TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – June 13, 2023

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church Street (Cheshire Elementary School) on Tuesday June 13, 2023, at 6:30 PM

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

Board of Selectmen Members Absent: Ray Killeen, Member
Michelle Francesconi, Member

Others Present: Jennifer Morse, Town Administrator; Liseanne Karandisecky; Corey McGrath, Facilities Manager; Peter Traub; Art Kaufman; Rick Gurney, Water Commissioner; Colin Haas, Water Commissioner; Lynn Melchiori

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

Primary Water Operator Recommendation

Water Commissioners Rick Gurney and Colin Haas joined the board to recommend the hiring of Colin Todd as the Primary Water Operator. Rick shared that Mr. Todd is highly recommended by several water operators in the area, the water commissioners believe him to be a prime candidate.

A motion was made by R. DeAngelis and seconded by J. Levesque to hire Colin Todd as Primary Water Operator.

Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes

Motion Carries: 3-0

S. McGrath asked the Water Commissioners how they felt about the Primary Water Operator being overseen by the Public Works Director for day-to-day operations. Rick Gurney stated that he was in full support and the commissioners had previously voted to have day-to-day operations overseen by the Town Administrator. Colin Haas is also in support. The Town Administrator will resend the job description to the water department for input. The Water Commissioners will officially vote at their next meeting.

The Town Administrator will reach out to Mr. Todd to offer the position and discuss the salary recommended by the Water Commissioners of $29.69 per hour, forty hours per week.

Consent Agenda

a. Minutes May 30, 2023, June 5, 2023
b. Warrants PR23-25, AP23-26

A motion was made by J. Levesque and seconded by R. DeAngelis to approve the consent agenda.
Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes
Motion Carries: 3-0

Board of Selectmen Business

a. Community Center Doors/Window Project - The initial project was to replace the two side doors and two windows in the kitchen. The contractor found considerable rot around the doors and the windows and additional material, and labor were needed, the total emergency repairs were $8,900, overhangs, baseplate work and flashing were completed in addition to the door and window replacement. There are nine more windows that the sill has rotted, the Facilities Manager will obtain an estimate to complete the window work.

b. School Change Use - The Town Administrator shared that she received an updated proposal from EDM and has contacted Hill Engineering for a proposal for the design work.

c. Common Victualler License – Goose's Trailside Treats 287 South State Road
A motion was made by J. Levesque and seconded by S. McGrath to approve the Common Victualler License for Goose's Trailside Treats.
Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes
Motion Carries: 3-0

d. Open Positions (DPW, Municipal Clerk, Full Time Police Officer)
DPW Director - The draft job description was reviewed, revisions will be made to the preferred licenses to include the Water licenses, Supervision Received and Functions. After the revisions have been made, they will be sent to members and the water department for input. The job description along with the Highway Foreman job description will be on the next agenda for approval prior to posting.

Municipal Clerk- two applicants will be interviewed on Monday June 26, 2023

Full Time Police Officer - the job description was reviewed, and the position will be posted. Interviews will be conducted by a member of the Board of Selectmen, the Police Chief and the Town Administrator.

e. FY24 Appointments
Appointments were reviewed and discussed by the board.

Northern Solid Waste Management District Representative - A letter was received from the Board of health requesting the appointment of member Michael Kruszyna, after discussion it was decided to appoint Michael Kruszyna to the two-year appointment. Historically there has not been an alternate position and the board decided not to appoint an alternate at this time.

Legal Services were discussed, and it was decided to move forward with the appointment of Donna McNicol of McNicol and Tombs as Town Counsel and hire Adam Costa from Costa, Tellerman and Mead to manage the specialized legal needs such as upcoming marijuana bylaw changes and the ongoing litigation for the Warner Case.

A motion was made by J. Levesque and seconded by S. McGrath to approve the FY24 appointments as presented and discussed.
Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes
Motion Carries: 3-0

f. Annual Town Meeting Recap
Overall, the meeting went very well according to the members. Audience member Peter Traub stated that it was unfortunate that Finance Committee and board could not come to a resolution about the excavator prior to the meeting, members explained the multi-year process of finding a piece of equipment to replace the backhoe and the work done by the Co-Interim Superintendents and member R. DeAngelis to ensure that the piece of equipment was the best fit for the department.

Town Administrator Updates

a. Meeting Schedule (June – December) – in the packet for review

b. ADA Planning Grant - The Town Administrator shared that the ADA report was received by BRPC, and the ADA Committee will review and make comments to BRPC next Wednesday.

c. CEDS plan – Wylie Goodman from BRPC inquired if the board would like her to present the CEDS plan. It was decided to forego the presentation and the Town Administrator will send the report out to all members again for review.

d. ARPA Broadband Allocation - Rep. Barrett office contacted the town regarding the $16,200 broadband earmark which will assist the town in closing the digital divide and meeting the town's technology needs. The Town Administrator will contact the office to let them know the funds will be used for town cybersecurity and training, which must be increased to meet insurance requirements.

e. Driveway Permit – 690 Jenks Road - The permit was reviewed and approved by signature.

Announcements from Board Members

J. Levesque shared that a resident of Harbor Road contacted him regarding four illegally dumped mattresses on their property. There was discussion about creating a policy for handling of illegal dumping that includes a police report and recycling of the materials by the town. The resident took the four mattresses to the town of Dalton at a cost of $128. The Town Administrator will reach out to Northern Berkshire Solid Waste Management District, the Board of Health and Police Department to see if a policy can be put into place.
A motion was made by J. Levesque and seconded by S. McGrath to reimburse the property owner the disposal fee of $128.
Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes
Motion Carries: 3-0

S. McGrath spoke about the "Alternate" role after obtaining information from several sources on the role of an alternate to the Planning Board. The Town Administrator will share the information with the entire board and the board will look to define the role of an alternate to avoid future confusion of the duties.

R. DeAngelis inquired about Leland Park (Cheese Press) and what the next steps are in the project to finish it. C. McGrath stated that he is meeting with the contractor to discuss the sidewalks, the rest of the work is cosmetic. The Town Administrator will reach out to the Cheshire Community Association to find out if there is money remaining for the project.

Public Comments

Liseanne Karandisecky shared that the NOI hearing for de-weeding services at the lake is scheduled for Thursday at the elementary school.

Lynn Melchiori spoke about Civics classes at the high school and her role as a substitute, she would like to incorporate learning about local government into a program.

Art Kaufman inquired if plans are being made to pave West Mountain Road next year, the Town Administrator informed him that Ingalls Road is the next priority and is a million-dollar project, further that the road was rated as one of the worst in town in 2017. A STRAP grant has been applied for to fund the project. West Mountain Road is on the radar.

The Town Administrator shared that she is collaborating with Co-Interim Superintendent on a road plan that will encompass every road in town which will show maintenance completed and project future maintenance needs.

Adjourn

A motion was made by J. Levesque and seconded by R. DeAngelis to adjourn the meeting at 7:49 p.m.
Roll Call Vote: R. DeAngelis – Yes, J. Levesque – Yes, S. McGrath- Yes
Motion Carries: 3-0
:

Respectfully Submitted:
Jennifer Morse
Town Administrator
June 27, 2023

Document List

1. Agenda – June 13, 2023
2. Primary Water Operator resume
3. Draft Minutes – May 30, 2023
4. Draft Minutes – June 5, 2023
5. Victualler License – Goose's Trailside Treats
6. Full-Time Officer Job Description
7. Municipal Clerk Job Description
8. Draft Director of Public Works Job Description
9. Draft FY24 Appointment Lists
10. Alternate Building Commissioner resume
11. Letter re: NBSWMD appointment
12. Meeting Schedule June – December
13. BOS Annual Report Submission
14. DOT Letter re: Project Development – bridges on Route 116
15. Flag Day Flyer

Approved: June 27, 2023

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – June 13, 2023
6:30 PM

Cheshire Elementary School – Cafeteria

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Primary Water Operator Recommendation - Water Commissioners 6:30 p.m.
3. Consent Agenda
   a. Minutes May 30, 2023, June 5, 2023
   b. Warrants PR23-25, AP23-26
4. Board of Selectmen Business
   a. Community Center doors and window project
   b. School Change of Use Proposal Update
   c. Common Victualler's License – Goose's Trailside Treats 287 S. State Road.
   d. Open Positions (DPW, Municipal Clerk, FT Police Officer)
   e. FY24 Appointments
   f. Annual Town Meeting Recap.
5. Town Administrator Updates
   a. End of Year/Meeting Schedule (June – December)
   b. ADA Planning Grant Update
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: 6/7/23 @ 12:45 p.m.

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

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – 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

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – June 5, 2023

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church Street (Cheshire Elementary School) on Monday June 5, 2023, at 7:15 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; Liseanne Karandisecky

S. McGrath opened the meeting of the Board of Selectmen at 7:15 p.m.

Cemetery Foreman Position
A motion was made by R. DeAngelis and seconded by R. Killeen to hire Christopher Garner as Cemetery Foreman.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes, M. Francesconi – Yes; S. McGrath – Yes
Motion Carries: 5-0

Special Municipal Employee Designations
Information related to Special Municipal Employee designations was forwarded to the board members for review. After discussion the following elected board were designated as Special Municipal Employees and the information will be forwarded to the Town Clerk and the State Ethics Division, Board of Assessors, Board of Health, Cemetery Commission, Planning Board and Water Commission.
A motion was made by M. Francesconi and seconded by J. Levesque to designate the following elected positions as special municipal employees, Board of Assessors, Board of Health, Cemetery Commission, Planning Board and Water Commission.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes, M. Francesconi – Yes; S. McGrath – Yes
Motion Carries: 5-0

Announcements from Board Members
S. McGrath shared that a budget presentation was scheduled at the Community Center last Wednesday one resident was in attendance as well as Superintendent Dean. The Town Administrator shared that meeting information will be sent out via Code Red on Friday at 5:30 P.M., it is on the website and the board at the fire station, a Facebook post was done today, and a reminder will go out at the end of the week.

Public Comments

Liseanne Karandisecky shared that the HLD meeting held on Saturday June 3rd was a success. They discussed creating a stabilization fund for future lake management needs.

Adjourn

A motion was made by J. Levesque and seconded by M. Francesconi to adjourn the meeting at 7:21 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath- Yes
Motion Carries : 5-0

Number: 2023-10 **Fee: $50**

THE COMMONWEALTH OF MASSACHUSETTS

TOWN OF CHESHIRE

This is to certify that:

Goose's Trailside Treats

287 South State Road

IS HEREBY GRANTED A COMMON VICTUALLER'S LICENSE

in said Cheshire, Massachusetts and at that place only and expires December 31, 2023 unless sooner suspended or revoked for violation of the laws of the Commonwealth respecting the licensing of common victuallers. This license is issued in conformity with the authority granted to the licensing authorities by General Laws, Chapter 140, and amendments thereto.

In Testimony Whereof, the undersigned have hereunto affixed their official signatures on this 13th day of June 2023.

_____ _____

Shawn McGrath, Chair **Michelle Francesconi**

_____ _____

Jason Levesque, Vice Chair **Ron DeAngelis**

_____

Raymond Killeen

The Licensing Board of Cheshire, MA 01225

- Maintain an active communication with all department and personal to objectively conduct department procedures and needs of the community we serve

PROFESSIONAL DEVELOPMENT

- Participate in in-service training and recertification programs including firearms, policies, and practical/tactical exercises (e.g., defensive tactics) to receive information and develop skills.
- Read and keep up-to-date on Departmental policies and procedures to ensure appropriate enforcement, investigatory, and administrative activities.

TOWN OF CHESHIRE
Municipal Clerk

General Purpose:
Performs administrative duties for various Boards, Committees and Department Heads. Serves as the liaison residents and businesses and town boards, committees, and commissions. Fulfills necessary job functions of other administrative employees during absences.

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

Answers and returns phone calls for boards including the Board of Health, Conservation Commission, Planning Board, Zoning Board of Appeals. Maintain abbreviated log of phone calls and action taken.

Serves as the Assistant Treasurer/Collector and Assistant Town Clerk

Provides forms and permit applications, schedules appointments, answers questions, provides appropriate data as requested.

Sells Transfer Station Permits and Tags, collects various fees from residents and applicants and completes turnover for the Treasurer/Accountants. Collects taxes/bills including Real Estate, Personal Property , Excise and Water Bills and completes turnover for the Treasurer/Accountants

Supports various town departments and boards/committees with bulk and certified mailings including the Town Clerk office. Provide clerical support to the Town Clerk office pertaining to elections and vital records. Track and monitor the State Ethics mandates.

Transcribes prepared clear, correct drafts of various boards minutes when requested and as approved by the Board of Selectmen.

Submits approved minutes to the Town Administrator, Town Clerk, and posts to the website.

Posts meeting notice/agenda/ cancellations according to law upon direction of the Chair (or designee). Prepares hearing notices and legal ads. Assists in maintain a calendar of meetings and meeting spaces.

Submits invoices for the vendor warrant from departments/boards and committees to the accountant.

Maintain office supplies for all boards and committees.

DRAFT

Special Project Assignments as requested by the Board of Selectmen, Town Administrator and Treasurer/Collector.

Physical Requirements/Work Location:

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

Work is performed under typical office conditions; work environment is moderately quiet. Work is subject to fluctuations caused by applications

The employee operates standard office equipment, including computer, calculator, copier, fax machine and telephone.

Employee has constant contact with public, peers, other town departments and officials. Communications requires professionalism, courtesy, patience, and tact and are conducted by telephone, email, written correspondence and in person.

Qualifications:

Highschool diploma or equivalent. Education, training, or experience which demonstrates possession of the required knowledge, skills, and abilities necessary to perform the essential functions of the job. Municipal experience is preferred.

Non-Discrimination Clause:

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

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

TOWN OF CHESHIRE
Director of Public Works

Definition/Scope of Duties

Performs highly responsible administrative, supervisory, and technical work in directing the operations of public works of the town, including highway, cemeteries, and water department. Performs all other related work as required.

Essential Functions

Responsible for planning, directing, coordinating, controlling, and staffing all activated of the department. Responsible for the continued and efficient operation, enforcement of department rules and regulations, completion and forwarding of required reports, and the department's relations with citizens, town government and other agencies.

Oversees four operations within one department to include highway, cemetery, water, and tree warden.

Manages employees always ensuring their safety as a priority.

Oversee and manages all departmental finances in planning of short-term and long-term projects.

Performs required public work construction and repair activities, leads all Chapter 90 projects that are ongoing and works with the state for proper reporting and reimbursement of funds.

Prepares competitive bidding documents working closely with the Chief Procurement Officer.

Manages and maintains all water department projects and day to day operations working with the Water Commissioners.

Performs tree warden services to all town trees as well as trimming of limbs and cutting of brush along the public right of way, ensuring safety for all people and vehicular traffic.

Coordinates daily cemetery functions and burials while working with the Cemetery Commissioners, oversee the seasonal employees.

Responsible for the preparation of the Annual department budget and control of all departmental expenditures.

DRAFT

Oversee all winter/snow and ice operations to maintain safety roadways during storms and bad weather. Keeps department ready and prepared for unforeseen emergencies with planning and preparation.

Establishes uniforms, equipment and vehicle specifications for highway and cemetery and exercises control and oversight of the storage, distribution, and maintenance of equipment and supplies.

Maintains a detailed inventory of all equipment. Maintains files and reports for repairs and replacements when necessary.

Monitors and maintain fuel tanks located at the Highway Garage, ensuring timely inspections on tanks and systems.

Performs similar or related work as required, directed or as situation dictates.

Supervision

Supervision Scope: Performs various and responsible duties of a complex nature, requiring a significant degree of independent judgement and initiative. Responsible for all administrative functions of the department in conformance with applicable provisions of the Massachusetts General Laws, Town bylaws and professional standards

Supervision Received: Works under the general guidance of the Town Administrator in conjunction with the Water Commissioners and Cemetery Commissioners.

Supervision Given: Supervises – 5 Full Time Employees, 4 Seasonal Employees, 1 Secondary Water Operator.

Work Environment

Work is generally performed on various sites; generally required to work outdoors in a variety of weather conditions which may be adverse at times.

Operates a variety of equipment which may include hand tools, power tools, light equipment, light trucks, and a variety of CDL vehicles.

Has frequent contact with other town personnel, has occasional contract with contractors, residents, and the public; interaction requires courtesy and tact.

DRAFT

Exercises good judgement as errors in judgement could create a danger of the health and safety of others, loss of Town assets, injury to oneself or others, damage to buildings and equipment, loss of revenues and poor public relations

Recommended Minimum Qualifications

High School diploma and at least five years of progressively responsible experience in supervising and directing public works activities; or a bachelor's degree in Civil Engineering, Construction management or a related field with two years of related experience; Supervisory experience at the level of foreman or above preferred; or any equivalent combination of education and experience.

Special Requirements:
Class A- CDL License
Hoisting License
OSHA 10

Knowledge, Abilities and Skills

Knowledge: Thorough knowledge of the principles and practices of supervising town highway, cemetery and water department employees and operations. Knowledge in public laws involving public works projects. Knowledge regarding fiscal management procedures, budgeting, and capital improvement requirements relative to the public sector.

Ability: Ability to communicate effectively and work with diverse groups of managers, employees, contractors, vendor sand public. Ability to problem solve, maintain records, and interpret data including engineering plans and specifications. Ability to perform strenuous labor under adverse conditions,

Skill: Proficient computer skills, utilizing Microsoft Office and town software applications, Effective interpersonal and communication skills.

Physical and Mental Requirements

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

DRAFT

Frequent moderator to strenuous physical effort required to perform duties under variable conditions, with some exposure to occupational risks. Occasionally required to push/pull objects weighing up to 100 pounds, occasionally required to lift/carry objects up to 20 pounds. Ability to stoop, kneel, crawl, crouch, turn and twist. Have manual dexterity and strength to operate objects, tools, or controls and reach with hands and arm, occasionally required to sit, talk, and hear.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

DRAFT

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF SELECTMEN

Fiscal Year 2024 Appointments

Board/Committee/Position	Name	Term Expiration
ADA Compliance Officer	Jennifer Morse	June 30, 2024
ADA Committee	Lynn Melchiori	June 30, 2024
ADA Committee	Corey McGrath	June 30, 2024
ADA Committee	Brenda Caufield	June 30, 2024
ADA Committee	Jamie Walsh	June 30, 2024
Animal Inspector	VACANT	June 30, 2024
Animal Control Officer	Kim Witek	June 30, 2024
BRTA Representative	Raymond Killeen	June 30, 2024
Board of Registrars	Elizabeth King	June 30, 2026
Building Commissioner/Zoning Enforcement	Brian Duval	June 30, 2024
Asst. Building Commissioner	Rick Reed	June 30, 2024
Chief Procurement Officer	Jennifer Morse	June 30, 2024
Conservation Commission	Ronald DeAngelis	June 30, 2024
Conservation Commission	Carol Francesconi	June 30, 2024
Conservation Commission	Raymond Killeen	June 30, 2024
Conservation Commission Alt.	VACANT	
Council on Aging	Carol Francesconi	June 30, 2026
Council on Aging	Robert Balawender	June 30, 2026
Council on Aging Alternate	Suzanne Boyle	June 30, 2024
Council on Aging Alternate	Val Tyska	June 30, 2024
Election Official	Allison Warner	June 30, 2024
Election Official Assistant	VACANT	
Emergency Management Committee	Michael Alibozek	June 30, 2024
Emergency Management Committee	Michelle Francesconi	June 30, 2024
Emergency Management Committee	Tom Francesconi	June 30, 2024
Emergency Management Committee	Ron DeAngelis	June 30, 2024
Emergency Management Committee	Rick Gurney	June 30, 2024

Board/Committee/Position	Name	Term Expiration
Emergency Management Committee	CJ Garner	June 30, 2024
Emergency Management Committee	Raymond Killeen	June 30, 2024
Emergency Management Committee	Jason Levesque	June 30, 2024
Emergency Management Committee	Corey McGrath	June 30, 2024
Emergency Management Committee	Shawn McGrath	June 30, 2024
Emergency Management Committee	Jennifer Morse	June 30, 2024
Emergency Management Committee	Corey Swistak	June 30, 2024
Emergency Management Director	Corey Swistak	June 30, 2024
Asst. Emergency Management Director	Shawn McGrath	June 30, 2024
Fence Viewer (3 positions)	VACANT	
Assistant Fire Chief	Jason Mendonca	June 30, 2024
Assistant Fire Chief	Corey Swistak	June 30, 2024
Greylock Advisory Board	Gary Trudeau	June 30, 2024
Harbormaster	Adam Healey	June 30, 2024
Highway Superintendent	VACANT	June 30, 2024
Historical Commission	Liseanne Karandisecky	June 30, 2026
Historical Commission Alternate	Corey McGrath	June 30, 2024
Keeper of the Flags	Corey McGrath	June 30, 2024
Memorial Day Committee	Liseanne Karandisecky	June 30, 2024
Memorial Day Committee	Robert Balawender	June 30, 2024
Memorial Day Committee	Corey McGrath	June 30, 2024
Memorial Day Committee	Tim Garner	June 30, 2024
Municipal Hearing Officer	Jennifer Morse	June 30, 2024
MVP/HMP Core Team	Michael Alibozek (Police Chief)	June 30, 2024
MVP/HMP Core Team	Tom Francesconi (Fire Chief)	June 30, 2024
MVP/HMP Core Team	Liseann Karandisecky (HLD Rep)	June 30, 2024
MVP/HMP Core Team	Jennifer Morse (Town Administrator)	June 30, 2024
MVP/HMP Core Team	VACANT (Highway Department)	June 30, 2024
MVP/HMP Core Team	Corey Swistak (Asst. EMD)	June 30, 2024
Northern Berkshire Solid Waste Rep	Michael Kruszyna	June 30, 2024
NBSWMD Alternate	VACANT	June 30, 2024
Open Space & Recreation Committee	Liseanne Karandisecky (HLD Rep.)	June 30, 2025
Open Space & Recreation Committee	Jason Levesque (BOS Rep.)	June 30, 2025
Open Space & Recreation Committee	VACANT (Planning Rep.)	June 30, 2025

Board/Committee/Position	Name	Term Expiration
Open Space & Recreation Committee	VACANT (CCA Rep.)	June 30, 2025
Open Space & Recreation Committee	VACANT (BOA Rep)	June 30, 2025
Plumbing/Gas Inspector	Mike Biros	June 30, 2024
Asst. Plumbing/Gas Inspector	John Burzimati	June 30, 2024
Planning Board Alternate	Art Kaufman	June 30, 2024
Police Chief	Michael Alibozek	June 30, 2024
Police Sergeant	David Tarjick	June 30, 2024
Police Officer	Cody Alvarez	June 30, 2024
Police Officer	Aaron Goodell	June 30, 2024
Police Officer	Robert “Sam” Hungate	June 30, 2024
Police Officer	Claude Jean-Calixte	June 30, 2024
Special Police Officer	Timothy Garner	June 30, 2024
Special Police Officer	Robert Mallett	June 30, 2024
Special Police Officer	Paul Maloney	June 30, 2024
Special Police Officer	David Sinopoli	June 30, 2024
Recreation Committee	Robin Poirot	June 30, 2024
Recreation Committee	Corey McGrath	June 30, 2024
Recreation Committee	Christopher CJ Garner	June 30, 2024
Recreation Committee	Tim Garner	June 30, 2024.
Recreation Committee	VACANT	June 30, 2024
Rent Control Board	Board of Selectmen	June 30, 2023
Town Perambulator	Barry Emery	June 30, 2024
Town Perambulator	Rick Salvi	June 30, 2024
Town Counsel	McNicol & Tombs	June 30, 2024
Special Town Counsel	Ed St. John III	June 30, 2024
Special Town Counsel	Costa, Tellerman & Mead	June 30, 2024
Treasurer	Rebecca Herzog	June 30, 2024
Tree Warden	VACANT	June 30, 2024
Veteran Agent	Stephen Roy	June 30, 2024
Wiring Inspector	George Sweet	June 30, 2024
Asst. Wiring Inspector	Leslie Rhinemiller	June 30, 2024
Zoning Board of Appeals	Dale Grimshaw	June 30, 2024
Zoning Board of Appeals	Stephen Marko	June 30, 2024
Zoning Board of Appeals	Thomas Zappula	June 30, 2024
Zoning Board of Appeals Alt.	Robert Balawender	June 30, 2024

Board/Committee/Position	Name	Term Expiration
Zoning Board of Appeals Alt.	Jared Martin	June 30, 2024
Zoning Board of Appeals Alt.	Jeffrey Reynolds	June 30, 2024

W. Rick Reid

1641 North Street
Pittsfield, Massachusetts 01201
Cell – 413-320-2431
E-mail - wreid1@nycap.rr.com

HIGHLIGHTS

- Certified as an Inspector of Buildings/Building Commissioner since 7/30/2002.
- Certified as a Local Inspector since 7/23/1999.
- Possess a broad knowledge of the MA State Building Code and the City of Pittsfield, Windsor, Hancock and Lanesborough Zoning Ordinances.
- Proven ability to communicate effectively with contractors, business people, homeowners, and city and state officials.
- Excellent organizational skills with strong attention to detail and ability to handle multiple priorities.
- Over fifteen years of experience supervising residential and commercial construction projects.

RELEVANT EXPERIENCE

Soldier On Inc. **2011-Present**

- Member of the Soldier On Development Team,
- Soldier On Facilities Management- provide direction training and insight into the everyday operation of the facility
- Supervision of Soldier On Veterans Construction Crew – Work with veterans to provide guidance as needed for MA code compliant building, estimating, permitting

Building Inspector Town of Lanesboro **2006 - Present**

Building Code and Zoning Enforcer

- Plan review for building code compliance, issue permits and perform inspections.
- Review local zoning ordinance for compliance, handle complaints and enforcement.

Building Inspector Towns of Windsor, Hancock **2006-2015**

- Plan review for building code compliance, issue permits and perform inspections.
- Review local zoning ordinance for compliance, handle complaints and enforcement.

Salco Construction Company Inc. **2003 - 2011**
Project Manager
Manage and oversee the timely completion of projects at Jiminy Peak and Vacation Village. Projects located in Hancock & Pittsfield Massachusetts.

- Supervised the construction of JJ's Lodge at Jiminy Peak.
- Supervised the Patriot Suites Hotel project on Dan Fox Drive.
- Able to effectively work within set budgets and coordinate subcontractors to get projects completed in a timely fashion.

City of Pittsfield **1998 - 2003**
Local Building Inspector

- Worked as a Local Building Inspector, reviewed plans and applications, issued building permits and performed inspections on residential and commercial property.
- Responsible for implementing the City of Pittsfield Zoning Ordinance.

Realistic Renovations **1993-1998**
General Contractor

- Acted as general contractor for residential and commercial renovations.
- Supervised the building of modular, log homes and post and beam houses.

EDUCATION & LICENSES

- High School Diploma, Pittsfield High School
- Completed training in human development, Microsoft Word and Excel, Commonwealth of Massachusetts/Emergency Management Agency and U.S. Department of Labor OSHA/Occupational Safety and Health Training
- Inspector of Building/Building Commissioner
- Inspector of Buildings (Local)
- Annual Massachusetts Building Code Training
- Construction Supervisors License - Unrestricted
- Home Improvement Contractor Registration

TOWN OF CHESHIRE

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

WWW.CHESHIRE-MA.GOV

OFFICE OF THE BOARD OF HEALTH

May 30, 2023

To whom it may concern,

This letter is to state that that the Board of Health is recommending that Michael Kruszyna be appointed as the Northern Berkshire Solid Waste Management liaison for the town of Cheshire. The Board of Health believes that it is extremely important that this position is filled by an active member of our board. Michael Kruszyna is an active member of the Board of Health and wishes to fill the position on the NBSWMD for the Town of Cheshire.

Respectfully,

The Board of Health

Christopher Garner
Michael Kruszyna
Brian Trudeau

The Commonwealth of Massachusetts
Town of Cheshire
Massachusetts

OFFICE OF THE
TOWN CLERK

80 Church Street
P.O. Box S
Cheshire, MA 01225
Tel. (413) 743-1690 x22
Fax (413) 743-0389
townclerk@cheshire-ma.gov

ELECTION WORKERS FOR FY 24

Alison Warner

Mary Ellen Baker

Neil Baker

Robert Belini

Carol Daniels

Nancy Delorey

Carol Francesconi

Sharon Chalmers

Thomas Chalmers

Lorraine Faucher

Denise Gregoire

Ann Mange

Stephanie Martin

Marcia Rand

Judy Serafin

Wendy Warner

Possible:

Robert Daugherty:

Celia Ferro

Gail Miller

Shaun Tierney

Board of Selectmen Meeting Schedule (June – December 2023)

Day	Date	Time
Tuesday	June 13	6:30 PM
Tuesday	June 27	6:30 PM
Tuesday	July 11	6:30 PM
Tuesday	July 25	6:30 PM
Tuesday	August 8	6:30 PM
Tuesday	August 22	6:30 PM
Tuesday	September 5	6:30 PM
Tuesday	September 19	6:30 PM
Tuesday	October 3	6:30 PM
Tuesday	October 17	6:30 PM
Monday	October 30	TBD
Tuesday	November 14	6:30 PM
Tuesday	November 28	6:30 PM
Tuesday	December 5	6:30 PM
Tuesday	December 26	6:30 PM

To the Residents of the Town of Cheshire:

In Fiscal Year 2022, the Town forged ahead despite the impacts of COVID. Our community remained steadfast in its commitment to keep the Town fully operational. The continued dedication of our Town employees and volunteers made this a reality and we are thankful for all they did during that time.

Cheshire's first full-time Town Administrator, Jennifer Morse, began work in July of 2021. She immediately set forth with the Board of Selectmen to streamline and improve procedures and practices by identifying areas that could benefit from modernization. It was evident early on that the Town needed financial guidance. We enlisted the help of the Department of Revenue Financial Management Bureau to complete a Financial Management Review for the Town. For months, the team that was assigned to the project worked with Town leadership to examine financial practices and department structures. The final report was submitted to the Town in September of 2022 and serves as a reference point for our leadership when making financial decisions.

As we continued to look for ways to improve Town governance, we identified Human Resources related topics as an area that required work. To align all Town departments, the Board worked closely with the Town Administrator to develop Personnel Policies. The policies have now been adopted and serve as a clear guide for employees and leadership.

Town facilities continued to stay in focus during Fiscal Year 2022. Recognizing the age of the buildings and maintenance issues, the Board of Selectmen advocated for a Facilities Manager to be hired to oversee the properties, identify issues, perform maintenance tasks, and coordinate with contractors. Through the approval of the voters at Annual Town Meeting, we were able to hire our first full-time Facilities Manager, Corey McGrath, at the end of the fiscal year. With his assistance, the Board continues to work on improving our properties and ensuring they last for many years to come.

Throughout the year and beyond, the Board of Selectmen has continued to focus on ensuring stability and maintaining all that is special about our Town. Cheshire is blessed to be a small town that has preserved its relaxed atmosphere, natural landscape, and scenic beauty. Together, we embrace those qualities by keeping them at the center of decision-making and planning processes, thereby preserving our Town and all that it offers.

The Board of Selectmen sincerely extends its gratitude to the residents of Cheshire, to the appointed and elected officials, to the volunteers, and to the business owners. Together we make Cheshire a Town to be proud of.

Sincerely,

Michelle Francesconi (Chairman)
Jason Levesque
Shawn McGrath
Raymond Killeen
Mark Biagini (term finished in May 2022)
Ronald DeAngelis (elected in May 2022)

Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Gina Fiandaca, Secretary & CEO
Jonathan L. Gulliver, Highway Administrator

MassDOT
Massachusetts Department of Transportation
Highway Division

June 6, 2023

SUBJECT: **PROJECT DEVELOPMENT** – Charlemont, Cheshire, Huntington
MassDOT Highway Division Project No. 613206
Bridge Preservation of C-05-024 (0KW), C-10-001 (0CU), C-10-010 (0CV), and H-27-020 (0CN)
Project Eligibility Notification

Shawn McGrath, Chair
Cheshire Select Board
80 Church St - P.O. Box 647
Cheshire, MA 01225

Dear Mr. McGrath:

On behalf of the Massachusetts Department of Transportation (MassDOT), I am writing to inform you that the Highway Division's Project Review Committee has approved a Bridge Preservation project for four bridges; two of which are in the town of Cheshire (see list below). Project number 613206 has been assigned to the project and MassDOT has begun project development.

List of Bridges
C-05-024 (0KW) – Route 2 over CSX Railroad in Charlemont
C-10-001 (0CU) – Route 116 (Savoy Rd) over Dry Brook in Cheshire
C-10-010 (0CV) – Route 116 (Savoy Rd) over Dry Brook in Cheshire
H-27-020 (0CN) – Route 112 (Worthington Rd) over Westfield River in Huntington

It should be noted that Project Review Committee approval is not a commitment of state or federal funding to the project. MassDOT, in conjunction with Berkshire and Pioneer Valley Metropolitan Planning Organizations (MPO's) and the Franklin County Transportation Planning Organization (TPO), continually evaluates transportation needs and priorities; therefore, the estimated advertisement date may change significantly as the project development process advances. You can monitor this project's progress through MassDOT's web site (link provided below) or you may also contact the District office for more information.

https://www.mass.gov/info-details/massdot-highway-project-information-projectinfo

270 Main Street, Lenox, MA 01240
Tel: 857-368-1000, Fax: 413-637-0309
mass.gov/massdot

Thank you for your support for transportation system improvements. If you have any questions or would like additional information, please contact Mark DeVylder, District Bridge Engineer at (857) 368-1050.

Sincerely,

Francisca Heming

Francisca R. Heming
District Highway Director

PLF/ceg
ecc: ProjDevLen, PlanLen, BridgeLen; Carrie Lavallee, P.E., Dep. Admin. & Chief Engineer; Chris Klem, OTP; Corey Swistak - highway@cheshire-ma.gov; Tom Matuszko, Exec. Dir. BRPC; Sen. Paul W. Mark; Rep. John Barrett III

Join us is a celebration of

Flag Day 2023

An official outdoor old flag burning ceremony will be held at the

Former Cheshire Elementary School Circle

@

6:00PM on Wednesday June 14, 2023

