TOWN OF CHESHIRE

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OFFICE OF THE BOARD OF SELECTMEN

Board of Selectmen

Meeting Minutes –November 12, 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 November 12, 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; Lynn Melchiori; Liseann Karandisecky; Bob Tetlow; Peter Traub; Robert Anderson; Phyllis Anderson; Kurt Haswell; Bill Moreau; Whitney Flynn

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

Summary of Votes:

Vote to appoint Jennifer Morse as Alternate to the Berkshire Health Alliance	5-0
Vote to contract with Scanlon & Associates for FY24 audit	5-0
Vote to approve the Treasurer/Collector, Asst Treasurer/Collector and Assessor Job Descriptions	5-0
Vote to approve the payroll and accounts payable warrants	5-0
Vote to enter executive session and adjourn the regular meeting @ 7:10 p.m.	5-0

Meeting with Residents of Berkshire Village MHC - 6:30 p.m.

Kurt Haswell, resident of Berkshire Village spoke about three ongoing public safety issues that need to be addressed. He stated that the community manager recently conducted a site visit as is working on correcting some of the concerns. He also told the board that Berkshire Village is in the process of hiring an on-site property manager. The first concern is the condition of the roadway, the Town Administrator informed the board that a letter of concern from the Fire Chief was forwarded to management in June, recently millings were delivered to Berkshire Village and they have contracted to have the materials put in place. The Town Administrator also updated everyone that the septic systems title v's are being conducted in the coming weeks according to the Board of Health Chair. M. Francesconi suggested that a letter be sent to ownership notifying them of the meeting tonight and that the Town will be following up on the residents concerns.

Discussion/Decision Items

Berkshire Health Alliance Alternate Appointment

A motion was made by S. McGrath and seconded by J. Levesque to appoint Jennifer Morse as Alternate to the Berkshire Health Alliance.

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

FY24 Audit Proposals

The Town Administrator shared that the Request for Proposal to conduct the Fiscal Year 2024 audit was sent to four auditing firms with responses from two. The lowest bidder was Scanlon and Associates at $18,500 who has been working with the town for many audits. The second bidder was Roselli and Clark.

A motion was made by S. McGrath and seconded by M. Francesconi that Scanlon and Associates perform the Fiscal Year 2024 audit.

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

FY26 Budget Letter to Hoosac Valley Regional School District

The letter was in the packet for review. S. McGrath made one edit to the first paragraph changing that the wording of financial distress to significant financial challenges. There was discussion about the mechanism of the district agreement and the need to review. The letter will be sent to the Superintendent.

Classification and Compensation Review

Review and Approve Job Descriptions – Treasurer/Collector, Asst. Treasurer/Collector, Assessor Administrator
It was noted that there is a suggested position title change for the Assessors Administrative Assistant to Assessing Administrator. S. McGrath suggested changing the education/experience to a bachelor's degree and three – five years in a financial field.

A motion was made by S. McGrath and seconded by J. Levesque to approve the Treasurer/Collector, Assistant Treasurer/Collector and Assessing Administrator 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 – October 29, 2024, Postponed to the next meeting
- Accounts Payable/Payroll Warrants

A motion was made by M. Francesconi and seconded by S. McGrath 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- Yes
Motion Carries: 5-0

Announcements

R. Killeen suggested better roadway signage on Main Street and at the intersection on the Rail Trail. The Town Administrator will contact DCR. The DPW Director informed the board that flashing pedestrian crossing signs have been applied for through a DOT grant opportunity.

There was a question about the Sandmill Bridge and it was noted that the walls are poured and they are setting the deck. There has been no change in the estimated duration of the closure, which is still expected to be two years, everyone was reminded that this is a state job not a town job.

Public Comment

Liseann Karandisekcy, Hoosac Lake District Prudential Committee Chair informed the board that due to the drought they are not dropping the lake levels, it is also due to beaver activity and the likelihood that debris could block the gates.

Corey McGrath, DPW Director shared that Leland Park is 99% done, there is one tree that will be planted in the spring, he thanked R. Deangelis for spearheading the design. He also shared that all the street signs have been replaced in the Hutchinson area.

Executive Session

S. McGrath declared that an open session would have a detrimental effect on the negotiating position of public body and that the Board of Selectmen would enter executive session at 7:10 p.m. according to MGL Chapter 30A, Section 21, Reason 6 (Youth Center Lease) followed by MGL Chapter 30A, Section 21, Reason 1 (School Resource Officer) and will not return to the regular meeting.

A motion was made by S. McGrath and seconded by M. Francesconi to enter Executive Session according to MGL Chapter 30A, Section 21 Reason 6 and Reason 1.

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

The regular meeting was dissolved at 7:10 p.m.

Respectfully Submitted,
Jennifer Morse
Town Administrator
November 20, 2024

Document List

1. Agenda November 12, 2024
2. Letter from Residents of Berkshire Village
3. Memo from Berkshire Public Health Alliance
4. Letter to HVRSD regarding FY26 Budget
5. Draft Job Descriptions
6. Purchasing Policy
7. Highway Department Bi-Weekly Report

Approved: 11/26/24