TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen
Finance Committee

Meeting Minutes –July 9, 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 Tuesday July 9, 2024, 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

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

Others Present: Jennifer Morse, Town Administrator; Whitney Flynn, Town Clerk; Bob Tetlow; Peter Traub; Lynn Melchiori; Michael Alibozek, Police Chief.

S. McGrath called the meeting of the Board of Selectmen to order at 6:31 p.m.
J. Tremblay called the meeting of the Finance Committee to order at 6:31 p.m.

Summary of Votes:

Finance Committee: Vote to approve Reserve Fund Transfers	6-0
Finance Committee: Vote to approve Line-Item Transfers	6-0
Board of Selectmen: Vote to approve Line-Item Transfers	5-0
Board of Selectmen: Vote to set Special Election Date and Times	5-0
Finance Committee: Vote to adjourn at 6:57 p.m.	6-0
Board of Selectmen: Vote to appoint members as presented to the Farm Commission, Public Safety Complex Committee and Board of Registrars	5-0
Board of Selectmen: Vote to approve School Resource Officer Job Description	5-0
Board of Selectmen: Vote to approve 24-25 Detail Rates	5-0
Board of Selectmen: Vote to approve Consent Agenda with edits to the minutes	5-0
Board of Selectmen: Vote to adjourn at 7:45 p.m.	5-0

Reserve Fund and Line-Item Transfers – Fiscal Year 2024

Finance Committee:

A motion was made by J. Chaput and seconded by M. Biagini to approve the Reserve Fund Transfers as presented.

Roll Call Vote: J. Tremblay – Yes, D. Gregoire – Yes, K. Levesque – Yes, J. Chaput – Yes, P. Pettit – Yes, M. Biagini – Yes

Motion Carries: 6-0

Reserve Fund Transfer # 1 - Transfer $3,995 to Legal Services
Reserve Fund Transfer #2 - Transfer $ 13,181.20 to Veteran Benefits

Board of Selectmen:

A motion was made by S. McGrath and seconded by J. Levesque to approve the Line-Item Transfers as presented.

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

Motion Carries – 5-0

Finance Committee:

A motion was made by J. Tremblay and seconded by D. Gregoire to approve Line-Item Transfers as presented.

Roll Call Vote: J. Tremblay – Yes, D. Gregoire – Yes, K. Levesque – Yes, J. Chaput – Yes, P. Pettit – Yes, M. Biagini – Yes

Motion Carries: 6-0

Line-item Transfer #1 - $1,064 from Collector/Tax Title to Treasurer/Tax Title
Line-item Transfer #2 - $2 from Animal Control to HVRSD Over Foundation
Line-item Transfer # 3 - $14,658.96 from Highway Town Road Repairs to Street Lighting
Line-item Transfer # 4 - $3,421.35 from Health Insurance Active to MEDC Employer Share

Special Election/Special Town Meeting – August 12, 2024

S. McGrath shared that due to the error on the Adams Town Meeting warrant the School District budget was essentially voted down. The School Committee met and revoted the same numbers which initiated a forty-five-day window for both communities to hold a Special Town meeting and approve the budget. Forty -five days is August 12, 2024, which is the same day the Special Election with the Prop. 2 ½ override question is being held. If the Prop 2 ½ override questions passes the Special Town Meeting will be a formality, if it fails the Town will be addressing the funding for the HVRSD budget again and will either reject the budget or use stabilization funds.

According to the Town Bylaws the Board of Selectmen sets the hours (no less than six) for the Special Election. Discussion ensued with the Town Clerk on the logistics and time for the Special Election which will be held in the meeting room to allow for the setup of the cafeteria for Special Town Meeting.

A motion was made by J. Levesque and seconded by S. McGrath that the Special Election will be held on Monday August 12, 2024, from 9 a.m. – 6 p.m.

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

Motion Carries – 5-0

Audience member Bob Tetlow asked about the ballot questions and the importance of making information to the voters clear as there was some confusion at the Annual Town Meeting. The Town Administrator shared that she is currently working on a document for voters. Discussion on an informational session one week prior to the vote.

Finance Committee Adjourn

A motion was made by J. Tremblay and seconded by M .Biagini to adjourn the Finance Committee meeting at 6:57 p.m.

Roll Call Vote: J. Tremblay – Yes, D. Gregoire – Yes, K. Levesque – Yes, J. Chaput – Yes, P. Pettit – Yes, M. Biagini – Yes

Motion Carries: 6-0

Discussion/Decision Items

- FY24 Appointments

  Farm Commission: Kim Martin and Jacob Zieminski
  Board of Registrars: Marcus Lyon and Lora McGrath
  Public Safety Complex Committee: Tom Francesconi, Mike Alibozek, Ray Killeen, Patrick Pettit, Tim Garner, Corey Swistak, Jennifer Morse, Corey McGrath.

  A motion was made by J. Levesque and seconded by R. DeAngelis to appoint the Farm Commission, Board of Registrars and Public Safety Complex Committee as presented.

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

  Motion Carries – 3-0-2

School Resource Officer Job Description/Posting & 24-25 Detail Rates

Chief Alibozek joined the board to discuss the School Resource Officer job description that was in the packet. R. Killeen asked if the position would issue reports on incidents, the Chief replied that a basic incident/stats report could be presented any other information is confidential. M. Francesconi asked about the firearms training qualifications, firearms training is part of POST training and is done bi-annually. M. Francesconi asked that all acronyms be spelled out.

A motion was made by S. McGrath and seconded by M. Francesconi to approve the job description with edits discussed.

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

Motion Carries – 3-0-2

24-25 detail rates were reviewed with a question about cruiser use on details. The Chief shared that the cruiser only goes on details when requested and paid for by the vendor, in addition the cruiser only goes to the communities of North Adams, Adams and Lanesborough.

A motion was made by S. McGrath and seconded by J. Levesque to adopt the detail rates as presented.

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

Motion Carries: 5-0

Chief Alibozek inquired on paying part time officers overtime on holidays as he is having a hard time getting shift coverage. The Town Administrator shared her concern that there are many part time positions in town who do not get overtime and work holiday. The topic will be added to a future agenda to discuss a change to the personnel policies and budget constraints.

Consent Agenda

- Minutes June 25, 2024
- Accounts payable, Payroll warrants
- Berkshire Running Camp- Field Use Report

A motion was made by J Levesque and seconded by R. DeAngelis to approve the consent agenda with edits to the minutes.

Discussion: J. Levesque asked the Town Administrator to send a gentle reminder to all staff that timecards are required when submitting payroll. The Town Administrator asked the Assistant Treasurer/Collector Whitney Flynn about the new Harpers Payroll system which is hopefully going to be implemented in the next two pay periods after staff are adequately trained.

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

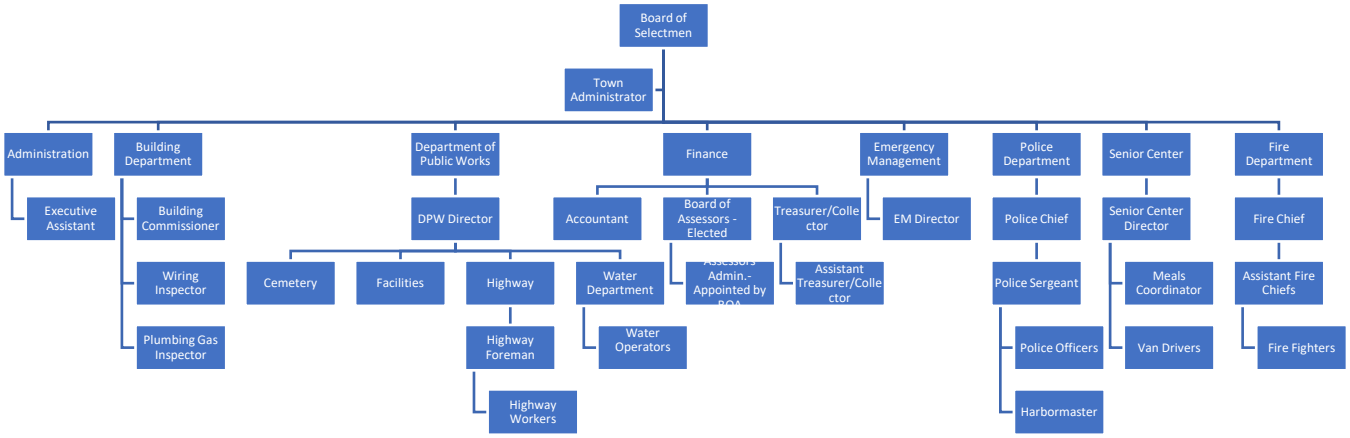
Town Administrator Updates

Outlook Avenue - Member R. Killeen was present today when a resident expressed concerns about the condition of Outlook Avenue. The highway department has done some patching and will be continuing in the next couple of weeks as they are currently working on the paving project preparation, in addition they are waiting for the pavement to settle in the recent water main break area. R. Kileen will call the resident to inform him.

Organizational Chart

The request for quote (RFQ) for the Leland Park project was completed and mailed out to four landscaping companies, the response date is July 22, 2024 and quotes will be presented at the next meeting.

The Town Administrator shared that an organizational chart was created at the request of the board.



M. Francesconi inquired about responses to the change in name of the Town Hall, the Town Administrator shared that this will be on the next agenda and approximately 6-8 responses have been received at this time.

R. Killeen asked if a bylaw or policy has been researched for lawn signs as they are popping up all over town. The Town Administrator will have the Executive Assistant reach out to other communities for information. M. Francesconi would also like to see a policy for all town buildings regarding displays in windows.

Announcements from Board Members – None

Public Comment

Peter Traub asked if the board would have public input on the Leland Press design, it was noted that this topic has been on multiple agendas and that the request for quotes has already been issued as the board is hoping to complete the project this season.

Adjournment:

A motion was made by J. Levesque and seconded by R. Killeen to adjourn the meeting at 7:45 p.m.
Roll Call Vote: R. DeAngelis – Yes, R. Killeen – Yes, J. Levesque – Yes, M. Francesconi- Yes, S. McGrath – Yes
Motion Carries – 5-0

Document List

- Agenda - July 9, 2024
- Reserve Fund Transfers
- Line-Item Transfers
- DESE Letter to HVRSD
- SRO Job Description
- Police Detail Overview
- Draft Minutes – June 25, 2024
- Berkshire Running Camp – Facilities Use Form
- Highway Bi-Weekly Report
- Senior Center Monthly Report

Approved: July 22, 2024