# TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN


## Board of Selectmen

## Meeting Minutes –October 16, 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 October 16, 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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, DPW Director; Liseann Karandisecky; Lynn Melchiori; Bob Tetlow; Peter Traub; Whitney Flynn, Town Clerk; Aaron Singer.

S. McGrath called the meeting of the Board of Selectmen to order at 6:30 p.m.

Summary of Votes:

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|---|---|
| Vote to sign the State/Presidential Warrant | 5-0 |
| Vote to approve the Police Officer, Transfer Station Attendant, Senior Center Director, Senior Center Van Driver and Senior Center Meals Coordinator Job Descriptions | 5-0 |
| Vote to approve the Consent Agenda except fo the October 1, 2024 minutes | 5-0 |
| Vote to adjourn the meeting at 7:24 p.m. | 5-0 |

Executive Session – MGL Chapter 30A, Section 21, Reason 6 – Youth Center Lease

The Chair declared that an open meeting may have a detrimental effect on the negotiating position of the public body and the Board would enter executive session according to MGL Chapter 30A, Section 21, Reason 6 to consider the lease of space at the Cheshire Community House (former elementary school).
A motion was made by M. Francesconi and seconded by R. DeAngelis to enter executive session according to MGL Chapter 30A, Section 21, Reason 6 to consider the lease of space at the Cheshire Community House with the Youth Center at 6:30 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen- Yes; J. Levesque- Yes; M. Francesconi- Yes; S.McGrath- Yes
Motion Carries: 5-0

Board reconvened in regular session at 7:06 p.m.

Sign State/Presidential Warrant

*A motion was made by J. Levesque and seconded by M. Francesconi to sign the State/Presidential Warrant as presented by the Town Clerk.*
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

The Town Administrator shared that 1666 Wells Road will be auctioned on Wednesday October 30, 2024, at 1 p.m. The minimum bid will be $46,000 which covers all outstanding debts to the town. The auction notice has been posted to the website and at the Town Offices and Post Office. Later in the meeting the board will be asked to re-affirm the vote to appoint Rebecca Herzog as Tax Title Custodian.

Proposed Changes to Zoning Bylaws

The Town Administrator shared that the draft proposed bylaw was created after discussions with the Zoning Enforcement Officer and the Berkshire Health Alliance Inspectors. The language will be presented to the Planning Board after reviewed by the town attorney. The language will amend the zoning bylaws and put the permitting and enforcement in the hands of the Board of Health.

Review and Approve Job Descriptions – Police Officers/Transfer Station Attendants/Senior Center Staff

The following edits were made; Senior Center Director – change language from manager to director and Van Driver- change from must take a DOT physical to must pass a DOT physical.

*A motion was made by S. McGrath and seconded by J. Levesque to approve the Police Officer, Transfer Station Attendant and Senior Center Director, Senior Center Van Driver and Senior Center Meals Coordinator as amended.*

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 17, 2024, October 1, 2024 (Postponed)
- Accounts Payable, Payroll Warrants
- Re-affirm Tax Title Custodian Appointment

*A motion was made by J. Levesque and seconded by S. McGrath to approve the consent agenda except for the minutes of October 1, 2024, which will be postponed to the next meeting.*

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.

FY25 – Cheshire Downtown Initiative Grant - The Town Administrator shared that the Town was awarded a $25,000 grant from the State to conduct a wayfinding study as recommended in the Economic Development Plan (Phase 1) Report.

Board/Committee Records Update - The Town Administrator reported that the storage room has been set up with shelving and files have been labeled and stored. The old section of the building has a room full of records, she stated that if every department would spend a couple of hours a week sorting, organizing and destroying records according to the state record retention laws it would be helpful. A discussion ensued on scanning and retention of records, it was noted during this discussion that the Hoosac Valley School District and Youth Center have items stored, the Town Administrator will reach out to have the items removed from the building.

Announcements from Board Members- None

Public Comment – None

## Adjournment

*A motion was made by J. Levesque and seconded by S. McGrath to adjourn the meeting at 7:24 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, 2024

## Document List

- Agenda October 16, 2024
- Warrant for State Election
- Tax Possession Auction Notice
- Zoning Bylaw Proposed Language Change – Draft
- Senior Center Director Draft Job Description
- Senior Center Meals Coordinator Job Description
- Senior Center Van Driver Job Description
- Transfer Station Attendant Job Description
- Police Officer Job Description
- Wayfinding Study Grant Award Letter
- Minutes from Districtwide Town Meeting Minutes and Presentation
- Highway Department Bi-Weekly Report

Approved: 10/29/24