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 – September 19, 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 September 19, 2023, at 6:15 PM

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

Board of Selectmen Members Absent: Jason Levesque, Vice Chair

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, Facilities Manager; Lynn Melchiori; Robin Wadsworth, Board of Assessors Administrative Assistant; Nancy Delorey, Board of Assessors; Barbara Astorino, Board of Assessors; Kellie Lahey, Board of Assessors; Chris Emerson; Rebecca Herzog; Michael Alibozek, Police Chief; Sonia DiSanti, Youth Center Director; Andre Charboneau, Youth Center Board Member; Jennifer DeGrenier, Youth Center Board Member; Jill St. John, Youth Center Board Member; Jessica Wojick, Youth Center Board Member; Sara Fredricks, Youth Center Board Member; Joseph Johnson, Youth Center Board Member; Aaron Singer, Planning Board Chair; Peter Traub, Planning Board; Art Kaufman, Planning Board Alternate; Dan Scorz, Planning Board; Fran Griswold, Planning Board

Summary of Votes:

- Vote to set a single tax rate for Fiscal Year 2024 4-0
- Vote to approve the consent agenda with edits to the minutes 4-0
- Vote to enter Executive Session for Youth Center Lease Discussion 4-0
- Vote to appoint Cody Alvarez as Part Time Police Officer 4-0
- Vote to appoint Paul Maloney as Assistant Harbormaster 4-0
- Vote to adjourn at 7:38 p.m. 4-0

S. McGrath opened the meeting at 6:15 p.m.

Tax Classification Hearing – 6:15 p.m.

Chair McGrath opened the Tax Classification Hearing at 6:15 p.m. Robin Wadsworth, Assessors Administrative Assistant; Nancy Delorey, Assessor; Barbara Astorino, Assessor; and Kellie Lahey, Assessor joined the board to

discuss the setting of a single tax rate, documents were sent to the board prior to the meeting. Robin explained the excess capacity and shared that she will be submitting the tax rate for approval this evening and expects to have an approved rate by the end of the week.

A motion was made by M. Francesconi and seconded by S. McGrath to set a single tax rate for Fiscal Year 2024.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen- Yes; M. Francesconi – Yes; S. McGrath - Yes
Motion Carries: -4-0

Consent Agenda

- Minutes of September 5, 2023
- Warrants PR 24-06; AP 24-07
- Fire Association – One Day Liquor License Approval

A motion was made by S. McGrath and seconded by R. DeAngelis to approve the Consent Agenda with edits.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; M. Francesconi – Yes; S. McGrath- Yes
Motion Carries: 4-0

Discussion/Decision Items

- Use of Town Hall/Annex - The Town Administrator shared that she has been approached for office space by the HLD, the Library would like to use the upstairs lobby for children's hour until the Town Clerk offices moves to the new space and the Historical Commission would like to use the Annex for historical displays. S. McGrath suggested that the police may want to utilize the Annex for office space since the current station is not easily accessible, they would retain their current space as well. R. DeAngelis wants to look at the cost to run the building and raise revenue to offset the costs. The board would like to have a joint meeting with the Library Trustees to discuss their expansion in the building.

- Change Job Titles for Senior Center Staff - The Town Administrator shared that she spoke with the Director regarding Title Changes for the staff at the Senior Center. It is the perfect time to make the change since the building was renamed and the wage/salary study will be looking at all job descriptions/titles. The Council on Aging will be discussing at their meeting on Wednesday and the Town Administrator will get their input on the changes. The Council on Aging Director will become the Senior Center Director, the Council on Aging Meals Coordinator will become the Senior Center Meals Coordinator and the Council on Aging Van Driver will become the Senior Center Van Driver. This will also give some delineation to the role of the Council on Aging as the Advisory Board for seniors and the role of the Director running the facility.

Town Administrator Update

- Pickleball Court Update - The court was poured by Grady and Jennings last week and must sit for twenty-eight days before it can be painted and sealed. Grady and Jennings also poured the pad at the BRTA bus stop at no cost.

- Chapter 70 Training - The Town Administrator and S. McGrath attended a Chapter 70 training with Mark Abrahams. She reported that she spoke with the Finance Committee chair and Mr. Abrahams and would like to set up a training before budget season specific to Cheshire and the Hoosac Valley Regional School District.

- Town Offices Move Update/Open House/Town Officials Meeting - The bylaws state that a meeting of Town Officials shall be held on the second Wednesday of October and April at 7:00 p.m., the meeting will

be set up for October 11th. Once the Town Offices are moved an Open House will be set up. As of the meeting the boards/committees, municipal clerk, DPW director and Town Administrator are all located in the new space. There was discussion about moving the Town Clerk to the former faculty room, it has approximately one hundred more square feet of working space than the other offices and would keep all Town Offices on the West End of the building. The board agreed that the Town Clerk office will be in the former faculty room.

Executive Session Meeting – Youth Center Lease Amendment

A motion was made by S. McGrath and seconded by M. Francesconi to enter executive session at 6:30 p.m. to do consider the lease of real property if the chair declares that an open meeting may have detrimental effect on the negotiating position of the public body.

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

Motion Carries: 4-0

Re-Enter Regular session at 6:33 p.m.

Planning Board Meeting to discuss Zoning Bylaws for Short Term Rentals and Shared Driveways

Aaron Singer, Fran Griswold, Peter Traub and Dan Scorz joined the board to discuss the request from the board to create a bylaw allowing Short Term Rentals. It was explained that the town adopted an MGL that allows for Short Term Rental excise however current zoning bylaws don't allow for short term rentals. There was discussion regarding the cost of consulting, revenue potential, cost to the town for enforcement. It was determined that the Town Administrator will investigate draft language for Short Term Rentals and Shared Driveways and will get it to the Planning Board for the next meeting.

The Town Administrator spoke with the Zoning Enforcement Officer about an ongoing odor complaint against Stafford Green. The Zoning Enforcement Officer requested language be implemented that spells out the number of days that need to lapse between complaints. During the conversation it was noted that the Stafford Green Decision included language that refers to Reduction and Odor Dispersal Methods including Windbreak/Buffers and High Fragranced Flowers and Ground Cover. The Town Administrator will reach out to Stafford Green to set up an inspection to ensure the orders within the Decision are being met.

Discussion/Decision Items

- Police Department Appointments – Cody Alvarez (PT Officer) and Paul Maloney (Asst. Harbormaster)

Chief Alibozek requested the appointment of Cody Alvarez (PT Officer) and Paul Maloney (Asst. Harbormaster)

A motion was made by S. McGrath and seconded by R. Killeen to appoint Cody Alvarez as Part Time Officer and Paul Maloney as Assistant Harbormaster.

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

Motion Carries: 4-0

S. McGrath asked Chief Alibozek if he would like to use the Annex as an office retaining the station, the Chief will think about it and get back to the board.

Announcements from Board Members

M. Francesconi was in contact with the owner Mary Stucken regarding her food composting company, her name and information will be forwarded to the Board of Health. She is also interested in serving on the Conservation Commission, the Town Administrator will forward her contact information to the Conservation Commission for consideration as an alternate.

Public Comment

Chris Emerson asked when the buntings were coming off the town hall and if the holes would be patched in the brick, Corey McGrath informed her that the hooks would be kept in place and are made of silicone. She also inquired about the moving of the War Memorial, this will be put on a future agenda for discussion, it was noted that this was an idea only at this time.

A resident on Windsor Road asked if the Town had a contract with Spectrum for build out to new properties. The Town Administrator stated that she did not believe so but would follow up, the reason she does not believe so is that the pumphouse also has not internet connection on Route 8 and she is not getting any result from Spectrum for the past two years.

Jennifer DeGrenier spoke about the Stafford Green odor control issues.

Adjournment

A motion was made by S. McGrath and seconded by M. Francesconi to adjourn the meeting at 7:38 p.m.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; M. Francesconi- Yes; S. McGrath – Yes
Motion Carries: 4-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
September 29, 2023

Document List

1. Agenda - September 19, 2023
2. LA4
3. LA5
4. Options Table
5. Minutes – September 5, 2023
6. COA Update - September

Approved: 10/17/23

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen
Board of Assessors
Planning Board

Meeting Agenda – September 19, 2023
6:15 PM

Cheshire Community House – Meeting Room
(former Cheshire Elementary School)

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Tax Classification Hearing with Board of Assessors – 6:15 p.m.
   The Board of Selectmen, in a joint meeting session with the Board of Assessors, will hold its Annual Tax Classification Hearing to consider the tax rate options available to the Town under the property tax classification and shall adopt a residential factor which shall be used by the assessors to determine the percentages of the local tax levy to be borne by each class of real estate and personal property.
3. Executive Session - MGL Chapter 30A, Section 21A , Reason 6 Youth Center Inc. Lease – 6:30 p.m.
   To consider the purchase, exchange, lease, or value of real property if the chair declares that an open meeting may have a detrimental effect on the negotiating position of the public body.
4. Planning Board Meeting to discuss Zoning Bylaws for AirBnB's, Shared Driveways, etc. - 7:00 p.m.
5. Consent Agenda
   a. Minutes of September 5, 2023
   b. Warrants PR24-06, AP24-07
   c. Fire Association One Day Liquor License – October 1, 2023
6. Discussion/Decision Items
   a. Police Department Appointments - Cody Alvarez (PT Officer) & Paul Maloney (Asst. Harbormaster)
   b. Use of Town Hall Offices/Annex
   c. Change Job Titles for Senior Center Staff
7. Town Administrator Updates
   a. Pickleball Court Update
   b. Chapter 70 Training
   c. Town Offices Move Update/Open House/Town Officials Meeting
8. Announcements from Board Members
9. Public Comment
10. Any other business not anticipated 48 hours prior to the meeting.

Submitted by: Jennifer Morse – Town Administrator Posted: 9/14/23 @ Noon

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

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

BUREAU OF LOCAL ASSESSMENT

Cheshire

TOWN

ASSESSMENT/CLASSIFICATION REPORT as of January 1, 2023

Fiscal Year 2024

Property Type	Parcel Count		Class1 Residential	Class2 Open Space	Class3 Commercial	Class4 Industrial	Class5 Pers Prop
101	1,143		337,758,600				
102	0		0				
MISC 103,109	90		13,964,500				
104	41		8,938,900				
105	7		1,472,600				
111-125	6		1,450,300				
130-32,106	181		9,238,500				
200-231	0			0			
300-393	29				11,603,800		
400-442	12					1,101,400	
450-452	1					227,900	
CH 61 LAND	4	0		0	98,588		
CH 61A LAND	33	53		0	603,599		
CH 61B LAND	1	2		0	85,521		
012-043	16		11,559,169	0	9,695,016	439,815	
501	41						681,295
502	13						1,617,119
503	0						0
504	4						7,985,400
505	1						913,300
506	1						796,200
508	3						364,232
550-552	2						1,569,800
TOTALS	***1,684***		***384,382,569***	***0***	***22,086,524***	***1,769,115***	***13,927,346***
Real and Personal Property Total Value							422,165,554
Exempt Parcel Count & Value						118	60,487,300

For CH 61, 61A and 61B Land: enter the mixed use parcel count in the left-hand box, and enter the 100% Chapter land parcel count in the right-hand box.

Signatures

Board of Assessors

Nancy A Delorey, Assessor , Cheshire , ndelorey@cheshire-ma.gov 413-743-3929 | 8/29/2023 7:03 PM

Kellie Lahey, Assessor , Cheshire , klahey@cheshire-ma.gov 413-743-3929 | 8/29/2023 6:59 PM

Barbara Astorino, Assessor , Cheshire , assessor@cheshire-ma.gov 413-743-3929 | 8/29/2023 7:05 PM

ASSESSMENT/CLASSIFICATION REPORT as of January 1, 2023

Fiscal Year 2024

Comments
505 - MCI VALUE IS BELOW OUR $10,000 BILLABLE VALUE AND IS NOT INCLUDED = DOES NOT EQUAL DOR GROWTH & UTILITY VALUE

Documents
Documents have been uploaded.

MASSACHUSETTS DEPARTMENT OF REVENUE

DIVISION OF LOCAL SERVICES

BUREAU OF ACCOUNTS

Cheshire

TOWN

CLASSIFICATION TAX ALLOCATION

Fiscal Year 2024

	LA4 VALUES		FFCV PERCENTS		SHIFT OPTIONS
Residential	384,382,569	Residential	91.0502	Min Res Factor at 150%	95.0852
Open Space	0	Open Space	0.0000	Min Res Factor at 175%	0.0000
Commercial	22,086,524	Commercial	5.2317	Chapter 3	0.0000
Industrial	1,769,115	Industrial	0.4191	Lowest Historical Res%	79.5650
Pers Prop	13,927,346	Pers Prop	3.2990	Prior FY LA5 Res Shift%	90.2871
Total	422,165,554	Total %	100.0000	Lowest Res Factor	95.0852
			INPUT OPTIONS		OPEN SPACE DISCOUNT
Levy (Recap Page1 Ic)	4,885,115	Resid Factor Selected	1.000000	Open Space Discount %	0.0000
		Com/Ind/PP Shift	1.00000	Open Space Factor	1.00000
		Single Tax Rate	11.57		
	SHIFT PERCENTS		TAX RATES		
Residential %	91.0502	Residential	11.57		
Open Space %	0.0000	Open Space	0.00		
Commercial %	5.2317	Commercial	11.57		
Industrial %	0.4191	Industrial	11.57		
Pers Prop %	3.2990	Pers Prop	11.57		
Total %	100.0000				

RESIDENTIAL EXEMPTION OPTIONS & CALCULATIONS (Upload Exemption Calculation Worksheet)

Total Residential Value	384,382,569	/ Total Res Parcel Count	0	= Average Residential Value	0
Avg Residential Value	0	X Res Exemption%(max35)	0.0000	= Residential Exemption	0
No. Eligible Res Parcels	0.000000	Total Res Value Exempted	0		
Total Residential Value	384,382,569	- Total Res Value Exempted	0	= Tot Res Value After Exemption	0
Total Residential Value	384,382,569	/ # Eligible Res Parcels	0.000000	= Approx. Break-Even Value	0

SENIOR MEANS TESTED EXEMPTION OPTIONS & CALCULATION (Upload Exemption Calculation Worksheet)

No. Eligible Res Parcels	0	Total Res Value Exempted	0		
Total Residential Value	384,382,569	- Total Res Value Exempted	0	= Total Res Val After Exemption	384,382,569

COMBINED IMPACT OF SENIOR MEANS TESTED AND RESIDENTIAL EXEMPTIONS

Residential Exemption	0	+ Senior Means Tested Exemption	0	= Combined Res Value Exempted	0
Total Residential Value	384,382,569	- Combined Res Value Exempted	0	= Total Res Val After Exemptions	384,382,569
Net Value of 101 Parcels After Combined Exemptions		0			

SMALL COMMERCIAL EXEMPTION OPTIONS & CALCULATION

CLASSIFICATION TAX ALLOCATION

Fiscal Year 2024

No. Eligible Com Parcels	0				
Com Exemp % (max 10%)	0.0000	X Total Value of Eligible Parcel	0	= Total Com Value Exempted	0
Tot Com & Indus Value	23,855,639	- Total Com Value Exempted	0	= Com & Ind Val after Exemption	23,855,639

LA5 Certification

Public Hearing Held on: Date 9/19/2023 Time 6:15 PM at 191 CHURCH STREET Adopted on Date

The LA-5 excess capacity for the current fiscal year is calculated as 37,323.77

The LA-5 excess capacity for the prior fiscal year is calculated as 27,079.46

If adopting a residential or senior means tested exemption, the Exemption Calculation Worksheet must be uploaded to submit the LA - 5.

Signatures

No signatures to display.

Documents

No documents have been uploaded.

OPTIONS TABLE (splitting the tax rate)

CLASS	VALUE	%	
Residential	384,382,569	91.0502	**R & O %**
Open Space	0	0.0000	91.0502
Commercial	22,086,524	5.2317	
Industrial	1,769,115	0.4191	**C I P %**
Personal Property	13,927,346	3.2990	8.9498
Total	422,165,554	100.0000	

ENTER A LEVY (ESTIMATED IF NECESSARY)

Levy	4,885,115
Single TaxRate	11.57

CLASSIFICATION OPTIONS

RESIDENTIAL/SENIOR MEANS TESTED EXEMPTION

Res # of Eligible Parcels	0.000000
Res Parcel Count	0
Res Exemption %	0.0000
Res Value Exemptwed	0
Senior # Eligble Parcels	0
Senior Value Exempted	0
Total Res Value Net of Exemption	384382569

SMALL COMMERCIAL EXEMPTION

# of Eligible Parcels	0
Total Value of Eligible Parcels	0
Comm Exemption %	0.0000
Total C & I Value Net of Exemption	23,855,639

ENTER CIP SHIFT RANGE

Shift Range	1.00	1.50
Shift Increment %		10.00
Max Shift Allowed		1.50

Note: This table should be used for planning purposes only. Actual calculations may differ slightly due to rounding.

CIP Shift	Res Factor
1.0000	1.0000
1.1000	0.9902
1.2000	0.9803
1.3000	0.9705
1.4000	0.9607
1.5000	0.9509

Share Percentages

Res SP	OS SP	Comm SP	Ind SP	PP SP	Total SP
91.0502	0.0000	5.2317	0.4191	3.2990	100.0000
90.1552	0.0000	5.7549	0.4610	3.6289	100.0000
89.2602	0.0000	6.2780	0.5029	3.9588	100.0000
88.3653	0.0000	6.8012	0.5448	4.2887	100.0000
87.4703	0.0000	7.3244	0.5867	4.6186	100.0000
86.5753	0.0000	7.8476	0.6287	4.9485	100.0000

Levy Amounts

Res LA	OS LA	Comm LA	Ind LA	PP LA	Total LA
4,447,907		255,575	20,474	161,160	4,885,115
4,404,186		281,132	22,521	177,276	4,885,115
4,360,465		306,689	24,568	193,392	4,885,115
4,316,745		332,247	26,616	209,508	4,885,115
4,273,024		357,804	28,663	225,624	4,885,115
4,229,303		383,362	30,710	241,740	4,885,115

Esimated Tax Rates

Res ET	OS ET	Comm ET	Ind ET	PP ET
11.57	0.00	11.57	11.57	11.57
11.46	0.00	12.73	12.73	12.73
11.34	0.00	13.89	13.89	13.89
11.23	0.00	15.04	15.04	15.04
11.12	0.00	16.20	16.20	16.20
11.00	0.00	17.36	17.36	17.36

August we served 468 meals. (up 76 from last month)

I have 1 kitchen volunteer that works all 5 days, 2 that help 2 days per week, 3 additional volunteers that help Wednesdays only. Their hours range from 6-32 hours a month. ($90.00-$480.00 @15.00 per hour) These hours are submitted to Elder Services every month separated by person.

(Van Driver) has 13-18 unduplicated riders each month with many going every week. The drivers do shopping for home bound people as well as Dr. App., errand running, vet appointments, and taking seniors to visit loved ones. (Stephanie is all done with trainings and began driving September 5th. We have Les Rhinemiller as our only backup driver)

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 hrs. weekly)

Weekly Facebook updates for meals, events, messenger replies/emails sent to add to Fire Station Board, iBerkshires, Eagle (1 hr. 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 (1.5 hrs. weekly)

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

Outreach (1.5 hrs. weekly)

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

Documenting Van driver travel and clients and submitting monthly paperwork (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) 21-26 hrs total

Outreach

(19) Wellness calls

(11) Blood Pressure readings

(30) Printer Copies made for seniors

(3) Assistance with filling out paperwork.

(3) Calls for farmer's market coupons

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

Events

COOKOUTS- 9/11/23 (45 people) 9/26/23

Homemade soup and Panini 10/10/23, 10/26/23 (we will be doing this twice a month, alternating between soup/sandwich and other comfort food favorites)

9/21/23 Foot Clinic 8:30-1 (15 Signed up Fully Booked)

10/19/23 Card making with Lorraine @1

9/25/23 Senior Haircuts 9-11

10/23/23 Senior Haircuts 9-11

9/22/23 Brown Bag (18 people enrolled)

10/27/23 Brown Bag

Fall gnome wall art craft. (October date TBD)

Pinecone Trees Craft event (November date TBD)

Reoccurring events

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

Quilting with Betty 2nd and 4th Thursday of every month

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