TOWN OF CHESHIRE

BOARD OF SELECTMEN

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Board of Selectmen

MEETING MINUTES –NOVEMBER 18, 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 November 18, 2025, at 6:30 p.m.

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

Others Present: Jennifer Morse, Town Administrator; Corey McGrath, DPW Director. Whitney Flynn; Lynn Melchiori; Bob Tetlow; Peter Traub; Sabrina Damms, IBerkshires.

Summary of Votes:

Vote to award the boiler repair project to Jamrog HVAC	4-0
Vote to appoint Art Kaufman to the Northern Berkshire Cultural Council	4-0
Vote to ratify the decision of no social gatherings as the Fire Station	4-0
Vote to approve the consent agenda	4-0
Vote to approve the borrowing notes (highway truck/water project)	4-0
Vote to adjourn the meeting at 7:00 p.m.	4-0

S. McGrath called the meeting to order at 6:30 p.m. with one recording device (IBerkshires)

Board of Selectmen Discussion/Decision Items

- **Community House – Boiler Repair**

The Town Administrator reported that an RFP for the repair to the boilers was completed with three of four vendors providing quotes. Jamrog HVAC was the lowest bidder at $47,905, Adams Plumbing and Heating at $52,000 and M & W at $57,700. The recommendation is to sign the proposal with Jamrog HVAC as the town has no reasons not to move forward with the lowest bidder.

A motion was made by S. McGrath and seconded by J. Levesque to award the boiler repair project to Jamrog HVAC.

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

Motion Carries- 4-0

- **Northern Berkshire Cultural Council Appointment – Art Kaufman**

The Town Administrator shared that Mr. Kaufman's appointment expired and he needs to be reappointed to the Northern Berkshire Cultural Council to represent Cheshire.
A motion was made by S. McGrath and seconded by M. Francesconi to appoint Art Kaufman to the Northern Berkshire Cultural Council.
Roll Call Vote: R. Killeen – Yes; J. Levesque – Yes; M. Francesconi-Yes, S. McGrath-Yes
Motion Carries- 4-0

Mr. Kaufman was present and shared that he is eager to begin reviewing the applications for funding.

- **Town Building Rentals – Fire Station Use**

The Town Administrator and Fire Chief spoke 4-6 weeks ago about renting space within the Fire Station to outside parties for social gatherings and decided that with the amount of equipment, inability to secure the apparatus and safety concerns no rentals should be allowed for anyone other than the Town and Fire Department Personnel.
A motion was made by S. McGrath and seconded by J. Levesque to ratify the decision which prohibits the use of the Fire Station to outside parties.
Roll Call Vote: R. Killeen – Yes; J. Levesque – Yes; M. Francesconi-Yes, S. McGrath-Yes
Motion Carries- 4-0

- **Executive Assistant Resignation/Future positions**

S. McGrath shared that the executive assistant resignation was received, she is leaving for a great opportunity in the Town of Heath. S. McGrath shared that he and the Town Administrator had spoken briefly about creating two positions, one for the board/committee support and one to act as an assistant to the Town Administrator. M. Francesconi stated that she was not previously engaged in these conversations but wondered about splitting the positions since they were just combined at Annual Town Meeting. S McGrath said that the work with the boards/committees was more demanding than anticipated and the position gave very limited support to the Town Administrator. R. Killeen felt that two positions were a better option due to the demand of the work of the Conservation Commission and Planning Board. R. Killeen suggested that the town reach out to local colleges to see if there is an opportunity for internship. The Town Administrator shared that the position was spending a great deal of time working with the boards as many policies and procedures were outdated and unknown to the members of the committees. Art Kaufman shared his experience with the current executive assistant, commenting on her professionalism and research ability noting that the Planning Board needs this type of continued experience to be able to move forward. The Town Administrator will reach out to local colleges for internship possibilities and the topic will be added to a future agenda. It was agreed by all that the Executive Assistant will be hard to replace.

Consent Agenda
- Minutes – October 28, 2025

A motion was made by S. McGrath and seconded by J. Levesque to approve the consent agenda with edits October 28, minutes.
Roll Call Vote: R. Killeen – Yes; J. Levesque – Yes; M. Francesconi-

Yes, S. McGrath-Yes
Motion Carries- 4-0

Town Administrator Updates

Mass DEP Recycling Dividends Programs/Swap Shop Grant

The Town Administrator shared that the town will receive $3,360 in Recycling Dividends Programs and $6,000 for a Swap Shop. The DPW Director explained that the RDP funds were lower this year due to the amount of waste. He spoke about the plan for a swap shop which will be used to keep good/used items out of bulky waste. The Lions Club has been approached and will help fund a large shed with two sides, one for bottles and cans and the other for the swap shop. The current bottles and cans trailer is not in good shape.

Finance Team Meeting

The meeting was scheduled for today but was postponed to next Tuesday.

Open Meeting Law Training

The Town Administrator shared that she had contacted the Open Meeting Law division to inquire about training for Cheshire staff and board members who create agendas and minutes. They will do a webinar specific to Cheshire but also offer online training. The board agreed that staff and board members should take the training periodically as recommended by the town attorney.

RFP – Assessing Services and IT Services

The Town Administrator shared that she continues to work on a Request for Proposal for the older section of the Community House. Also needed are RFP's for Assessing Services and IT Services starting in Fiscal Year 2027. A template has been sent to the Assessors for review, the template would request funding for three years breaking down assessing services and inspections and will be sent to at least three qualified vendors. The same goes for IT Services.

Public Comment – None

Upcoming Agenda Items & Events

Next meeting is a continuation of the Rent Control Meeting regarding Berkshire Village from May.
R. Killeen asked that Bobby Quintos be added to a future agenda to discuss Clean Energy Grants.
Festival of Trees and Tree Lighting is scheduled for Sunday December 7, 2025.

Unanticipated Business

The Town Administrator shared that the Treasurer obtained the borrowing documents late this afternoon. The borrowing is for the 2021 authorized Highway Truck and Water Main project.
A motion was made by S. McGrath and seconded by J. Levesque to sign the borrowing notes.
Roll Call Vote: R. Killeen – Yes; J. Levesque – Yes; M. Francesconi-Yes, S. McGrath-Yes
Motion Carries- 4-0

Adjournment
A motion was made by S. McGrath and seconded by J. Levesque to adjourn the meeting at 7:00 p.m.
Roll Call Vote: R. Killeen – Yes; J. Levesque – Yes; M. Francesconi-Yes, S. McGrath-Yes
Motion Carries- 4-0

Respecfully Submitted;
Jennifer Morse
Town Administrator
November 20, 2025

Document List

1. Agenda – November 18, 2025
2. Boiler Repair Quotes
3. Executive Assistant Resignation
4. Draft Minutes – October 28, 2025
5. RDP/Swap Shop Grant Letter

Approved: 11/25/25
Amended: 1/6/26 to Unanticipated Business