TOWN OF CHESHIRE

BOARD OF SELECTMEN

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Board of Selectmen

Meeting Minutes –August 5, 2025

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 August 5, 2025, at 6:30 p.m.

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

Others Present: Jennifer Morse, Town Administrator; Whitney Flynn; Lynn Melchiori; Peter Traub; Corey McGrath, DPW Director

Summary of Votes:

Vote to approve the Sustainability Purchasing Policy	4-1
Vote to approve $10,000 to repair leaks in the Community House (oldest section) roof	5-0
Vote to approve the Consent Agenda	5-0
Vote to adjourn the meeting at 7:25 p.m.	5-0

Board of Selectmen Discussion/Decision Items

- **Fire Truck Legislation/Lease**

The Town Administrator shared that she spoke with Representative Barretts office and the legislation has passed the House and is waiting to be heard by the Senate. Prior to the meeting an email from Senator Mark was received stating that the Senate would vote on the bill next week and then the bill will move to the Governor for signing. The Town Administrator also inquired with Representative Barretts office to see if he would still be willing to speak to the vendor to give an update. First thing, in the morning she will update Greenwood on the status of the legislation and will keep the board updated. Discussion on the lease, S. McGrath did not want to enter into the agreement if legislation was moving quickly to save the town interest.

- **Sustainability Purchasing Policy**

The Town Administrator reached out to DEP and Northern Berkshire Solid Waste Management and confirmed that there is no additional reporting, that purchasing of products

is only required when it is feasible for the Town and if not adopted the Town will no longer be eligible for the SMRP/RDP grants that are used for the Transfer Station.
A motion was made by S. McGrath and seconded by J. Levesque to approve the Sustainability Purchasing Policy.
Roll Call Vote: M. Francesconi -No; J. Levesque – Yes; R. Killeen – Yes, R. DeAngelis – Yes; S. McGrath- Yes
Motion Carries: 4-1
M. Francesconi commented that she did not vote for the policy due to the state mandating policies on the community.

- **Older Section Community House (former elementary school)**

The Town Administrator shared that two quotes were obtained for the roof on the oldest sections of the building. The first was from Vermont Roofing Company and the second one was from The Garland Company, the range in quotes was from $350,000 (not including the required engineering and prevailing wage) to $1,200,000 (not including the engineering). Corey McGrath, DPW Director informed the board that he had met with a local contractor who is willing to spot repair the leaks in the roof. The contractor felt the repairs could be done in 2-3 days however more leaks could ensue The DPW Director recommended that the board approve the work for 5 days, the cost per day is $1,750 and the cost of materials will be approximately 200-350 per day depending on the complexity. There was discussion regarding the necessity to have the engineering complete as well as a feasibility study. EDM conducted a building assessment in 2018, the Town Administrator will reach out to obtain proposals for both projects.
A motion was made by S. McGrath and seconded by J. Levesque to spend up to $10,000 on roof repairs.
Roll Call Vote: M. Francesconi -Yes; J. Levesque – Yes; R. Killeen – Yes, R. DeAngelis – Yes; S. McGrath- Yes
Motion Carries: 5-0

- **Solicitation Policy**

The Town Administrator reminded the board that a few weeks ago she was approached by a resident concerned about door-to-door solicitation and scams. Officer Goodell worked on a solicitation policy which was included in the packet. It is recommended that a bylaw be put in place regarding Solicitation, the policy was created after reviewing other municipalities policies and bylaws.
J. Levesque inquired if there was an exemption for non-profit organizations and suggested that language be added that would allow for the Chief or designee to waive the fee at their discretion. There was discussion about background checks and grammatical changes to the document. The Town Administrator will work with Officer Goodell to make the changes and will bring the policy back to the board at a future meeting.

- **Host Community Municipal Equity Submission – Draft Ordinance**

The Town Administrator shared the emailed received from the Cannabis Commission regarding the Host Community Municipal Equity policy. Further information will be needed for the board to move forward with compliance. The Town Administrator will reach out to the CCC for more information.

Consent Agenda

- Minutes July 22, 2025
- Accounts Payable and Payroll Warrants
- One Day Liquor License – Two Sisters Spirits Mobile Bar -August 9, 2025

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

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

Motion Carries: 5-0

Town Administrator Updates

- **West Mountain Road Bridge Update- Contract Executed**

The contract has been executed by the Town and sent to DOT for final approval. A proposal from Wilkinson Appraisal was included in the packet for review. It was noted that the appraisal cost is $2,950 for a 200 SF easement on the property of Mark Warner of 231 West Mountain Road.

- **MIIA Risk Management Grant Submitted d- $10,000 Trench Box**

A grant was submitted in the amount of $10,000 to purchase a Trench Box for the DPW which will be used by the Highway Department, Water Department and Cemetery. The initial response from the safety representative is positive and an award is expected in the coming weeks.

- **Route 116 -Engineering Earmark**

Contact has been made with both the engineer BSC Group and the State to begin executing the proposal and contract for the next phases of work.

- **Fall Special Town Meeting**

The Town Administrator shared that a Fall Special Town Meeting will be needed to obtain the temporary easement on West Mountain Road for the bridge project and to vote on the changes to the HVRSD regional agreement. There was a question regarding whether the Town should be looking at a permanent easement to be able to maintain the new bridge instead of a temporary easement. The Town Administrator will speak to the appraisal company about obtaining information for both a permanent and temporary easement.

Public Comment
The DPW Director shared that the Boat Launch is almost complete with the railing being the last piece, this week they are putting in the new kiosk, signage and painting the lines. He reminded everyone that this is a State project and shared that a new dock will be put into place in the spring. He obtained permission from the state to beautify the area by placing shrubs around the kiosk.

Announcements
M. Francesconi shared that Cruz Nite is set for Saturday August 9th from 4-10 p.m.

R. Killeen shared that the Conservation Commission is meeting with the property owner from the former Country Charm on Monday.
S. McGrath inquired about the Sandmill Bridge Project, which is currently one lane. The DPW Director will stop by the site to obtain an update.

Adjournment
A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:25 p.m.
Roll Call Vote: M. Francesconi - Yes; J. Levesque – Yes; R. Killeen – Yes, R. DeAngelis – Yes; S. McGrath- Yes
Motion Carries: 5-0

Respecfully Submitted;
Jennifer Morse
Town Administrator
August 18, 2025

Document List
1. Agenda – August 5, 2025
2. Sustainable Purchasing Policy
3. Draft Solicitation Policy
4. Notice from CCC
5. Easement – West Mountain Road Bridge Project
6. Appraisal Proposal
7. Draft Minutes - July 22, 2025

Approved: 8/19/25