



**Chesterfield Select Board Minutes  
Monday, March 28, 2022 at 4:30 p.m.  
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 4:30 p.m. by Mr. Fuller.

**Select Board Members Present:** Trish Colson-Montgomery

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

**Select Board Members Absent:** Don Willard

**Town Administrator Present:** Brenda Lessard

**Public Officials Present:** Mike Malouin, Police Chief; David Hewes, Fire Chief; Larry Holmberg, EMD; Larry Cervelli, Finance Committee; Lee Manchester, Finance Committee

**Public Officials Present Via ZOOM:** CJ Lammers, Planning Board

**General Public Present:**

**General Public Present Via ZOOM:**

**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\

HAEMS: Hilltown Ambulance Emergency Management Services

HCDC: Hilltown Community Development Corporation

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

STM: Special Town Meeting

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 July 15, 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.

### **Minutes:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller, and unanimously voted to accept the Minutes of 3/14/22 as amended.

### **Warrants:**

The Select Board reviewed and signed the W22-20, WP22-20, and WBB22-20 warrants.

### **Additions to Agenda:**

#### **RFP for FY2022 Grant Preparation, Administration, and Grant Management Services:**

Responses to the RFP for the Town of Chesterfield RFP for FY2022 CDBG Grant Preparation, Administration and Grant Management Services were due 3/28/22 at 2:00 p.m. There was only one response to the RFP and the response was from the HCDC. Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller and unanimously voted to award the contract to the HCDC for Grant Preparation, Administration and Grant Management Services for the FY2022 CDBG Grant.

Ms. Colson-Montgomery also signed additional paperwork for the FY2020 CDBG Grant Extension and the FY2022 CDBG Grant.

#### **Joint Meeting with Finance Committee Minutes:**

The Select Board were given a draft copy of the Finance Committee's minutes of March 3, 2022 for their review. The Select Board made some suggestions for changes to the Minutes. Ms. Lessard will email the Minutes back to the Finance Committee with the suggested changes incorporated.

### **Planning Board Update re: Cannabis Bylaw:**

CJ Lammers, from the Planning Board, attended the meeting to keep the Select Board apprised of the public hearing and the Cannabis Bylaw. Due to an issue with deficiencies in the publication of the Legal

Notice of the public hearing which was scheduled for April 4, 2022, the Planning Board will need to reschedule the hearing to another date to be in compliance with M.G.L. Another public hearing will be scheduled when it is discussed at the April 4<sup>th</sup> Planning Board meeting. It has been suggested to hold a STM for the Zoning Bylaw after the Annual Town Meeting. The Select Board informed Ms. Lammers that any date suggested for a STM needs to be run through the Town Clerk and Moderator and then that date brought back to the Select Board. Ms. Lammers would like to have the STM soon as the public is really engaged with the process.

### **Reports:**

#### **IT Services:**

Mr. Fuller reported that he and the Town Administrator had met with Greg Seligman from Entre IT and had reviewed a proposal for IT services to include a network server and associated equipment for \$27,076.99 Quote #ITC73-004822 Entre. It was noted at that meeting there were a couple items that needed to be amended in the price as two items did not carry out into the total. There would be a recurring cost of \$1542.50 per month for IT Support. The server and associated hardware and installation costs would be paid out of the Compact IT grant the Town received. Mr. Fuller would like the server installed in the hut and has spoken with Mike Mastroianni about the possibility. There are some questions about which equipment will be in the hut and the amount of heat that equipment would produce. A joint site visit will need to be set up with Greg, Tom, Mike and Chris at the hut to look over the possibility of siting the server in the hut, possibly as a wall mount. Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller, and unanimously voted to sign the contract with Entre IT for IT services and installation of the network server. Mr. Fuller wants to move this project along as there have been delays in getting the equipment. Meetings will be set up among Whip City, Entre IT and the Town.

### **Town Administrator's Report:**

#### **Lafayette Trail Marker:**

Ms. Lessard sent an email to Julien Icher from the Lafayette Trail Inc. and let him know the discovery of where Edwards Inn was. His response was that the marker can be placed in any park or a crossing with decent traffic in Chesterfield. They wish to mark where the Sheriff met Lafayette which is clearly in Chesterfield. The Select Board noted two places to install the marker. The first choice would be on the Library lawn near the corner. The second choice would be at Town Hall. Ms. Lessard will get the GPS coordinates of a spot on the Library lawn for the marker and send it to The Lafayette Trail Inc.

#### **Fire Department Request:**

Alex Kassell from the Fire Department would like to know if they can use 6 North Road for training for the Rapid Intervention Team. This would be a multi-town training with Goshen, Williamsburg, Cummington, Plainfield and Worthington. They also are requesting possibly using the property beyond the one training. Ms. Lessard checked with the insurance company to make sure the Town is covered with the proposed use. The Select Board is in agreement for the Fire Department to use the property for the training.

#### **Phones:**

Phones have been delivered and are in the Select Board office. Waiting on Richard Carnell from Whip City for further updates. There is an issue with porting the phone numbers.

**Fuel Bids:**

The fuel bid amounts were submitted to FRCOG. There was an increase in gasoline and diesel amounts to bid. Mr. Fuller opined that he usually is involved with the process.

**CARES CvRF Closeout Certification:**

The final report has been submitted. The total received was \$54,576.05. Total reported in spending was \$24,585.23. Total to be returned \$29,990.82 once final submission is reviewed and accepted.

**General Government Bylaw Articles for Bylaw cleanup as requested by Town Clerk:**

Ms. Lessard has written the wording of the articles and submitted them to the Select Board for their review.

**Tennis Courts:**

Ms. Lessard has started requesting proposals for repair and reseal again. Premier told her they are too far to come unless they have other bids or work closer to our area. She is waiting on a response from Piretti Tennis. She will be doing research again on other local companies to get someone out here to look to give a proposal on repair and resealing.

**Spring Tree Work:**

JB Lynch, Tree Warden, brought in a list of trees for removal. Ms. Lessard has done up the Bid/Quote document and has emailed the document to seven companies at the tree warden's request. The RFQ has been posted on the Town website. Bids/Quotes will be due for April 11 and will be reviewed at the Select Board meeting on April 11, 2022.

**Furnace at Town Office:**

The furnace at Town Office needed a repair as there was no heat. The furnace had no water and the repairman had to manually fill. He manually filled it and showed Ms. Lessard how to fill it and restart the furnace if it happens again. He is suggesting a new furnace as the cost to adapt parts to repair will cost several thousand dollars. He will have someone send over the cost to adapt parts and replace the feeder and what a new furnace/boiler may cost.

**Basement:**

Ms. Lessard noted the basement is very, very wet at Town Office. It was bone dry two weeks ago. The dehumidifier is running.

**Old Town Hall Cleanup:**

The Town Administrator has sent an email to departments and boards requesting that they clean up any of their items from the Old Town Hall by the end of April.

**Correspondance Received:**

**Email from Jan re: COA/Senior Center Oversight Committee:** Report for work needed in the COA/Community Center-Select Board will discuss more when Mr. Willard returns as he is on that committee. The board reviewed the list.

**Letters from Fish & Game:** re: intent to purchase two parcels. The Select Board reviewed the letters. One parcel is 280 acres and the other is 80 acres. The Select Board would like to know the tax impact of this purchase. Ms. Lessard will follow up with the Assessors.

**Personnel Policy Job Descriptions:**

The personnel policy job descriptions need to be reviewed. Some review had been done last year but Ms. Colson-Montgomery would like them added as an appendix in the personnel policy. Ms. Lessard will get them out to the departments and have them be reviewed by the people doing that job.

**7:00 Meeting re: 6 North Road property:**

The Select Board requested, the Fire and Police Chief, along with Larry Holmberg to come in to discuss moving plans further ahead with 6 North Road. The septic field mapping has been done and Larry Holmberg has a map (Version 6) showing a possible swapping of land with 398 Main Road. This would incorporate the total septic field for 398 Main Road on their own property instead of spilling over onto the 6 North Road property. Mr. Holmberg will follow up with the owners of 398 Main Road to see if they are agreeable with the land trade. This would involve trading land from the 6 North Road property at the rear of 398 Main Road and the Town gaining some frontage along the Main Road. A deal will have to be negotiated. If the trade is accomplished, this will give the Town the 200' of frontage on the Main Road and a possible driveway for the Public Safety Complex could be sited there.

Larry Holmberg gave a synopsis of work that has been done thus far to bring the new Police Chief up to speed on what has been done to this point. He reviewed the Town's history of trying to build a public safety complex and new Town Offices and all the work that has been done to date. There was discussion of the plans that were done to site these possible new town buildings at 422 Main Road and problems that were presented for the property at 422 Main Road and why the 6 North Road property was purchased by the Town to possibly house these new municipal buildings instead. There was discussion of the possibility of selling the house and barn located on the 6 North Road property with two acres. Mr. Holmberg did state that a right of way, that is 50' wide by 86' in length, needs to be maintained behind the Community Center. There was discussion of the topography of the land and the high water table in some areas. Larry Holmberg opined that construction could still take place in those areas with Conservation Commission's blessing and could be accomplished successfully with proper drainage. There was discussion of runoff and how to accomplish where any possible buildings may be sited. There is a slope behind the house at 6 North Road. Larry Holmberg suggested hiring a landscape architect to do an assessment of where the two municipal buildings should be sited on the 6 North Road property. Plans had previously been done for possible building layouts at 422 Main Road and there are architect renderings of those plans. Ms. Lessard will make sure the Police Chief gets a copy of those renderings for his input. Ms. Colson-Montgomery opined it would be nice if a large portion of the land at 6 North Road could be used in the future for other town uses. Mr. Holmberg will put together a list of landscape architects for the board.

**Meeting Adjourned:**

With no further business, the meeting adjourned at 8:07 p.m.