



**Chesterfield Select Board Minutes
Tuesday, June 7, 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: Roger Fuller, Trish Colson-Montgomery, Don Willard

Select Board Members Participating Remotely:

Select Board Members Absent:

Town Administrator Present: Brenda Lessard

Public Officials Present: Dee Cinner, Cemetery Commission; Leslie Kellogg, 4th of July Committee

Public Officials Present Via ZOOM:

General Public Present:

General Public Present Via ZOOM:

Recorder of Minutes: Brenda Lessard

Common Acronyms:

ACO-Animal Control Officer

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

OSRP: Open Space & Recreation Plan

PILOT: Payment in Lieu of Taxes

PVPC: Pioneer Valley Planning Commission

RFP: Request for Proposals

RFQ: Request for Quotes

ROW: Right of Way

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.

Edwards Museum Contracts:

The contracts have been signed by the contractors for the Exterior Renovation work at the Edwards Museum.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to have Mr. Fuller sign the contract with Royal Renovation Construction for the Exterior Envelope Project in the amount of \$33,900.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to have Mr. Fuller sign the contract with Royal Renovation Construction for the Exterior Painting Project in the amount of \$13,600.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to have Mr. Fuller sign the contract with Larochelle Construction for the Re-roof Project in the amount of \$11,600.

Dee Cinner, Cemetery Commission; Mount Cemetery:**6 North Road:**

Dee Cinner attended the meeting to ask that the Select Board notify any Landscape Architect of the historical district that encompasses the 6 North Road property. The Select Board does not agree that the issue needs to be addressed. The funding of this work will be put on the special Town Meeting Warrant for town meeting approval. If approved, the Select Board will interview the low bidder.

Mount Cemetery:

Ms. Cinner also discussed the scope of work that was proposed for Mount Cemetery and the quote for the work that was given by C.E. Roberts to fill the sink holes. The Select Board looked over the scope of work and asked if Ms. Cinner agrees that the work included in the quote will

fix the sinkhole issue at the cemetery. She has identified the areas that need fill and does think it will take care of the issues she has identified. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to have C.E. Roberts do the sinkhole repair work at the Mount Cemetery as listed in the scope of work provided by C.E. Roberts.

Minutes:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to accept the Minutes of 5/23/22 and 5/20/22, as amended.

Warrants:

The Select Board reviewed and signed the warrants W22-25, WP22-25, WPD22-25, and WBB22-25.

Additions to Agenda:

Edwards Museum:

Mr. Fuller had a call from Kent Hicks that the contractor who was awarded the Exterior Renovation work contacted Mr. Hicks to state their bid did not include pricing for the siding or shutters. The Select Board are in possession of the contract that was signed by the contractor. The Select Board are in agreement that the contractor should have looked at the specs listed in the bid more closely before submitting their bid. Mr. Fuller will reach out to the contractor.

Memorial Day:

Ms. Colson-Montgomery noted the Town did not advertise the Memorial Day event as it should have. For future reference, it should be on the Town Website, and FaceBook page.

Library Hours:

Ms. Colson-Montgomery reported she had seen a complaint on FaceBook about the Library not being open on May 28th. It is unsure if the person did not go during the “open hours” or if it was closed. Ms. Lessard will follow-up.

Landscape Architect Services for Master Plan for 6 North Road RFP:

The two companies who submitted bid proposals were:

Wright Ostermier Landscape Architects (WOLA): \$15,800

Dodson & Flinker, Inc.: \$25,550

The Select Board had looked over both proposals. They were pretty close on the scope of services to be provided. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to put the amount of \$15, 800 on the Special Town Meeting warrant seeking funding to award a contract for landscape architect services for 6 North Road.

Reports:

Russell Park Damage:

Mr. Willard reported that there has been damage to some benches in addition to previous damages at Russell Park. The cameras have not been installed by the Police Department yet. He has been in contact with Sgt. Fappiano.

Cross Walk Usage:

Mr. Willard reported that he has spoken with Sgt. Fappiano about the installation of the camera at the crosswalk in the town center to gauge how much the crosswalk is used. The camera has not been installed yet.

Walkability Study:

It was noted that a final policy has not been seen yet from Ms. Griswold. Mr. Willard reported that there is a separate plan to have the school have its own walkability study. Mr. Willard is on that committee along with the Principal, Ms. Griswold, CJ Lammers and the COA Director.

Open Space and Recreation Plan Committee:

Mr. Willard reported that the OSRP Committee has met several times. There has been much discussion on what should be included in a survey that will be going out to the town residents.

Mr. Willard had to leave the meeting at this time due to a prior commitment.

FY23 Fuel Bids:

Ms. Lessard reported that the heating oil, gas, and diesel fuel bids were in. The bids were reviewed by the Select Board. Mr. Fuller opined that the Town should not lock in at the fixed rate due to the volatility of oil prices. Ms. Colson-Montgomery agreed. The awards were made as follows:

- Heating Oil: Rack Price plus MarkUp of \$0.461/gallon for 8,100 gallons of Heating Oil with Mirabito
- Diesel: Rack Price plus MarkUp of \$0.652/gallon with an additional Mark-Up of \$0.04/gallon for winter blend for 8500 gallons of Diesel Fuel with Dennis K. Burke
- Gasoline: Rack Price plus MarkUp of \$0.711/gallon for 2500 gallons of Gasoline with Santa Buckley

Mr. Willard had to leave the meeting at this time due to a prior commitment.

Leslie Kellogg: 4th of July Committee:

Leslie Kellogg came in to report on the 4th of July Committee's updates.

On Sunday, July 3rd, there will be a car show with the cars on display on both sides of South Street from Bryant Street to Route 143. There will be enough room for an emergency vehicle to get through if needed but the road will be closed to through traffic. There will be a band playing on the Town Hall lawn and there will be two food trucks.

On July 4th, the parade will start at 10:30 a.m. There will be an art show also. There will be no fire department muster. The committee has chosen a Marshall and Lifetime Achievement recipient but not the Volunteer of the Year. The Select Board gave a suggestion of a recipient who is deserving.

Leslie Kellogg noted that the robo-call that went out to the town residents found numerous volunteers to help out with the celebration. As far as the parking at 6 North Road, Rick Roberts will be doing the haying of the property prior to the 4th. The Select Board reported that gravel is not needed at 6 North Road. The ground is secure and the opinion is that gravel will make it more difficult to exit the field. Mr. Fuller noted there should be a person stopping traffic for people exiting the parking area as the cars exiting will not see oncoming traffic from both directions.

Town Administrators Report:

Phones:

Ms. Lessard had a phone meeting with Richard Carnell regarding some loose ends. He is being the liaison with TPX. Porting has been put off, after discussion with Rich Carnell, until at least 6/21 as wiring needs to be complete. It was noted that Winston Bancroft will be doing the wiring.

Edwards Museum:

Ms. Lessard reached out to Shannon Brisbois of the Historical Society re:storage of breakable items, things on walls or by windows, attic, etc. Ms. Lessard offered the WCPO as a possible place of temporary storage for some items. Mr. Fuller noted that all items stored in the attic should be covered prior to the construction.

Sugar Hill Road Layout:

Ms. Lessard attempted to file the signed license agreement at the Registry of Deeds. Judy Terry's signature appeared to them to be a copy of her signature. The signature was obtained electronically per pandemic protocol. As her signature was not notarized, the Registry of Deeds would not accept it. The Select Board will file the agreement in the office for now.

General Maintenance Work:

Ms. Lessard has spoken with Ron about the work at the COA and some painting at the Fire Station that needs to be done. Mr. Loven did note that there are some boards that need replacing on the COA ramp. He will replace those first then paint the ramp. He is working with Jan about painting in the equipment room and he will paint the header at the Fire Station.

COA Floor:

Ms. Lessard has reached out to the schools contact at Capital Carpet. They were sent the measurements of the COA kitchen and the COA library floor. Ms. Lessard asked for two price proposals, one for each floor. Hampton Flooring in Easthampton was also contacted.

Mr. Fuller suggested contacting Bill Radner at American Rug in Holyoke.

Shredding at Town Office:

Ms. Lessard spoke with Heather from Valley Green Shredding. They only need a seven-day notice to come out to do the shredding that is needed. They will need to know how many boxes and sizes to know how many people to send with the truck. Ms. Lessard has sent an email out to the departments to get ready for a time to get the shredding done.

Juneteenth:

Ms. Lessard spoke with Brian Maser from KP Law about Juneteenth. He has been fielding a lot of calls about this. As the Town does not have a labor union and in the current personnel policy there is a list of paid holidays and no additional wording stating "and any state and/or federal holidays that may be added", he gave this legal opinion:

"The Town Offices and Divisions (which includes Highway), must be closed. No municipal offices, nor divisions may be open. This also includes the Select Board meeting for that night."

We will need to change that meeting to Tuesday, June 21st. As far as pay goes, Mr. Maser said “as the above specific wording is not in the personnel policy, the town does not have to pay an employee for the day off, it is at the discretion of the Town whether it compensates its employees for that day.”

The Select Board discussed the opinion of Town Counsel. Mr. Fuller opined, you cannot force an employee to not work and not pay them for the day. Juneteenth will be added to the list of paid holidays in the personnel policy.

Street Numbering for Cemeteries:

Ms. Lessard has noted that the Town cemeteries and Russell Park do not have street numbers. She has confirmed this with Dee Cinner and the Assessors. Ms. Lessard opined that most town residents know where they are, but in case of an emergency, (heart attack, fall, stroke, etc), the responding ambulance may not be aware of the location of the cemetery. Ms. Lessard spoke with Kelley, in the assessor’s office, some time ago and Kelley did bring this up at a past Assessor’s meeting. The assessors agree to having assigned numbers to be done by the Building Inspector if the Town wishes. The Select Board agrees and the Building Inspector will be notified.

Tennis Courts:

Don Willard took pictures and measurements of the cracks on the tennis courts. I have sent them to Joe at Westboro Tennis Resurfacing and Piretti Tennis. Piretti is sending someone to come look at the courts on Friday, June 3rd and will get back to the town. WTS is in Roxbury, VT working on 21 clay courts there with little internet service. Joe will get back to the town sometime over the next two weeks with a price proposal for budgeting once he can look at the pictures.

Special Town Meeting:

Articles for the Special Town Meeting on June 27th were discussed and the warrant was finalized for signing. There are four articles on the warrant. The Planning Board was not ready with the cannabis bylaw to include that article.

Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller and unanimously voted to sign the warrant for the Special Town Meeting to be held on June 27, 2022 at 7:00 pm at the Town Hall.

Meeting Adjourned:

The meeting adjourned at 7:36 p.m.