



**Chesterfield Select Board Minutes  
Tuesday, January 18, 2022 at 4:00 p.m.  
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 4:00 p.m. by Mr. Fuller.

**Select Board Members Present:** Trish Colson-Montgomery and Donald Willard

**Select Board Members Participating Remotely:** Roger Fuller

**Select Board Members Absent:** None

**Town Administrator Present:** Brenda Lessard

**Public Officials Present:** Matt Smith-Highway Superintendent

**Public Officials Present Via ZOOM:**

**General Public Present:**

**General Public Present Via ZOOM:** Shaw Israel Izikson-Country Journal Editor, Michael McCarthy

**Recorder of Minutes:** Brenda Lessard

**Common Acronyms:**

ACO-Animal Control Officer  
CDBG: Community Development Block Grant  
COA: Council of Aging  
DCR: Department of Conservation and Recreation  
DEP: Department of Environmental Protection  
DHCD: Department of Housing and Community Development  
DLTA: Direct Local Technical Assistance  
DOT: Department of Transportation  
EMD: Emergency Management Director  
FRCOG: Franklin County Council of Governments  
HCDC: Hilltown Community Development Corporation  
HRHS: Hampshire Regional High School  
ISP: Internet Service Provider  
MassDOT: Massachusetts Department of Transportation  
MLP: Municipal Light Plant  
MSDS: Materials Safety Data Sheets  
PILOT: Payment in Lieu of Taxes  
PVPC: Pioneer Valley Planning Commission  
RFP: Request for Proposals  
RFQ: Request for Quotes  
WCPO: West Chesterfield Post Office  
WG&E: Westfield Gas & Electric

**Video Conference Hybrid Meeting:**

Mr. Fuller stated that this Select Board meeting is being conducted in a hybrid model but with access consistent with Governor Baker's Executive Order of June 16, 2021. Governor Baker signed into law an Act Extending Certain COVID-19 Measures Adopted During the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law. The new law has two major parts:

First, the new law allows public bodies to continue providing live "adequate, alternative means" of public access to the deliberations of the public body, instead of holding meetings in a public place that is open and physically accessible to the public. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

Second, the new law authorizes all members of a public body to continue participating in meetings remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location remains suspended.

Ms. Colson-Montgomery reported that Larry Holmberg wanted to be present during the discussion of the generator at the school so that discussion will be at 5:00 p.m.

**4:00 P.M. Matt Smith, Highway Monthly Report:**

Mr. Smith was in to give his monthly report for the Highway Department. He noted that they have been using a lot of winter materials to keep the roads clear during the numerous ice events the Town has been seeing. The sidewalk has not been finished being cleared from the last storm but highway is working on getting them cleared.

**Complaint on Town FaceBook Page:**

It was noted by the Select Board that a complaint was posted on the Town FaceBook Page. Mr. Fuller opined that any complaint that is made should be done by contacting Town Office or Highway Department and not posted on social media as that is not the proper procedure to make a complaint. The Select Board will not respond to this type of communication.

**Vacation Time:**

Mr. Smith reported he has some vacation time to finish using up before the end of January and he will be using that time the week of 1/24/22-1/28/22.

**5:00 P.M.-HCDC Subordination of Mortgage:**

The HCDC submitted a Subordination Request for a property owner in Goshen. The property owner had submitted a request previously that had been denied. The property owner does not intend to pull any equity out with this revised request and is only seeking the Subordination Request to lower his interest rate on his mortgage. The Select Board reviewed the paperwork and request. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to approve the Subordination Request on the mortgage for the property owner in Goshen.

**Warrants:**

The Select Board reviewed and signed the W22-15, WP 22-15, and WBB 22-15 warrant.

**Minutes:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of January 3, 2022, as amended.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Executive Session Minutes of January 3, 2022, as amended (minor edit of wording), that did not change the substance of the Minutes.

**Reports:****Community Bulletin Board:**

Mr. Willard reported he has not heard back from the owner of the General Store. Mr. Willard has left several messages. Mr. Willard will try to stop in person to see if he can have a talk with the owner to get the board installed.

**Broadband Build:**

Mr. Fuller reported that the Broadband project is almost completed with only a few connections left to be made although there are several temporary connections that will be made in the spring due to underground connections.

**Police Cruiser:**

Former Chief Fish had reported to Mr. Fuller that Worthington was interested in purchasing the Crown Vic cruiser. A price was proposed but the Select Board were in agreement that the cruiser should be listed on Municibid. Mr. Willard agreed to look at the car to see if there are any issues with the vehicle the Town should be aware of.

**AccuFab bill for Russell Park:**

Mr. Willard reported that he had spoken with Mr. Bisbee about the bill from AccuFab and whether that bill was incorporated into his quote for the work at Russell Park. Mr. Bisbee recalled that the price of \$2,100 was given several years ago for the separate cost associated with the beams. Mr. Willard also spoke with the owner of AccuFab who stated he had given a verbal quote on the price a couple of years ago. The breakdown of the \$2,116 bill was \$500 for installation, \$500 for fabrication and \$1,116 for materials.

**COVID-19 Update:**

Ms. Colson-Montgomery reported that the Senior Center held a COVID vaccination clinic on Friday, January 14<sup>th</sup> and 34 people got vaccines or boosters. There were also an additional ten people who came to get KN95 masks. Janice Gibeau has been able to secure some rapid test kits from the Hilltown Community Health Center for distribution. Ms. Colson-Montgomery reported that there are 37 cases in Chesterfield and a 24.84% positivity rate as reported on the State COVID database. The plan is to distribute one test kit per family that requests one. Mr. Fuller would like to see a list of the people who have requested a kit so that multiple kits are not distributed to any one family. Ms. Colson-Montgomery will be assisting the senior center in the distribution. A second vaccination clinic is planned for February 4<sup>th</sup> but details as to place and time are unclear at this time but will be advertised when confirmed.

**COVID and Recreation:**

Mr. Willard reported his wife had a meeting with the school and the school is extending the pause on extracurricular activities for another week or two due to the COVID case numbers. This will have an effect on the Recreation basketball program.

**Town Administrators Report:**

**Tennis Courts:**

Ms. Lessard reported she has not received any information back from Premier Sealcoat nor Piretti Tennis.

**Phone System:**

Ms. Lessard reported that the phones are ordered. When the Town receives them, the installation will begin.

**Website:**

Ms. Lessard and Sandy Wickland attended a meeting with the designer. A choice was made on the design of the homepage. A discussion was had on what to include on the homepage. CivicPlus will migrate the current website over and send a mock-up for review.

**Annual Town Report:**

Ms. Lessard met with Jenn Peotter, who puts the report together to discuss the 2021 Annual Town Report. An email has gone out requesting the boards, committees and departments to submit their annual report and any other documents to be included in the report.

**Request for Shredding at Office:**

The tax Collector is requesting the Town having a shredding day here at the Town Office for years of records that can be disposed of. She has also requested a document shred box that can be put here at the Town Office for documents that need shredding that are picked up on a regular schedule for disposal. The Police have a box for their personal use in their office.

Ms. Lessard looked into pricing with two recommended companies: Pro Shred & Valley Green Shredding. They are both on the State contract. A community shredding event would be in the vicinity of \$250/hour which would include driver and truck. The driver would assist residents with their boxes He would also remove the boxes from the office that are stored in a designated location.

If they come to shred just the town's papers, the cheaper cost would be \$30/bin. A bin holds ten copy sized boxes or 5-6 Banker size boxes. This is cheaper cost than a per box price.

To put a shred storage box here at Town Office for ongoing shredding, the cost is \$35 per service pick up with a minimum of every eight weeks. This would be \$420/year.

The Select Board agreed it is a needed service. Ms. Lessard will look into how many boxes are ready for shredding in the Town Office and estimate what the cost may be for a one-time service for shredding.

**Personnel Policy:**

The State is asking if this has been finalized and accepted yet so they can close the grant paperwork. The Select Board would like a separate meeting to review and possibly accept. A meeting will be set up for January 24<sup>th</sup> at 12:00 p.m. for this review.

**Annual Town Report:**

Ms. Lessard will draft the annual report for the Select Board to review before submission.

**2021 Annual Town Report Dedication:**

The Select Board reviewed several names to dedicate the 2021 Annual Town Report. A name was unanimously chosen and Ms. Lessard will do some research on the person and draft the dedication.

**HCDC Quarterly Report for CDBG Grant:**

The Select Board reviewed the quarterly report for 10/1/21-12/31/21 for the CDBG Grant from HCDC. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to accept the report as submitted. Ms. Colson-Montgomery signed the letter to submit to the Mass. CDBG Program at the Department of Housing and Community Development.

**Opioid Settlement Forms:**

The Select Board reviewed the Opioid Settlement Forms that were received via email. After review of what they are for and the support and recommendation of the MMA, Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to sign the two forms.

**Meeting Adjourned:**

With no further business, the meeting adjourned at 6:45 p.m.