



Chesterfield Select Board Minutes
Monday, April 10, 2023 at 3:00 p.m.
Town Office Building - 422 Main Road

The Select Board meeting was called to order at 3:00 p.m. by Mr. Fuller.

Select Board Members Present: Trish Colson-Montgomery and Don Willard

Select Board Members Participating Remotely: Roger Fuller

Town Administrator Present: Brenda Lessard

Public Officials Present: Jan Gibeau, COA (Council on Aging) Director;

Public Officials Present via ZOOM: Ricki Chick, Cemetery Superintendent (briefly); Dee Cinner, Cemetery Commission; and Leslie Kellogg, 4th of July Committee

General Public Present: Gigi Kaeser

General Public Present via ZOOM: Marianne Drake, Lynn Hicks, Laila Salins, Sarah Hamilton, and Greg Meister

Recorder of Minutes: Brenda Lessard

On July 16, 2022, Governor Baker signed into law an Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this extension allows public bodies to continue holding meetings remotely without a quorum of the public body physically present at a meeting location, and to provide "adequate, alternative" access to remote meetings. The Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

This meeting was conducted with ZOOM access for the public.

Minutes:

Mr. Willard made a motion, seconded by Ms Colson-Montgomery and unanimously voted to approve the 2/25/23 and 3/27/23 minutes as amended.

3:30 PM: Jan Gibeau, COA Director:

Ms. Gibeau had asked to come in to speak with the Select Board about her request to Finance Committee regarding her increase in her budget. She reported that her duties as Council on Aging Director have changed. Ms Gibeau finds that she works more hours than she is compensated for. She answers emails and phone calls from home, which come in morning and night. The newsletter takes a lot of time. She has spoken with Lindsay Sabadosa about finding funding to keep putting the newsletter out, as the grant will be ending at the end of the current fiscal year. Ms Gibeau noted that the COA Board is stepping up and helping with the digital world. Ms Gibeau noted that the SIG (Service Incentive Grant)

is crucial in putting the newsletter out. That grant is for the Consortium and not necessarily Chesterfield alone. Ms Gibeau has been receiving positive feedback about the work the COA is doing. Ms Colson-Montgomery asked about the assistant Ms Gibeau had hired. Ms. Gibeau reported that Ms. Theroux, who was an administrative assistant to the COA Director, has been working from home but has since been called back to her job and does not have the time to work at the COA. Even with the Administrative Assistant, Ms Gibeau has been working more hours than her job allowed pay wise.

COA Director and Financial Clerk Increase in Hours:

Ms Gibeau had asked the Finance Committee to increase her hours from 11.4 hours a week to 20 hours a week. The Finance Committee has agreed to 18 hours a week. Ms. Gibeau agrees with the 18 hours but did note that not all the hours she works will still be covered. She reported she attends a lot ZOOM meetings and in person meetings. She noted one is the FRTA (Franklin Regional Transportation Authority). She would prefer to not be appointed to that seat, although she noted it is an important seat. Ms. Gibeau also reported that Lorrie Childs has taken on more duties also. She asked for an increase in her hours also. Her hours will increase from four hours a week to ten hours a week. Lorrie's job will be classified as COA Financial Clerk and will have its own budget line in the FY24 budget.

Walking Maps:

Ms Colson-Montgomery noted that she had seen the meeting posting of the Walking Map group. She suggested that the maps are posted on the Town website.

Grants:

Ms. Gibeau noted that there are many grants available especially for seniors. She has been looking into various grants. She would like to see a pavilion built and more benches along the walking area for seniors. Ms. Gibeau spoke about the MA Healthy Aging Collaborative that has money available. Ms. Gibeau noted seniors request that a pickle ball court be installed. Ms Colson-Montgomery noted the Town has been looking for two years to get the current tennis courts repaired and resealed. The Select Board would like the courts to be resealed and painted with lines for pickle ball on one of the tennis courts. Mr. Willard reported that the Recreation Committee has quite a bit of pickle ball equipment they purchased with a grant. The Recreation Committee is hoping to find a coach to teach a group who can then be coaches for groups wanting to play pickle ball. Mr. Willard also suggested using Town Hall and setting up a court with painters tape for indoor pickle ball. Mr. Willard will work with Ms. Gibeau to look at what grants are available to help repair, reseat and repaint the current tennis courts at Russell Park. Ms. Gibeau also reported on a Challenge Grant she has applied for that she is waiting on a response. She would like a gazebo or a smaller pavilion built in Russell Park.

Fire Chief Truck Bids:

The IFB's for the Fire Chief's truck were due at 2:00 p.m. There was only one bid received, eleven companies had been sent the IFB. The bid received was from Liberty Chevrolet, for \$63,837.62 with all options. The Select Board took the bid under advisement, as Mr. Fuller would like to review the documents.

Warrants:

The Select Board reviewed and signed the W23-21, WP23-21 and WPD23-21 warrants. There needs to be a further discussion about flagger pay and hours worked.

Dunham Building Use:

Gigi Kaeser attended the meeting to ask about use of the Dunham Building. A group of interested residents would like to use the building for displays of historic maps and photos. Ms Kaeser had spoken with Doug Fisher who has many historic photographs and would like to display them to the public. Some of the photos do not have identification of locations or people in the photos. The idea would be to have some of the older residents might be able to help identify the buildings or people in the photos. They would set up for each exhibit and the building would not be used for a storage area. In the summer time, there may be summer camps for children. Ms Colson-Montgomery opined that camps may have more requirements. Research would need to be done to see what would be required of the Town. The building is small and so there would be small groups. Ms Kaeser acknowledged that parking may be an issue but she does not think there would be that many people at once at the building. Laila Salins had sent an email to the Select Board about her possibly purchasing the building. Ms. Salins spoke on the record about the email she had sent. Her intention was to put the idea out to the Select Board to inform them she would be interested in purchasing the building if they do not want to let townspeople use the building. Mr. Fuller acknowledged that the building is underutilized along with several other town buildings. He noted the town had rented the building out to the Post Office at one time and to MassDOT when they were doing some road projects in West Chesterfield. Ms. Salins is supportive of the town letting the group use the building for exhibits and possibly other uses. She would be interested in purchasing the building if the town would rather sell the building. She and her partner are professional musicians and they have a small studio at their home, which does not work well with them both trying to use the space. Ms Colson-Montgomery noted that she supports allowing the group to use the building to see how it works. She did note that parking may be an issue and the neighbors cannot be impacted. The discussion moved to the possibility of Ms Salins renting the building for her music studio and allowing the group to do their displays on some weekends. Research needs to be done on what the building was rented for previously and what the expenses of the building are. The Select Board would like to get an appraisal of the building also. The heat and water has been turned off for the winter. The Select Board is open to the idea of renting the property and seeing the building used. The building has not been heated for three to four years now. The Select Board will be doing a town building walkthrough in May and will look at the building more closely before making any decisions.

Review of Annual Town Meeting Warrant:

The Select Board reviewed the draft, article by article. There was a discussion of budget lines for winter expenses and winter wages. Select Board notes were added under some articles. Two cemetery articles were removed. One was for the Ireland Street stone wall, which the Select Board felt could wait until next year.

Monies Left in Budget from Previous Years:

There was a removal of the rescinding article as the funds may still be needed in FY24. There were many lines noted in the expense report which need to be addressed that include old town meeting articles where all monies have not been spent. This will be addressed after the Annual Town Meeting, possibly with the Town Accountant. There were monies left in budget lines including the Fire Department, Police Department, School Roof and Cemetery Commission.

Cemetery Articles:

Ms. Cinner attended the meeting to discuss the Cemetery articles further. The Select Board went through all six articles with her. Ms Colson-Montgomery noted that it is still unclear if the money being asked for to cover cemetery mapping, software and data entry is accurate. The

Commission has received no information directly from allfunerals.com. The Select Board are okay with the article regarding Center Cemetery parking. The article for soil analysis was removed from the warrant. The Select Board told Ms Cinner that they would have the highway department dig the holes and the soil testing would be paid for by the town. Regarding the article for surveying and placing row markers at the Ireland Street Cemetery, the Select Board noted that there was money in a budget line that Ms Cinner can access to cover part of the funding for \$1,839 so the amount requested for the article on the warrant was reduced to \$2,200. The stonewall repair at the Mount Cemetery was left in the warrant as it appears to be a safety issue. The article to build a new stonewall at the rear of the expansion at the Ireland Street Cemetery was removed. The Select Board opined that the wall is not a necessity at this time to install at the cemetery. The area can be mapped out, pins put in place to mark the rear of the cemetery, and a stonewall can be built in another fiscal year. The Select Board suggested Ms Cinner ask about including the cost of the wall for next year's budget. They also suggested that grants could be looked at to possibly fund a portion of a new stonewall. In reviewing the expense lines for the cemetery, the Select Board noted that there are several budget lines that the Cemetery Commission can utilize to pay for some of the work they want to get done.

Computer Replacement:

The Select Board looked at the list of computers that need to be replaced soon. Mr. Willard noted that he does not need a new laptop and he will continue to use his current computer. There will be an article for six new computers to include three desktop models and three laptop models. These computers will replace a desktop and laptop at the COA, two desktops at the Police Department, a laptop for the Town Clerk and a laptop for Ms Colson-Montgomery, who does not have a town computer, prefers to not use her own personal computer for town business.

Reports:

Cemetery Meeting:

Ms Colson-Montgomery stated she had little to report due to the fact that the Cemetery Commission meeting had been scheduled at 10 a.m. on Saturday, April 15th. She had a prior engagement at that time. She asked Ms Cinner to reschedule the meeting so she could attend and had sent dates to her which worked better for Ms Colson-Montgomery to attend the meeting. She was told Ms Cinner would send the recording to Ms Colson-Montgomery and would not change the date of the meeting. Ms Colson-Montgomery noted she did not receive the recording nor any of the information that she asked to be provided to her regarding back-up for the cemetery articles.

Major Repairs Budget (Additional Report):

Ms. Colson-Montgomery reported that she had attended the last Finance Committee meeting and had reported to the Finance Committee that the floor in the Police Department is going to need some significant repair. The Finance Committee was going to put \$80,000 in the Major Repair budget line to address the floor in the Police Station and the Chimney at the Library.

Shade Tree Hearing Continuation:

Mr. Willard reported he had attended the continuation of the Public Shade Tree hearing. He noted that many trees were removed from the tree removal list for North Road. He opined that this might put the Town at risk during a storm by not removing those trees. Ms. Colson-

Montgomery agrees and has concerns about protecting the road surfaces from roots and not enough sunlight on the roads to melt icing.

Leslie Kellogg, 4th of July Committee:

Ms Kellogg asked the Select Board to put it on their next agenda to give recommendations to the 4th of July Parade Committee for Lifetime Achievement, Volunteer of the Year and Marshall for the parade. She also asked about using the 6 North Road property for parking this year. She requested that some fill be put down now so it will get packed down before July. She is estimating that ten feet of fill will be needed. Mr. Willard will speak with Matt Smith about putting fill down. She would also like to expand the amount of space for parking. The plan is to have a car show and band on Sunday, July 2. There would be food trucks and displays in the Town Hall. She also plans to hold a float-making workshop. She also requested that an invitation go out to invite area towns to enter the parade with a float representing their town. The theme for the parade will be Spirit of 76.

Additions to Agenda:

COA Defibrillator:

Ms Colson-Montgomery reported she had spoken with Ms Gibeau about defibrillators. There is no defibrillator in the COA/Community Center. The Select Board will speak to Larry Holmberg to look into grants and see if one can be installed.

Phones at Town Office in Emergency:

Ms Colson-Montgomery had spoken with Larry Holmberg about the phones at the Town Office. After a recent power surge, the phones at the Town Office were not working and the phones had to be replaced. If an event like that happened during an emergency, this could affect Mr. Holmberg's Emergency Management response if it was needed. Cell phone hot spots were discussed to see if that may be a solution or installing several desktop phones in the meeting room. The desktop phone in the Select Board's office was not affected. The Select Board will ask Larry Holmberg if there are any grants to cover the cost.

Russell Park Ballfield:

Mr. Willard reported that the annual baseball field maintenance will be held on April 15th. He reported that Tim Jaescke always helps out with his equipment at a low cost.

School Speed Zone:

Mr. Willard reported a teacher at the school had spoken to him about setting a speed zone at the school. The school has noticed an increase in speeding on Smith Road. Mr. Willard reported to the teacher that the Select Board had recently officially delineated a school zone and signs will be installed.

Russell Park Fence and Bench:

Mr. Willard reported that the fence and bench at Russell Park still need fixing. He will look at the bench to be ordered to replace the bench. A fence company will need to be contacted to fix the fence. Mr. Willard will also look at the dugout roof more closely.

Edwards Museum:

Ms Colson-Montgomery wants to push the timeline for the work to be finished at the Edwards Museum. She would like to see the work completed before the July 4th Parade.

Easter Egg Hunt:

Mr. Willard reported that 120-150 people attended the Easter Egg Hunt on April 8th. This included 60-80 children that participated in the Easter egg hunt. The Recreation Committee hid 1200 eggs. Feedback to the Committee was positive.

Town Administrator Report:

Entre & IT Issues:

The Town Clerk's new computer was installed. Entre also installed the new access points at the COA and fixed the issue that the Highway Superintendent was having with his cameras. Ms Lessard also sent an email to all town departments advising them to reach out to Entre to allow them access to their computer to check the routing of files for backup on the server.

Highway Worker:

A job vacancy was posted and one response has been received so far.

Floor in Police Department:

Ron Loven measured the floor. Ms. Lessard sent an email to Capital Carpet and contacted Baystate Floor and Carpet. She received a response from Baystate who was supposed to be at the Town Office on April 10th but had to cancel to April 12th.

Tennis Courts:

Ms. Lessard contacted Ryan at GingerCat again. He was supposed to have come to look at the tennis courts on Friday, April 7th but no estimate has been received.

Citizen Petition:

A citizen petition was submitted for inclusion on the Annual Town Meeting warrant to prohibit cannabis in Chesterfield.

Appointment to MVP Committee:

Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to appoint Judith Lyons to the MVP Communication Strategy/Public Engagement Committee.

Annual Town Report:

A draft was supplied to the Select Board to review. If they have any issues they will reach out directly to Jen Peotter. The pictures on the draft were discussed. Ms. Colson-Montgomery and Mr. Willard would like the pictures switched on the front cover and removal of one picture if it does not contain Chesterfield students playing field hockey at Hampshire Regional.

Action Items:

Ms Colson-Montgomery made a motion seconded by Mr. Willard to go into Executive session pursuant to the provisions of G.L. c.30A, §21(a)(3) to discuss strategy with respect to litigation, as an open meeting may have a detrimental effect on the litigating position of the public body and the chair so declares: Federal Multidistrict Litigation vs. CVS, Walgreens, Walmart, Teva, and Allergan.

Roll Call Vote: Ms Colson Montgomery-Aye

Mr. Willard-Aye

Mr. Fuller had left the meeting prior to the Executive Session.

Meeting Adjourned:

Ms. Colson-Montgomery made a motion, seconded by Ms. Willard and unanimously voted to adjourn the meeting at 9:20 p.m. The vote was unanimous.