TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes –April 1, 2024

Pursuant to a notice duly filed with the Town Clerk, a meeting of the Board of Selectmen was held in person at 191 Church Street (Cheshire Community House) on Monday April 1, 2024, at 6:30 PM.

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

Others Present : Jennifer Morse, Town Administrator ; Corey McGrath, DPW Director ; Lynn Melchiori; Rebecca Herzog; Whitney Flynn; Peter Traub; Liseann Karandisecky; Michael Alibozek, Police Chief.

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

Discussion/Decision Items

- Vacation Time Policy

S. McGrath asked the board members if they had thoughts on the proposed change by the Treasurer to the vacation policy. This change would make employees anniversary dates the date for increased vacation time instead of the beginning of the fiscal year. There was discussion regarding the current policy specifically what the policy change would mean for employees and supervisors. It was noted that there is a mechanism to protect the town in case an employee voluntarily terminates employment, the Town Administrator read the policy into the minutes:

Vacation benefits are based on the fiscal year. Records are maintained by the Town Treasurer and all calculations are made based on those records. They are calculated using the employee's projected annual, regular hours, and his/her tenure in a benefited position with the Town.

Tenure in Benefited Position	***Annual Vacation Hours***
0-6 Months Employment	*0 Hours*
6 Months – 1 Year Employment	*One Week*
2-5 Years Employment	*Two Weeks*

Tenure in Benefited Position	*Annual Vacation Hours*
5-15 Years Employment	*Three Weeks*
16-20 Years of Employment	*Four Weeks*
21-25 Years of Employment	*Five Weeks*

Vacations must be taken in the fiscal year in which it was earned. Vacation time of up to one week can be carried over to the next fiscal year with prior approval of the Board of Selectmen.

Employees should request vacation time as far in advance as possible. All vacation requests require the approval of the employee's Supervisor. The Supervisor will schedule vacations to ensure that the regular work of the Town can be performed and will consider employee seniority and preference.

Vacation Time is prorated for part-time benefitted employees based on their weekly schedule.

If an employee voluntarily terminates employment with the Town, the Town will reimburse the employee for any unused vacation entitlement on a monthly pro-rated basis.

A motion was made by M. Francesconi and seconded by J. Leveque to keep the policy as is, with the fiscal year being the date that time is earned.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – No, J. Levesque – Yes, M. Francesconi – Yes, S. McGrath- Yes
Motion Carries: 4-1-0

- Cheshire Police Department – DNA Collection Policy

Chief Alibozek joined the department to discuss the DNA Collection Policy noting that all officers are trained except for two part time officers. It was also noted that the policy is boiler plate from the state policies.

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

- FY25 Budget Update – Chief with Chief Alibozek re: SRO Position/Cruiser

Chief Alibozek presented the board with documents including a revised Police Department Budget, Equipment List, Student Resource Officer Breakdown and Costs. S. McGrath inquired about the salary for the SRO, Chief Alibozek stated that most departments have base pay plus a stipend for the position. J Levesque inquired about the request to retain a third cruiser for the position, Chief Alibozek responded that most departments have a cruiser for transporting if needed and for securing specialized equipment. S. McGrath asked if the position was eliminated by the school district what impact that would have on the department; Chief Alibozek stated that a full-time officer would lose their full-time status. M. Francesconi noted that the SRO starting salary is what is in the budget for the Sergeant position, Chief Alibozek shared that departments are now competing for full time officers and the starting pay is creeping over $60,000 for full time officers, he shared that if the current Sergeant was to become SRO he would retain his Sergeant status. R. Killeen asked if a security guard could be hired by the district instead of a SRO, Chief replied that yes, but they would not be a state certified police officer. The Chief was asked what the SRO tasks would be, these include drills, open office hours, programming, training staff and students, having a presence in the school. Chief shared from July 1, 2023 – Current they have been at the school

127 – 58 times for police involvement, last year they were at the school 158 times – 97 times for police involvement, he attributes the decline in police involvement to the current level of police presence. J. Levesque shared that he is not in support of retaining the cruiser and the chief discussed grant opportunities to offset the cost. The consensus of the board is that they support the SRO position. However, with the budget, particularly the school district budget, being in limbo no decisions can be solidified.

Open Space & Recreation Committee – Alternate Appointment

J. Levesque shared that the Open Space and Recreation Committee voted to request the appointment of Peter Traub as alternate, with Liseann Karandisecky becoming a full member after the resignation of Lynn Melchiori.
A motion was made by R. Killeen and seconded by R. DeAngelis to appoint Peter Traub as Alternate to the Open Space and Recreation Committee.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes, S. McGrath- Yes
Motion Carries: 5-0

Board/Committee Meeting – April 10th at 7 p.m.

The Town Administrator reminded the board that the next Board/Committee meeting is scheduled for Wednesday April 10th at 7p.m., there has been very little response. The board agreed to change the start time to 6 p.m. and a reminder email will go out to all tomorrow.

Consent Agenda

- Minutes - March 19 – 2024 Tabled
- Accounts Payable and Payroll Warrants

A motion was made by J. Levesque and seconded by R. Killeen to approve the Accounts Payable and Payroll Warrants.
Roll Call Vote: R. DeAngelis -Yes; R. Killeen – Yes, J. Levesque – Yes, M. Francesconi – Yes, S. McGrath- Abstain
Motion Carries: 4-0-1
*Abstention due to refund payment on vendor warrant for overpaid excise taxes.

Town Administrator Updates

Enterprise Fund Training was a success, a lot was learned regarding Indirect Costs, Direct Costs and Warrant Articles, how to handle debt and town subsidy.

Ingalls Road Bid package is out with a bid opening date of April 22, 2024, at 2:00 p.m. This project encompasses Ingalls Road, Hutchinson Development Roads, Curran Road, and Stewart White Road.

Chip Sealing Bid Package is complete and waiting on MADOT prequalification approval before it is published, the proposed bid opening date will be April 29, 2024, at 2:00 p.m. The roads to be chip sealed include Dean Street, School Street, Richmond Street and Eastview Drive.

Route 116 – Engineering at the suggestion of Senator Mark an email was addressed to the district 1 DOT manager regarding funding for engineering on Route 116. A response was received and in the coming week the DPW and Town Administrator will be meeting to discuss possible funding options.

The Town Administrator announced that a resignation was received earlier today from Bailey DiSanti, Facilities Technician. She is recommending posting the position to encompass the Facilities job and Cemetery Foreman job which will save money and the need for a truck at this time. This position would work four hours a day in the cemetery with the rest of the time being dedicated to facilities. The board agreed to move forward with the posting of the position as recommended.

Announcements from Board Members

J. Levesque mentioned the Open Space and Recreation Survey is available until mid-June and encouraged all to fill it out. It was noted that there will be a presentation at Clean Up Day, Town Meeting, and other events.

R. DeAngelis shared that the Conservation Commission did a site visit on 645 Ingalls Road/Route 8, the property owner was encroaching on the wetlands and has been advised to rectify the situation. There was discussion about the possible business and MADOT permitting a driveway cut, the board discussed that dangerous section of Route 8. The Town Administrator will reach out to the director with board feedback about passing lanes and turning lanes as that section is engineered for resurfacing.

Public Comment

Liseann Karandisecky noted that Seth from BRPC will notify the town if the response to the survey is not good and the HLD advisory committee also has a current survey. There was discussion about handing out flyers for the Open Space Survey at the Transfer Station and it was decided that will happen when permits are on sale in early June.

Adjourn

A motion was made by S. McGrath and seconded by M. Francesconi to adjourn the Board of Selectmen meeting at 7:24 p.m.

Roll Call Vote:

Respectfully Submitted:
Jennifer Morse
April 2, 2024

Document List

1. Agenda April 1, 2024
2. CPD – Collection of DNA Sample Policy
3. Police Budget Documents
4. Senior Center Report (February)
5. Bi-Weekly Highway Report

Approved: 4/17/24