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 –November 14, 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 November 14, 2023, at 6:15 PM. There was one recording device.

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, DPW Director; Lynn Melchiori; Bob Tetlow; Art Kaufman, Peter Traub; Ed Bassi, Historical Commission; Jen DeGrenier, Historical Commission; Lois Nagle; Bob Hitter; Diane Hitter; Cheryl McGuire; Liseann Karandisecky, Historical Commission; Jared Martin, Historical Commission; Tom Francescon, Historical Commission & Fire Chief; Courtney Morehouse, BRPC.

Summary of Votes:

- Vote to approve the Consent Agenda as presented 5-0
- Vote to appoint Ed Bassi to the Historical Commission 5-0
- Vote to appoint Corey McGrath as Alternate to NBSWMD 4-0-1
- Vote to appoint Art Kaufman, Jenny Gadbois, Aarons Singer as members and Lynn Melchiori as Alternate to the Open Space & Recreation Committee 4-0-1
- Vote to approve the 2024 Paid Holiday Schedule 5-0
- Vote to approve the pole request for Stafford Hill Road 5-0
- Vote to discontinue maintenance on Quarry Road, Meadowbrook Lane and Sunrise Terrace due to legal opinion regarding private roadways 4-1-0
- Vote to adjourn the meeting at 7:15 p.m. 5-0

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

Joint Meeting with Historical Commission – Recognition of Bob & Diane Hitter Retirement

The Board of Selectmen and Historical Commission recognized Bob & Diane Hitter for their combined thirty - seven years of service on the Historical Commission. Jennifer DeGrenier, Chair of the Historical Commission recognized the accomplishments of the couple in their tenure on the commission (see packet). Shawn McGrath, Chair of the Board of Selectmen presented the couple with a citation from the Commonwealth of Massachusetts, House of Representatives.

Consent Agenda

- Minutes – October 17, 2023
- Warrants – PR 24-09; AP 24-10

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

Discussion/Decision Items

- Historical Commission Appointment

A motion was made by M. Francesconi and seconded by S. McGrath to appoint Ed Bassi to the Historical Commission.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath - Yes
Motion Carries: 5-0

- Northern Solid Waste Management District Alternate

A motion was made by J. Levesque and seconded by R. Killeen to appoint Corey McGrath as Alternate to the Northern Solid Waste Management District.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath -Abstain
Motion Carries: 4-0-1

- Open Space & Recreation Plan Committee

A motion was made by J. Levesque and seconded by S. McGrath to appoint Art Kaufman, Aaron Singer, Jenny Gadbois as members and Lynn Melchiori as an alternate.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Abstain; S. McGrath - Yes
Motion Carries: 4-0-1

Town Administrator Updates

- 2024 Paid Holiday Schedule Approval

A motion was made by J. Levesque and seconded by R. Killeen to approve the 2024 Paid Holiday Schedule as presented.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath - Yes
Motion Carries: 5-0

Pole Hearing - National Grid and Verizon – 6:30 p.m.
Stafford Hill Road – National Grid to install 1 JO pole on Stafford Hill Road beginning at a point approx. 0 feet. Northwest of the centerline of the intersection of Pole 3 and Stafford Hill Road and continuing for approximately 135 feet in a Northwest direction. Install midspan pole 3-01, 135 feet Northwest of existing pole 3, on the west side of the road, also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings for distributing purposes.

National Grid Representative Mike Tatro joined the board to discuss the new mid-span pole with a transformer located on Stafford Hill Road. The Town Administrator shared that the Highway Department has no concerns regarding the location of the proposed pole.

A motion was made by M. Francesconi and seconded by R. Killeen to approve the pole as requested by National Grid and Verizon.

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

Hazard Mitigation and Climate Adaptation Plan – Courteny Morehouse, BRPC

Courteny Morehouse from Berkshire Regional Planning Commission joined the board to discuss the DRAFT Hazard Mitigation and Climate Adaption Plan that has been in the works for two years. The plan identifies the top hazards with input from local officials, public safety officials and the community. The plan opens grant funding through FEMA/MEMA. An expression of interest has been submitted for the remainder of the Route 116 engineering. Courtney said the plan must be approved by MEMA and then FEMA before it is adopted. The hope is to have that completed by January or February; the plan needs to be reviewed every five years.

Discussion/Decision Items

- Community House Update & BRTA Bus Stop – Corey McGrath

DPW Director, Corey McGrath updated the board regarding the Community House/Town Offices move. The cameras and new alarm systems have both been installed. Signage has arrived and is waiting for dig safe for the pole installation, the Youth Center is reapplying for the HVAC grant again this round; the food pantry storage has been relocated in the kitchen and the kitchen is being cleaned out for future use. The ice-skating rink has arrived, and a lot of volunteer time and resources are being utilized. The Festival of Trees is capped at 55 trees and is set to open on December 3rd with the Town Tree Lighting.

The BRTA bus terminal on Railroad Street has been installed, the signs are in with the last remaining piece being the sidewalk installation. The Highway Department has been working on the removal of scrap metal from around the garage, culvert structures have all been cleaned, a new plow has been ordered and the roads are 95% patched in preparation for winter. All tree work will be on hold until spring to see how the winter weather fairs with emergency tree damage.

- Private Roads - Quarry Road, Meadowbrook Lane, Sunrise Terrace

The Town Administrator shared that a legal opinion was sought regarding private roads and the town maintenance of the roadway. In Massachusetts there are three ways in which to approve a Private Road 1. Layout and Annual Town Meeting vote 2. By Prescription that way has been used by the public for at least 20 years not just the property owners and connects two public ways. 3. Declared prior to 1846. All the private roadways were reviewed and three were found to be private roads or driveways, Quarry Road, Meadowbrook Lane, and Sunrise Terrace.

A motion was made by R. DeAngelis and seconded by R. Killeen to notify the property owners impacted that the town will no longer maintain the private roadways.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – No; S. McGrath - Yes
Motion Carries: 4-1-0

- Local Options Meal Excise – MGL chapter 64L, Section 2

R. Killen spoke about the local options meal excise tax that generates .075% revenue at establishments that sell food. It was noted that this should be earmarked for discussion on the Annual Town Meeting warrant. The Town Administrator will do some research on the topic and report back to the board.

- Senior Center Temporary Employee – Three weeks late December/January

The Town Administrator shared that the Senior Center meals coordinator will be away at the end of December for three weeks. There was discussion on bringing in a seasonal worker, volunteer, or temp service to cover during this time. The Town Administrator will report back to the board at the next meeting.

Town Administrator Updates

- FY25 Budget Schedule

The FY25 Draft Budget Schedule was in the packet for review, with no comments on the schedule will be forwarded to the department heads. The budget season will be shortened with a February 13, 2024 due date for department operating budget submission.

- Grant Announcements

The Town Administrator shared that the Town has been awarded a Massworks grant in the amount of $890,000 for the Ingalls Road project. A Rural Communities grant has been awarded to finish the North State Route (Route 8) water project from Arnold Court to the Adams Town Line in the amount of $472,000.

- Ambulance Update

The Town Administrator shared that the Ambulance Exploratory Group met with Adams Ambulance and the Towns of Adams and Savoy on November 6, 2023. Present for Cheshire were Shawn McGrath, John Tremblay, Chief Tom Francesconi, Chief Mike Alibozek, EMD Corey Swistak, DPW Corey McGrath and the Town Administrator. By the end of the discussion there was a plan for the towns to support a transition from Adams Ambulance to Northern, Berkshire EMS recognizing the financial struggles of Adams Ambulance.
On Friday November 10, 2023, posts on social media notified the Town that Adams Ambulance plans to close their door on December 31, 2023, no official notification was sent to the communities. On Tuesday November 14, 2023, there was a meeting with the Towns of Cheshire, Town of Adams, Adams Fire District, Adams Ambulance and NBEMS, Adams Ambulance did not show up to that meeting. At the meeting NBEMS shared that a transition plan is in process including garaging locations in both Adams and Cheshire as well as a radio communication plan.
A public hearing will be held on Monday November 20, 2023, at the Cheshire Community House – 6:00 p.m.

- Sandmill Bridge Update

The Town Administrator shared that the appraisals are complete, and DOT has reviewed the appraisals and summary of damages. Thirty day offer letters will be sent to property owners by the end of the week. Legal has the information and will move forward with the review of land taking which will take place in late December.

Public Comment

None

Adjournment

A motion was made by R. DeAngelis and seconded by J. Levesque to adjourn the meeting at 7:12 p.m.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath- Yes
Motion Carries: - 5-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
November 21, 2023

Document List

1. Meeting Agenda – November 14, 2023
2. Bob and Diane Hitter presentation
3. National Grid and Verizon Pole Hearing

4. Hazard Mitigation and Climate Adaptation Plan
5. DRAFT Minutes – October 17, 2023
6. Cheshire Not Accepted Roads
7. DRAFT Budget Timeline
8. 2024 Paid Holiday Schedule
9. Highway Department Activity Log

Approved: November 28, 2023

TOWN OF CHESHIRE

191 CHURCH STREET | CHESHIRE, MASSACHUSETTS 01225
PHONE (413) 743-1690

WWW.CHESHIRE-MA.GOV

Board of Selectmen
Historical Commission

Meeting Agenda – November 14, 2023
6:15 PM

Cheshire Community House – Meeting Room
(Former Cheshire Elementary School)
Entrance is at the West End of the Building at the ramp.

1. Open Regular Meeting Introductions and Pledge of Allegiance
2. Joint meeting with Historical Commission – Recognition of Bob & Diane Hitter Retirement – 6:15 p.m.
3. Pole Hearing - National Grid and Verizon – 6:30 p.m.

   Stafford Hill Road – National Grid to install 1 JO pole on Stafford Hill Road beginning at a point approx. 0 feet Northwest of the centerline of the intersection of Pole 3 and Stafford Hill Road and continuing for approximately 135 feet in a Northwest direction. Install midspan pole 3-01, 135 feet Northwest of existing pole 3, on the west side of the road, also for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings for distributing purposes.
4. Hazard Mitigation and Climate Adaptation Plan – Courteny Morehouse – 6:35 p.m.

   Plan can be found at www.cheshire-ma.gov - News
5. Consent Agenda
   a. Minutes -October 17, 2023
   b. Warrants, PR 24-08, AP 24-09
6. Discussion/Decision Items
   a. Community House Updates & BRTA Bus Stop – Corey McGrath
   b. Private Roads - Quarry Road, Meadowbrook Lane, Sunrise Terrace
   c. Local option meals excise – MGL Chapter 64L, Section 2 - Ray Killeen
   d. Northern Solid Waste Management District Alternate Appt. – Corey McGrath
   e. Historical Commission Appointments- Ed Bassi
   f. Open Space and Recreation Committee Appointment – Aaron Singer, Member; Art Kaufman, Member; Jenny Gablois, Member; Lynn Melchori, Alternate
   g. Council on Aging Temporary Employee – Three Weeks Late December/January
7. Town Administrator Updates
   a. FY25 Budget Schedule
   b. Classification & Compensation Grant Update
   c. 2024 Paid Holiday Schedule Approval
   d. Grant Announcements–Massworks $890,000 Ingalls Road - Rural Communities $472,000 Water Project.
   e. Ambulance Update
   f. Sandmill Bridge Update
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: 11/9/23 @ 9:20 a.m.

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

We are here tonight in recognition of, and with gratitude for, Robert and Diane Hitter for their dedicated service to the citizens of Cheshire in their commitment to the history of the town of Cheshire, while serving on the Cheshire Historical Commission.

During their tenure and service to the Historical Commission (Diane serving 21 years and Bob serving 13 years) they were champions of the Town Hall Complex being accepted as a Historical Site by the State on the National Historical Lists. The Hitters also facilitated a restoration project of the Jenks Road cemetery.

They are responsible for having Cheshire's own late resident artist, Len Stompski complete his painting "Cheshire Cheese goes to Washington", which is now on display here at The Cheshire Community House; new home of the town offices.

The Hitters also established Cheshire's Honorary Cane, in recognition of the town's oldest citizen, while serving on the Historical Commission.

Diane and Bob also implemented the post office bulletin board, which has served to display photographs and to highlight Cheshire's history.

Diane and Bob have been well rooted in our community, preserving our town's history, while educating our citizens. They have celebrated the citizens and our town, and most importantly, they have done it together. We should all be so blessed. They have been essential contributors to our Cheshire Community, and stewards of our town's unique and rich history.

Bob & Diane, the work you have done is important and so appreciated, and we are thankful to you both. In the words of our country's 35th president, the late John F. Kennedy: "As we express our gratitude, we must never forget that the highest appreciation is not to utter words, but to live by them." In that spirit of gratitude, the town and the Cheshire Historical Commission will continue the joyful work of preserving our town's history and honoring our citizens, just as you have done for us.

Questions contact Central Design - Michael Tatro 413-446-0677

PETITION FOR JOINT OR IDENTICAL POLE LOCATIONS

To the Board of Selectmen
Of Cheshire, Massachusetts

Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England, Inc requests permission to locate poles, wires, and fixtures, including the necessary sustaining and protecting fixtures, along and across the following public way:

Stafford Hill Road - National Grid to install 1 JO pole on Stafford Hill Road beginning at a point approximately 0 feet Northwest of the centerline of the intersection of Pole 3 and Stafford Hill Road and continuing approximately 135 feet in a Northwest direction. Install midspan pole 3-01, 135 feet Northwest of existing pole 3, on the West side of the road.

Location approximately as shown on plan attached.

Wherefore it prays that after due notice and hearing as provided by law, it be granted a location for and permission to erect and maintain poles and wires, together with such sustaining and protecting fixtures as it may find necessary, said poles to be erected substantially in accordance with the plan filed herewith marked Stafford Hill Road - Cheshire, Massachusetts.

No.# 30849411

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

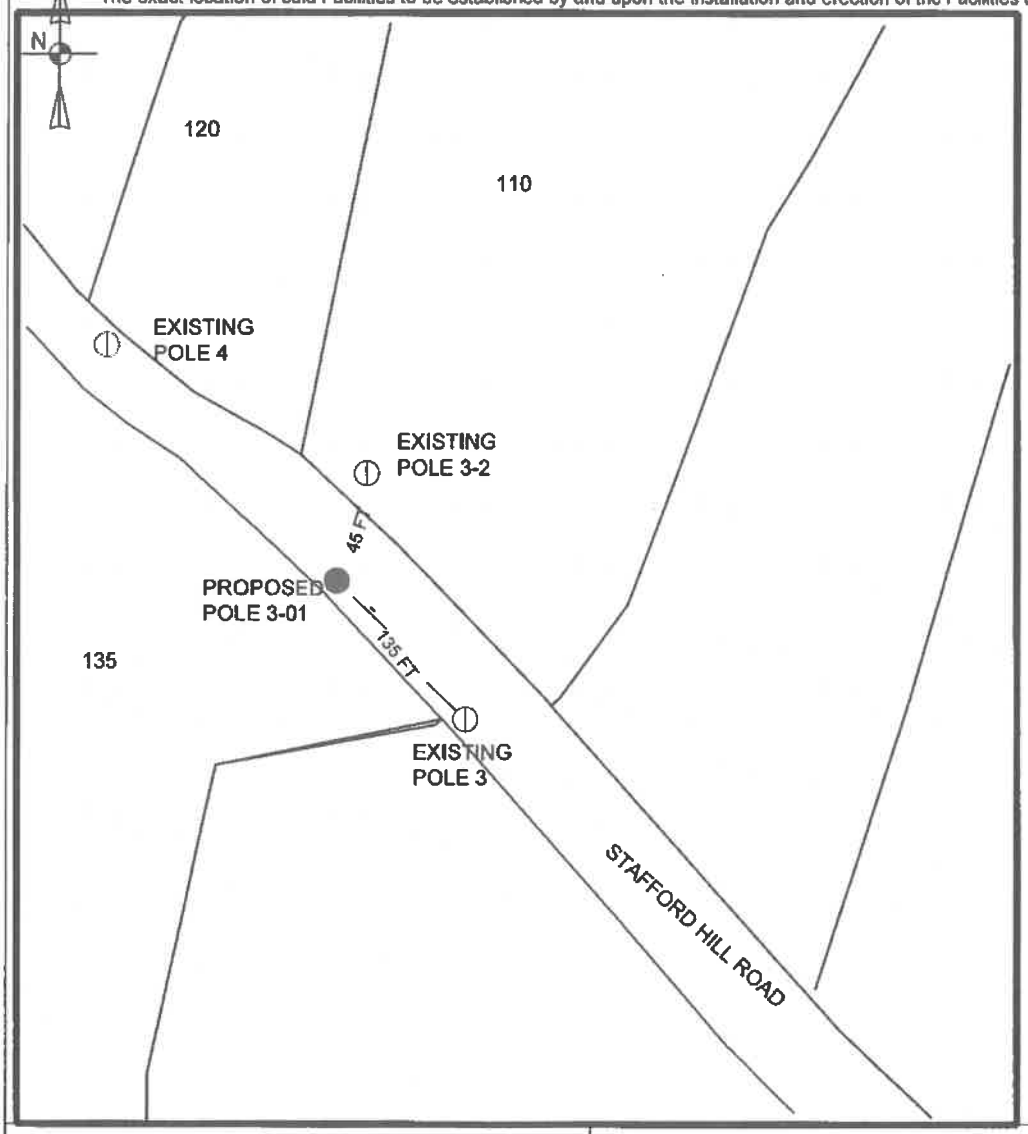
Your petitioner agrees to reserve space for one cross-arm at a suitable point on each of said poles for the fire, police, telephone, and telegraph signal wires belonging to the municipality and used by it exclusively for municipal purposes.

Massachusetts Electric Company d/b/a
NATIONAL GRID James Kehrer
BY _____
Engineering Department

VERIZON NEW ENGLAND, INC.
BY Albert E. Bessette
Manager / Right of Way

Exhibit A – Not to Scale

The exact location of said Facilities to be established by and upon the installation and erection of the Facilities thereof.



JOINT OWNED POLE PETITION

- Proposed NGRID Pole Locations
- Existing NGRID Pole Locations
- Proposed J.O. Pole Locations
- Existing J.O. Pole Locations
- Existing Telephone Co. Pole Locations
- Proposed JO Anchor
- Existing JO Anchor

DISTANCES ARE APPROXIMATE

nationalgrid
And
Verizon New England, Inc.

Date: 9/23/2023

Plan Number: WR# 30849411

To Accompany Petition Dated: 9/23/2023

To The: TOWN Of CHESHIRE

For Proposed: JO Pole: 3-01 Location: SIDE OF ROAD

Date Of Original Grant:

September 25, 2023

Questions contact – Michael Tatro 413-446-0677

ORDER FOR JOINT OR IDENTICAL POLE LOCATIONS
To the Board of Selectmen - Cheshire, Massachusetts

Notice having been given and public hearing held, as provided by law,
IT IS HEREBY ORDERED: that Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND INC. (formerly known as NEW ENGLAND TELEPHONE AND TELEGRAPH COMPANY) be and they are hereby granted joint or identical locations for and permission to erect and maintain poles and wires to be placed thereon, together with such sustaining and protecting fixtures as said Companies may deem necessary, in the public way or ways hereinafter referred to, as requested in petition of said Companies dated the 23rd day of September, 2023.

All construction under this order shall be in accordance with the following conditions:

Poles shall be of sound timber, and reasonable straight, and shall be set substantially at the points indicated upon the plan marked – Stafford Hill Road - Cheshire, Massachusetts.

No.# 30849411
Filed with this order:

There may be attached to said poles by Massachusetts Electric Company d/b/a NATIONAL GRID and Verizon New England Inc. such wires, cables, and fixtures as needed in their business and all of said wires and cables shall be placed at a height of not less than twenty (20) feet from the ground.

The following are the public ways or part of ways along which the poles above referred to may be erected, and the number of poles which may be erected thereon under this order:

Stafford Hill Road - National Grid to install 1 JO pole on Stafford Hill Road beginning at a point approximately 0 feet Northwest of the centerline of the intersection of Pole 3 and Stafford Hill Road and continuing approximately 135 feet in a Northwest direction. Install midspan pole 3-01, 135 feet Northwest of existing pole 3, on the West side of the road.

Also, for permission to lay and maintain underground laterals, cables, and wires in the above or intersecting public ways for the purpose of making connections with such poles and buildings as each of said petitioners may desire for distributing purposes.

I hereby certify that the foregoing order was adopted at a meeting of the
Of the City/Town of ,Massachusetts held on the day of 20 .

City/Town Clerk.

Massachusetts 20 .

Received and entered in the records of location orders of the City/Town of

Book Page

Attest:

City/Town Clerk

I hereby certify that on 20 , at o'clock, M

At a public hearing was held on the petition of Massachusetts Electric Company d/b/a NATIONAL GRID and VERIZON NEW ENGLAND, INC. for permission to erect the poles, wires, and fixtures described in the order herewith recorded, and that we mailed at least seven days before said hearing a written notice of the time and place of said hearing to each of the owners of real estate (as determined by the last preceding assessment for taxation) along the ways or parts of ways upon which the Company is permitted to erect Poles, wires, and fixtures under said order. And that thereupon said order was duly adopted.

City/Town Clerk.

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Board or Council of Town or City, Massachusetts

CERTIFICATE

I hereby certify that the foregoing is a true copy of the location order and certificate of hearing with notice adopted by the of the City of Massachusetts, on the day of 20 and recorded with the records of location orders of the said City, Book , and Page . This certified copy is made under the provisions of Chapter 166 of General Laws and any additions thereto or amendments thereof.

Attest:

City/Town Clerk

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 – October 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 Tuesday October 17, 2023, at 6:30 PM

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, DPW Director; Lynn Melchiori; Bob Tetlow; John Bianchi, Library Trustee; Christine Emerson, Library Trustee; Karen Drain, Library Trustee; Art Kaufman; Peter Traub; Mathieu Mercier; Michael Alibozek, Police Chief.

Summary of Votes:

• Approve the Liquor License Amendment for Mahant Beverage, LLC	5-0
• Approve the Consent Agenda as presented	5-0
• Vote to appoint Mary Stucklen as Conservation Commission Alternate	5-0
• Vote to appoint Chris Flynn & Tom Francesconi to the Historical Commission	4-0-1
• Vote to award the Community House accessible walkway project to Outlook Builders	5-0
• Vote to appoint Mathieu Mercier as a Part Time Police Officer	5-0
• Vote to adjourn the meeting at 7:30 p.m.	5-0

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

Liquor License Amendment Hearing

S. McGrath opened the Liquor License Amendment for a change in internal stock interest hearing at 6:30 p.m. for Mahant Beverage, Inc. All documents regarding the transfer of stock interest were presented to the board prior to the hearing, the hearing notice was published in the Berkshire Eagle and abutters within 300' were notified. The attorney explained that everything is staying in place regarding operations. The amendment is simply a transfer of internal stock interest, Raj Patel will remain manager.

A motion was made by M. Francesconi and seconded by J. Levesque to approve the amendment with a change of internal stock interest.

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

Consent Agenda

- Minutes – September 19, 2023; October 3, 2023
- Warrants – PR 24-08; AP 24-09
- Facilities Use Form - Youth Center Cafeteria 12/9/23.

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

Discussion/Decision Items

a. Conservation Commission Alternate Appointment – Mary Stucklen
A motion was made by S. McGrath and seconded by R. Killeen to appoint Mary Stucklen as Conservation Commission Alternate.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath - Yes
Motion Carries: 5-0

b. Historical Commission Appointments - Chris Flynn, Tom Francesconi
The Town Administrator shared that the Historical Commission met and is recommending the appointment of Chris Flynn and Tom Francesconi at this time. There is now an additional position available due to the resignation of Lois Nagle as well as an Alternate position.
A motion was made by J. Levesque and seconded by R. DeAngelis to appoint Chris Flynn and Tom Francesconi to the Historical Commission.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Abstain; S. McGrath - Yes
Motion Carries: 4-0-1

c. Historical Commission use of Town Hall
The Historical Commission is requesting use of the Town Hall Annex for historical displays. If allowed a security system will be donated by Amenitek, there was discussion on the accessibility of the space and use of the "jail cell" at Town Hall for items that need to be stored. The Police Department is not interested in utilizing the space as previously suggested.
A motion was made by R. DeAngelis and seconded by J. Levesque to dedicate the use of the Town Hall Annex to the Historical Commission.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Abstain; S. McGrath - Yes
Motion Carries: 4-0-1

d. Community House Ramp Replacement
The Town Administrator shared that three quotes were obtained for replacement of the handicap accessible ramp at Town Offices. The lowest quote for the project was $24,800 from Outlook Builders, the ramp will have a concrete landing and will be made from composite materials. In total there were six companies contacted for quotes for the project. The DPW Director explained the layout of the ramp and explained that the current ramp will be suitable for the concession stand at the ice-skating rink.
A motion was made by S. McGrath and seconded by M. Francesconi to move forward with the project, awarding the job to Outlook Builders.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath - Yes
Motion Carries: 5-0

Library Trustees regarding Town Hall space

Members of the Library Trustees joined the Board of Selectmen to discuss the vacant space in the Town Hall. Karen Drain stated that they will be meeting in mid- November to discuss, the initial plan is to use the Town Clerk space since once the office moves to the new Town Offices. In the interim the library would like to use the common area on the second floor for programs, this was agreeable to the Board of Selectmen. The board and Library Trustees agreed to stay in communication over the next several months as plans develop.

Discussion/Decision Items Continued

e. Service Zone Plan – Ambulance (EMS)

The Town Administrator shared that the Town of Adams had reached out regarding a regional approach to the mandated Service Zone Plan. Currently the Town of Cheshire does not have a plan. It was explained further that MGL 111C governs that emergency medical services throughout the state, submit to DPH a service zone plan that defines the local EMS resources and describes how those resources will be used and coordinated.

Each community will be represented by the Town Administrator and various public safety officials, Cheshire will be represented by the Fire Chief, Police Chief, EMD and Town Administrator.

f. Cheese Press Update and Funding (3,491 remaining in donation fund held by Cheshire Community Assoc.)

The DPW Director gave an update that Grady and Jennings will be shooting the grade for the concrete which has been donated by Berkshire Concrete. There was discussion about holding off on the project until a full plan can be presented to the board that would include concrete and landscaping design/costs. There was further discussion on the history of the project, budget, and contractors. There was also discussion regarding the replacement of the plaque on the monument, this was also discussed at the Historical meeting, the board does not want to see the plaque replaced or corrected considering it has historical significance.

g. Part Time Police Officer Appointment – Mathieu Mercier

Chief Alibozek and Mathieu Mercier joined the board, Chief is requesting the appointment of Mathieu as part time officer. He is a certified instructor in firearms, taser, defensive tactic with other certifications that will help with the police department. He currently works in other communities and can meet the requirements of a part-time officer for the town.

A motion was made by J. Levesque and seconded by S. McGrath to appoint Mathieu Mercier as a Part Time Police Officer

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. Ice Skating Rink – The Town Administrator shared that the Hoosac Hose Company donated the full cost of the ice-skating rink - $10,064. The DPW Director shared that lighting and heating has also been donated along with volunteer hours to paint and refresh the concession stand. The Mark Todd Golf Tournament also donated $1,000 to be used for the ice-skating rink. There will be a Hoosac Hose Company banner on the ice as well as recognition banners for other donors.

b. Fire Station Research Committee - The Town Administrator and member R. Killeen have been talking with the Fire Chief to set up a Fire Station Research Committee, it was suggested to get community involvement requesting a letter of interest and resume to be on the committee.

c. **Best Practices Grant Update** - The Classification and Compensation Study is well underway, there will be a meeting on October 31st to discuss the process with department heads. The scope of work includes review and formatting of all job descriptions and comparison of salaries with 12-14 like communities.

d. **Town Offices Move Update** - The Assessors office is almost complete, and the administrative assistant will be moving over at the end of this week. The Treasurer will move to her new space by November 1st. Amenitek installed the new camera system this week and Alarms of Berkshire County will be upgrading the systems next week.

Announcements from Board Members

M. Francesconi shared that the Recreation Committee has been working on the ice-skating rink but also on the planning for the Festival of Tree, Wreath Making, Father/Daughter Dance and Other various holiday events throughout the community.

R. Killeen noted that the BRTA bus stop is ready to be picked up and installed.

R. DeAngelis noted that the sign at the Fire Station needs to be replaced as it is hard to read. It was noted that the Fire Association is looking into bulb replacement.

A resident was present to inform the board of a tree on wires on Wells Road. The DPW Director will look at the tree and contact National Grid.

Public Comment

Peter Traub stated he agrees with setting up the Fire Station Committee, he requested a list of events for the Cheshire Chatter and he felt that getting plans/quotes for the Cheese Press was the correct way to move forward.

Adjournment

A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:30 p.m.
Roll Call Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi – Yes; S. McGrath- Yes
Motion Carries: - 5-0

Respectfully Submitted:
Jennifer Morse
Town Administrator
October 25, 2023

Document List

1. Meeting Agenda – October 17, 2023
2. Cheshire Mahant Liquor Amendment
3. Draft Minutes – September 19, 2023
4. Draft Minutes – October 3, 2023
5. Facilities Use Form – Youth Center

Budget Timeline

Date	Committee Meeting	Budget Discussion Items
2/13/2024	Department Heads	**DEPARTMENT OPERATING BUDGETS DUE**
2/20/2024	Town Administrator	Preliminary Budget to BOS/Finance
3/5/2024	Board of Selectmen	Review of Operating Budget (Questions to T.Admin.)
3/19/2024	**Joint** Meeting (BOS/Finance Committee)	Discussion on current year budget (FY24) and FY25 Preliminary Details
4/2/2024	Board of Selectmen	Budget Hearings
4/16/2024	Board of Selectmen	Budget Hearings
4/30/2024	Board of Selectmen/Town Administrator	Warrant Closes (45 Days Prior to Meeting)
TBD	Finance Committee	Warrant Recommendations
5/28/2024	Board of Selectmen	Annual Town Meeting Warrant Signed
6/10/2024		Annual Town Meeting

DRAFT

TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Town of Cheshire
2024 Paid Holiday Schedule

New Years Day	Monday	January 1, 2024
Martin Luther King Jr. Day	Monday	January 15, 2024
Presidents Day	Monday	February 19, 2024
Patriots' Day	Monday	April 15, 2024
Memorial Day	Monday	May 27, 2024
Juneteenth Independence Day	Wedn.	June 19, 2024
Independence Day (July 4th)	Thursday	July 4, 2024
Labor Day	Monday	September 2, 2024
Indigenous People's Day	Monday	October 14, 2024
Veterans Day	Monday	November 11, 2024
Thanksgiving Day	Thursday	November 28, 2024
Thanksgiving – Day After	Friday	November 29, 2024
Christmas Day- Observed	Wedn.	December 25, 2024
New Years Day	Wedn.	January 1, 2025

* Only benefitted employees receive holiday pay.

Cheshire Highway Department

Activity Log

Friday – Fuel filter on backhoe, chipper service/grease, Blew leaves off Curran/West Mtn/Greylock, smashed dumpsters, picked up T4 in Hoosic Falls, picked up boat in Pittsfield, sticker on T4 (Village)

Sat/Sun – Nothing

Monday – Road check and cleaned off catch basins, oil/filter change on T2, old V-plow out of woods and put on trailer, new conveyor hoses mounted on T10

Tuesday – Removed gravel/load from community house, placed load to raise front yard on mill Hill, moved counter from pump house to Community House, moved printers from old town hall to new, chipping at transfer station.

Wednesday – brought V plow to Savoy, cleaned back of T3, T 2.0 prepped for inspection, greased grader and plugged tire, spinner on T4/tested and greased, made extra hydraulic lines for T2 and hooked plow and tested.

Thursday – Picked up E3 in Clifton Park, road check, fixed blower on tractor, leaf blowing on Jenks RD, boom mowing on Outlook Ave

Friday – Blew off Jenks in front of grader, graded Jenks and added material, Boom mowing on Harbor Rd, chipping at transfer station.

Sat/Sun – Nothing

Monday – Road check, patching (5) ton on West Mtn Rd/Greylock Rd, (5) ton on Curran RD

Tuesday – Patching (4) ton On Curran, (4) ton on Sandmill RD, smashed dumpsters, cleaned out bins at transfer station, mulch leaves at Cheese press/School St, chipper into shop for bearing replacement.

Wednesday – Sander on T2/ greased and tested, conveyor off T10/spinner hooked up and tested, T3 & T4 spinners/chains gone through again and plows tested, started replacing bearing on chipper.

Corey Swistak