TOWN OF CHESHIRE

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

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – August 22, 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 August 22, 2023, at 6:30 PM

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

Board of Selectmen Member Absent: Ray Killeen, Member

Others Present: Jennifer Morse, Town Administrator; Rick Gurney, Water Commissioner; Corey McGrath, Facilities Manager; Tom Francesconi, Fire Chief; Lynn Melchiori; Peter Traub; Dick Scholtz; Art Kaufman; Mark Biagini.

Summary of Votes:

• Vote to hire Ed Bunn as Primary Water Operator	4-0
• Vote to hire Steve Hakes as Custodian	4-0
• Vote to approve September Cheshire Rod & Gun liquor licenses	3-0-1
• Vote to approve Consent Agenda with edits to the 8/15/23 minutes	4-0
• Vote to enter Executive Session - Highway Foreman position	4-0
• Vote to hire Corey Swistak as Highway Foreman, non-bargaining position	4-0
• Vote to adjourn at 8:40 p.m.	4-0

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

Primary Water Operator Position

Water Commission Chair, Rick Gurney joined the board to recommend the hiring of Ed Bunn as Primary Water Operator. Mr. Bunn shadowed the water department last week and all questions have been resolved. The DPW Director also recommended Mr. Bunn for the position. He has the required licenses except for the T1, and he is set to obtain that license by year end. The position will start at $52,000 per year, once the T1 license is obtained the salary will increase to $60,000 per year.

A motion was made by M. Francesconi and seconded by J. Levesque to offer the Primary Water Operator position to Edward Bunn IV.

Roll Call Vote: R. DeAngelis – Yes; J. Levesque- Yes; S. McGrath – Yes; M. Francesconi- Yes

Motion Carries: 4-0

AFG Award

Chief Tom Francesconi joined the board to announce that the Fire Department is the recipient of another AFG award. This grant will provide the Fire Department with 1- CPR Device (Lucas) and 4 – AED's. Current AED's will be distributed to various buildings including the Town Hall, Transfer Station, and Community House. Discussion on applying for a drone in the next round of funding and a truck. The Fire Department has put together an apparatus committee to make recommendations. The Fire Chief thanked the Town Administrator for her work on the grant.

Consent Agenda

- Minutes – August 8, 2023; August 15, 2023
- Warrants – PR 24-04; AP 24-05

A motion was made by M. Francesconi and R. DeAngelis to approve the consent agenda with edits to the August 15, 2023, minutes.

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

Discussion/Decision Items

Custodian Position

The Town Administrator shared that she met with current cemetery groundkeeper Steve Hakes who is interested in the position, she is recommending that the board hire Mr. Hakes to the custodian position at 15 hours per week. Steve will continue to work for the cemetery department for the remainder of this season.

A motion was made by R. DeAngelis and seconded by S. McGrath to hire Steve Hakes as Custodian.

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

Cheshire Rod & Gun Club – September 2, September 9, September 16, September 17, September 23, September 30

A motion was made by M. Francesconi and seconded by S. McGrath to approve the Cheshire Rod & Gun Club September liquor licenses.

Roll Call Vote: R. DeAngelis – Yes; J. Levesque- Abstain; S. McGrath – Yes; M. Francesconi- Yes
Motion Carries: 3-0-1

Wells Park/Meadowbrook Lane

Meadowbrook Lane properties have no frontage and there was discussion about taking steps to make the private way a town owned roadway. Discussion on private roadways, it was noted that Meadowbrook Lane is not a private roadway but a driveway The DPW Director and Town Administrator will research all private ways maintained by the Town and bring them to a future meeting of the board for discussion.

Move Veteran Memorial from Town Hall Complex to the Community House

Discussion on moving the Veteran Memorials from the Town Hall common to the Community House. M. Francesconi spoke about the current parade route and how the new location of the memorials would allow for the parade to start/stop in one location followed by the ceremony in a less congested location of town. Audience members Mark Biagini and Art Kaufman spoke about the historical location of the monuments and concern about moving the memorials without community input. R. DeAngelis felt that the memorials would have more visibility at the new location, S. McGrath agreed. M. Francesconi shared her opinion that the Town Hall common is visually cluttered with the horse troth, crab apple tree, memorial, flagpole, and memorial all in one location at the intersection. The Town Administrator noted that if the monuments were to be re-located then the library would

have more space for outdoor activities. The Town Administrator will post the website and Facebook seeking input from residents before any decisions are made.

Community House to Do List Update - School District request for extension if needed.

The Town Administrator shared that the flooring will be done the first weekend in September, the painters will be providing estimates this week, furniture has been ordered. The School District is set to move the remainder of their belongings on Friday August 25, 2023. Superintendent Dean did request a space if needed after September 1st, the Town Administrator shared that they are having a problem with Verizon and their internet services. It was agreed to allow the School District one office space for up to one month if needed.

Draft Letter to legislators regarding HD 4420

The draft letter was reviewed by the Board. The board requested that the draft be sent to Chief Alibozek to see if he is willing to sign. Audience member Dick Scholtz made comments regarding the proposed bill.

BRPC – Request for Cheshire Board of Selectmen Representative

Berkshire Regional Planning Commission is looking for a representative from the board to participate in the North Central Berkshire subregional caucus to appoint a representative and alternate to the Berkshire Metropolitan Planning Organization. S. McGrath will serve as the Board of Selectman representative.

Town Administrator Updates

Community Compact – Best Practices Grants – Capital Planning, Wage/Salary

The grant round has opened, and the Town is eligible to apply for up to two best practice grants. The Town Administrator shared that she has been working with UMASS Collins Center on two projects, one to do a Capital Plan and one to do a Wage/Salary comparison.

Chapter 70 Workshop – September 12

The Town Administrator and S. McGrath will be attending a workshop on September 12 on Chapter 70 funding.

DPW Director shared that Steve Petrie from Northeast -3D, LLC provided the Twon will scale and dimensioned exterior views of the old section of the Community House including a digital scan. Corey demonstrated the details in the scan of the roof and the Town Administrator will forward the details to board members. All the work was done free of charge by Steve and a thank you letter will be sent to him on behalf of the town.

MSPCA Grant - The town applied for a received a grant for bearproof trash receptacles that will be placed on the Community Center grounds, the award is for 2 – 110-gallon metal containers.

Announcements from Board Members

M. Francesconi shared that Cruise Night was a success, however clean up volunteers were disgusted with the amount of trash left behind. It was noted that there were parking issues and that there was not a lot of police presence at the event.

J. Levesque asked about progress on the Sandmill Bridge. The Town Administrator shared that correspondence has been sent to all abutters affected by the temporary and permanent easement. An appraisal company has been contracted to provide appraisals which will then be sent to town counsel for review before any steps are taken int the process. The project is set to go out to bid in February for construction next summer.

Public Comment

Dick Scholtz shared historical information regarding a song composed by John Lealand called “the morning trumpet” the information will be passed on to the Historical Commission.

Mark Biagini spoke about safety concerns related to the fence on private property at the intersection of Main and East Main St. Mark felt that it was dangerous as it impacts the line of vision when turning onto East Main Street. The Twon Administrator shared that the Police Department looked at the situation as did the Highway Department. Members will look and add the topic to a future agenda if necessary.

Art Kaufman noted that there are invasive weeds along Curran Road as well as large potholes. The DPW director is aware and noted that roadside mowing and pothole repair is on the list for repair this fall.

Executive Session – MGL Chapter 30A, Section 21A Highway Foreman Position

A motion was made at 7:55 p.m. by S. McGrath and seconded by J. Levesque to enter executive session to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel.
Roll Call Vote: R. DeAngelis – Yes; J. Levesque- Yes; S. McGrath – Yes; M. Francesconi- Yes
Motion Carries: 4-0

Return to Open Session at 8:30 p.m.

A motion was made by M. Francesconi and seconded by R. DeAngelis to hire Corey Swistak as Highway Foreman at a rate of $24.98 per hour plus a $250 stipend per week. The position will not be a part of the bargaining unit and will allow for a $250 boot allowance and 90 days of sick day accumulation.
Roll Call Vote: R. DeAngelis- Yes; J. Levesque – Yes, M. Francesconi – Yes
Motion Carries: 4-0

Adjournment

A motion was made by M. Francesconi and seconded by J. Levesque to adjourn the meeting at 8:40 p.m.
Roll Call Vote: R. DeAngelis – Yes; J. Levesque- Yes; S. McGrath – Yes; M. Francesconi- Yes
Motion Carries: 4-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
August 24, 2023

Document List

1. Agenda – August 22, 2023
2. AFG Award Letter
3. Draft Minutes – August 8, 2023
4. Draft Minutes – August 15, 2023
5. Email BRPC regarding Subregional Rep. to Berkshire MPO
6. Highway Department Report
7. COA July Report
8. Historical Talk and Slide Show Flyer
9. BRPC and BCSA Invite to 2023 Annual Meeting and Reception

Approved: September 5, 2023

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Agenda – August 22, 2023
6:30 PM

Cheshire Community House – Cafeteria
(former Cheshire Elementary School)

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Primary Operator Position – Meeting with Water Commissioners – 6:30 p.m.
3. AFG Award - (1) CPR Device, (4) AED
4. Consent Agenda
   a. Minutes of August 8, August 15
   b. Warrants PR24-04, AP24-05
5. Discussion/Decision Items
   a. Custodian Position – Stephen Hakes
   b. Cheshire Rod & Gun Club – Sept. 2, Sept. 9, Sept. 16, Sept. 17, Sept. 23, Sept. 30.
   c. Wells Park, Meadowbrook Lane
   d. Move Veterans Memorial from Town Hall Complex to Community House
   e. Community House To Do List Update- School District request for extension if needed
   f. Draft letter to legislators regarding HD 4420
   g. BRPC – Request for Cheshire Board of Selectmen Representative
6. Town Administrator Updates
   a. Community Compact – Best Practices Grants – Capital Planning, Wage/Salary
   b. Chapter 70 Workshop – September 12
7. Announcements from Board Members
8. Public Comment
9. Any other business not anticipated 48 hours prior to the meeting.
10. Executive Session - MGL Chapter 30A, Section 21A Highway Foreman Position
    To conduct strategy sessions in preparations for negotiations with nonunion personnel or to conduct collective bargaining session or contract negotiations with nonunion personnel.

Submitted by: Jennifer Morse – Town Administrator Posted: 8/18/23 @ 9:35 a.m.

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

Award Letter

U.S. Department of Homeland Security
Washington, D.C. 20472

FEMA

Effective date: 08/11/2023

Jennifer Morse
TOWN OF CHESHIRE
TOWN OF CHESHIRE PO BOX 647
CHESHIRE, MA 01225

EMW-2022-FG-05480

Dear Jennifer Morse,

Congratulations on behalf of the Department of Homeland Security. Your application submitted for the Fiscal Year (FY) 2022 Assistance to Firefighters Grant (AFG) Grant funding opportunity has been approved in the amount of $30,075.10 in Federal funding. As a condition of this grant, you are required to contribute non-Federal funds equal to or greater than 5.00% of the Federal funds awarded, or $1,503.76 for a total approved budget of $31,578.86. Please see the FY 2022 AFG Notice of Funding Opportunity for information on how to meet this cost share requirement.

Before you request and receive any of the Federal funds awarded to you, you must establish acceptance of the award through the FEMA Grants Outcomes (FEMA GO) system. By accepting this award, you acknowledge that the terms of the following documents are incorporated into the terms of your award:

- Summary Award Memo - included in this document
- Agreement Articles - included in this document
- Obligating Document - included in this document
- 2022 AFG Notice of Funding Opportunity (NOFO) - incorporated by reference

Please make sure you read, understand, and maintain a copy of these documents in your official file for this award.

Sincerely,

PAMELA WILLIAMS
Assistant Administrator, Grant Programs

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – August 8, 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 August 8, 2023, at 6:30 PM

Board of Selectmen Members Present: Shawn McGrath, Chair (arrived at 7:36 p.m.)
Jason Levesque, Vice Chair
Ron DeAngelis, Member
Ray Killeen, Member
Michelle Francesconi, Member

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Lynn Melchiori; Peter Traub, Liseann Karandisecky; Michael Alibozek, Police Chief

Summary of Votes:

- Vote to hire Corey McGrath as DPW Director 4-0
- Vote to approve the Consent Agenda as presented 4-0
- Vote to approve up to $1,000 in ARPA funds for BRTA vouchers for elderly 5-0
- Vote to approve the ADA Self Evaluation and Transition Plan 5-0
- Vote to adjourn at 8:35 p.m. 5-0

J. Levesque opened the meeting of the Board of Selectmen at 6:30 p.m. Shawn McGrath was not in attendance due to his relationship with one of the applicants.

DPW Director

J. Levesque welcomed two applicants, Ed Rondeau at 6:30 p.m. and Corey McGrath at 7:00 p.m. There was a third applicant who withdrew earlier in the day. J. Levesque informed each applicant that they would be asked a series of questions. Questions pertaining to the new role, implementation of policies and procedures, goals, negative feedback, strategies to manage multiple projects, safety on work sites, project funding and explanation of qualifications.

After the interviews were complete the board discussed the position and applicants. R. DeAngelis spoke about the importance of the position, stating that it is critical for the town to be successful, stressing that this is a management position. R. Killeen spoke about the importance of all highway workers being skilled in equipment operation. M. Francesconi shared that Ed Rondeau has experience to offer, as does Corey McGrath who has put in a lot of effort and made positive changes in the time he has worked for the town.

A motion was made by R. DeAngelis and seconded by M. Francesconi to offer the Department of Public Work Director position to Corey McGrath.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
Motion Carries: 4-0-1
An executive session will be held next Tuesday to negotiate a salary. Member R. DeAngelis will sit down with Corey and the Twon Administrator this week to discuss the salary with a step program for licensing.

Consent Agenda
Minutes – July 25, 2023
Warrants – PR 24-03, AP24-04

A motion was made by M. Francesconi and seconded by R. DeAngelis to approve the consent agenda as presented.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
Motion Carries: 4-0-1

Shawn McGrath joined the meeting at 7:36 p.m.

Discussion/Decision Items

1. Highway Foreman Hiring Process - Three applications were received: one internal applicant. The Town Administrator will contact the union to discuss the position and salary.
2. Police Department Part Time Officer Posting - Chief Alibozek joined the board to discuss a policy that would require part time officers to work 32 hours per month. Discussion on putting a policy into place starting in October, the chief would have the authority to waive the requirement for extenuating circumstances. The Town Administrator also requested that the Chief update the board on the plan for a Student Resource Officer at the high school. The Chief informed the board that he had spoken with the Adams Police Chief regarding mutual aid agreements, the current mutual aid agreements allow for cross jurisdiction in emergency situations only. He also spoke with Aaron Dean about putting a security officer on daily basis until the details of the position could be worked out, Chief stated that the school district had put aside funding the SRO position. M. Francesconi was concerned that a detail officer would not be trained to deal with SRO issues and that the Town was dealing with internal growing pains within the police department. The Town Administrator will reach out to the Adams Town Administrator and Superintendent Dean to have a conversation regarding the SRO position.
3. Custodial Services - The Town Administrator contacted four outside vendors for cleaning services, two of the four were not within the budget, one did not respond and the fourth did not have the time. The job description was in the packet and the board agreed to post for fifteen hours per week. The Town Administrator shared that the position entails, once a week cleaning at the Highway Garage, Town Hall, and Fire Station and twice per week cleaning at the Community House and Senior Center.
4. Van Driver Position - The Town Administrator shared that one applicant was interviewed but took a position elsewhere. Arrangements are being made for alternate drivers. R. Killeen spoke about the use of BRTA vouchers for the bus and paratransit systems.
   A motion was made by S. McGrath and seconded by M. Francesconi to approve up to $1,000 in BRTA vouchers to be used at the COA discretion for senior transportation.
   Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
   Motion Carries: 4-0-1
5. Town Office Transition to Community House Update - There was a TO DO list in the packet, the Town administrator shared that all town offices have had the opportunity to walk through the spaces and most are move in ready. She met with IT this last week and except for the Town Clerk office it will be an easy

transition. The Town Clerk office will take a little longer to move over due to the state computer system, however the MBI lines are already in place.

6. ADA Self Evaluation and Transition Plan - *A motion was made by S. McGrath and seconded by M. Francesconi to adopt the plan recognizing that it is a working document.*
   Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; J. Levesque - Yes
   Motion Carries: 4-0-1

Town Administrator Updates

Copier - With the move of the Town Office and the number of older copiers in each department the Town Administrator is recommending the purchase of a new copier that will be in a central location for use by all boards, committees, and employees. The older copiers will be phased out as they become obsolete.

Community Compact Best Practices - The Town Administrator shared that she had reached out to the UMASS Collins Center regarding scope of work proposals for two community compact grants. The plan is to apply for two grants, one for Capital Planning and a Wage/Salary Study.

Announcements from Board Members

M. Francesconi - Cruise Night will be Saturday August 19, 2023, from 4-9 p.m. at the Community House
Proposed changes to the Comprehensive Health and Physical Education framework by DESE are in the public hearing phase, Lynn Melchiori will send out link and information to the board.

J. Levesque - Should the board send a letter to Rep. Barrett office regarding unfunded mandates. The Town Administrator will follow up with Rep. Barrett office.

Public Comment - None

Adjournment

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 8:35 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
August 14, 2023

Document List

1. Agenda August 8, 2023
2. DPW Director Interview Questions
3. DPW Director Job Description
4. Draft Minutes – July 25, 2023
5. Town Building Custodian Job Description
6. Community House To Do List
7. ADA Self Evaluation & Transition Plan
8. Woodlands Partnership of Northwest MA
9. Highway Department – Bi-Weekly report

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes – August 8, 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 August 15, 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; Lynn Melchiori.

Summary of Votes:

• Vote to enter Executive Session at 6:30 p.m. – Warner vs. Town of Cheshire	5-0
• Vote to enter Regular Session at 6:37 p.m.	5-0
• Vote to approve from ARPA funding the purchase of a new Copier	5-0
• Vote to hire Stephanie Bordeau as Van Driver	5-0
• Vote to enter Executive Session at 7:20 p.m. – DPW Director Negotiations	4-0-1
• Vote to enter Regular Session at 7:35 p.m.	4-0
• Vote to approve the DPW Salary & Step Program	4-0
• Vote to adjourn at 7:40 p.m.	4-0

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

Executive Session – MGL Chapter 30A, Section 21, Reason 3 Warner vs. Town of Chesshire

A motion was made by S. McGrath and seconded by M. Francesconi to enter executive session to discuss strategy with respect to collective bargaining or litigation if an open meeting may have a detrimental effect on the bargaining or litigating position of the public body and the chair so declared.

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

A motion was made at 6:37 p.m. in Executive Session to enter the Regular Meeting; the motion was made by J. Levesque and seconded by M. Francesconi.

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

Discussion/Decision Items

Town Office Copier Quotes and Appropriate of ARPA funds:

A motion was made by M. Francesconi and seconded by J. Levesque to utilize ARPA funds to purchase a new copier for use at the Community House.

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

Part Time Police Officer Policy – Required Work Hours

The letter was reviewed by the board with one edit, the Town Administrator will pass on the changes to the Chief.

Facilities Maintenance Technician Job Description

The Town Administrator shared that she and the DPW Director reviewed the job description and eliminated duplicate information. R. DeAngelis asked to have the language change to reflect high school diploma or equivalent required. It was agreed to post the position.

Assistant Town Clerk Position

The Town Administrator shared that she had spoken with the Town Clerk it is recommended to fund the Assistant Town Clerk salary from the Town Clerk line item. The Town Administrator shared that the funds would need to be replenished with funding from free cash or a line-item transfer at the end of the fiscal year. The position will be approximately five hours per week. It was agreed to post the Assistant Town Clerk position.

Van Driver Position – Stephanie Bourdeau

The Town Administrator shared that she and the Council on Aging Director had interviewed Stephanie Bordeau for the van driver position. It was noted that Ms. Bordeau has experience working with the elderly population and has experience as a van driver.

A motion was made by S. McGrath and seconded by J. Levesque to hire Stephanie Bordeau as a Van Driver.

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

Town Administrator Updates

The Town Administrator shared that reconciling the police detail account has proven to be challenging noting that at the end of the fiscal year there was $43,762 in outstanding invoices. As of this week there is still $15,000 in outstanding reimbursements to the town. There was discussion regarding reconciliation, how the details are paid to officers and how they are distributed to the vendor for payment. The Town Administrator will work with the financial team and the Chief to come to a resolution which may include billing for services on a bi-weekly schedule.

Announcements from Board Members

J. Levesque inquired on the board supporting a letter to legislators regarding HD 4420. It was agreed that J. Levesque will draft a letter and the Town Administrator will get edits put into a final draft by the next meeting.

M. Francesconi noted information was received from Lynn Melchiori regarding the DESE changes to the Comprehensive Health and Physical Education Framework. There was a brief discussion regarding the mandate and Lynn will send more information to the board.

Public Comment - None

Executive Session – MGL Chapter 30A, Section 21, Reason 2 DPW Director

A motion was made at 8:20 p.m. by J. Levesque and seconded by M. Francesconi to discuss strategy session in preparation for negotiations with non-union personnel or to conduct collective bargaining sessions or contract negotiations with non-union personnel and to return to open session.

Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; J. Levesque – Yes, M. Francesconi – Yes; S. McGrath - Abstain

Motion Carries: 4-0-1

Shawn McGrath recused himself from the vote and left the meeting at 8:25 p.m. due to his relationship with the DPW Director.

Return to Open Session at 8:35 p.m.

A motion was made by M. Francesconi and seconded by R. DeAngelis to pay the DPW Director a salary of $70,000 per year; the base pay includes the Class B, Hoisting License and OSHA 10 certification. A twelve-step certification program will be instituted with each certification obtained the DPW Director will receive an increase of $1,750, over a four-year period.

Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; J. Levesque – Yes, M. Francesconi – Yes

Motion Carries: 5-0

Adjournment

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 8:40 p.m.

Roll Call Vote: R. DeAngelis- Yes; K. Killeen – Yes; J. Levesque- Yes, M. Francesconi – Yes,

Motion Carries 4-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
August 18, 2023

Document List

1. Agenda – August 15, 2023
2. Copier Quote
3. PT Officer Monthly Hours
4. Facilities Maintenance Tech Job Description
5. Assistant Town Clerk Job Description

From: Clete Kus
Subject: Meeting Regarding Subregional Representation on Berkshire MPO
Date: Wednesday, August 16, 2023 3:14:07 PM
Attachments: image002.png
image004.png
North Central Caucus Ltr.pdf
North Central Caucus Agenda.pdf
Explanation of the MPO.pdf
SubRegionMap.pdf

Dear Select Board:

The Berkshire Metropolitan Planning Organization includes select board members from each of four subregions across the Berkshires. In accordance with the Memorandum of Understanding for the MPO, representatives of the Select Boards from two of the subregions are called together each year to appoint a select board member from one of the subregion's towns to act as the MPO representative and another member, who must be from another town in the subregion, to act as the alternate. The current representative for the North Central subregion is John Boyle of Dalton. The alternate representative seat is vacant.

We have scheduled a North Central Berkshire subregional caucus for Monday, September 18th, at 5:30 p.m. This caucus will meet virtually via zoom (see agenda for meeting link). We would like a representative for each of the seven select boards (Cheshire, Dalton, Hancock, Hinsdale, Lanesborough, Peru and Windsor) in the subregion to participate in this important meeting. Participants should be prepared to determine who will be the North Central Berkshire subregion's representative and alternate to the MPO. Others are welcome to attend but it is important that each town have a representative who is empowered to act on its behalf and therefore we request that you appoint one for this meeting.

Please let me know who will be representing your select board at the caucus as soon as possible. You can contact me via email at ckus@berkshireplanning.org or phone at 442-1521, ext. 20. I look forward to seeing your town's representative at the meeting on September 18th.

Sincerely,



Clete Kus
Transportation Program Manager

Attachments:
Agenda for North Central Subregional Caucus Meeting
Explanation of the MPO

Clete Kus, AICP – Transportation Program Manager
1 Fenn St., Suite 201 | Pittsfield, MA 01201
O: 413.442.1521 x20
ckus@berkshireplanning.org
www.berkshireplanning.org

Explanation of the
Berkshire Metropolitan Planning Organization

The Berkshire Metropolitan Planning Organization (MPO) is responsible under federal law for carrying out a continuing, comprehensive and coordinated (3C) metropolitan transportation planning process for the Berkshire Region. Responsibilities and membership of the MPO is established through a Memorandum of Understanding signed by the Executive Office of Transportation & Public Works, MassHighway, the Berkshire Regional Planning Commission, and the Berkshire Regional Transit Authority which was approved on August 17, 2005 and amended on February 28, 2006 and March 29, 2011.

Most important to transportation planning in Berkshire County are the Transportation Improvement Program (TIP), the Unified Transportation Planning Work Program (UPWP) and the Regional Transportation Plan. The TIP is a prioritized, multi-year program, prepared annually, for the implementation of transportation improvement projects for the Berkshire County region. As such, it serves as a management tool to ensure the most effective use of funding for transportation improvements. It is also necessary for two other reasons. First, the TIP is a requirement of the transportation planning process as most recently legislated by Congress. Secondly, a transportation improvement is not eligible for federal funding unless it is listed in the TIP. The TIP must include a certification by the Metropolitan Planning Organization that the process is being carried on in conformance with various applicable federal regulations. Certification ensures the region's continued eligibility to receive federal funds for highway and transit projects.

The UPWP is a list, budget and description of all federally funded transportation planning work proposed to be performed during the year. The work is conducted mostly by BRPC staff and consultants working for BRPC under the auspice of the Berkshire Metropolitan Planning Organization (MPO). Like the TIP, the UPWP is a certification document required under the federal law governing metropolitan transportation planning.

Finally, the Regional Transportation Plan is the long-range plan that guides transportation investments in Berkshire County for the next 25 years. The Plan ensures that various transportation projects are consistent with the area's overall development policies and are coordinated with one another to provide an effective transportation system that makes efficient use of available funds. It must be updated every four years.

In addition, the MPO reviews and approves special transportation studies affecting the region. These are usually prepared by BRPC staff, working closely with technical advisory committees, the affected communities and interests, and the public. These studies, when approved, are incorporated into the Region's transportation plans and are the basis for design and construction projects or policy discussions. Recent examples include the South Street Alternatives Study in Pittsfield and the Downtown Pittsfield Circulation Study.

Cheshire Highway Department

Bi-weekly Activity

Monday – Cleaned grate on Nobody's RD, Checked roads/drains, roadside mowing on Wells, new air cans/drums on Truck3/

Tuesday – Blacktopped catch basins (4 repaired), patching on Outlook Ave, Mowed island/cheese press, Boom mowing on 116

Wednesday – Boom mowing on 116/Stewart White, Bollards up @ fuel pump, Marked center line on Depot St, Step ups put on Brush Truck, unloaded pallet of speedy dry (1/2 to FD ½ to shop),

Thursday – Boom mowing on Fales Rd/Sandmill RD, brush hog Wells RD, Blow roads brom mowing, mow weed whacked Church ST (high grass areas).

Friday – Removed remaining debris from beaver damn, Training on new steel wrist with company, millings at new gate at the community house.

Monday – pickle ball court prep, stated weed whacking sidewalks, T2 to Johnson ford for recall

Tuesday – road/catch basin check (heavy rain), oil change/tie roads on F350, checked front end of old 1 ton, went over ram5500 (brake check), removed fence at LL field, fixed/raised new gate at community house, cut tree down on Church ST, chipping at dump for 45min

Wednesday – Boom mowed Fred Mason Rd (weed whacked guardrails), continued sidewalks on Church ST, Zwack Equipment show, chipping at dump, loaded 6 LB trucks (milling removal)

Thursday – Finished bar replacement on Ram, weed whacked Wells Rd guardrail, finished sidewalks, mowed cheese press/islands, dug out waterways on Henry Wood/116.

July, we served 392 meals. (up 43 from last month)

I have 1 kitchen volunteer that works all 5 days, 1 that does all 1 in person, 1 that helps set tables 2 days per week, 4 additional volunteers that help Wednesdays only. Their hours range from 2-33 hours a month. ($30.00-$495.00 @15.00 per hour) These hours are submitted to Elder Services every month separated by person.

Anne (Van Driver) has 13-18 unduplicated riders each month with many going every week (a few new people have started) Anne goes and does shopping for home bound people as well as Dr. App., errand running, vet appointments, and taking seniors to visit loved ones.

Hours

Phone calls range daily from 9-18 even more than that with upcoming clinics and events (30 min - 1 hour daily) (2-4 hrs. weekly)

Email- (1 hr. daily) (4 hrs. weekly)

Kitchen (calling in orders, supplies, handing out and serving lunches, dishes) chatting with participants. (1.5 hours daily) (4.5 hrs. weekly)

Weekly Facebook updates for meals, events, messenger replies/emails sent to add to Fire Station Board, iBerkshires, Eagle (1.5 hrs. weekly)

Managing signup for events/ticket distribution/money handling Including signups for van riders and promoting (1 hr. weekly as needed)

Elder Service paperwork including volunteer hours tracking (2 hrs. weekly)

Reminder Calls to those signed up for events (1 hour weekly)

Outreach (1.5 hrs. weekly)

BRTA employee training/scheduling, drug testing (1 hr. weekly as needed)

Documenting Anne's travel and clients and (1 hr. weekly)

Filing (1.5 hr. weekly)

Northeast IT trainings (15 min as needed)

Decorating, undecorating and redecorating the center for holidays, events, seasons (1 hr. weekly as needed)

Payroll/Bills (1 hr. weekly)

Shopping for events, kitchen supplies (1 hr. weekly) 22-26 hrs total

Outreach

(19) Wellness calls

(12) Blood Pressure readings

(21) Printer Copies made for seniors

(2) Assistance with filling out paperwork.

(5) Calls for farmer's market coupons

(8) Walking Margaret to and from the center for lunches

***Daily Cleaning of the building, floors, and bathrooms until someone is hired to replace Andy**

***Driving participants to and from lunches and Bingo until we have a van driver**

Events

COOKOUTS- 8/14/23, 8/23/23, 8/29/23

7/20/23 Foot Clinic 8:30-1 (15 Signed up Fully Booked)

8/3/23 Card making with Lorraine @1 (12 attended)

8/14/23 Senior Haircuts 9-11(Fully Booked)

8/25/23 Brown Bag (18 people enrolled)

9/25/23 Senior Haircuts 9-11

9/21/23 Foot Clinic (15 signed up Fully Booked)

9/22/23 Brown Bag

10/23/23 Senior Haircuts 9-11

CHP Van for September and October are not scheduled yet. Waiting on a reply.

Reoccurring events

Bingo every Tuesday at 12:30 (14 to 20 attendees)

Quilting with Betty 2nd and 4th Thursday of every month (she decided to give summer a chance based off high demand)

Morning Exercise Class Mon, Wed, Fri from 9-10 (12-20 attendees)

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

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

CHESHIRE LIBRARY presents

Historical Talk & Slide Show

by BARRY EMERY

Sept. 13, 2023 7pm

Cheshire Community House

former Cheshire School

Highlighting Cheshire Digital Archive of over 20,000 items

Preview of new book: What Why When Where: More Historical Mysteries

Mass Cultural Council

From: Kate Hill Tapia
To: Kate Hill Tapia
Subject: BRPC & BCSA Annual Meeting & Reception October 5, 2023
Date: Friday, August 18, 2023 11:42:09 AM
Attachments: image001.png
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