



**Chesterfield Select Board Minutes
Tuesday, April 26, 2022 at 2:00 p.m.
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 2:00 p.m. by Mr. Fuller.

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

Select Board Members Participating Remotely: Roger Fuller

Select Board Members Absent:

Town Administrator Present: Brenda Lessard

Public Officials Present: Dee Cinner, Cemetery Commission; Matt Smith, Highway Superintendent; CJ Lammers, Planning Board

Public Officials Present Via ZOOM: Spencer Timm, Town representative to HAEMS

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

DEP: Department of Environmental Protection

DHCD: Department of Housing and Community Development

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

IFB: Invitation for Bids

MassDOT: Massachusetts Department of Transportation

MLP: Municipal Light Plant

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.

2:00 P.M.: Dee Cinner, Cemetery Commission, Gravestone Conservator Contract:

Ms. Cinner attended to request the Select Board award a Gravestone Conservator Contract for three years so she does not have to do a RFP each time a stone needs fixing. She noted that that work is very time consuming. A request for unit pricing went out on February 16th and only three people responded, with two stating they would not give unit pricing as there are too many variables to a repair. They noted topography, material, location, etc. They would need to see the work that needs to be done before giving a quote. The only person who gave unit pricing was Fredericka Chick who is the current Cemetery Superintendent. Ms. Colson-Montgomery was in favor of awarding the contract as she opined that Ms. Cinner is very careful with her budgets and would not waste money for repairs. Mr. Fuller and Mr. Willard opined that they see no issue with still putting out an RFP and if there are no responses except Ms. Chick, they would have no issue awarding the work to her. Ms. Cinner noted that most of the repairs she has are very small projects and most conservators will not even acknowledge the request for pricing. She currently has two stones that need repair. She noted she will have to attend a site visit for the work and that she must review materials used and what the conservator is proposing for the repair. Mr. Fuller noted it is difficult to give pricing on unseen work that is needed on any project. Mr. Fuller stated he is not opposed to hiring a Gravestone Conservator as an employee. He noted that Ms. Cinner may want to meet with Ms. Chick and come up with a hourly wage that may be paid to an employee as a Gravestone Conservator and a new position could be created.

Ms. Cinner also asked about the sign for the Lafayette Trail that is to be installed by the Lafayette Trail Inc. Ms. Cinner opined she does not like the colors of the sign and they do not match the colors in the American flag. She also would like to see the sign installed in the Russell Park rather than on the Library site. Ms. Lessard will put a hold on the current proposed location until more research is done on placement of the sign.

2:30 PM Matt Smith: Highway Superintendent:

Mr. Smith attended to talk about the Complete Streets policy. He wanted to know what the Select Board wanted to accomplish with the policy. Mr. Willard questioned whether the Town is identifying

problems, then seeking funding or seeking funding first and then finding problems to fix with that funding. The Board concluded that the problems should be the basis and identified first. There was discussion of what types of projects could be identified under the Complete Streets program and what could be put on the prioritization list.

Mr. Willard noted that he had attended the walkability visit at the school for the walking trail that is proposed. There is a difference of opinions on what type of trail should be done. Ms. Griswold would like a large trail to extend along all the property lines but that will require an asphalt trail and be ADA complaint at five feet wide and he estimates the cost would be \$260,000 for the asphalt alone. There would also be the added costs for upkeep and who would keep the trail clear in the winter. Ms. Gibeau was in the opinion it should be a very small walking trail, just around the field with no pavement. There was also discussion of seating along the trail. Ms. Griswold and Ms. Gibeau will be having a meeting to discuss a walking trail that can be agreed upon.

Mr. Smith is worried that the Town will be expected to install sidewalks for each road project, something he does not want to do. Many residents do not want a sidewalk in front of their homes. He also noted a discussion about a walking trail to include Bagg Road. The Select Board opined that unless the road is paved, it does not make a good walking trail. The variations with the seasons can make a dirt road not very walkable.

The Select Board are in agreement that more visibility for the crosswalk by the Library could be accomplished and benches in or around the park would be nice. It was noted about the possibility of a study to collect data regarding how many people use the sidewalks and use the crosswalks to cross Route 143. It was noted the children at Davenport use the crosswalk on Wednesdays. Mr. Willard will speak with the Police Department about motion sensor cameras which would identify how much use sidewalks and the crosswalks get or how many people cross by the intersection of Rte. 143 and North Road and South Street.

Ms. Colson-Montgomery opined that at the next meeting for the Walkability study there needs to be a serious discussion of what projects need to be identified as viable for the Town and if the Complete Streets Policy makes sense for Chesterfield.

Mr. Smith did show the Select Board the different patterns that the crosswalk by the Library could be painted. The Select Board opined they liked the diagonal lines and questioned whether reflective paint could be used on that crosswalk. Mr. Smith noted that reflective paint could be used but it would add to the expense. Mr. Smith will look into the pricing. He has money in his budget and would like to get it done before July 4th.

Mr. Fuller brought up a complaint he received from a resident on Old Chesterfield Road. Mr. Smith did address the complaint with the resident.

Mr. Smith also will be attending some MassDOT training next week about the bipartisan infrastructure law. He also reported that the highway department cleaned up the wood behind the dugout at Russell Park.

3:15 PM Spencer Timm, Town Representative to HAEMS:

Spencer Timm attended via ZOOM. Mr. Fuller asked about the budget and the meeting he had prior with Mr. Timm. There is a miscommunication regarding a report and the budget. Mr. Fuller would like to see the total budget to compare to the assessment the Town received. There was discussion of whether the total budget had ever been provided. Mr. Fuller noted the Town had received budgets up through 2019 but then they stopped. The association opines that they are a private company but Mr. Fuller noted that a major source of the funding comes from municipalities. Mr. Fuller stated that with municipal funds providing financial support of the budget, the towns should be able to see the total budget if they ask to see it. Mr. Timm stated he would get that for Mr. Fuller. Mr. Timm noted there are financial issues in the budget with recruitment and HAEMS needed to increase hourly wages to attract new EMTs and paramedics. Many services are offering higher pay and big hiring bonuses. The other increase in costs are equipment state mandates and what is going on with supply chain issues and increased costs for goods. He noted that prior to the last ambulance they purchased the cost was \$150,000 and the cost for the last ambulance went up to \$275,000. He also reported that insurance companies have lowered their reimbursements for ambulance service to Medicare pricing, so the HAEMS is seeing less in reimbursements from insurance companies. Also, if the ambulance carries a patient that resides in any other states or Canada, the ambulance sees nothing in reimbursements as those states and Canada do not require that coverage in their insurance. Mr. Timm also reported that Hilltown Ambulance is struggling and if that ambulance service fails, HAEMS will need to step in to provide coverage to the six towns, or a portion of those towns that Hilltown Ambulance services. PPE costs have also increased immensely.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to accept the Minutes of 4/11/22 as amended.

Warrants:

The Select Board reviewed and signed the warrants W22-22, WP22-22 and WBB22-22. The check for the Sandri bill for the repair of the Town Office furnace will be held (see Furnace at Town Office under Reports).

Additions to Agenda:

Meeting with Leslie Kellogg re: Parking for 4th of July:

Mr. Willard reported he had met with Leslie Kellogg at 6 North Road to look over using the property for parking for the 4th of July parade. They noted two possible entrances farther down North Road that would work. It was suggested that Highway may need to put a load of material but Mr. Willard is not sure if that may cause worse issues. The Select Board opined that all three members should do a site visit at the property to determine the best place to allow parking, if at all.

Recreation-Purchase of material from Delta Bulk:

Mr. Willard reported that the Recreation Committee purchased a load of material from Delta Bulk but the only town account is for highway. Mr. Willard did charge it to the highway account but has made Mr. Smith aware of the purchase and the invoice will be paid by Recreation.

Russell Park, Snack Shack Issues:

Mr. Willard reported there is still vandalism occurring at Russell Park. Mr. Willard's son cleared the asphalt pieces off the roof of the Snack Shack that had been thrown on the roof previously. Mr. Willard is looking at installing cameras with the Police Departments help. Mr. Willard also reported that Don Bisbee has it on his list to get the concrete work done very soon.

The Town Administrator was notified by Ron Loven that the water heater was not working at the Snack Shack at Russell Park. Mr. Willard reported that the water heater leaked and sprayed all over the new baseball equipment. Mr. Loven got the cold water to work and is looking at what is needed to get the water heater fixed.

Damaged Fence and Bench at Russell Park:

Mr. Willard reported that the pole on the fence that was damaged needs to be fixed. The fencing looks okay. Mr. Willard straightened the bench but that will need to be replaced also.

Rake Out Attachments for Playing Field:

Mr. Willard reported that equipment is needed for the rake out attachments for grooming the playing field. An old quad or lawn mower could work if one could be found for purchase or donation. It needs to be on the smaller size for grooming the field. Mr. Fuller stated he has some equipment at his house that he would be willing to allow the Recreation Committee to use. Mr. Willard will look to see if that possibility would work.

Annual Town Meeting Warrant:

The Select Board reviewed the warrant article by article. There was some discussion of the article regarding the MLP budget. Both the MLP and the Town Attorney noted the Town has no say in the MLP budget and the wording reflects that. Ms. Colson-Montgomery left a message for the Town Attorney to call her to discuss conflict with Chapter 53F1/2 and Chapter 164 §57 and 57A. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the Annual Town Meeting Warrant.

Reports:

IT Services:

Mr. Fuller reported there is nothing to report. A meeting has not happened yet.

RFP for Edwards Museum Work:

The IFB's have gone out. There was a walkthrough done on Monday, April 25th. Ms. Lessard attended, along with Kent Hicks and Dee Cinner. There were four companies that attended. There was some discussion that will need an additional addendum regarding securing windows and painting the door. Mr. Hick will be sending that over to Ms. Lessard to send out.

Report for Town Meeting re: 6 North Road Property:

The Finance Committee suggested that the Select Board have a report ready for Annual Town Meeting to discuss any updated progress regarding 6 North Road. Sue Labrie had done a report previously and Ms. Lessard will go through Select Board minutes to update the report.

Community Center Oversight Committee Report of Needed Repairs:

The Select Board decided to put off the discussion as other repairs have been discovered. They will discuss the possibility of doing some of the requested work at a future meeting.

Furnace at Town Office:

Sandri had been out to repair the furnace at the Town Office when a major leak was discovered last week. They came Thursday, April 14th and did the repair but did note a small leak in the radiator by the Town Clerk's office, which is in her closet. They also noted some leaking pipes. They suggested some major work needed to be done which included new piping. On Friday, April 15th the Town Administrator and the Town Clerk noted the furnace system was flooded and there were four leaking radiators. Ms. Lessard shut down the furnace and contacted Sandri who stated they would not come out to do the repair as the work that needed to be done that they noted the day before was too extensive and any work they could do would only cause more issues. Two other oil companies were contacted to come do a repair but as the Town is not a customer and due to staffing issues, they were unable to come do a repair. Jamrog HVAC was contacted and they came on Monday, April 25th and met with Mr. Willard. They found the return valve had not been turned on after the repair the previous day which flooded the furnace system and caused the radiators to leak. They did the repair and noted the automatic fill needed fixing. They will return to do that repair. Mr. Willard will call to speak with Sandri regarding the bill that was sent to the Town for the repair and the extra work that was needed due to the return valve not being turned back on by their repairmen. It was suggested the Town use Jamrog in the future to do the annual maintenance on the boiler and furnace.

Town Administrator's Report:**Phones:**

Ms. Lessard has requested and received the CSR from Magna5/RingSquared and has sent it to TPX and Rich Carnell. It was needed to get help with the porting issues. A tentative date of April 27th was given.

Tennis Courts:

No updates. Still working on it.

Old Town Hall:

Ron Loven opened up the Old Town Hall to start getting it ready for Town Meeting. There is still quite a bit of stuff that needs to be moved out. Another email has been sent to people who have stuff stored in the Old Town Hall.

Mr. Loven did note that the furnace did not start up when he tried it. Ms. Lessard called Sandri to have that furnace looked at.

Mr. Willard reported some rotting wood on the ramp at the Old Town Hall. Some pieces need to be replaced. Mr. Loven will be asked to look at it and repair the ramp if he can or make a recommendation of what work may be needed if he cannot do the work. It was noted that Annual Town Meeting will be held there on May 9th and it will need to be done by then.

RFP Landscape Architect Services for 6 North Road:

A site visit is planned for interested parties on April 27th at 9 am. Larry Holmberg will do the site visit and the plan is to meet at the Community Center at 9 am. There are at least two to three interested companies that will be attending that site visit. Ms. Lessard will plan to attend also.

Action Items:**Special Town Meeting Date:**

Ms. Lammers was asked to come into the meeting to discuss the progress of the Cannabis Bylaw and setting a Special Town Meeting date. Ms. Lammers opined that May 31st was probably an unreasonable date and suggested not setting a date at this time. No date was set.

Appointments to Council on Aging:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to appoint Beverly Henrichen, for a term ending 6/30/23, and Marianne Drake, to a term ending 6/30/24, to the Council on Aging as suggested by Jan Gibeau, the Council on Aging Director.

Letter from HCDC re: FY18 Grant Closeout:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the letter from HCDC regarding the FY18 CDBG Grant closeout.

Correspondence Received:

- Three Letters from HCDC re: Environmental Officer signatures- Ms. Colson-Montgomery signed

Meeting Adjourned:

With no further business, the meeting adjourned at 6:10 p.m.