TOWN OF CHESHIRE

BOARD OF SELECTMEN

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Board of Selectmen

MEETING MINUTES –OCTOBER 14, 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 Tuesday October 14, 2025, at 6:30 p.m.

Board of Selectmen 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; Whitney Flynn; Lynn Melchiori; Peter Traub; Bob Tetlow

Summary of Votes:

Vote to increase the YCI lease amount effective July 1, 2026	4-1
Vote to approve the change to the Stipend Pay Policy as recommended	5-0
Vote to appoint Brian Tenczar to the Zoning Board of Appeal	5-0
Vote to approve the consent agenda with edits to the minutes	5-0
Vote to adjourn the meeting at 7:40 p.m.	5-0

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

Board of Selectmen Discussion/Decision Items

- **Community House – Guardian Heat Proposal**

The DPW Director discussed the Guardian Heat Proposal which does not include the cost to obtain an additional power service to the building as required with the new heating system. He noted that it does include engineering. The estimated cost of the system is $1,113,757. The DPW shared that the two boilers are currently leaking and he has contacted Jamrog Heating (on the state bid list) and was quoted $16,900 to rebuild them both or $8,800 to rebuild one. M. Francesconi inquired about an estimate to fix the distribution system. The DPW Director stated that the pipes are within a confined space (tunnels) likely with hazardous materials additionally the unit heaters are all in disrepair. An estimate has also been obtained from Tighe and Bond for heat engineering which will be shared with the board. M. Francesconi recommended going to a Special Town Meeting to seek funds from capital stabilization to add to the $50,000 already appropriated to have the heating engineering completed. It was agreed to have one boiler repaired. S. McGrath noted that ¾ of the cost is for the Youth Center wing at $721,088. Most Town Offices except for the Town Clerk, Board/Committee Room and Meeting room are currently heated with mini splits.

- **Youth Center Inc – Lease Extension**

S. McGrath shared a meeting was held last week with the Youth Center, Chair of the Board of Directors, two members of the board and the Director. The meeting also included the Town Administrator and DPW Director. The Youth Center is looking to discuss the lease amount as the current $3,500 per month is set to expire on June 30, 2026. They would like to expand into the garage area as previously planned and would like to work on the grants. The Town Administrator reminded the board that the lease is currently through 2039, it is only the lease amount that is being negotiated. S. McGrath shared that at the end of the meeting the Town Administrator was tasked with contacting Nocher Real Estate to get a comparable market rate for the space. Nocher Real Estate provided a market analysis and determined fair market rate for the space would be $9,717.50 per month. Similar properties in the area are being leased for over $13,000 per month. R. DeAngelis stated we don't need to worry about whether the Youth Center will stay or leave, we need to worry about keeping the building going, however that should not just be on the taxpayers when the lease is so far below market rate. R. Killeen suggested a phased-in approach by doubling the current rate to $7,000 and then increasing it yearly for the next two years, it was noted that in three years it would still be under market rate due to inflation. Several approaches to increasing the lease amount were discussed

Discussion on the multitude of building projects including the heating system, windows and floors. With the McCann Project and upcoming Hoosac Roof Project the board was uncertain how to tell the taxpayers that the Youth Center would continue to have a below market rate however debt will be incurred for the building projects. It was also discussed that the Police Station and Fire Station have a long list of required maintenance and the Public Safety Complex is still on the table. It was also noted that the current utility costs for the Community House building are $70,000 this was increased two years ago from $60,000 when the Town Offices.

There was discussion about the loss of the Youth Center if they choose to leave the lease, it was noted that two other schools have reached out in the past looking for the space, additionally the space could be rented at market rate to other tenants.

J. Levesque then proposed going to $6,500 on July 1st with a $1,500 increase for the next two years, after that a percentage rate to get closer to market rate. The Town Administrator requested a motion and vote so the direction can be relayed to the Youth Center as multiple approaches were discussed.

A motion was made by M. Francesconi and seconded by R DeAngelis to increase the Youth Center lease amount to $9,500 starting on July 1, 2026.

Discussion:

S. McGrath inquired about a percentage increase after that as requested by the Youth Center. M. Francesconi recognized that this will impact a lot of families, however she is often approached by taxpayers regarding the low lease amount. She said it is not right for the Town to subsidize a private organization without taxpayers' approval. R. Deangelis stated that the Town needs the additional revenue to be able to work on building projects.

Vote: R. DeAngelis – Yes; R. Killeen – Yes; J. Levesque- Yes; M. Francesconi – Yes; S. McGrath – No
Motion Carries: 4-1

S. McGrath noted that he voted no because he would like to see a phased-in approach, however he agrees that it needs to get to market rate.

Edward J. Byrne Memorial JAG Award - $9,431
The Police Department was awarded a grant in the amount of $9,431 to replace three AED's, one for each cruiser.

Stipend Pay Policy
The Town Administrator explained that elected Boards/Committees receive stipends twice per year (December and June) except for the Board of Assessors and Board of Health who are paid monthly. For consistency, to avoid errors and for small savings the recommendation is to have all boards/committees follow the same stipend pay policy. She noted that the change would not be made to the current Board of Assessors and Board of Health members, upon retirement or resignation the practice would end. S. McGrath asked for clarification on who would remain paid bi-weekly of the elected officials and the response was only the Town Clerk.
A motion was made by S. McGrath and seconded by J. Levesque to approve the change to the Stipend Pay as recommended.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi- Yes; S. McGrath-Yes
Motion Carries- 5-0

EDM- Feasibility Study Proposal
The proposal from EDM for a feasibility study of the old section of the Community House was in the packet, the Town Administrator noted that she started with EDM as they have done previous studies of the space, to get a price point. It was noted that proposal was to determine the feasibility for future building space not just for the Public Safety Complex.
M. Francesconi stated that she was not comfortable using the feasibility/OPM money for the project as it is for the Public Safety complex which led to discussion about if the space was adequate and if the taxpayers would support a public safety complex. There was discussion on an RFP for the feasibility study according to procurement laws. The Town Administrator suggested a non-binding resolution on the Annual Town Meeting warrant to get a sense from the voters if they will even support a Public Safety Complex which could be an 8–10-million-dollar project. After discussion it was determined that the next step is that the Town will issue a Request for Proposals for the old section of the Community House to determine if there are potential investors for the property. M. Francesconi inquired at which phase the Board of Selectmen could put stipulations on the use, S. McGrath questioned if there should be any stipulations such as the
proposals could be rejected if they are not in the best interest of the Town. The Town Administrator will start working on an RFP.

Halloween
Trick or Treat hours will be from 5:30 – 7:00 p.m. on October 31, 2025.

Zoning Board of Appeals Appointment – Brian Tenczar
A motion was made by J. Levesque and seconded by R. DeAngelis to appoint Brian Tenczar to the Zoning Board of Appeals
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 30, 2025
- Accounts payable and Payroll Warrants

A motion was made by S. McGrath and seconded by J. Levesque to approve the consent agenda with edits to the September 30, 2025, minutes.
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
Citizens Academy
The Town Administrator shared that many communities host a Citizens Academy which allows residents to learn more about how local government works. She asked for input from the board prior to spending a lot of time planning, she had already spoken to several department heads who are on board. S. McGrath thought it was a good idea but questioned if residents would attend as pre-town meeting events in the past only saw one individual. After discussion the Town Administrator will either work on short videos for posting or will coordinate an academy and get a sense of how many people from the community will attend.

Procurement Training
Andrea Woods will present procurement training for all department heads and staff that procure goods and services to ensure understanding procurement laws. The training will be on October 27th at 1 p.m.

Gill Engineering – West Mountain Road Bridge
A call was received from Gill Engineering when the surveyor was doing the easement design for the temporary easement, they realized there was an error on the original survey and no easement needs to be taken for the project.

Public Comment – None

Upcoming Agenda Items and Events
R DeAngelis noted that the Fire Station needs cleaning, the Town Administrator shared that the custodian will be doing thorough cleaning of the station first thing in the morning.

Adjournment
A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:40 p.m.
Roll Call Vote: R. DeAngelis- Yes; R. Killeen – Yes; J. Levesque – Yes; M. Francesconi- Yes, S. McGrath-Yes
Motion Carries- 5-0

Respecfully Submitted;
Jennifer Morse
Town Administrator
October 20, 2025

Document List

1. Agenda - October 14, 2025
2. Guardian Heat Proposal
3. Market Rate email Nocher
4. Stipend Payout Clarification
5. JAG Award letter
6. EDM Feasbility for future building use
7. Draft Minutes – September 30, 2025

Approved: 10/28/25