TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen & Finance Committee

Meeting Minutes – July 17, 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 Community House) on Monday July 17, 2023, at 7:00 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Michael Alibozek, Police Chief; David Tarjick, Claude Jean-Calixte; Lynn Melchiori; Chuck Hart

Summary of Votes:

- Vote to hire David Tarjick and Claude Jean-Calixte as Full Time Police Officers 5-0
- Vote to appoint Aaron Singer as Alternate to the Berkshire Regional Planning Commission 5-0
- Vote to approve Minutes of June 27, 2023, and July 11, 2023 5-0
- Vote to adjourn at 7:48 p.m. 5-0

S. McGrath opened the meeting of the Board of Selectmen at 7:00 p.m.

Primary Water Operator Position – Cancelled

Full Time Officer Positions –
Chief Alibozek, David Tarjick and Claude Jean-Calixte (JC) joined the board. S. McGrath shared that interviews were conducted by the Chief, Town Administrator, R. DeAngelis, and himself. After the interviews and extensive conversation with the Chief, David Tarjick and Claude Jean-Calixte are being recommended to fill the full-time positions. There was discussion about David Tarjick remaining Sergeant, due to the existing command structure and seventeen years of experience in the department. The Chief explained that JC will oversee the body camera system and radar units in addition to regular patrol activities. David Tarjick will be handling all accident reporting, state crime lab reports, scheduling, and call reporting in addition to regular patrol activities.

A motion was made by R. Killeen and seconded by M. Francesconi to hire Claude Jean-Calixte as a Full Time Police Officer and David Tarjick as a Full Time Police Sergeant.
Roll Call Vote: R. DeAngelis- Yes; K. Killeen – Yes; J. Levesque- Yes, M. Francesconi – Yes, S. McGrath - Yes
Motion Carries 5-0

Police Department Policies

The Chief edited and sent the Body Worn Camera policy to the board for review. M. Francesconi talked about how the command structure within the policy should be based on the department structure. She noted that the District Attorneys office no longer offers support to departments. It was clarified that JC will be the video evidence officer. Discussion on the importance of solid policies as the department grows into a full-time department. The Chief will work on updating all policies to take into consideration the command structure within the department.

R. Killeen asked about detail work and the number of hours officers are working doing details and if the lack of sleep could lead to poor judgement at times. The Chief responded that he can not tell what the officers to do with free time and shared that they are not allowed to work more than sixteen hours in a shift with eight hours off.

Chuck Hart shared with the Chief and the Board a translated voice mail received from a town employee, it was explained that during the talk to text translation often messages are misconstrued.

BRPC Alternate Appointment – Aaron Singer

A motion was made by S. McGrath and seconded by J. Levesque to appoint Aaron Singer as the Berkshire Regional Planning Commission Alternate Representative.

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

Assistant Town Clerk Job Description

The description was reviewed and options for funding were discussed. The Town Administrator will talk with the Town Clerk and bring the description back to a future meeting.

Minutes – June 27, 2023 & July 11, 2023

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the minutes of June 27, 2023, and July 11, 2023.

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

Announcements from Board Members

R. DeAngelis mentioned that Bob Tetlow had concerns about the growth along the Rail trail, DCR has given permission for trimming. He wants to coordinate a volunteer effort to clean up the area and will contact Jim Tworig to see if he will volunteer to use this truck for disposal. Discussion ensued on the Transfer Station hauling costs and brush area, large trees are being brought and it is getting over loaded, The Town Administrator shared that she had talked to the Board of Health about charging for loads, she will have another conversation with the Board of Health.

S. McGrath asked about the Town of Lanesborough concerns over flooding and the Cheshire Lake Dam. The Town Administrator shared that the Highway Superintendent had contacted Corey Swistak, three gates were already opened to six inches, however Liseann went over and opened the gates two more inches since water had receded enough not to cause flooding in the downtown area.

Adjournment

A motion was made by J. Levesque and seconded by M. Francesconi to adjourn the meeting at 7:48 p.m.

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

Respectfully Submitted:
Jennifer Morse
Town Administrator
July 21, 2023

Document List

1. Agenda – July 17, 2023
2. Body Worn Camera Policy
3. Assistant Town Clerk Job Description- Draft
4. Meeting Minutes 6/27/23 & 7/11/23

Approved: 7/25/23

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Board of Selectmen & Finance Committee

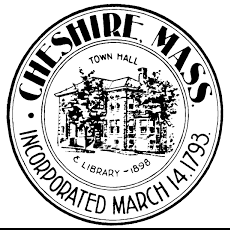
Meeting Agenda – July 17, 2023
7:00 PM

Cheshire Elementary School – Cafeteria

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Primary Water Operator Position
3. Full Time Police Officer Position
4. Police Department Policies
5. BRPC Alternate Appointment – Aaron Singer
6. Assistant Town Clerk Job Description
7. Minutes 6/27/23 & 7/11/23
8. Announcements from Board Members
9. Public Comment
10. Any other business not reasonably anticipated 48 hours prior to the meeting.

Submitted by: Jennifer Morse – Town Administrator Posted: 7/13/23 @ 9:15 a.m.

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

Cheshire Police Department		Department Manual: Policy No. 64
Subject: BODY WORN CAMERA POLICY		
Effective Date:	**Issuing Authority** _____ **Board of Selectmen**	

Sec. 1 - GENERAL CONSIDERATIONS:

The purpose of this policy is to establish guidelines for the proper use, management, storage, and retrieval of video and audio data recorded by Body Worn Cameras (BWCs). BWCs are effective law enforcement tools that reinforce the public's perception of police professionalism and preserve factual representations of officer-civilian interactions. BWCs may be useful in documenting crime and accident scenes, or other events that include the confiscation and documentation of incidental evidence or contraband. The equipment will enhance the Department's ability to document and review statements and events during the course of an incident, preserve video footage, audio information and evidence for investigative and prosecutorial purposes. BWC recordings, however, provide limited perspective of encounters or incidents and must be considered with all other available evidence, such as witness statements, officer interviews, forensic analysis and documentary evidence. Additionally, studies have shown that BWCs are a contributing factor in reducing complaints against police officers, increasing police accountability, and enhancing public trust.

It is the policy of the Department to respect the legitimate privacy interests of all persons while ensuring professionalism in its workforce. Officers shall only use BWCs within the context of existing and applicable federal, state, and local laws, regulations, and Department rules and policies. The Department prohibits recording civilians based solely upon the civilian's political or religious beliefs or upon the exercise of the civilian's constitutional rights, including but not limited to freedom of speech, religious expression, and lawful petition and assembly. BWC footage shall not be reviewed to identify the presence of individual participants at such events

who are not engaged in unlawful conduct. BWCs will not include technological enhancements including, but not limited to, facial recognition or night-vision capabilities.

When performing any patrol function, as determined by the Chief of Police, officers must wear and activate BWCs according to Department policy.

Sec. 2 - PROCEDURES:

SEC. 2.1 TRAINING:

Prior to being issued a BWC, officers shall successfully complete Department approved training related to this policy as well as the activation, use, categorization, and uploading of data. All department personnel who may supervise officers wearing BWCs or will require access to review videos shall also attend Department-approved training.

SEC. 2.2 CAMERA ACTIVATION AND INCIDENTS OF USE:

Officers will activate the BWC only in conjunction with official law enforcement duties, where such use is appropriate to the proper performance of duties, and where the recordings are consistent with this policy and the law. As in all law enforcement and investigative activities, the safety of officers and members of the public are the highest priority. If an immediate threat to the officer's life or safety makes BWC activation dangerous, then the officer shall activate the BWC at the first reasonable opportunity to do so. Once activated, the officer shall not deactivate the BWC until the encounter has fully concluded and/or the officer leaves the scene **(see Section 2.8, BWC Deactivation)**. Officers shall record all contact with civilians in the following occurrences unless the decision to stop recording is made pursuant to Section 2.6 and 2.7:

1. Vehicle Stops

2. Investigative person stops: consensual or articulable reasonable suspicion stops, as well as FIOs, or stops supported by probable cause;

3. All dispatched calls for service involving contact with civilians;

4. Initial responses by patrol officers, including on-site detentions, investigations pursuant to an arrest, arrests, and initial suspect interviews on-scene;

5. Transport of prisoners;

6. Pat frisks and searches of persons incident to arrest (if not already activated);

7. Incidents of Emergency Driving;

8. Incidents of Pursuit Driving;

9. When an officer reasonably believes a crowd control incident may result in unlawful activity;

10. Any contact that becomes adversarial, including a Use of Force incident, when the officer has not already activated the BWC; or

11. Any other civilian contact or official duty that the officer reasonably believes should be recorded to enhance policing transparency, increase public trust and police-community relations, or preserve factual representations of officer-civilian interactions, provided that recording is consistent with Sections 2.3, 2.4, 2.5, 2.6, 2.7, 4.1 and 4.2 of this policy.

If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the officer shall document in an incident report that a recording failure occurred. If an officer fails to activate the BWC, fails to record the entire contact, or interrupts the recording, and does not document it in an incident report, the officer shall notify the Chief of Police that a recording failure occurred and submit a BWC Special Notification Form under the "Non-Recording of Interaction" category.

SEC. 2.3 RECORDING WITHIN A RESIDENCE:

Upon entering a private residence without a warrant or in non-exigent circumstances, the officer shall notify occupants they are being recorded. When determining whether or not to record, the officer shall be guided by the safety of all person(s) present, and weigh the discretionary factors referenced in Section 2.4 with the fact that a home is a uniquely private location. If the officer turns off the recording per occupant request, that officer should notify operations by radio that the incident is no longer being recorded by request, if possible. Officers recording in a residence shall be mindful not to record beyond what is necessary to the civilian contact, and shall not use the BWC with exploratory intent to create an inventory of items in the residence.

If an officer uses his/her discretion to turn off the BWC, the officer shall document this action in the incident report. If the officer does not create an incident report, the officer shall notify the Chief of Police that a recording was stopped pursuant to their discretion and submit a BWC Special Notification Form under the "Discretionary Deactivation" category by the end of the shift or as soon as practical.

SEC. 2.4 RECORDING IN AREAS WHERE THERE MAY BE A REASONABLE EXPECTATION OF PRIVACY:

Officers should be mindful of locations where recording may be considered insensitive or inappropriate. Such locations may include locker rooms, places of worship, religious ceremonies, certain locations in hospitals or clinics, law offices, and daycare facilities. At such locations, at the officer's discretion and based on the circumstances, the officer may turn off the BWC. The officer may also consider diverting the BWC away from any subjects and recording only audio, if appropriate. When exercising discretion in such situations, the officer should generally base his/her decision to stop recording, divert the BWC, or record only audio on the following BWC Discretionary Recording Considerations. The officer must be able to articulate the reason for his/her decision to exercise discretion.

BWC Discretionary Recording Considerations include, but are not limited to: the sensitive or private nature of the activities or circumstances observed; the presence of individuals who are not the subject of the officer-civilian interaction; the presence of people who appear to be

minors; any request by a civilian to stop recording; and the extent to which absence of BWC recording will affect the investigation.

If an officer uses his/her discretion to turn off the BWC, the officer shall document this action in the incident report. If the officer does not create an incident report, the officer shall notify the Chief of Police that a recording was stopped pursuant to their discretion and submit a BWC Special Notification Form under the "Discretionary Deactivation" category by the end of the shift or as soon as practical.

SEC. 2.5 NOTICE OF RECORDING:

The officer shall make a reasonable effort to inform civilians that the officer is recording them unless an immediate threat to the officer's life or safety, or the life safety of any other person makes BWC notification dangerous. Officers shall notify civilians with language such as "I am advising you that I am recording our interaction with my Body Worn Camera." Officers shall not record civilians surreptitiously.

SEC. 2.6 CONSENT TO RECORD:

Officers do not have to obtain consent to record. If a civilian requests the officer stop recording, the officer(s) has no obligation to stop recording if the officer is recording an occurrence identified in Section 2.2. When evaluating whether to stop recording, officers should weigh the BWC Discretionary Recording Considerations identified in Section 2.4. Officers should record the request to turn the BWC off and the officer's response to that request, if possible.

If an officer deactivates a BWC in response to a civilian request, the officer shall also indicate the request in an incident report. If an officer deactivates a BWC in response to a civilian request and does not create an incident report, the officer shall notify the Chief of Police that a recording was stopped pursuant to a civilian request and submit a BWC Special Notification Form under the "Deactivation per Civilian Request" category by the end of the shift or as soon as practical.

SEC. 2.7 RECORDING OF VICTIMS/WITNESSES:

If an officer's BWC would capture a visual or audio recording of a victim or witness who is giving his/her first account of a crime, the officer may record the encounter but should weigh the BWC Discretionary Recording Considerations specified in Section 2.4 in determining whether to activate or discontinue audio and/or video recording. If the officer decides to activate and/or continue audio and/or video recording, the officer shall make the notification specified in Section 2.5. If the victim is in any way unsure of the need for the recording or is uncomfortable with the thought of being recorded, the officer shall inform the civilian that the civilian may request to have the BWC turned off. If the camera is already activated, the officer should record the request to turn the BWC off and the officer's response, if possible. The officer shall notify the Chief of Police that a recording was stopped pursuant to a civilian request and submit a BWC Special Notification Form under the "Deactivation per Civilian Request" category by the end of the shift or as soon as practical.

SEC. 2.8 BWC DEACTIVATION:

To the extent possible, prior to deactivating a BWC, the officer shall state the reason for doing so. Generally, once the officer activates the BWC, the officer will continue recording until the event has concluded. Below are some non-exhaustive examples of when deactivation may be permissible:

1. The officer has concluded the interaction;

2. All persons stopped have been released or left the scene, or an arrestee has arrived at the station for booking. If a transporting officer has a BWC, that officer shall continue recording until the transporting officer arrives inside the station at the booking desk;

3. The event is sensitive, the officer has weighed the BWC Discretionary Recording Considerations specified in Section 2.4, and has decided to deactivate the BWC;

4. The incident has concluded prior to the arrival of the officer;

5. A supervisor orders the officer to turn the camera off.

Sec. 3 CAMERA DEPLOYMENT:

Sec. 3.1 Officer Responsibility: BWC equipment is the responsibility of every officer issued the equipment. Officers must use the equipment with reasonable care to ensure proper functioning. Officers shall inform the Video Evidence Officer as soon as possible of equipment malfunctions or the loss of a BWC so that they can procure a replacement unit.

Police officers shall use only BWCs issued by this Department. The BWC equipment and all data, images, video recordings, audio recordings, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department and shall not be released without the authorization of the Chief of Police or his/her designee.

1. At the beginning of each shift, the officer will:

a. Ensure that the issued equipment has a fully charged battery and is functioning properly; and

b. Ensure that the BWC does not contain data from a prior shift; and

c. Notify the Video Evidence Officer whenever there is a malfunction or damage to the BWC.

2. During each shift, the officer shall:

a. Affix his/her BWC properly upon his/her uniform in a manner consistent with training;

b. Position and adjust the BWC to record events;

c. Position and adjust the BWC microphone to ensure that it is unobstructed;

d. Activate the BWC and record as outlined in Section 2 above;

e. Document the existence of a BWC recording in all of the appropriate documents, i.e.

Incident Report, Citation, Administrative Reports.

f. Notify investigative or specialized unit personnel existence of BWC recording; and

g. Document in the incident report the circumstances and reasons if he/she fails to activate the BWC, fails to record the entire contact, interrupts the recording, or the BWC malfunctions. If the officer does not create an incident report, the officer shall notify the Chief of Police and submit a BWC Special Notification Form under the "Non-Recording of Interaction (in part or in total)" category by the end of the shift or as soon as practical.

3. Prior to end of shift: docking/uploading requirements:

a. At the end of the shift, each officer shall place his/her BWC in his/her assigned docking station. The docking station will charge the BWCs battery and transfer video data to the storage system.

b. If an officer becomes aware that this process is not occurring or becomes aware of any other malfunction of the system, the officer shall notify the Video Evidence Officer immediately and submit a BWC Special Notification Form under the "Malfunction of Body Worn Camera Mount and/or Upload" category.

SEC. 3.2 LABELING AND CATEGORIZATION OF BWC RECORDINGS: Proper categorization of recorded data is critical. The retention time for recorded data typically depends on the category of the event captured in the video. Accurate categorization and accurate descriptions also help officers, supervisors, prosecutors, and other authorized personnel to readily identify and access the data they need for investigations or court proceedings.

SECTION 3.2.1 CATEGORIZATION:

At the conclusion of the call or as soon as practical, officers shall dock their camera in order to upload video data to Evidence.com. Officers will then login to their Evidence.com accounts in order to categorize the video according to the following categories:

1. Death Investigation
2. Lethal Force
3. Sexual Assault/Abused Person
4. Less Lethal Use of Force
5. Arrest
6. Felony - No Arrest
7. Misdemeanor -No Arrest
8. Investigate Person
9. Investigate Premise

10. Significant Event - Public Safety

11. Traffic Stop

12. Encounter

13. Mental Health

14. Sick Assist (Medical Aid Calls)

15. No Report - Dispatch/On Site

16. Test/Training

17. False Activation

18. Training Demo

The Department may also develop other categories, as needed.

Encounters or incidents should be labeled by the officer to reflect the most serious category. If an officer is assisting other officers on a call, the assisting officer shall use the category of the original incident.[1]

SEC. 3.2.2 BODY WORN CAMERA MOBILE DEVICE APPLICATION: When installed, the BWC Mobile Device Application's location services will be set to off and should be maintained in the off status with any use of the application. Employees shall follow the training and procedures provided by the Department and the BWC vendor.

SEC. 3.3 REQUEST TO REDACT:

Officers wearing BWCs should be aware that their BWCs may unintentionally capture private/security information such as door codes, phone codes, and computer codes. If the officer knows that his/her BWC captured sensitive information or material, the officer shall notify the Video Evidence Officer that a recording may have sensitive information and submit a BWC Special Notification Form under the "Content is of a Sensitive Nature" category by the end of the shift or as soon as practical. The Chief of Police will authorize redaction when he/she determines it is necessary.

Sec.4. RECORDING RESTRICTIONS:

Sec. 4.1 Improper Recording: Officers shall not use BWCs to record in violation of this Policy or any rule or procedure of the Department, including:

1. During breaks, lunch periods, or time periods when an officer is not responding to a call, or when not in service;

[1] After video has been uploaded and processed, Incident number and location information from CAD and RMS systems will be added through Axon's Auto-tagging feature. Auto-tagging is completed in batches and can take up to 16 hours to be displayed.

2. Any personal conversation of or between other department employees without the recorded employee's knowledge;

3. Non-work-related personal activity, especially in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms, or restrooms;

4. Investigative briefings;

5. Encounters with undercover officers or confidential informants; or

6. Departmental meetings, work groups, in-service training, or assignments of an operational or administrative nature.

Using BWCs for training purposes is not a violation of this restriction.

If an officer inadvertently records as listed above, the officer shall follow the request to redact/delete procedures described in Section 3.3.

SEC. 4.2 IMPROPER USE OF BWC FOOTAGE:

1. Officers shall use BWC data, images, video recordings, audio recordings, or metadata only for legitimate law enforcement reasons. They shall not use data, images, video recordings, audio recordings, or metadata for personal reasons, or non-law enforcement reasons.

2. Department personnel shall not use BWC data, images, video recordings, audio recordings, or metadata to ridicule or embarrass any employee or person depicted on the recording.

3. Department personnel shall not disseminate BWC data, images, video recordings, audio recordings, or metadata unless the Police Chief or his/her designee approve the dissemination and the Department personnel disseminates the BWC data, images, video recordings, audio recordings, or metadata in the course of his/her official duties.

4. Department personnel shall not copy or otherwise reproduce any BWC recording/footage (including using an iPhone, iPad, or other electronic or other device).

5. The Chief of Police and Sergeant shall not randomly review BWC recording/footage for disciplinary purposes.

Sec. 5 SUPERVISOR RESPONSIBILITIES:

Sec. 5.1 Chief of Police, Sergeant and Video Evidence Officer assigned to oversee officers utilizing Department-issued BWCs shall:

1. Ensure officers are utilizing their BWC consistent with this directive.

2. Ensure BWCs and related equipment are kept in a secure location within the department.

3. Notify the Video Evidence Officer if an officer utilizes a BWC that is not assigned to him or her, so the Video Evidence Officer may reassign the recordings of audio and video to the officer who created the recordings.

4. Contact the Video Evidence Officer whenever any officer is unable to use the BWC or upload digitally recorded data due to technical problems.

5. Request replacement BWC equipment from the Video Evidence Officer when an officer indicates the equipment is lost or malfunctioning by submitting a BWC Special Notification Form under the "Malfunction of Body Camera, Mount, and/or Upload" category. Once procured by the Video Evidence Officer, ensure new equipment is received by the requesting officer.

6. Ensure that officers include all required references to BWCs in appropriate Department documentation, such as incident reports.

7. Chief of Police, Sergeant and Video Evidence Officer may review BWC data, images, video recordings, audio recordings, or metadata, consistent with this Policy, to approve any reports.

Sec 5.2 Chief of Police and Sergeant

Chief of Police and Sergeant are responsible for reviewing BWC activity logs and reports to ensure officers remain in compliance with metrics established by the Department through policy, training and Axon's Performance software. These reviews shall provide feedback to the officers on the use and performance of the BWC and provide training as needed to correct any deficiencies.

Sec. 6 INTERNAL ACCESS/REVIEW:

SEC. 6.1 OFFICER ACCESS TO THEIR OWN FOOTAGE (NOT RELATED TO OFFICER INVOLVED DEATH, OFFICER INVOLVED SHOOTING, OR OTHER USE OF DEADLY FORCE):

Officers may review their own BWC recording when they are:

1. Involved in an incident, for the purposes of completing an investigation and preparing official reports. To help ensure accuracy and consistency, officers should review the BWC recording prior to preparing reports;

2. Preparing for court. Officers should advise the prosecuting attorney that they reviewed the BWC recording; and

3. Providing a statement pursuant to an internal investigation or other critical incidents.

If an officer requests access to footage be made available for a time frame longer than the retention schedule allows, a request to extend retention schedule may be made through the BWC Special Notification Form under the "Request to Extend Retention Schedule" category. The footage will be available according to Schedule II in Section 9.2.

If an officer needs a physical copy of their footage, a request shall be made through the BWC Special Notification Form under the "Request for Physical Copy of One's Own Digital Evidence" category. Physical copies of the video shall be subject to M.G.L. Ch. 66, Sec. 10 and in accordance with all applicable state laws and regulations.

SEC. 6.2 OFFICER ACCESS TO FOOTAGE FOLLOWING AN OFFICER INVOLVED DEATH, OFFICER INVOLVED SHOOTING, OR OTHER USE OF DEADLY FORCE:

Following an officer involved death, officer involved shooting or other use of deadly force, officers and supervisors at the scene shall not view any video before the Criminal Investigation Division (CPAC) views the footage and uploads it into the system.

The on-scene incident commander shall be permitted to view BWC video and relay necessary information if exigent circumstances exist and it is necessary to view the video to (1) identify suspect information or (2) gather pertinent information that is necessary to protect life or safety prior to Criminal Investigation Division (CPAC) arrival.

At a time determined by the supervisor in charge of the investigation, officers who: (1) were involved in the incident, (2) discharged their weapon, and/or (3) witnessed the incident may view their own video before giving a statement. At the officer's request, the officer's attorney may be present when the officer views the video.

BWC video footage is a tool that may aid officers in providing an accurate and complete account of the incident. BWC footage should not replace an officer's memories of the incident and the officer should base his/her statement on his/her memories, not solely on the video.

SEC 6.3 COLLECTING AND SECURING BWC FOOTAGE FOLLOWING AN OFFICER INVOLVED DEATH, OFFICER INVOLVED SHOOTING, OR OTHER USE OF DEADLY FORCE:

The Chief of Police or Sergeant shall respond immediately to a death investigation or reported use of deadly force.

The Chief of Police or Sergeant, as soon as circumstances allow, shall collect all BWC equipment, including department-issued mobile devices, which belong to the officers who: (1) were involved in the incident, (2) discharged their weapon, and/or (3) witnessed during the time of the officer involved death, officer involved shooting or other use of deadly force, and store the equipment in a secure compartment of his/her vehicle until the Criminal Investigation Division (CPAC) personnel arrive on scene. Once on scene, the Criminal Investigation (CPAC) personnel shall secure any remaining BWC equipment from involved officers and witness officers, as well as equipment already secured by the Chief of Police or Sergeant, at the earliest opportunity. The Criminal Investigation (CPAC) personnel will transport the cameras to the Cheshire Police Station for upload into the system. The BWC equipment will be returned to the officer as soon as possible following the event.

Once uploaded, the Video Evidence Officer shall restrict video access from all users except for the Criminal Investigation Division (CPAC).

Sec. 6.4 Officer Access to Footage: Officers who need to review video or audio footage from another officer shall make a request via the online Special Notification Form to the Video Evidence Officer describing why they need to review the footage.

The Chief of Police shall approve or deny the request. With approval, the Video Evidence Officer will provide access to the video and audio footage to the requesting officer.

Sec. 7 STATE POLICE DETECTIVE UNIT RESPONSIBILITIES:

Superior detectives must ensure that detectives adhere to the duties and responsibilities as follows in this Section:

Detectives will not use the BWC system or evidence.com until they have successfully completed the required training.

The Department will give detectives access to all BWC footage related to their assigned cases and detectives shall review all footage that relates to their assigned case.

When assigned a case for investigation, the assigned detectives will:

1. Determine the identity of all involved officers.

2. Search evidence.com for any associated BWC media, using applicable search parameters to verify that they have located all relevant files.

BWC footage related to an incident may be updated at a later time or date. Detectives must be aware of and organize all BWC footage related to their cases.

Should a detective consider material too sensitive to be accessible for other members of the Department, the detective shall notify his/her supervisor of the sensitive material. The detective's supervisor shall review the video and, if deemed appropriate, send a request via the BWC Special Notification Forms to the Video Evidence Officer to make the data unavailable for a given amount of time.

Sec. 8 EXTERNAL ACCESS:

SEC. 8.1 PROSECUTORIAL/LAW ENFORCEMENT ACCESS:

Federal, state, and local prosecutors shall make requests for BWC footage directly to the Video Evidence Officer. Should an officer receive a subpoena for BWC footage, the officer shall direct the subpoena with a Video Evidence Request as soon as practicable to the Video Evidence Officer for response.

Officers are not permitted to provide video to any external partners and shall forward any requests made without a subpoena directly to the Video Evidence Officer.

Upon receipt of the request, the Video Evidence Officer shall determine if the case has been assigned to a detective. If the case has a detective assigned, the Video Evidence Officer will advise the federal, state, and local prosecutors to directly contact the detective supervisor for the related case. The detective supervisor or his/her designee will then contact and authorize the release of the video via the online Request Form.

If no detective is assigned to the case, the Video Evidence Officer shall review the BWC footage and provide it directly to the requestor after approval from the Chief of Police.

SEC. 8.2 PUBLIC INFORMATION REQUESTS:

Video Evidence Officer shall respond to public information requests submitted under M.G.L. Ch. 66, sec. 10 in accordance with all applicable state laws and regulations.

SEC. 8.3 OTHER EXTERNAL INFORMATION REQUESTS:

The Department may receive requests for BWC footage not covered by sections 8.1 and 8.2. For example, civil discovery requests are appropriately submitted to the assigned attorney to the Chief of Police. Requests for information submitted by a collective bargaining representative under M.G.L. c. 150E are appropriately submitted to the Chief of Police. Should an officer receive a civil case subpoena or court order, he or she shall forward the request directly to the Chief of Police.

If this department receives other external requests for BWC footage, it shall request necessary and responsive footage from the Video Evidence Officer through the BWC Special Notification Form under the "Request to View Another's Digital Evidence" category.

The Video Evidence Officer shall maintain a log of the request and assist the requesting office to collect and process the requested footage. The Video Evidence Officer shall provide the requested footage to the requesting office, and complete redactions if required by the requesting office. The requesting office will be responsible for the review, approval, and release of footage to the appropriate person(s) as consistent with applicable law and agreements.

SEC. 8.4 OFFICER NOTIFICATION:

In cases where the officer has not received a subpoena or request for BWC footage directly, the Video Evidence Officer will inform officers when their videos and/or BWC information are released, unless prohibited by legal or investigative restrictions.

SEC. 8.5 DETECTIVE NOTIFICATION: When releasing BWC footage to the public that has been designated as part of an investigation via the BWC Platform, the assigned detective shall be notified, unless prohibited by legal or investigative restrictions.

Sec. 9 RETENTION:

SEC. 9.1 CAMERA STORAGE:

BWC recordings and data are kept in a cloud-based storage platform managed by Video Evidence Officer.

SEC. 9.2 VIDEO FOOTAGE RETENTION:

The Department will retain BWC footage based on categorization, but may retain the footage longer on a case-by-case basis as determined by the Police Chief or his/her designee. The footage retention schedule for cloud-based footage access is as follows:

a. Schedule I- Indefinite Retention:

· Death Investigation

- Lethal/Less Lethal
- Sexual Assault / Abused Person

b. Schedule II- 7 Year Retention:

- Use of Force
- Arrest
- Felony - No Arrest

c. Schedule III- 3 Year Retention:

- Misdemeanor - No Arrest
- Investigate Person
- Investigate Premise

d. Schedule IV- 90 Day Retention:

- Significant Event - Public Safety
- Traffic Stop
- Encounter/FIO
- Sick Assist (Medical Aid Call)
- No Report - Dispatch / On Site

e. Schedule V- 30 Day Retention:

- Test/Training/Training Demo
- False Activation

TOWN OF CHESHIRE
Assistant Town Clerk

General Purpose:
Responsible, skilled record keeping and administrative work assisting the Town Clerk in the performance of the statutory duties of the office; all other related work, as required.

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.)

Responsible for assisting in the organization and administration of the Annual Town Election, State Elections and Federal Elections. Assists the Town Clerk in the administration and operation of all election activities.

Assists in receiving records and permanently indexes all vital records including birth, marriage and death certificates, issues marriage, birth, and death certificates. Serves as the Burial Agent.

Maintains databases and issues Business Certificates, Dog Licenses, Raffle Licenses.

Issues a variety of state and town licenses, permits, and certificates, collects all related fees, forward pertinent information to other departments and state as appropriate.

Certifies documents for town departments and the public.

Answers questions from the public, directly and by telephone, providing information and making referrals to other offices and agencies, as appropriate; research questions through official town records and General Laws, as necessary; provides information, requested by town officials.

Participates in conducting the annual town census; sorts, returns and verifies data with the state computer system.

Assists in the preparation of Town Meetings, attends Town Meetings, and assists the Town Clerk with preparation of minutes and certification of votes taken of each Town Meeting Article. Aides in the submission of Bylaw articles and vote taken to the Attorney General for approval.

Updates general, zoning and personnel bylaws and traffic rules and regulations.

Assist in preparing annual department budgets for the Town Clerk and Elections.

Public Records Officer, handles all public records requests for the Town.

Maintains records of all appointments and resignations, meeting notices, records book, road book. Maintains a database for town appointments of various boards and committees, open meeting law and conflict of interest, administers oaths of office as needed.

Receives applications and maintains records of decisions for the Zoning Board of Appeals and Planning Board

Prepares the Annual Town Report

Assumes all responsibilities of the office, in the absence of the Town Clerk.

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.

DRAFT

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – June 27, 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 Community House) on Tuesday June 27, 2023, at 6:30 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Peter Traub; Lynn Melchiori; Stephen Dravis (I Berkshires); Whitney Flynn; Brent Lancia, Co-Interim Superintendent.

Summary of Votes:

- Vote to hire Whitney Flynn as Municipal Clerk/Asst. Treasurer & Collector 5-0
- Vote to approve the Consent Agenda 5-0
- Vote to rename the Elementary School to Cheshire Community House 5-0
- Vote to rename the Cheshire Community Center to Cheshire Senior Center 5-0
- Vote to appoint Kellie Lahey to the Board of Assessors until the next Annual Election 5-0
- Vote to adjourn at 7:49 p.m. 5-0

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

Municipal Clerk/Assistant Treasurer & Collector Position

S. McGrath shared that two applicants were interviewed for the position of Municipal Clerk/Assistant Treasurer & Collector. Whitney Flynn was chosen due to her impressive municipal experience, Whiteny was present and introduced to the board. The Town Administrator stated that she was excited to have Whitney on board and a start date of July 24, 2023, was determined.

A motion was made by J. Levesque and seconded by R. DeAngelis to hire Whitney Flynn as Municipal Clerk/Assistant Treasurer & Collector.

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

Consent Agenda

a. Minutes – June 13, 2023
b. Warrants PR23-26, AP23-27, AP24-01

A motion was made by J. Levesque and seconded by R. Killeen 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. Cheshire Rod and Gun Club Liquor Licenses – None for July
b. Stafford Hill Monument Trash Complaint, Quote for Repair, Gate

A complaint was received regarding litter at the Stafford Hill Monument, the Town Administrator reported that it has been mowed and trash cleaned up. Corey McGrath reported that the gate has been built and will be installed shortly. There was discussion about other measures that could be taken such as signage and trail cams. It was decided to request extra police presence at the monument during peak times including weekends and evenings. A quote of $145,000 was received from Brazeau Masonry to restore/repair the monument. The Town Administrator will investigate grants with the Historical Commission, R. DeAngelis shared that the Governor is proposing 134 million dollars for library and historical reconstruction and restoration.

c. Former Cheshire Elementary School Name, Community Center Name

The Town Administrator has been sharing community input with board members as received and noted that there was a verbal suggestion of Community House and Town Offices.
A motion was made by S. McGrath and seconded by J. Levesque to change the name of the Cheshire Elementary School to the Cheshire Community House
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath- Yes
Motion Carries: 5-0

The Town Administrator shared that the Council on Aging voted at their last meeting to make the name of the Community Center the Cheshire Senior Center (for active living).
A motion was made by J. Levesque and seconded by S. McGrath to change the name of the Community Center to the Cheshire Senior Center
Discussion: M. Francesconi wondered if there should be community input on the name change, it was noted that most people already know and refer to the building as the Senior Cener.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath- Yes
Motion Carries: 5-0

d. Job Descriptions, Highway Foreman; DPW Director

The job descriptions were tabled until the next meeting to give board members time to send edits to the Town Administrator

e. Town Building Signage Parameters

The Town Administrator shared that the Council on Aging has been discussing a new sign for the Senior Center, the design was in the packet, the sold section is proposed to be red. Discussion on having all Town Buildings signs be consistent with the same color, font etc. to create a "brand" for the Town. The board liked the design of the Senior Center sign and discussed the Cemetery signs which are white with black lettering, further they discussed the need for the font to be easily read by those with vision

impairments. The Town Administrator will work closely with the Council on Aging to come up with a design that works for the Senior Center and the other town buildings.

f. Board of Assessors Appointment
A motion was made by M. Francesconi and seconded by J. Levesque to appoint Kellie Lahey as a member of the Board of Assessors until the next Annual Town Election.
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. ADA Planning Grant - The Town Administrator shared that the ADA Committee met and sent edits to BRPC for the final draft of the plan. The ADA Committee will meet again to make recommendations for projects for the next round of grant fund opportunities.

b. School Change of Use Proposal – EDM - The proposal for the design was in the packet, it was requested that the Building Commissioner attend the meeting to ask questions about the project. The Town Administrator will work on a bid packet for construction and design services.

g. Announcements from Board Members – None
There was discussion on the email from Chief Francesconi regarding the floor at the Fire Station, Corey McGrath shared that he had obtained a quote to seal the floor, $30,000.

Discussion regarding the purchase of the Excavator - Brent Lancia and R. DeAngelis will visit the dealer this week to look at the equipment, a letter of internet will be drafted for the purchase.

h. Public Comment - None

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
July 11, 2023

Document List
1. Agenda – June 27, 2023
2. Email Heather Shawn re: Stafford Hill Monument Trash
3. Stafford Hill Monument Quote
4. Preliminary Design – Senior Center Sign
5. EDM Proposal – Design Work Community House
6. CCA – Cheshire Summer Festival Facilities Use Form
7. Illegal dumping email
8. Senior Center May Monthly Report
9. Highway Department Bi-Weekly Log
10. Excavator Quote 6/15/23 & Warranty Information

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – June 27, 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 Community House) on Tuesday June 27, 2023, at 6:30 PM

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

Finance Committee Members Present: John Tremblay, Chair
Denise Gregoire
Kathy Levesque
Michael Biagini
Jeff Chaput
Patrick Petit

Finance Committee Member Absent: Lenwood "Woody" Vaspra

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Brian Duval, Building Commissioner; Tom Francesconi, Fire Chief; Peter Traub; Lynn Melchiori; Bob Tetlow; Liseann Karandisecky.

Summary of Votes:

- Finance Committee vote to approve line-item transfers as presented 6-0
- Board of Selectmen vote to approve line-item transfers as presented 5-0
- Finance Committee vote to approve the reserve fund transfer as presented 6-0
- Finance Committee vote to adjourn at 7:06 p.m. 6-0
- Vote to approve the Consent Agenda except for the minutes 5-0
- Vote to adjourn the regular meeting and enter executive session 5-0

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

Community House Discussion with Building Commissioner

Brian Duval, Building Commissioner joined the board to discuss moving Town Offices to the Community House, a timeline and change of use discussion ensued. Discussion on doing the project in two phases with Phase 1 being the office move which will need a code review to change the use from E(Education) to B (Business). Phase 2 will be the assembly space which will initiate the design work to change the cafeteria and kitchen use to A (Assembly). R. DeAngelis asked about the town putting Phase 2 out to bid and having a general contractor obtain the engineering services. B. Duval felt this avenue could be explored but was unsure if the overall cost would be less than the proposal from EDM.

Fire Station by Floor Concerns - Chief Francesconi

Chief Francesconi joined the board to discuss both the shifting of the back corner of the building and the floor. Chief previously sent emails and photos of the changes to the board. The Chief said that he believes the back corner of the building is collapsing, the window is gaping open and the crack in the wall has worsened. Discussion on the repair to the foundation approximately ten years ago. The Facilities Manager shared that a contractor will be putting benchmarks into place to track movement. The Chief shared that the fans are helping with the moisture on the bay floors. The Facilities Manager shared that he has obtained one price for grinding and an epoxy coating that would hold the moisture, he is getting more quotes.

FY23 Line-Item Transfers – Joint Meeting with the Finance Committee

J. Tremblay called the meeting of the Finance Committee to order at 6:54 p.m.

From Account Name	From: Account Number	Total $	To Account Name	To Account Number
Cemetery Labor	01-491-5110-0004	$ 243.82	Unemployment	01-913-5171-0000
Out of District	01-302-5690-0000	$ 1	HVRSD Transportation	01-300-5300-0000
Out of District	01-302-5690-0000	$ 1	HVRSD Bldg. Project	01-300-5322-0000
BOS Expenses	01-122-5580-0000	$ 408	Accounting Services	01-135-5300-0000
Tree Warden Expenses	01-294-5313-0000	$ 10,000	Streetlights	01-424-5243-0000
Town Garage Utilities	01-192-5240-0013	$ 4,105	Streetlights	01-424-5243-0000
Cemetery Labor	01-491-5110-0004	$ 670.63	Town Compactor Salary	01-433-5110-0000
Recycling Account	01-429-4316-0000	$ 4,475	Town Compactor Operating	01-433-5580-0000
BOH Expenses	01-512-5580-0000	$ 465.25	Town Compactor Operating	01-433-5580-0000
Police Officer FT	01-210-5110-0002	$ 5,732.25	Police Officer PT	01-210-5110-0001

J. Tremblay asked about the considerable sum of money transferred into the Street Lights account. The Town Administrator explained that there are factors, all streetlight bills are now coming out of the one account, prior accounting practice was to transfer money into the account at the end of the year without approval of the boards, the account has not been properly budgeted for as it was not showing a deficit, rising costs of electricity. The Town Administrator shared that she is looking into the contract with LSE for solar credits, the invoices from the company are substantial.

Finance Committee Vote: *A motion was made by J. Tremblay and seconded by D. Gregoire to approve the Line-Item Transfers as presented.*
Vote: Unanimous
Motion Carries: 6-0

Board of Selectmen Vote: *A motion was made by S. McGrath and seconded by M. Francesconi to approve Line-Item Transfers as presented.*
Roll Call Vote: R. DeAngelis- Yes; K. Killeen – Yes; J. Levesque- Yes, M. Francesconi – Yes, S. McGrath - Yes
Motion Carries 5-0

Reserve Fund Transfer
The Finance Committee then acted on a request to transfer 16,210 from the Reserve Fund to the Street Light account.
A motion was made by J. Chaput and seconded by M. Biagini to approve the transfer as presented.
Vote: Unanimous
Motion Carries: 6-0

Finance Committee Adjourn
A motion was made by M. Biagini and seconded by D. Gregoire to adjourn the Finance Committee meeting at 7:06 p.m.
Vote: Unanimous
Motion Carries: 6-0

Consent Agenda
a. Minutes 6/27/23 – Tabled
b. PR24-01, AP23-28, AP24-02

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

Board of Selectmen Decision/Discussion Items
a. Director of Public Works Director Job Description - The Town Administrator made the suggested edits with no further changes the position will be posted.

b. Highway Foreman Job Description - The Town Administrator made the suggested edits with no further changes the position will be posted.

c. Assistant Town Clerk Job Description – Tabled for the next meeting.

d. Council on Aging van Driver Job Description - The Town Administrator shared that the Council on Aging Director reviewed the job description, with no further changes the position will be posted. R. Killeen will check with the BRTA to see if employees can work for the town on a per diem basis to fill in until the position is filled.

e. Police Department Body Worn Camera Policy #64 - The Chief was on a call and unavailable for the meeting. M. Francesconi stated that the policy does not fit Cheshire, there are command structure positions mentioned throughout the policy that Cheshire does not have in place, polices are weighed heavily in the court law. There was discussion on the policy being a template from the state however it needs to fit the community, all policies should be reviewed and aligned with the department structure. M. Francesconi that the District Attorney office may have support for towns. S. McGrath commented that this is one of the growing pains for the department going from part-time to full-time. Further discussion that solid policies give clear expectations to the officers.

f. Police Department – Full Time Officer Interviews - The Town Administrator updated the board that three interviews will be conducted this week. R. DeAngelis and S. McGrath will participate in the interviews with David Tarjick, Jason Wood, and Claude Jean-Calixte

g. Costa, Tellerman and Mead Client Fee Agreement - S. McGrath and the Town Administrator met last week with Adam Costa from the firm to discuss ongoing litigation and marijuana legislation changes. S. McGrath feels comfortable with the hiring of the firm as special counsel. The Town Administrator shared that the firm has attorneys who specialize in marijuana and that the Host Community Agreement with Stafford Green has been sent to them for review. They will also be helpful to the Planning Board with any upcoming requests for zoning by-law changes.

h. ADA Planning Grant – Final Draft Report - The report was shared with the Board and will be posted to the website for public comment. The next round of grant funding opens on August 1 and the ADA committee will have a meeting soon. At the last meeting it was determined to concentrate on the Community House ADA needs first.

i. Senior Center Projects – Windows, Paint, Floor - The Town Administrator updated the board regarding ongoing projects at the Senior Center. Nine windowsills need replacement, and an estimate has been obtained. The front door needs to be painted, there was discussion on making all town buildings. consistent and painting the door and shutters black, the Town Administrator shared that there was some desire from Council on Aging members to paint the door red and a spray paint sample is currently on the door, there was a reminder that it is a town owned building and that the board is looking for consistency.. The back room (former election closet) is used for haircuts, the carpet has been removed and flooring will be installed, the room will be painted.

j. FY22 Audit - The audit was in the packet and the Town Administrator shared that corrective actions are already taking place. The segregation of water bill collections will take place once the new Asst. Treasurer& Collector is in place, the goal is to make this transition happen around the first of the year. Department heads have been informed about signing off on employee timecards. Discussion on finding a new auditing company for the FY24 audit, the Town Administrator reminded the board that an RFQ was distributed with no responses however she will reissue.

Town Administrator Updates

Sandmill Bridge Project - The design for the bridge is at the land acquisition phase and certified letters were mailed to all abutters impacted by permanent and temporary easements. An appraisal company will be hired.

669 Sandmill Road - After receiving information regarding a recreational camp and the appearance of unpermitted mini homes the Department of Public Health was contacted as well as BRPC for health agent support. An inspection is being coordinated with a member of the Board of Health, a BRPC Health Agent and the Building Commissioner.

Primary Water Operator - The Water Commissioners will be attending the next meeting to recommend a hire for the Primary Water Operator position.

Announcements From Board Members

M. Francesconi shared that the zoning Enforcement Officers are stating that Airbnb rentals are not allowable according to the Zoning Bylaws. A legal opinion will be sought, the Town Administrator has already contacted the Planning Board chair to have their address.

S. McGrath shared that Aaron Singer would like to be appointed as BRPC Alternate, this will be put on the next agenda.

Discussion on the Code Red emergency program and the ability to map and contact residents within a certain area, this was brought up due to the amount of rain and potential flooding. The board was reminded the Code Red is an opt in program and if residents have not signed up, they would not get the call. Another push will be made for residents to sign up for the program.

Public Comment

Liseann Karandisecky spoke about cyanobacteria in the lake and how to inform and educate residents there are no current blooms., she also shared that testing is every two weeks. The HLD is looking into more advanced water monitoring and informed the board that the NOI from the Conservation commission has been approved.

Kathy Levesque commented on the pristine condition of the Cemetery this year, stating that it looks better than it ever has. . The Town Administrator will share her comments with the Cemetery Commission and Foreman.

Regular Meeting Adjourn & Enter Executive Session

A motion was made by S. McGrath and seconded by M. Francesconi to adjourn the regular meeting at 7:55 p.m. and enter into executive session MGL Chapter 30A, Section 21, Reason 3 Warner vs. Town of Cheshire to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigation position of the public body and the chair so declares and not to return to the regular meeting.

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

Respectfully Submitted:
Jennifer Morse
Town Administrator
July 14, 2023

Document List

1. Agenda – July 11, 2023
2. Email from Chief Francesconi regarding Fire Station Floor with Images
3. Email from Chief Francesconi regarding Fire Station Update with Images
4. Director of Public Works Draft Job Description
5. Highway Foreman Draft Job Description
6. Council on Aging Van Driver Draft Job Description
7. CPD Body Worn Camera Policy
8. Costa, Tellerman, Mead Client Fee Agreement
9. Letter regarding Community Compact Best Practice Grant
10. Anne Furey Resignation Letter
11. Cody Alvarez Resignation Letter
12. Line-Item Transfers