenda- May 30, 2023
b. Budget Présentation
c. Draft Minutes – May 23, 2023
d. Détail Policy

e. Youth Center Facilities Use From – June 10
f. Tag Sale Ordinance – Draft
g. EDM School Use Proposal
h. Phone System Quote
i. Highway Dept. Bi-weekly update
j. Council on Aging April Update

Approved: June 13, 2023

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – May 30, 2023
6:30 PM

Cheshire Elementary School – Cafeteria

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Budget Presentation – 6:30 p.m.
3. Consent Agenda
   a. Minutes May 23, 2023
   b. Warrants PR23-24, AP23-25
4. Board of Selectmen Business
   a. Police Department Detail Policy – Review and Possible Vote to Approve
   b. Former Elementary School Name
   c. Youth Center Facilities Use Form – June 10th Recycling Event
   d. One Day Liquor Licenses – Cheshire Rod & Gun Club, Berkshire Palate
   e. Tag Sale Ordinance – Draft II
   f. EDM Proposal – School Change of Use
5. Town Administrator Updates
   a. Open Space and Recreation Plan
   b. Phone System Quote
   c. Year End Department/Committee meeting
6. Announcements from Board Members
7. Public Comment
8. Any other business not reasonably anticipated 48 hours prior to the meeting.

Submitted by: Jennifer Morse – Town Administrator Posted: 5/24/23 @ 11:40 a.m.

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

Budget Presentation



Town of Cheshire

FY24 BUDGET PRESENTATION

Total FY24 Proposed Budget

Total FY23 Proposed Budget	**$7,622,477**
Total Offset Cherry Sheets	$8,789
State/County Cherry Sheet Charges	$65,342
Overlay (Abatements/Exemptions)	$43,789
Total Amount To Be Raised	**$7,740,397**

Total FY24 Estimated Revenues/Other Revenue Sources

Estimated Receipts/Other Revenue	
Estimated Receipts State Cherry Sheets	$975,943
Local Receipts (Not Allocated)	$978,100
Enterprise Fund (Water Dept)	$332,694
Free Cash Use	$242,252
Free Cash to Stay Under Tax Levy	$321,916
Total Estimated Revenues	**$2,850,905**

Levy Limit

FY23 Tax Levy	$4,294,446
Add 2.5%	$107,361
FY24 Estimated New Growth	$20,000
FY24 Subtotal:	$4,421,807
FY24 Debt Exclusions	$467,684
Maximum Allowable Levy	$4,889,491

Estimated Tax Rate Calculations



Total to be Raised	$7,740,397
Total Estimated Receipts	$2,850,905
Tax Levy	$4,889,491.00
FY23 Town Valuation	$395,041,816.00
ESTIMATED Tax Rate	**$12.38**

Reserves

Free Cash Certified
$797,207.00

Capital Stabilization
$242,492.73

Stabilization
$550,293



Free Cash

2013-2024

Used to stay under the Tax Levy



Fiscal Year	Certified Free Cash Amount	FC to Reduce Tax Rate	Tax Rate
2013	$487,811	$295,000	$10.62
2014	$410,368	$172,000	$11.16
2015	$246,339	$188,000	$11.94
2016	$235,630	$170,000	$12.26
2017	$266,367	$170,000	$12.39
2018	$626,834	$170,000	$13.06
2019	$416,620	$170,000	$13.10
2020	$339,776	$140,000	$13.44
2021	$790,952	$376,000	$13.37
2022	$533,756	$260,000	$12.76
2023	$656,474	$240,555	$11.97
2024	$797,207	Proposed $321,917	Estimated $12.38

Driving Increases

- Public Safety – Proposed Full Time Officer Position & Volunteer Fire Department Stipends
- General Government - Health Insurance Benefits - Three new plans (COA Director, Municipal Clerk, Full Time Police Officer)
- General Government - Municipal Clerk/Assistant Treasurer & Collector – Based on a recommendation from the Financial Management Review (page 21)
- Northern Berkshire Technical School Budget

Full Time Police Officer

The Cheshire Police Department is seeking a third Full Time Officer. Over the past 2 years the Cheshire Police Department has not only seen an increase of call volume but an increase in more violent crimes.

- In 2021 we handled 1973 calls for service. Within that volume we responded to 54 Erratic/Dangerous Drivers, 18 Domestic Violence and had 15 Criminal Arrests.
- In 2022 we handled 2453 calls for service. Within that volume we responded to 78 Erratic/Dangerous Drivers, 53 Domestic Violence, 32 Criminal Arrests and recovered several stolen guns and vehicles.
- As of February 22, 2023 we have responded to 428 calls for service and project our need for service to be over 2900 calls for 2023
- Erratic/Dangerous Drivers and Domestic Violence calls are a couple of the most dangerous interactions an officer can face and has almost doubled over the last year. The addition of a third full-time officer will allow the department to grow in a positive direction and help meet the needs and safety of the citizens of Cheshire and its officers. A detailed analyses will be performed to determine the staffing needs to ensure the best impact to our community.
- **The third Full Time Officer will enable the CPD to provide coverage Monday – Sunday from 7 a.m. – 11 p.m. with additional coverage Thursday – Saturday nights from 4 p.m. – 2 a.m.**

Chief Michael J. Alibozek

Cheshire Police Department

Full Time Police Officer

- Are part time officers harder to hire? Yes. The Massachusetts Peace Officer Standards and Training (POST) Commission was established as part of the criminal justice reform enacted in Chapter 253 of the Acts of 2020. The mission was to improve policing and enhance public confidence in law enforcement by implementing a fair process for mandatory certification, discipline, and training for all peace officers in the Commonwealth.

- The training that was set in place has basically eliminated the part time officer from the Commonwealth. All officers within the Commonwealth are now trained to a full time status. This change has made it very difficult to hire qualified officers to serve in the Town of Cheshire as a part time officer.

- The Cheshire Police Department has already lost two officers due to the POST. Three of our officers have successfully completed the POST, two of the three have moved into full time positions. We currently have two part officers left that are working to complete there POST training and will be looking for full time employment.

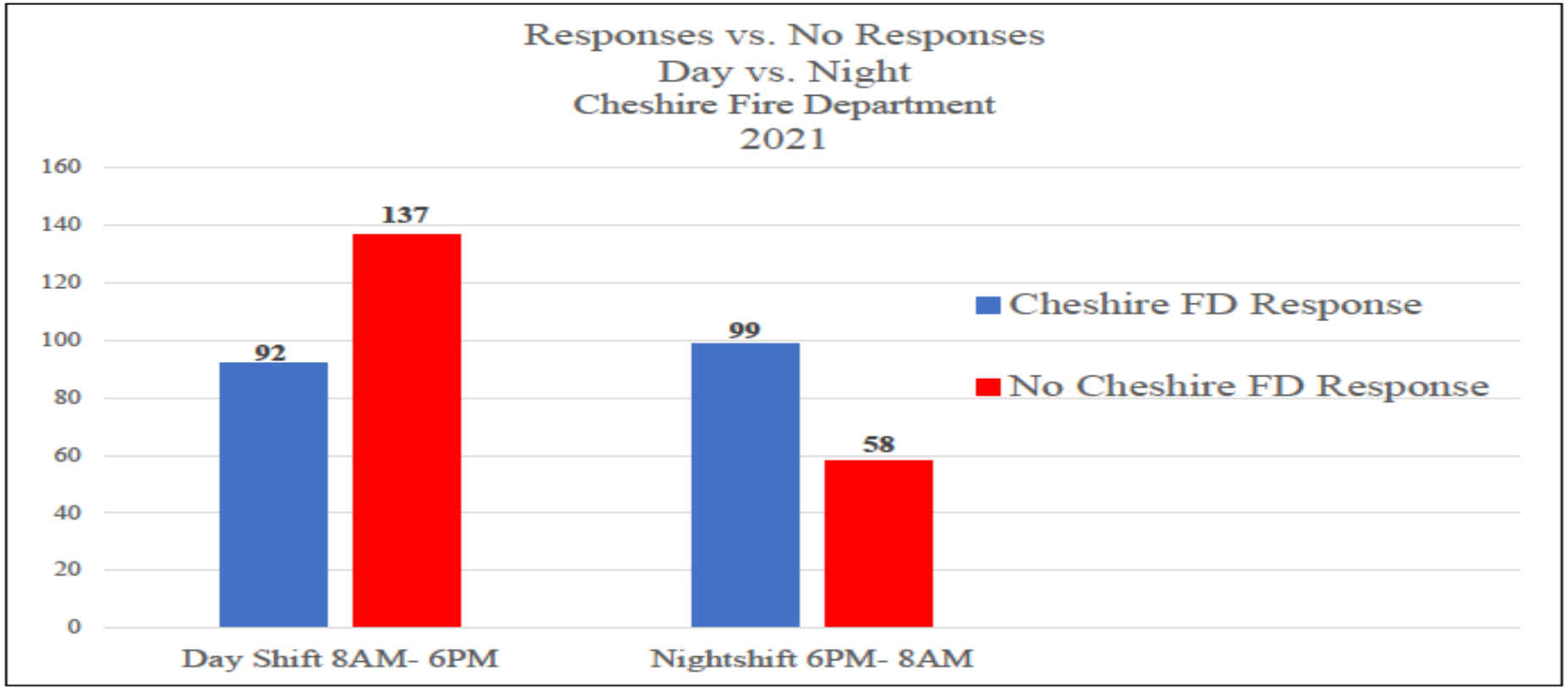
- Small departments like ours across the Commonwealth are being forced to adjust there staffing due to these shortages of part time officers by creating full time positions, flexible part time hours and better compensation packages.

Information Provided by Chief Alibozek

Fire Department Volunteer Stipends

- The CFD is unable to provide emergency medical service (EMS) response to 35% of EMS calls during the daytime (8 a.m. – 6 p.m.). The CFD is unable to provide EMS response to 15% of EMS call during the nighttime (6 p.m. – 8 a.m.)
- Cheshire is asking half as many volunteers to respond to twice as many calls. In 1995, CFD had 62 volunteers who were asked to respond to 200 emergencies. Today 27 volunteers are being asked to respond to almost 400 incidents per year.
- Emergency Incidents in Cheshire have increased 26% in five years, this kind of growth requires new approaches.
- Payment of stipends does not change the legal status of the departments volunteers to part-time employees.
- Stipends will be paid to members who meet the quota for responses to calls and attendance at trainings.

Fire Department Volunteer Stipends



In 2021, the Cheshire Fire Department was unable to respond to 195 calls for emergency medical service (EMS) out of 386 calls.

The Cheshire Fire Department is 2 times more likely to fail to respond in the daytime between 8AM and 6PM.

Fire Department Volunteer Stipends

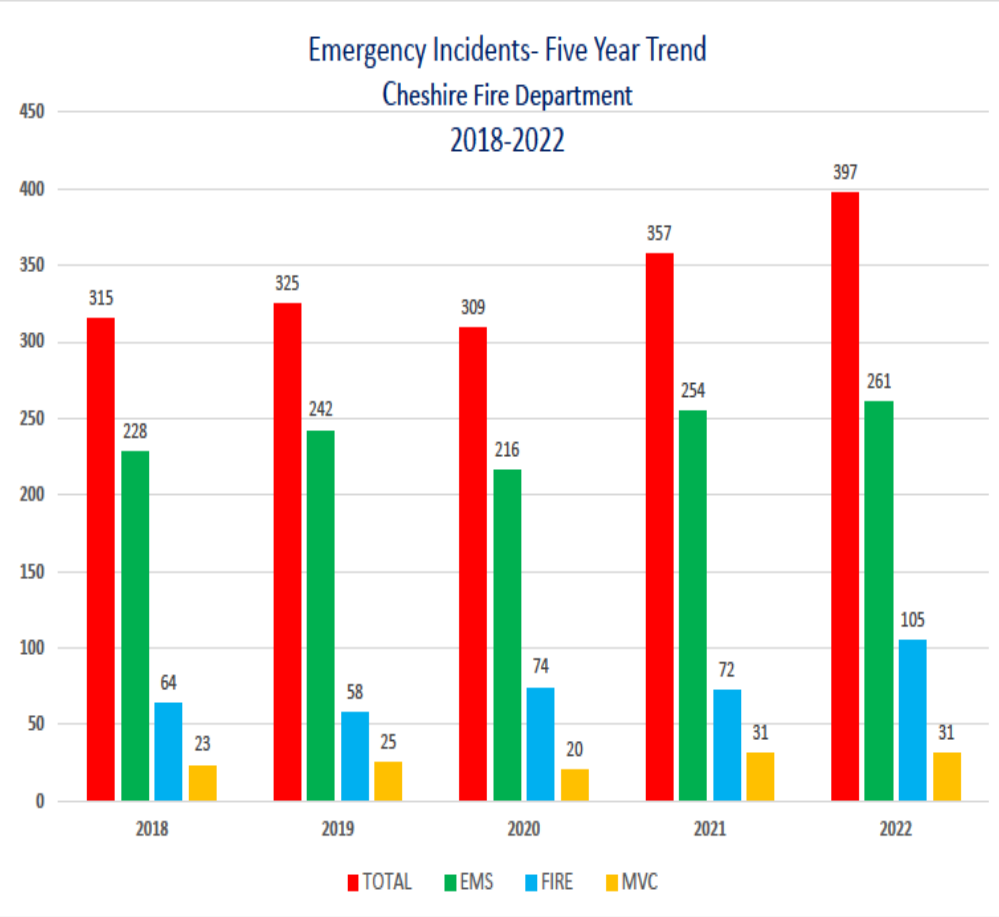


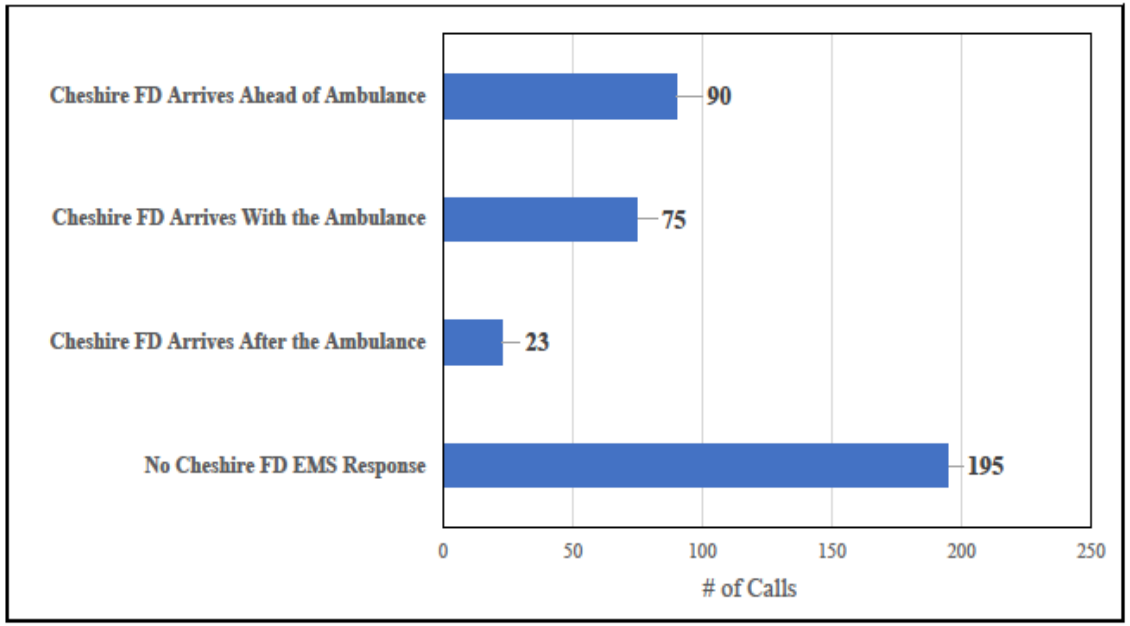
Chart #4

Arrival Before, With, and After the Ambulance- 2021
Cheshire Fire Department

When the Cheshire Fire Department does respond to a call for emergency medical services (EMS) it is highly effective arriving ahead of the ambulance forty-eight percent (48%) of the time.

The Cheshire Fire Department arrives simultaneously with the ambulance forty percent (40%) of the time.

The ambulance arrives ahead of the Cheshire Fire Department only twelve percent (12%) of the time.



Municipal Clerk/ Assistant Treasurer and Collector

The Municipal Clerk position will also encompass administrative support to the various Board and Committees (Planning, Conservation Commission, Board of Health and Zoning Board of Appeals) as well as duties of an Assistant Treasurer/Collector as recommended in the Financial Management Review.

"We recommend the town consider formally appointing a part-time assistant treasurer/collector. Cheshire currently has no employee who can, in the treasurer/collector's absence, process payroll in Harpers or perform any critical bank transactions. In addition, if the town shifts water collections to the treasurer/collector's office, it will necessitate more work hours in that office during the three times a year that water accounts are billed. If the assistant works out well, the person could possibly be groomed as a successor to the treasurer/collector when she retires.

With the transfer of water collections to the treasurer/collector's office, the water department clerk could be assigned some new water department tasks or possibly duties that support other departments. The town identified a need for more clerical support across departments, as evidenced by a recent job posting for a part-time administrative assistant to support various boards in town."

Capital Projects

Wheeled Excavator to Replace 2004 John Deere Backhoe

- Three pin bucket for larger excavation radius (extends the bucket's angle of rotation to 200 degrees – 10% more than conventional bucket linkage. This increases vertical depth as well as digging forces. Less repositioning and faster work cycles, test have showed that work is 38% faster and uses 4x less fuel. Excavators have more digging power than backhoes.
- Shorter hydraulic hoses, longer service life with less power loss and less change of the hoses getting snagged and wear points. Easier general maintenance due to the tillable cab and removable chassis covers.
- Backhoe has a 180 degree working radius vs. an Excavator that has a 360 degree working radius which allows more options to load materials and trucks.
- Below 74HP, does not require selective catalytic reduction (SCR) system and regular DEF refueling. The proposed equipment is 67.1 HP
- Dozer blades in front and support stabilizers for equipment support
- Better visibility for operator to see the ground crew, providing for a safer work environment.
- Wheeled excavator can travel on roadways, does not need an additional trailer.

The Highway Department has been talking about replacement of the backhoe for several years. The Co-Interim Superintendents with Board of Selectmen Member Ron DeAngelis received proposals for three machines, visited dealers and ultimately chose this piece of equipment to replace the backhoe.



Other Warrant Articles

Revolving Accounts - MGL Chapter 44, Section 53E ½
Council on Aging – limit of $10,000
Recreation Committee – limit of $10,000
Police Department - limit of $10,000
Stabilization Accounts
Terminate Capital Equipment and create a Capital Stabilization Account
This will allow funds to be used for all Capital purchases over $5,000 not just "equipment"
Create a Radio Communications Stabilization Account

Other Warrant Articles



Town Wide Speed Limits – MGL Chapter 90, Section 17C



Allow the Board of Selectmen to set speed limits of 25 MPH in all areas of Town as needed and defined by state law as “thickly settled or business districts”.



MGL c. 90 § 17C defines a thickly settled or business district as "the territory contiguous to any way which is built up with structures devoted to business, or the territory contiguous to any way where dwelling houses are situated at such distances as will average less than two hundred feet between them for a distance of a quarter of a mile or over."

Other Warrant Articles

Adoption of Renumbering and Revision to Various General and Zoning Bylaws.

The Board of Selectmen and Planning Board have been working with legal counsel since July 2018 on the numbering, codification, arrangement, sequence and comprehensive revisions to the text of the General and Zoning Bylaws in order to make a clear and concise, searchable document. While both sets of bylaws will be encompassed into one document they are still completely separate documents.

There is also a recommendation from the Financial Management Review (page 15)

Other Warrant Articles

- **Board of Assessors – Elected to Appointed, Based on a recommendation from the Financial Management Review (page 21), and supported of the Board of Assessors.**

If approved this action would take effect in May 2025, each elected member of the Board of Assessors would serve their full elected term.

"We recommend the town convert from an elected to appointed board of assessors. Cheshire resembles many other small, rural towns in the state in the scarcity of qualified individuals actively looking to perform key part-time roles in local government. In this light, it would be easier for the select board to seek out and appoint members to the assessing board whenever vacancies occur instead of the town hoping that, on a rolling basis, there will be a resident(s) willing to run for each year. This is especially true given that, after converting to an appointed board, the select board would not be limited to recruiting only from Cheshire's registered voters. For instance, there might be an experienced appraiser living in a nearby town who could be interested in some extra work for a stipend. If difficulties in filling individual seats persist into the future, an appointed status for the board would also allow the town to consider evaluating the potential for an intermunicipal agreement as a regional option. Beyond the challenge of maintaining full board membership, the notion that an assessing board plays a policymaking role that thereby justifies an election rationale is specious. The board's duties are defined in statute, its decisions should be based on standardized criteria, and its valuation procedures are reviewed by DLS."

Personnel Bylaw

Based on a recommendation from the Financial Management Review

"*The town's ad hoc personnel committee has drafted an extensive set of personnel policies. This document defines different types of positions; outlines recruitment, hiring, discipline, and employee separation processes; specifies the amount, duration, and uses of available leave-time categories; identifies standards of conduct; and calls for the implementation of an employee evaluation program. Also included are provisions related to discrimination, sexual harassment, whistleblower protection, and allowable uses of electronic communications. There is also a requirement for employees to sign acknowledgments indicating they have read and understood the policies.*

The work done by the committee is an excellent step forward for the town. Town meeting can solidify the policies by adopting them collectively as a personnel bylaw, which would then stand beside the town's general and zoning bylaws and officially make them applicable town wide. This would provide a strong accountability measure that allows for fair and uniform administration of the policies and would also better protect the town from related legal liabilities. Unlike general bylaws, there is no requirement nor process to submit personnel bylaws for the attorney general's review."

In the near future the Town will be acting on additional personnel policies recommended in the Financial Management Review.

Other Warrant Articles

- Adoption of MGL Chapter 59, Section 5, Clause 17F – Senior Citizen, Surviving Spouse, Surviving Minor Statutory Real Estate Exemption

If adopted this would authorize the annual increase in the amount of the exemption.

- Adoption of MGL Chapter 59, Section 5, Clause 17E – Senior Citizen, Surviving Spouse, Surviving Minor Statutory Real Estate Exemption

If adopted this would authorize the annual increase in the asset (whole estate) limits.

- Adoption of MGL Chapter 59, Section 5, Clause 41D - Senior Statutory Real Estate Exemption

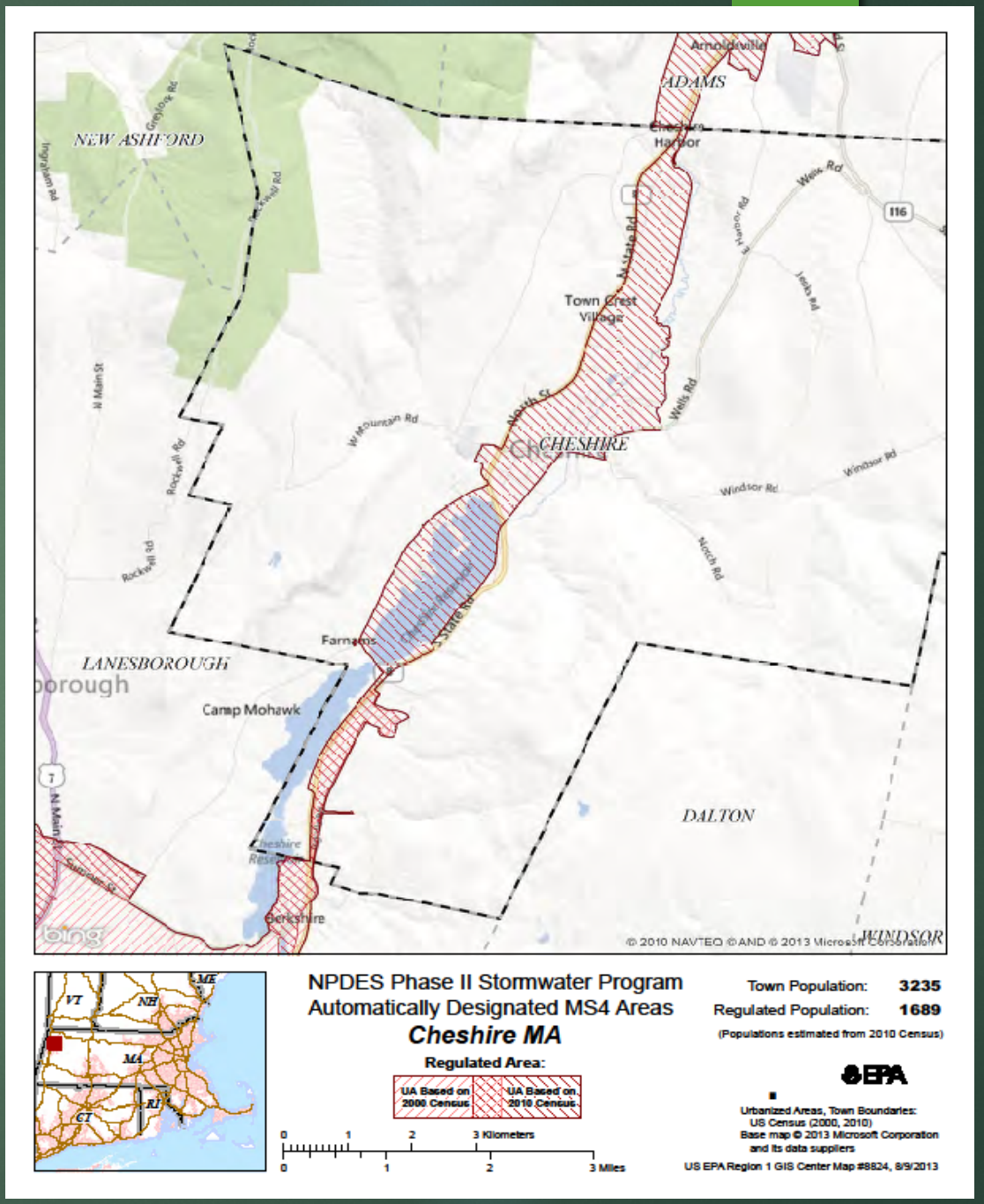
If adopted this would authorize and annual increase in the income (gross receipts) and asset (whole estate) limits.

Other Warrant Articles

Stormwater Management Bylaw

Cheshire has been designated as a MS4 Community and the bylaw is a requirement of the MS4 permit by the EPA and the MassDEP. MS4 is a section of the Clean Water Act that regulates stormwater in "urbanized area" According to the 2010 census data Cheshire has sections of town that are classified as "urbanized". The areas are closely related to those covered by the Wetlands Protection Act.

This bylaw was originally proposed at the FY23 Annual Town Meeting and is required to be proposed until adopted. The Conservation Commission has held informational sessions about this proposed bylaw.





Fiscal Year 2024

Supplemental Warrant Information

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
8	Legal Services	$12,500	$12,500	$12,500	$-	0.0%	
	Moderator Salary	$50	$50	$50	$-	0.0%	
	Moderator Expenses	$25	$25	$25	$-	0.0%	
	Selectmen Chair	$3,713	$3,713	$3,787	$74	2.0%	
	Selectmen Vice Chair	$3,713	$3,713	$3,787	$74	2.0%	
	Selectmen Member	$3,713	$3,713	$3,787	$74	2.0%	
	Selectmen Member	$3,713	$3,713	$3,787	$74	2.0%	
	Selectmen Member	$3,713	$3,713	$3,787	$74	2.0%	
	Selectmen Expenses	$6,400	$8,269	$10,400	$2,131	25.8%	Moved General Code from Town Clerk budget
	Clean Lake Program	$27,580	$27,580	$26,206	(1,374)	-5.0%	Contract – New Vendor
	Group Purchasing	$800	$800	$800	$-	0.0%	
	Town Audit (Bi-Annual)	$12,000	$12,500	$10,000	(2,500)	-20.0%	
	Municipal Clerk	$12,500	$16,700	$45,936	$29,236	175.1%	Clerk to Boards/Asst. Treasurer & Collector
	Information Tech	$-	$40,000	$45,000	$5,000	12.5%	Cybersecurity Insurance Requirements
	Town Website	$5,000	$5,150	$5,250	$100	1.9%	
	Town Administrator	$85,000	$81,592	$85,000	$3,408	4.2%	
	TA Expenses	$500	$3,000	$3,000	$0	0.0%	
	Accounting Services	$26,873	$27,411	$31,500	$4,089	14.9%	
	Accounting Expenses	$1,400	$-	$-	$-	0.0%	
	Accounting Software	$1,800	$4,348	$4,348	$-	0.0%	3 licenses (Accountant, Treasurer, Town Admin)
	Assessors Chair Stipend	$3,807	$3,807	$3,883	$76	2.0%	
	Assessors Member	$3,263	$3,263	$3,328	$65	2.0%	
	Assessors Member	$3,263	$3,263	$3,328	$65	2.0%	
	Assessors Admin	$30,375	$30,978	$31,905	$927	3.0%	
	Assessors Expenses	$6,895	$5,410	$3,910	(1,500)	-27.7%	
	Assessors Utility	$-	$7,450	$-	(7,450)	-100.0%	Moved to Assessors Contracted Services
	Assessors Contracted	$21,500	$25,190	$34,140	$8,950	35.5%	Includes Assessors Utility Appraisal
	Treasurer Salary	$26,996	$29,775	$33,408	$3,633	12.2%	Competitive Salary Increase
	Treasurer Expenses	$7,000	$4,800	$4,800	$-	0.0%	
	Treasurer Payroll	$-	$2,000	$2,000	$-	0.0%	

Article	**Item**	**FY22 Total**	**FY23 Total**	**FY24 Proposed**	**Dollar +/-**	**% Change**	**Comments**
8	Treasurer Tax Title	$2,000	$2,000	$2,000	$-	0.0%	
	Tax Collector Salary	$26,284	$26,809	$30,080	$3,271	12.2%	Competitive Salary Increase
	Tax Collector Expenses	$7,500	$7,700	$7,700	$-	0.0%	
	Collector Contracted	$1,000	$1,000	$1,000	$-	0.0%	
	Collector Tax Title	$2,000	$2,000	$2,000	$-	0.0%	
	Collector Software	$-	$3,150	$3,245	$95	3.0%	Contract
	Finance Committee	$2,210	$1,500	$1,500	$-	0.0%	
	Town Clerk Salary	$26,285	$26,916	$27,722	$806	3.0%	
	Town Clerk Expenses	$4,350	$3,150	$3,150	$-	0.0%	
	Dog License Expenses	$400	$400	$400	$-	0.0%	
	TC Copier/Contract	$1,000	$1,700	$1,500	(200)	-11.8%	
	TC Book Repair	$4,500	$4,500	$2,500	(2,000)	-44.4%	
	TC Census/Lists	$3,500	$3,200	$3,200	$-	0.0%	
	General Code Expense	$2,000	$2,000	$-	(2,000)	-100.0%	Moved to Board of Selectmen Expenses
	Registrars/Election	$9,000	$8,000	$10,000	$2,000	25.0%	March Primary, Annual Town Election
	Con Comm Scribe	$500	$500	$-	(500)	-100.0%	
	Con Comm Stipends	$1,500	$1,500	$1,530	$30	2.0%	
	Con Comm Consult	$500	$500	$500	$-	0.0%	
	Con Comm Expenses	$1,500	$1,500	$1,500	$-	0..0%	
	Planning Expenses	$2,515	$2,515	$2,515	$-	0.0%	
	BRPC Assessment	$2,578	$2,706	$2,774	$68	2.5%	
	Planning Scribe	$2,000	$750	$750	$-	0.0%	
	Planning Stipends	$1,570	$1,570	$1,600	$30	2.0%	
	Ag Commission	$500	$500	$500	$-	0.0%	
	Historical Commission	$500	$500	$500	$-	0.0%	
	ZBA Expenses	$800	$800	$800	$-	0.0%	
	ZBA Scribe	$800	$500	$-	(500)	-100.0%	
	Berkshire County Retirement	$134,329	$147,476	$152,452	$4,976	3.4%	
	OPEB Funding	$20,000	$20,000	$20,000	$-	0.0%	

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
8	OPEB Study	$-	$2,200	$2,200	$-	0.0%	
	Health Insurance-Active	$195,000	$163,560	$230,063	$66,500	40.7%	3 Additional Family Plans (COA Director, Police Officer, Municipal Clerk)
	Health Insurance – Retiree	$-	$20,295	$42,295	$22,000	108.4%	Geography – moved from Active to Retiree
	Health Insurance Dental	$-	$7,000	$8,500	$1,500	21.4%	
	Unemployment	$-	$10,000	$10,000	$-	0.0%	
	MEDC Employer Share	$13,500	$16,200	$16,000	(200)	-1.2%	
	Town Hall/Police/Annex	$28,000	$32,100	$32,100	$-	0.0%	
	Fire Station	$23,500	$18,500	$18,500	$-	0.0%	
	Town Garage	$19,000	$18,000	$15,000	(3000)	-16.7%	
	Community Center	4,800	$6,000	$7.000	$1000	16.7%	
	Phone Systems	$20,000	$15,000	$15,000	$-	0.0%	
	Custodian	$38,336	$19,168	$19,648	$480	3.0%	
	Facilities Manager	$-	$42,021	$49,466	$7,445	17.7%	3% and increase to 40 hours per week
	Elementary School	$45,000	$60,000	$60,000	$-	0.0%	
	Town Building Repairs	$75,000	$170,000	$125,000	(45,000)	-26.5%	
	Town Insurance/Bonds	$94,000	$94,000	$99,563	$5,563	5.9%	
9	HVRSD Minimum	$2,037,253	$2,154,516	$2,219,724	$65,208	3.0%	
	HVRSD Over Minimum	$401,686	$427,852	$405,970	(21,882)	-5.1%	
	HVRSD Transportation	$138,805	$145,263	$133,032	(12,231)	-8.4%	
	HVRSD Debt Service	$212,740	$215,735	$189,736)	(25,999)	-12.1%	
	NBVRSD Budget	$499,250	$438,574	$564,446	$125,872	28.7%	
	Out of District	$40,000	$30,000	$-	(30,000)	-100%	No current students attending out of district
10	Building Commissioner	$13,379	$13,647	$18,000	$4,353	31.9%	
	Alt. Commissioner	$4,500	$2,000	$500	(1,500)	-75.0%	
	Building Dept. Expense	$2,000	$1,000	$1,100	$100	10.0%	

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
	On-Line Permitting	$4,460	$4,625	$5,075	$450	9.7%	Contract
	Gas-Plumbing Salary	$3,481	$5,727	$5,900	$170	3.0%	
	Gas-Plumbing Expense	$666	$500	$500	$-	0.0%	
	Alt. Gas-Plumbing	$538	$538	$549	$11	2.0%	
	Wiring Salary	$6,526	$6657	$6,857	$200	3.0%	
	Alt. Wiring	$567	$567	$579	$12	2.0%	
	Wiring Expenses	$1,300	$1,300	$700	(600)	-46.2%	
11	Police Chief Salary	$8,000	$80,000	$82,392	$2,392	3.0%	
	Police Officer – 1	$56,773	$58,143	$53,551	(4,592)	-7.9%	Full Time Officer Hired 7/1/22
	Police Officer – 2	$-	$-	$55,000	$55,000	N/A	New Full Time Position
	Police Officers – PT	$70,040	$33,000	$26,664	(6,336)	-19.2%	Less PT Officer Hours
	Police Dept. Expenses	$4,000	$4,000	$5,000	$1,000	25.0%	
	Police Dept. Auto	$14,000	$14,000	$15,000	$1,000	7.1%	
	Police Dept. Overtime	$-	$-	$5,000	$5,000	N/A	Overtime Pay for Officers
	Police Dept. Holiday	$-	$-	$3,000	$3,000	N/A	Holiday Pay for Officers
	Police Dept. Equipment	$5,000	$5,000	$10,500	$5,500	110.0%	
	Fire Chief Salary	$8,000	$8,160	$12,000	$3,840	47.1%	
	Fire Dept. Asst. Chiefs	$3,060	$3,136	$3,230	$94	3.0%	
	Fire Dept. FF Stipends	$-	$-	$25,000	$25,000	N/A	New Stipend Program – 25 Volunteers
	Fire Dept Expenses	$48,986	$62,000	$62,000	$-	0.0%	
	Fire Dept. EMS Supplies	$4,500	$4,500	$4,500	$-	0.0%	
	Police/Fire Insurance	$15,564	$14,800	$15,620	$820	5.5%	
	Fire Dept. Rescue Loan	$9,817	$9,817	$-	(9,817)	-100.0%	
	Communication Center	$21,865	$22,865	$24,000	$1,135	5.0%	
	Emergency Management Stipend	$-	$-	$1,500	$1,500	N/A	New
	EM Expenses	$1,000	$1,000	$1,000	$-	0.0%	
12	Highway Workers Salary	$206,457	$204,544	$209,911	$5,367	2.6%	

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
	Highway Longevity	$-	$1,500	$1,500	$-	0.0%	
	Director – Public Works	$75,000	$78,895	$90,000	$11,015	13.9%	New DPW Director Position
	Highway Non-Winter OT	$40,000	$5,000	$5,000	$-	0.0%	
	Highway Dept. Expenses	$339,000	$339,000	$339,000	$-	0.0%	
	Streetlights	$47,000	$53,000	$53,000	$-	0.0%	
	Snow & Ice Removal	$170,000	$170,000	$170,000	$-	0.0%	
	Engineering	$15,000	$35,000	$35,000	$-	0.0%	
	Heavy Equipment Rental	$5,000	$5,000	$5,000	$-	0.0%	
	Tree Warden Removal	$20,000	$20,000	$20,000	$-	0.0%	
	Tree Warden Replace	$1,000	$1,000	$1,000	$-	0.0%	
13	Recreation/Memorial	$12,000	$10,000	$12,000	$2,000	20.0%	
	Memorial Day	$1,000	$1,000	$-	(1,000)	-100.0%	Combined with Recreation
	Library Assessment	$32,800	$38,480	$39,442	$962	2.5%	
	Veterans Agent Services	$1,500	$1,750	$2,000	$250	14.3%	
	Veterans Benefits	$40,000	$30,000	$30,000	$-	0.0%	
	Veterans Flags	$800	$800	$800	$-	0.0%	
	Cemetery Comm Stipends	$2,610	$2,610	$2,661	$51	2.0%	
	Cemetery Wages	$35,006	$37,822	$37,822	$-	0.0%	
	Cemetery Expenses	$7,614	$8,114	$8,114	$-	0.0	
14	BOH Stipends	$11,421	$11,421	$11,649	$228	2.0%	
	BOH Expenses	$5,500	$5,500	$5,500	$-	0.0%	
	Maven Reporting	$4,205	$4,525	$4,525	$-	0.0%	
	COA General Expenses	$8,470	$8,470	$8,470	$-	0.0%	
	COA Van Operations	$5,900	$5,900	$5,900	$-	0.0%	

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
	COA Van Operator Wages	$17,784	$18,580	$19,138	$558	3.0%	
	COA Medical Car	$1,500	$1,500	$1,500	$-	0.0%	
	COA Director Salary	$23,460	$23,460	$26,771	$3,311	14.1%	Increase 19 to 22 hour per week
	COA Meals Coordinator	$8,033	$10,033	$13,311	$3,278	32.7%	Increase 12-15 hours per week, $17 per hour
	Animal Inspector	$544	$544	$544	$-	0.0%	
	Animal Inspect Expense	$750	$150	$150	$-	0.0%	
	Town Compactor Expense	$92,000	$92,000	$100,000	$8,000	8.7%	Hauling Fee Increases
	Town Compactor Site Maint.	$2,600	$2,600	$2,600	$-	0.0	
	Town Compactor Permits/Stickers	$4,500	$4,500	$4,500	$-	0.0	
	Town Compactor Caretakers	$22,400	$22,566	$23,970	$1,404	6.2%	Increase to $17 per hour
	Recycling Account	$50,000	$35,000	$35,000	$-	0.0%	
15	Well Land Bond (2024)	$109,013	$109,500	$104,750	(4,750)	-4.3%	
	Fire Truck (2030)	$36,660	$36,691	$45,463	$9,072	24.9%	
	Highway Grader (2026)	$36,000	$35,528	$37,567	$2,039	5.7%	
	Highway Truck (Voted 2022)	$-	$47,870	$54,708	$6,838	14.3%	
	Highway Truck (Voted 2021)	$	$26,649	$30,460	$3,811	14.3%	
	Short Term Interest	$5,000	$5,000	$5,000	$-	0.0%	
19	Capital Stabilization	$10,000	$118,300	$10,000	(108,300)	-91.5%	
	Stabilization	$10,000	$92,000	$10,000	(82,000)	-89.1%	
	MS4 – Compliance	$-	$7,500	$7,500	$-	0.0%	

Article	Item	FY22 Total	FY23 Total	FY24 Proposed	Dollar +/-	% Change	Comments
21	Water Enterprise Fund	$300,516	$320,209	$332,694	$12,485	3.9%	

Minutes

TOWN OF CHESHIRE

80 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – May 23, 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 23, 2023, at 6:30 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager, Lynn Melchiori; Peter Traub; Art Kaufman; Bob Tetlow

S. McGrath opened the meeting of the Board of Selectmen at 6:30 p.m.

Summary of Votes

- Vote to approve the Consent Agenda with edits 5-0
- Vote to sign the Special Town Meeting Warrant 5-0
- Vote to sign the Annual Town Meeting Warrant 5-0
- Vote to hire Tom Lussier as Primary Water Operator 5-0
- Vote to appoint Art Kaufman as Planning Board Alternate 5-0
- Vote to adjourn at 7:22 p.m. 5-0

Consent Agenda

a. Minutes – May 10, 2023, and May 16, 2023

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

Board of Selectmen Business

a. Sign FY23 Special Town Meeting Warrant - The Town Administrator shared that she had legal opinion that the FY23 Special Town Meeting should be at 6:45 p.m. and kept separate from the FY24 Annual Town Meeting which will start at 7:00 p.m.

A motion was made by J. Levesque and seconded by R. DeAngelis to approve the FY23 Special Town Meeting Warrant for June 12, 2023.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

b. Sign the FY24 Annual Town Meeting Warrant - There was discussion regarding the budget presentation which will be held on Tuesday May 30th at 6:30 p.m. at the Board of Selectmen meeting and on Wednesday May 31st at 12:30 p.m. at the Community Center. There was also discussion regarding the Stormwater Bylaw fact sheet which will be posted after the Conservation Commission reviews on Thursday evening. Discussion on the impacts of the citizens petition and procedure for moving forward after the town meeting.
A motion was made by M. Francesconi and seconded by J. Levesque to approve the FY24 Annual Town Meeting Warrant for June 12, 2023.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

c. Primary Water Operator Hiring
A motion was made by J. Levesque and seconded by S. McGrath to hire Tom Lussier as Primary Water Operator.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

d. Planning Board Alternate Appointment – The Town Administrator shared that the Planning Board had voted at meeting to recommend the appointment of Art Kaufman as an Alternate.
A motion was made by S. McGrath and seconded by J. Levesque to appoint Art Kaufman as an Alternate Planning Board member.
Discussion: M. Francesconi shared that as an alternate planning board member, Mr. Kaufman is not allowed to participate in active meeting dialogue, that the alternate should be present and aware in the case he is called on to participate in the absence of an elected Planning Board member.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

e. Cemetery Foreman Position - The Town Administrator noted that no applications have come into date. The new hires will be starting next week, and the custodian is currently working additional hours.

f. Alarm System Upgrades - The Facilities manager shared information regarding the upgrade to the alarm system at the former elementary school quoted by Alarms of Berkshire County which is the current vendor. The total cost is $29,795 and includes new fire and security access panel, cell and internet communication, card access, exterior horn/strobe, panic buttons, keypad, pull stations for exits and magnetic door holders. The Town Administrator will reach out to get procurement advice and the item will be tabled at a future meeting.

g. Stafford Hill Gate - The Facilities Manager noted that there is a lot of paraphernalia and parties at the historic location. The gate would be built and hung with two posts to make access to a walking path only, the state is adding a parking lot. C. McGrath has also been in touch with a mason regarding restoration of the monument and the historical commission will be seeking grant funding for the project. It was decided to table this item and revisit closer to the end of the fiscal year.

h. **Elementary School Fence** - M. Francesconi spoke about the gate proposal noting that this would give the antique cars at cruise night access off School Street. Currently cars cross the public during the event, it was noted that the "block party" vendors would also be using the gates. There was discussion about the old sections of the fence being used by the Adams Cheshire Softball League for the dugouts, the organization will handle the labor. It was decided to table this item and revisit it closer to the end of the fiscal year.

Announcements from Board Members

M. Francesconi gave an update on the Memorial Day Parade update

Public Comment – None

Adjourn

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:22 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries: 5-0

Document List

1. Agenda – May 23, 2023
2. Draft Minutes – May 10, 2023
3. Draft Minutes – May 16, 2023
4. STM Warrant – 06.12.23
5. ATM Warrant- 06.12.23
6. Alarm of Berkshire County Quote
7. Berkshire Fence Company Quote

Detail Policy

Cheshire Police Department

Detail Overview

Effective July 1, 2023 – June 30, 2024

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 with arrest authority.

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	$55.00	$5.50	$60.50
Overtime	$82.50	$8.25	$90.75
Holiday	$82.50	$8.25	$90.75
Holiday OT	$123.75	$12.38	$136.13
Cruiser	$20.00	$2.00	$22.00
School*	$55.00	Waived	$55.00
Town**	$55.00	Waived	$55.00
Alcohol	$10.00	$1.00	$11.00

Rates Effective July 1, 2023

- 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 $82.50 per hour will be charged. If the Holiday exceeds eight (8) hours the Overtime Holiday Rate of $123.75 per hour will be charged.

- Details conducted Monday ~ Saturday between the hours of 7:00am – 11:00pm will be charged the regular rate of $55.00 per hour.

- All Details conducted between 11:00pm and 7:00am and on Sundays will be charged the overtime rate of $82.50.

- For any detail where a police cruiser is requested, there will be an additional charge of $20.00 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 $10.00 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 and billed to the hours worked.

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.

Part I	ADMINISTRATION OF THE GOVERNMENT
Title VII	CITIES, TOWNS AND DISTRICTS
Chapter 41	OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS
Section 97A	POLICE DEPARTMENTS; CHIEF OF POLICE; POWERS AND DUTIES

Section 97A. In any town which accepts this section there shall be a police department established by the selectmen, and such department shall be under the supervision of an officer to be known as the chief of police. The selectmen of any such town shall appoint a chief of police and such other officers as they deem necessary, and fix their compensation, not exceeding, in the aggregate, the annual appropriation therefor. In any such town in which such appointments are not subject to chapter thirty-one, they shall be made annually or for a term of years not exceeding three years, as the selectmen shall determine, and the selectmen may remove such chief or other officers for cause at any time after a hearing. The chief of police in any such town shall from time to time make suitable regulations governing the police department, and the officers thereof, subject to the approval of the selectmen; provided, that such regulations shall become effective without such approval upon the failure of the selectmen to take action thereon within thirty days after they have been submitted to them by the chief of police. The chief of

police in any such town shall be in immediate control of all town property used by the department, and of the police officers, whom he shall assign to their respective duties and who shall obey his orders. Section ninety-seven shall not apply in any town which accepts the provisions of this section. Acceptance of the provisions of this section shall be by a vote at an annual town meeting.

THE COMMONWEALTH OF MASSACHUSETTS
STATE ETHICS COMMISSION
ONE ASHBURTON PLACE ROOM 1413
BOSTON, MASSACHUSETTS 02108
727-0060

COMMISSION MEMBERS
COLIN S. DIVER (CHAIRMAN)
FRANCES M. BURNS
ANDREA W. GARGIULO
JOSEPH I. MULLIGAN, JR.
CONSTANCE M. SWEENEY

ANDREW B. CRANE
EXECUTIVE DIRECTOR

COMMISSION ADVISORY NO. 10

Chiefs of Police Doing Privately Paid Details

The Commission has received a number of inquiries from small towns concerning how their chiefs of police might work privately paid details in conformance with the conflict of interest law, G.L.c. 268A. The following guidelines are offered to Boards of Selectmen and City Councils[1] to aid them in restructuring a chief's employment arrangements so as to permit such outside work without violating the conflict law. Any such restructured employment arrangement should be submitted to the Commission to verify that the conflict of interest issues have been adequately addressed by the terms and conditions actually decided upon by the selectmen.[2]

I. Background

Police detail work is performed in a broad range of situations, most frequently involving traffic control at utility and road construction sites. Other examples include crowd control, cash escort service for businesses and security work. Police officers perform detail work on other than their normal duty shift. These officers are, however, still serving as police officers when they provide these services and are answerable to the police chief for their conduct. The municipality bills the private entity who is being serviced. The municipality, after substracting an administrative fee, pays the officers. All of this is done in accordance with G.L.c. 44, §53C.

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[1] For ease of reading, this advisory is addressed to the situation of town police chiefs. For application to city chiefs, simply replace "Board of Selectmen" and "selectmen" with "City Council" and "councillors" respectively.

[2] City Councils should also check their City Charters and ordinances, and Boards of Selectmen their by-laws and regulations, to insure that any such negotiated contracts are in conformance with applicable local provisions.

The primary conflict of interest issues raised by police chiefs working privately paid details, and being paid pursuant to G.L.c. 44 §53C, arise under §19 and §23 of G.L.c. 268A.[3/] The position of chief of police is generally considered a twenty-four-hour-a-day job, carrying with it the ultimate responsibility for the operation and activities of the police department. Because detail work is a police function, and officers performing detail work have all the law enforcement authority they normally possess as police officers, detail work falls within the chief's overall responsibility. If a municipality has not restructured the chief's compensation package to allow for extra pay for detail work, then the chief's salary is presumably payment for all of his duties including detail work. Therefore, if he were to receive additional public compensation for acts for which he is already being paid, he would be violating §23 by securing an unwarranted privilege.[4/] In addition, by deciding which details to assign himself to work, the chief would be participating in a particular matter in which he has a financial interest in violation of §19.[5/]

II. Considerations in Restructuring the Chief's Employment Contract

A chief of police's employment arrangement can be restructured by the Board of Selectmen to avoid these conflict of interest issues. By acknowledging in writing that the chief's compensation shall consist of a base salary plus certain additional compensation for detail work, the Board of Selectmen will negate the potential §23 allegation that a chief's receipt of detail compensation constitutes

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[3/]Prior Commission Advisory Opinions dealing with detail payment under G.L.c. 44 §53C (specifically EC-COI-85-64, 85-65, and 85-83)have analyzed the potential conflict under G.L.c. 268A §3(b). In the future, however, any opinions concerning this subject area will more properly focus on §19 and §23.

[4/]Section 23(b)(2) states that no municipal employee shall "use or attempt to use his official position to secure for himself or others unwarranted privileges or exemptions which are of substantial value and which are not properly available to similiarly situated individuals."

[5/]Section 19 prohibits a municipal employee from "participat[ing] as such an employee in a particular matter in which to his knowledge he, his immediate family or partner, a business organization in which he is serving as officer, director, trustee, partner or employee, or any person or organization with whom he is negotiating or has any arrangement concerning prospective employment has a financial interest."

dual compensation.[6]

The conflict issues under §19 require closer scrutiny. Currently, a police chief falls within the §19 prohibition against a municipal employee participating in a matter in which he has a financial interest whenever he assigns himself to work a private detail. An exemption procedure contained in §19 provides a workable alternative. Section 19(b) states, in pertinent part, that it shall not be a violation of this section:

> ...if the municipal employee first advises the official responsible for appointment to his position of the nature and circumstances of the particular matter and makes full disclosure of such financial interest, and receives in advance a written determination made by that official that the interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

As the appointing authority of the police chief, it is the Board of Selectmen which must make such a §19 determination. The Board's starting point should be to decide whether they are willing to grant a blanket §19 exemption concerning detail work or whether they will require the chief to seek such a determination on a detail-by-detail basis. If a blanket exemption is chosen, the Board should set out terms and conditions, including:

> 1. a maximum dollar amount the chief can earn as detail compensation annually, or alternatively, a maximum number of hours the chief can work details annually;
>
> 2. whether detail work can be performed during "normal" (i.e. weekday) working hours;
>
> 3. procedures to ensure that the chief does not assign himself either the "choice" details (at the expense of other members of the department) or regular, exclusive details with a particular private entity; and

---

[6] It should be noted that if the chief were to be paid directly by private parties for detail work (as opposed to through the statutory compensation mechanism outlined in G.L.c. 44 §53), he would violate §3 in that he would be receiving something of substantial value for himself for or because of an act within his official responsibility.

4. procedures for when an emergency arises while the chief is doing detail work, e.g.

(a) requiring the chief to make arrangements with the entity for which he is working the detail which allows him to leave if he is needed elsewhere, or

(b) establishing a procedure whereby the chief will request that the police department of a neighboring town or the state police cover the matter.

Selectmen might well conclude that it would be preferable to approve such details on an individual basis. While the Commission does not encourage the practice of granting blanket exemptions, Selectmen may exercise this option provided that the terms and conditions are clearly established in writing.

Finally, it should be emphasized that the purpose of a Commission review of a Board's restructuring of a police chief's employment arrangement is not to pass judgement on a Board's decisions, but rather to ensure that a G.L.c. 268A issue has not been inadvertently left unaddressed. As long as the Board takes the above-noted considerations into account, the applicable §19 and §23 conflicts will be remedied. Board members should feel free to contact Commission staff with any questions they may have.

ISSUED: June 26, 1986

Youth Center Recycle Event

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:** Sonia@youthcenterinc.org
Mcarpenter@youthcenterinc.org

Facility Requested:

___ Cheshire School (Café)

___ Cheshire School Field

___ Little League Field, School Street

___ Cheshire Senior/Community Center

___ Town Hall Park

___ Street(s) (Specify:_____)

X Other (Specify: bus loop/parking lot

TOWN FACILITIES REQUEST FORM

Date(s) of Use: June 10, 2023

Hour(s) of Use: 8:00 am - 1:00 pm

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

Recycle Drive

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

Number of Participants/Attendees: 50 - 60

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: 5/19/23

Applicant Name (Printed) Monica Carpenter Date: 5/19/23

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

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

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

Signature: _____ Date: _____

Comments: _____

Tag Sale Ordinance

Tag Sale Ordinance

No person shall conduct a tag sale, attic sale, garage sale, lawn sale, rummage sale, yard sale, or their equivalent in the Town of Cheshire except in accordance with the following rules and regulations:

1. The Tag Sale shall be restricted to the sale of personal property belonging to the resident family, which is being sold on their premises; or in the case of a neighborhood tag sale, shall be restricted to personal property belonging to the participating families, which is being sold from premises located in the neighborhood.
2. The Tag Sale shall be limited to not more than two (2) consecutive days and the hours of operation shall not begin before 8:00 AM and shall not extend beyond sunset.
3. Tag Sales by a resident family on more than four (4) occasions in any given calendar year and sales of property belonging to other persons shall not be permitted without issuance of a Junk License from the Board of Selectmen. In such instances, Zoning Bylaw requirements must be complied with. Any more than four (4) tag sales in a year will be enforced by the Zoning Enforcement Officer as additional tag sales will be considered a business.
4. Temporary signs advertising the Tag Sale may be erected on the day(s) of the sale in accordance with the Zoning Bylaw requirements, and shall be promptly removed at the conclusion of the sale. Signs that create a nuisance or threat to public safety are prohibited and shall be removed at the request of the zoning enforcement officer or police officer.
5. The Tag Sale holder shall be responsible for orderly parking and traffic flow. If parking or traffic flow conditions create a threat to the safety of the public, the Tag Sale event shall be terminated at the request of the police officer.
6. No Tag Sale event shall be held at a time or place so that it negatively impacts or interferes with any other public event in the community.

Occasional sales by churches and other charitable organizations shall be exempted from these regulations.

DRAFT

EDM - School Use Proposal

edm

architecture

engineering

management

May 17, 2023

Jennifer Morse
Town of Cheshire
80 Church Street
PO Box 647
Cheshire, MA 01225

Re: Former School Change of Use – CD, Bid, and CA
TCH-6473AP

Dear Ms. Morse:

We are pleased to propose our services to develop construction documents to change the use of the Cheshire Elementary School cafeteria to assembly use and to renovate the existing public toilet rooms to be accessible.

Design Team

We propose the following team for this project.

edm	Architecture Interior Design Structural Engineering Mechanical Engineering Electrical Engineering
Foresight	Site Planning, Civil Engineering
PM&C	Independent Cost Estimating

Scope of the Project

Based on the change of use study, dated 03.09.23, and the walk-through with the local building official, the scope of work is as follows:

- Change use of existing cafeteria from Educational to Assembly use:
  - Modify existing cafeteria doors to provide accessibility and fire rating.
  - Include the kitchen within the change of use. Provide a fire-rated wall assembly separating the west end allowing for employee access to the existing toilet room. Existing toilet room to remain.
  - Provide secondary accessible means of egress via ramp or sloped walk from the existing doors to the exterior.
  - Provide accessible parking near the loading dock.
  - Modify existing sidewalk at existing entry to be accessible.
  - Emergency egress and lighting updates.
- Renovate existing public toilet rooms to be fully accessible:
  - Expand the existing men's room into the adjacent space in order to provide enough room for an accessible stall. This room is anticipated to become the women's room.
  - Widen existing door openings.
  - Remove existing CMU fin walls at entry.
  - Remove/modify existing chamfered corner of the current women's room to be a 90-degree corner.

pittsfield, ma

unionville, ct

troy, ny

888.336.6500

www.edm-ae.com

Scope of Services

The following services will be provided by our team:

Construction Documents

1. Based on our site visit with you and the building official, we will prepare a Construction Document Package consisting of drawings and specifications required for the scope noted above.
2. During this phase we will meet once to review progress.

Bidding

1. Issue the bidding documents.
2. Attend a pre-bid conference.
3. Answer questions/RFI's.
4. Prepare and issue addenda.
5. We anticipate that approximately 15 hours will be required for this phase and have included a budgeted amount for these services. These services will be provided on an hourly basis in accordance with the attached Hourly Rate Schedule.

Construction Administration

1. Attend three progress meetings during the course of construction. These will take place at the project site and the dates will concur with our site visits.
2. Perform three site visits during construction and issue a follow-up field report for each.
3. Address questions/RFI's and issue clarifications.
4. Review submittals.
5. Provide assistance with change orders.
6. Process applications for payment.
7. Create a punch list upon completion of construction.
8. We anticipate that approximately 60 hours will be required for this phase and have included a budgeted amount for these services. These services will be provided on an hourly basis in accordance with the attached Hourly Rate Schedule.

Assumptions

The following assumptions have been made in preparation of this proposal:

1. Sketches provided for the proposed work are reasonably accurate to reflect the proposed scope of work.
2. Existing CAD drawings will be provided of the existing building systems.
3. Existing building generally complies with the code in effect at the time of construction and does not contain any hazardous conditions or violations.
4. No invasive (internal) testing will be required.
5. Asbestos or other hazardous materials are not present.
6. Bidding front end documents (Division 0 & 1) will be prepared and assembled by the client. **edm** will provide technical sections for insertion into the specification.

7. Access to the site for fieldwork is available during normal business operating hours and will include a ladder (if required).
8. Modifications to the fire alarm will be by the Town's vendor and are not included in this scope.
9. Contractor will develop coordination drawings and submit to **edm** for review.
10. Contractor will prepare, maintain, and deliver accurate red-line markups of as-built conditions.
11. Drawings will be prepared in AutoCAD 2D/Revit format.
12. Green Certification – While the building will be designed to be an energy-efficient environmentally friendly structure, no certification process such as LEED will be pursued.
13. Start up and commissioning of the systems will be performed by others. **edm** can be onsite and assist in these efforts, if requested, for an additional service fee.
14. Fire Protection details:
    - NFPA 13 sprinkler system design
    - NFPA 14 manual wet standpipe system design
    - NFPA 72 fire alarm design
    - Fire protection system narrative and hydraulic calculations will be provided.
15. Mechanical details:
    - Existing base building infrastructure is adequate for the proposed scope of work.
    - Existing sanitary, venting, and HVAC equipment is adequate size for new work.
    - Scope includes re-distribution of existing equipment only, and no new equipment is required.
    - Existing building provides adequate make-up air ventilation (mechanical or natural) as required by the current code.
    - Energy model of final building systems to provide client with approximate electrical, heating, and water utility usage. Calculations will be based solely on the final construction documents and incorporate owner provided usage, occupancy and cost of utilities information. In the absence this information, **edm** will utilize good engineering practices and make reasonable assumptions to define these parameters. If requested, energy modeling can be integrated into the schematic design / programming of the project for an added fee.
16. Electrical details:
    - Existing service is adequate size for new equipment and renovation.
    - Existing building provides adequate light (natural and/or artificial) as required by the current code.
    - Existing service grounding system is installed correctly and does not have any issues.
    - Existing I.T telecom equipment can support new devices, and upgrades are not required.
    - Existing security system can support new devices, and upgrades are not required.

Exclusions

The following services have not been included in this proposal:

1. Hazardous materials identification or removal documentation.
2. Regulatory Approvals - services for the procurement of regulatory approvals for the project such as planning and zoning will be handled on an hourly basis as needed.

3. Services necessitated by a change in the initial information, previous instruction or approvals given by the client, or a material change in the project.
4. Changing or editing previously prepared designs necessitated by the enactment or revision of codes, laws or regulations or official interpretations not reasonably anticipated.
5. Providing professional services made necessary by the default of the contractor in performance of the construction contract.
6. Hydrant flow testing.
7. Energy calculations, life cycle cost analysis, and energy modeling.
8. Building management system design.
9. On-site start-up and commissioning assistance.
10. Low-voltage electrical system design (data, telephone, security, etc.).
11. Generator design.
12. Solar electric generation system design.
13. Lighting protection design.
14. Arc flash study, short circuit, and coordination studies.
15. Design of new electrical service originating at secondary side of utility transformer or building switchboard.
16. New fire alarm system including design and specification of control panel and new devices to serve the building.
17. Design and specifications for new I.T/Telecom/Telephone equipment including equipment racks, patch panels, rack mounted equipment, horizontal and vertical cabling, and fiber optic equipment and cabling.
18. Design and specifications of security/access control design which includes specification of video intercom system, card access control system, and intrusion detection system and associated devices.
19. Design and specifications for new audio/visual system.

Fees

We propose to provide the above Scope of Services for the following fees plus reimbursable expenses:

Phase		
Construction Documents	fixed fee	$33,100
Civil Engineering (Foresight)	fixed fee	$7,500
Cost Estimating (PM&C)	fixed fee	$3,000
Bidding	hourly	*$2,800
Construction Administration	hourly	*$13,300
Total		$59,700
Reimbursable Expense Budget		*$1000

Reimbursable Expenses involve expenses incurred by **edm** in the direct interest of the project for transportation, postage, overnight courier, reproductions, and other miscellaneous expenses.

Schedule

We are prepared to commence work approximately two weeks after your authorization to proceed, and anticipate completion of the construction documents 5 weeks thereafter.

Additional Services

Additional services requested, that are not included in the scope of services, will be submitted for approval prior to commencing any additional work.

Terms & Conditions

General Conditions of the Contract for Architectural and Engineering Services are included herein. These conditions form an integral part of this proposal.

If you find this proposal acceptable, work will be scheduled upon receipt of a Purchase Order, signed copy of this proposal, or a mutually acceptable contract document. Invoices will be issued monthly with payment terms net 30 days. Accounts with overdue balances risk the possibility of having their work delayed until payments are brought current.

Thank you for the opportunity to submit this proposal. We look forward to teaming with you on this project. If you have any questions or comments, please do not hesitate to call.

Sincerely,

edm



Mark Frederick
Project Manager

enclosure

ACCEPTANCE OF PROPOSAL – The services, fees and conditions herein are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Town of Cheshire

Title

Date of Acceptance

General Conditions of the Contract for Architectural and Engineering Services

This document is to be used as general conditions along with an **edm** proposal letter that contains the specific project requirements.

Services - **edm**'s services shall be performed in a manner consistent with that degree of skill and care ordinarily exercised by practicing design professionals performing similar services in the same locality, at the same site and under the same or similar circumstances and conditions. **edm** makes no other representations or warranties, whether expressed or implied, with respect to the services rendered hereunder.

Proposal Acceptance - The attached proposal is valid for a period of 30 days from the date of the proposal. Acceptance of the proposal requires either a purchase order, a letter to proceed referencing the proposal by name, number and date or the signing and dating of a copy of the proposal in the appropriate location provided on the proposal.

Access to Site - Unless otherwise stated, **edm** will have access to the site for activities necessary or advisable for the performance of the services.

Billings/Payments - Invoices will be submitted monthly for services and reimbursable expenses and are due when rendered. Invoice shall be considered PAST DUE if not paid within 30 days after the invoice date and **edm** may, without waiving any claim or right against the Owner, and without liability whatsoever to the Owner, terminate the performance of services. Retainers shall be credited on the final invoice. A service charge will be charged at 1.5% (or the legal rate) per month on the unpaid balance. In the event any portion of an account remains unpaid 90 days after billing, the Owner shall pay the cost of collection, including reasonable attorney's fees.

Hazardous Materials - **edm** shall have no responsibility for the discovery, presence, handling, removal, disposal or exposure of persons to hazardous materials of any form. In the event that **edm** or any other party encounters hazardous or toxic materials at the job site, or should it become known in any way that certain materials may be present at the job site or any adjacent areas that may affect the performance of the **edm**'s services, **edm** may, at its option and without liability for consequential or any other damages, suspend performance of service on the Project until the Owner retains appropriate specialist consultant's or contractor's to identify, abate and/or remove the hazardous or toxic material, and warrant that the job site is in full compliance with applicable laws and regulations.

Indemnifications - The Owner shall defend, indemnify and hold harmless **edm** and its employees and those for whom it is legally responsible from and against any and all injuries, claims, damages, losses and expenses (including reasonable attorneys fees) arising out of or resulting from the performance of the services, provided that any such claims, damage, loss or expense is caused in whole or in part by the negligent act or omission of the Owner, anyone directly or indirectly employed by the Owner (except **edm**) or anyone for whose acts or omissions any of them may be liable. This indemnification shall include any claim, damage or losses due to the presence of hazardous materials.

Risk Allocation - In recognition of the relative risks, rewards and benefits of the project to both the Owner and **edm**, the risks have been allocated so that the Owner agrees that, to the fullest extent permitted by law, **edm**'s total liability in the aggregate to the Owner, for any and all injuries, claims, damages, losses and expenses, (including reasonable attorneys fees) whatsoever arising out of or in any way related to **edm**'s services for the project or this Agreement, from any cause or causes whatsoever, including but not limited to, the negligence, errors, omissions, strict liability, breach of contract, misrepresentation, or breach of warranty of **edm** or **edm**'s officers, directors, employees, agents or independent professional associates, or any of them, shall not exceed the total compensation received by **edm** under this Agreement, or the total amount of $50,000, whichever is greater.

Ownership of Documents - All documents produced by **edm** under this agreement shall remain the property of **edm** and may not be used by the Owner for any other endeavor without written consent from **edm**. The Owner agrees to waive any and all claims against **edm** and to defend, indemnify and hold **edm** harmless from and against any and all claims, losses, liabilities and damages arising out of or resulting from the unauthorized use, reuse or alteration of **edm**'s designs, drawings and specifications.

Opinion of Probable Costs – When required as part of **edm**'s services, **edm** will furnish opinions of probable cost but does not guarantee, warrant, or represent the accuracy of such estimates. Opinions of probable cost prepared by **edm** hereunder will be made on the basis of **edm**'s judgment as an experienced and qualified design professional. However, user of the probable cost opinions must recognize that **edm** does not have control over the cost of labor, material, equipment, or services furnished by others over market conditions or any contractors' methods of determining prices or performing the work.

Termination of Services - This agreement may be terminated upon 10 calendar days written notice by either party for failure of the other to perform his obligations hereunder. In the event of termination, the Owner shall pay **edm** for all services rendered and reimbursable expenses incurred to the date of termination. Termination is in addition to all other rights that a terminating party may have under this agreement and by law.

Dispute Resolution - A party with a claim or dispute shall, prior to instituting any legal proceeding (except for action pertaining to liens, attachments, receivership, injunctions or other provisional remedies) or proceeding in arbitration, shall submit to the other party a request to mediate. Such requests to mediate shall suggest the name of a professional mediator, and the place, date(s) and Time(s) for meditation. The Party seeking to initiate mediation shall do so by submitting a formal, written request to the other party to this Agreement. This section shall survive completion or termination of this Agreement, but under no circumstances shall either party call for mediation of any claim or dispute arising out of this Agreement after such period of time as would normally bar the initiation of legal proceedings to litigate such claim or dispute under the laws of the Commonwealth of Massachusetts.

Governing Law - This agreement shall be construed and enforced in accordance with the laws of the Commonwealth of Massachusetts without reference to the choice of law principles thereof.

Representative - Each party shall designate to the other in writing a person to act as such party's representative.

Phone System

INTERMEDIA UNITE®

Prepared for:

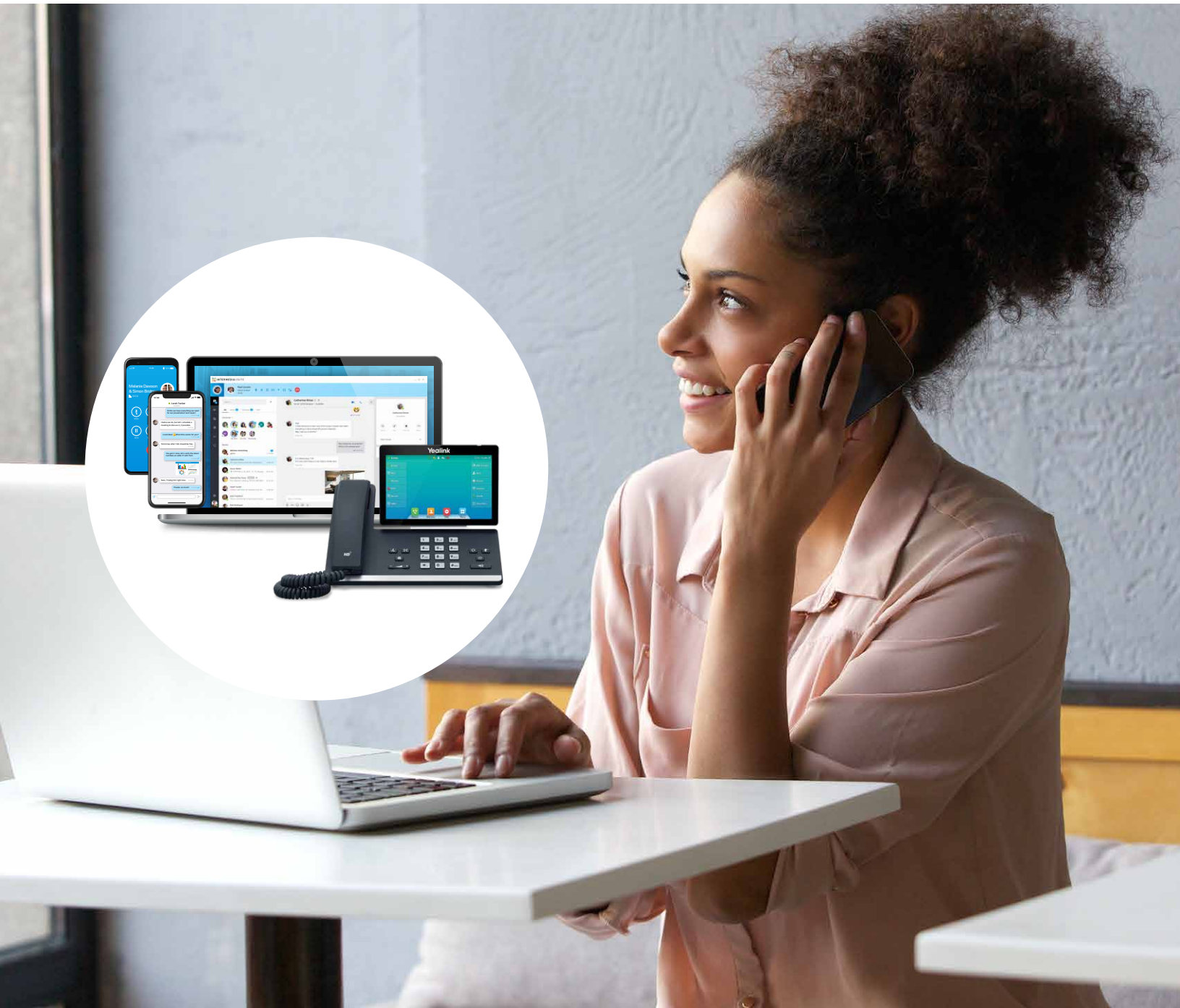
Town of Cheshire
80 Church St
Cheshire, MA
01225-9657, United States

Confidential Service Proposal: Intermedia Unite® with Microsoft Teams

ALL YOUR BUSINESS COMMUNICATIONS – INTEGRATED, EFFICIENT, AND RELIABLE

Provided by:

Northeast IT Systems Inc
shawn@northeastit.net
14137366348



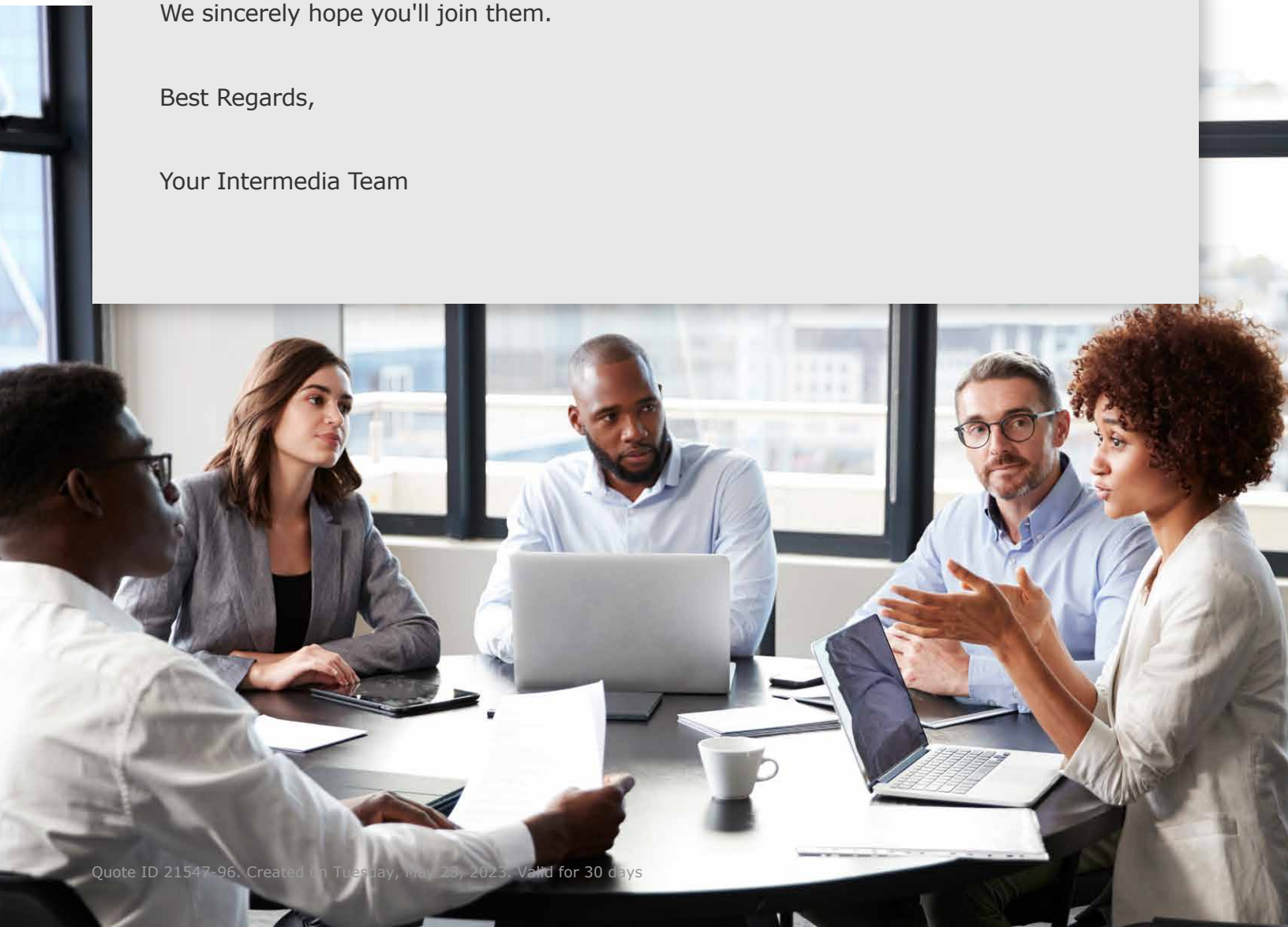
Confidential Services Proposal from Intermedia

Thank you for considering Intermedia as your communication and collaboration provider. Since 1995, Intermedia has built our reputation on delivering reliable, quality cloud products, paired with unparalleled customer service. Our Intermedia Unite solution integrates the collaboration and productivity tools you need in one highly mobile platform that’s as easy-to-use as it is robust.

Intermedia’s team of talented and dedicated employees are ready to go above and beyond to make you happy, and we intend to earn your business each and every day of the year. We back up this promise with a financially backed 99.999% uptime service level agreement and J.D. Power-certified 24/7 support. More than 110,000 business customers trust us to manage their most critical cloud applications.
We sincerely hope you'll join them.

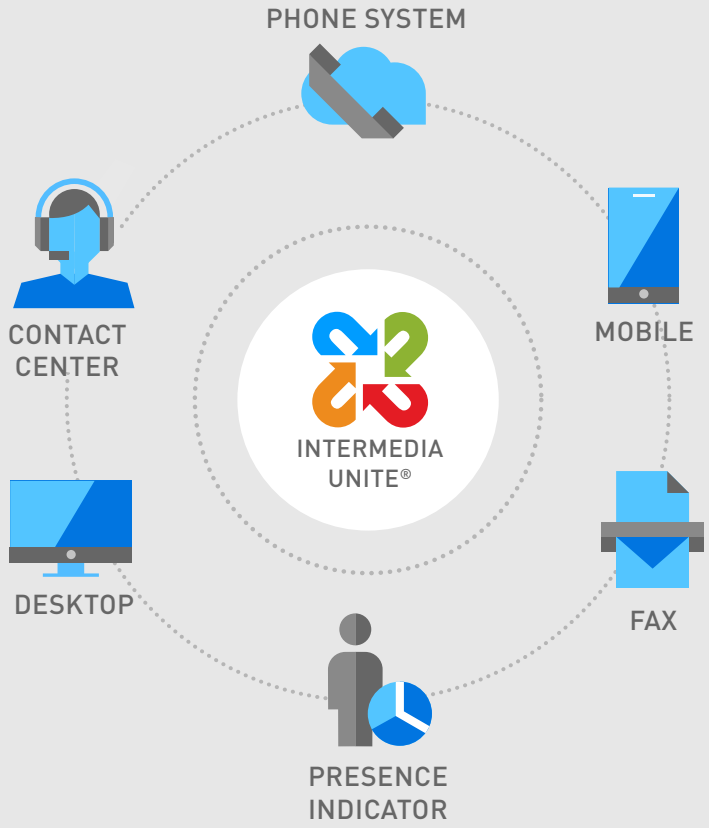
Best Regards,

Your Intermedia Team



Intermedia Unite with Microsoft Teams

Intermedia Unite with Microsoft Teams is an easy-to-use cloud-based communication platform that helps employees to be more productive and collaborative by providing an enterprise-grade, cloud-based phone system to accompany Microsoft Teams. It includes a full-featured phone system combined with included call and contact center features and the ability to easily expand features and capabilities.



INTERMEDIA UNITE WITH TEAMS INCLUDES

- 90+ enterprise-grade calling features
- Free local and long distance calling to the US, Canada and Puerto Rico
- Intermedia's pre-programmed, plug and play desk phones makes installation easy
- Flat, per-user rates, with no annual contract required
- Changes to system settings, devices, or users can be performed by phone administrators online
- The Intermedia Unite Desktop App integrates with company directory, showing employee availability and enabling click-to-call
- The Intermedia Unite Mobile App makes any smart phone an essential collaboration tool
- J.D. Power-certified 24/7 support

Benefits to Your Business



INCREASED PRODUCTIVITY

Intermedia Unite makes a more productive workforce.

- Utilize your existing Teams application for collaboration and make and receive calls through Unite
- Virtually anywhere, anytime, and on any device - creates a more flexible workforce
- Advanced routing ensures the right call gets to the right person or department 24/7



LOWER COSTS

No phone system hardware to buy, install, manage, upgrade or replace.

- Reduces infrastructure and operating costs with no additional hardware to buy
- Consolidates voice and data onto one network
- Flat, per-user rates with no extra or hidden fees*
- 90+ enterprise-grade calling features INCLUDED in the service

* Click **here** for more information on call rates



HIGH RELIABILITY

The Intermedia voice network is purpose-built for reliability.

- 99.999% financially-backed uptime SLA
- Proprietary Intermedia VoIP tests help ensure a reliable connection and high voice quality
- Redundant East/West datacenters increase reliability and reduce latency



SIMPLIFIED SCALING & MANAGEMENT

Unite scales according to the needs of any business.

- Order service according to the number of users; no guessing number of lines needed
- Ordering additional service is easy & can be done online; no technician or special expertise required
- Manage service and features using user-friendly HostPilot® portal
- Scales easily as your business grows



BUSINESS CONTINUITY

Never miss an important business call.

- Intermedia Unite automatically rings all your end points (desk phone, mobile, etc.) with every call and in the event that you don't answer, it routes the call to any number you choose (branch office, automated attendant, mobile number, etc.)



ENHANCED CUSTOMER EXPERIENCE

- Access to Advanced Hunt Groups included with Unite with Teams
- Upgrade your Intermedia Contact Center plan to access even more features (like omni-channel support) at any time
- Contact Center delivers more responsive, informed, and positive customer experiences
- Service plans for businesses of all sizes, industries, and levels of sophistication

The Business-Class Features You Deserve

90+ ENTERPRISE-LEVEL FEATURES INCLUDED

- Call Forwarding
- Call Park
- Call Transfer
- Do Not Disturb
- Call Recording
- 3-way Calling
- Caller ID
- Extension Dialing
- HD Audio
- Call Waiting
- Receptionist Routing
- Music on Hold
- Spam Caller Protection
- Click to Call from Chrome browser

... And many more

VOICEMAIL

- Voicemail to email via WAV file
- SMS notifications
- Auto-delete of voicemail after 90 days
- Change personal greeting
- Remote voicemail access
- Voicemail transcription

BUSY LAMP FIELD (BLF)

- Indicates presence - whether another user's phone is currently in use
- Other user extension and name information is presented as virtual "buttons" on the desk phone LCD display
- The BLF display can be used for speed dials, and also to make or take calls on behalf of another user

CALL FLIP

- Allows the user to seamlessly move an active call from the desktop phone to a mobile phone or vice versa
- Flip calls multiple times during one conversation

CALL CENTER

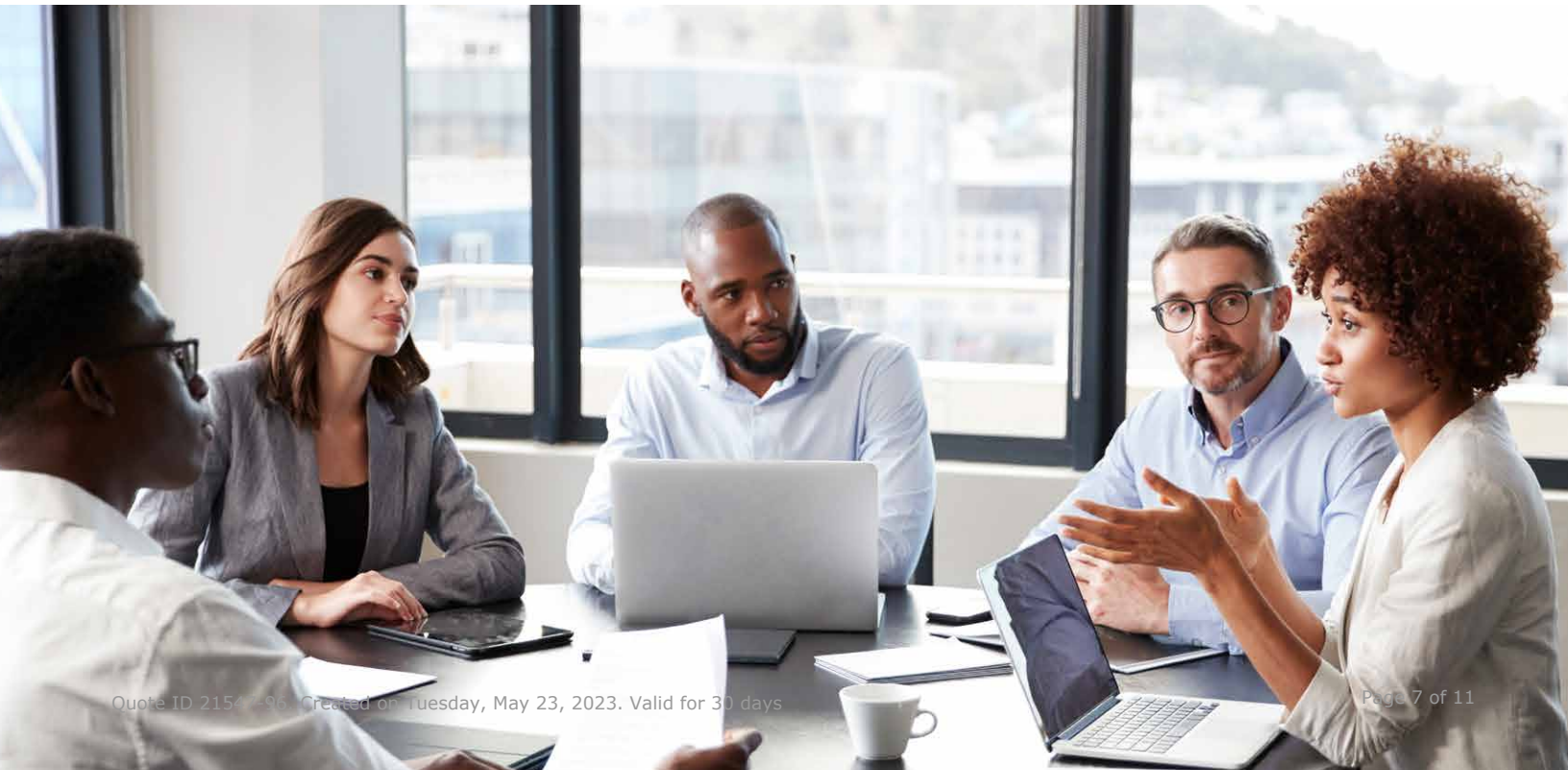
- Easily group users to deliver calls
- Route calls based on rules
- Easily monitor, whisper or barge into a call
- View real-time call statistics on a PC or big screen

WEBFAX

- Users receive, view, manage faxes via the web, or as email attachments
- Users may send faxes from any Internet-connected PC
- Does not require an additional phone line

CONTACT CENTER

- Access to Advanced Hunt Groups included with Unite with Teams
- Smart queueing technology tells customers their position in line, plus wait time
- Deep analytics and reporting help you visualize gaps and improve performance
- Upgrade your contact center features to include omni-channel capabilities (SMS, chat, email) to connect with customers through their preferred modes of communication



Apps/Productivity Included with Intermedia Unite

INTERMEDIA UNITE MOBILE APP



This powerful mobile application transforms your phone into an essential collaboration tool, making teamwork on-the-go easier than ever. See who is available, send and receive SMS messages using the business phone number, place calls and read/listen to voicemails - anytime, anywhere.

Never miss important calls
Extend your business phone number and extension to your mobile phone, so you can place and receive calls on-the-go or even transfer calls from your desktop phone to your mobile device—seamlessly, without interruption.

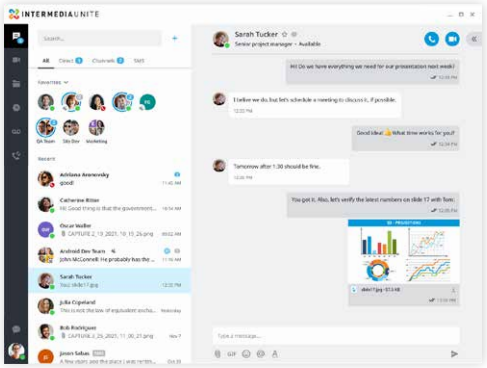
INTERMEDIA UNITE DESKTOP APP

Our desktop app brings essential collaboration tools together, making teamwork easier than ever. See who is available, send and receive SMS messages using the business phone number, place calls and read/listen to voicemails - anytime, anywhere.

Communicate your way
Have the flexibility to use your desktop application to place and receive calls in two ways, either as a call controller for your associated desk phone or as a softphone from your PC or Mac®.

One application for collaboration
One place to see the availability of coworkers, place a phone call.

Stay connected on-the-go
With the Unite desktop and mobile applications, you take your calls, contacts and conversations with you—wherever you are.



Intermedia Unite Extend



Increase Employee Productivity

Embed communications into everyday business applications across various teams to streamline business workflows and maximize employee efficiency.



Drive customer retention and increase revenue

Combine powerful communication capabilities with relevant customer data to ensure sales and support teams have the right information at the right time.



No heavy IT investment

Our integrations are easy to use and easy to deploy, with no heavy training or implementation costs required.

Available Integrations

Office 365 | Outlook | INTERMEDIA UNITE® CRM SCREEN POPS

slack | G Suite | Microsoft Teams

ZOHO | sugarcrm | zendesk

servicenow | Microsoft Dynamics 365 | salesforce

ORACLE® NETSUITE

* J.D. Power 2021 Certified Assisted Technical Program, developed in conjunction with TSIA. Based on successful completion of an audit and exceeding a customer satisfaction benchmark for assisted support operations. For more information, visit www.jdpower.com or www.tsia.com.

Prepared for

Town of Cheshire
80 Church St
Cheshire, MA
01225-9657, United States

Provided by

Northeast IT Systems Inc
shawn@northeastit.net
14137366348

Summary of services

Description	Customer total One-time	Monthly
Services		
Unified Communications Services	$15.00	$275.88
Equipment	Free	Free
Shipping	$19.48	
Professional services & other items		
Install & Initial Configuration NEIT to install & configure phones/extensions, provide end-user training and submit number ports. Billing for install will be direct through NEIT.	$2,625.00	
Subtotal	$2,659.48	$275.88
Surcharges & Other fees		$53.64
Estimated taxes	$78.23	$37.09
TOTAL	**$2,737.71**	**$366.61**
	One-time	Monthly

Details

Main location 80 Church St, Cheshire, Massachusetts 01225-9657

Description	Quantity	Unit price	Customer total One-time	Monthly
Unified Communications Services				
Unite with Teams Designed to work in parallel with MS Teams, includes Unite Cloud PBX, delivered via Elevate applications (mobile and desktop), with unlimited local and long-distance calling, Voicemail, Presence, Advanced Hunt Groups, Business SMS, and Call Analytics. Chat, Meetings and File Sharing disabled. 1 license is required for each user.	12	$22.99		$275.88
Local Number Porting Activation Fee	5	$3.00	$15.00	

Notes:
• Your first bill may look different than other bills. It may include: (1) one-time fees and prorated charges for new services added during the prior month, (2) full charges for the next month, (3) applicable usage charges, as well as (4) associated taxes and fees.
• Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
• Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
• Taxes and fees are based on service address and can differ by address.

			Customer total	
Description	Quantity	Unit price	One-time	Monthly
Equipment				
 Yealink T33G Desk Phone An IP desk phone with Color LCD display, superb sound quality, and a wide range of business telephony features. Includes 4 physical line keys configurable for phone calls, presence, and speed dial.	12	Free	Free	Free
Shipping				
2107 Riverdale St, West Springfield, Massachusetts 01089-1025	—	—	$19.48	
Taxes & Fees				
Surcharges & Other fees	—	—		$53.64
Estimated taxes	—	—	$78.23	$37.09
Total - Main location			**$112.71**	**$366.61**

Notes:
• Your first bill may look different than other bills. It may include: (1) one-time fees and prorated charges for new services added during the prior month, (2) full charges for the next month, (3) applicable usage charges, as well as (4) associated taxes and fees.
• Hardware provided on promotion is amortized over a 12-month period. Penalties on hardware for early cancellation of an account are calculated based on the percentage of the term remaining at the time of cancellation.
• Shipping charges may be estimates only and are subject to change. Actual shipping charges will be calculated at the time the order is placed.
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Department Updates

Cheshire Highway Department

Activity Log

Friday – Dug grave at cemetery, chipped brush at transfer station (4.5hrs), Sweeper truck emptied x3 and sweeper filled x3. Mowed school.

Sat/Sun – nothing

Monday – Graded/raked/rolled/sprayed Notch RD, filled in grave, sweeper filled x2 and trucke emptied x3.

Tuesday – Graded/raked/rolled/sprayed Nobody's and Brough Rds, Chipped brush at transfer station, put rake on John Deere for camp roads.

Wednesday – Graded/raked/rolled/sprayed West Mtn RD and Greylock Rd. Patched Depot ST/Mill Hill Rd

Thursday – Graded/raked/rolled/sprayed camp roads, City tire to fix leaking grader tire, Patched Eastview/Reservoir RDs

Friday – Finished grading camp roads, worked on picked up truck light/head ache rack, painted poles at shop

Monday – Graded/raked/rolled/sprayed Harbor Rd, redid corners on Richmond Hill, Mowed Islands on Outlook/Stonehedge, Guardrails on Fred Mason, Stafford Hill, Picked up large amount of downed tree's on Jenks RD cemetery.

Tuesday – Painted lines downtown, Weed whacked Church ST (properties that don't) and hill across from Town Hall

Wednesday – Mowed boat launch/school, brought roller back to PLT, chipped brush at transfer station.

Thursday – Mowed 90% of cemetery, picked up about 2 dozens gravel stones that have been lying down for who knows how many years.

April, we served 299 meals. (down 19 from last month)

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, 2 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 7-18 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)

Reminder Calls to those signed up for events (1 hour 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 (1.5 hr. 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

(12) Wellness calls

(9) Blood Pressure readings

(5) Printer Copies made for seniors

(3) Assistance with filling out paperwork.

(1) Assistance with Cell phone

(1) Added volunteer jobs to a resume and applied online for a job for Elizabeth

(11) Reminder calls for Matters of Balance class

Ordering and meeting about Memorial Day Float.

<u>Events</u>

5/15/23 Haircuts by Meraki Salon begin 10-12 (we had 3 people)$20

5/17/23 CHP Van 9-12. (they will be offering full services such as, Blood pressure screening, A1c, cholesterol checks and sick visits)
5/18/23 Card Making with Lorraine $5 (Currently 11 signed up)

5/18/23 Foot Clinic 8:30-1 (12 Signed up)

5/26/23 Brown Bag 11:30-12:30 (19 people are in this program)

6/9/23 @ 6 pm Sherly Faye as Clara Barton Light Dinner and refreshments will be served. (30 tickets sold so far)

6/12/23 $20 Senior Hair Cuts 10-12

6/25/23 Cabaret @ Barrington Stage Co @ 2pm (19 currently sold)

7/9/23 Million Dollar Quartet (Currently 20 sold)

<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 (7-10 people)

Morning Exercise Class Mon, Wed, Fri from 9-10 (11-18 attendees)

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

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