



**Chesterfield Select Board Minutes
Tuesday, June 8, 2021 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, Patricia Colson-Montgomery, Donald Willard

Select Board Members Participating Remotely: None

Select Board Members Absent: None

Town Administrator Present: Susan Labrie

Public Officials Present: Brenda Lessard (Incoming Town Administrator), Police Sergeant Jeff Fish

Public Officials via zoom: Jan Gibeau – COA Director

General Public Present: Leslie Kellogg

General Public via zoom: Kate Bavelock - Hilltown CDC

Recorder of Minutes: Susan Labrie & Brenda Lessard

Common Acronyms:

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

FSA: Fiber Service Area

FRCOG: Franklin County Council of Governments

HCDC: Hilltown Community Development Corporation

HRHS: Hampshire Regional High School

HRSD: Hampshire Regional School District

ISP: Internet Service Provider

MHC: MA Historical Commission

MLP: Municipal Light Plant

MPO: Municipal Planning Organization

NHRES: New Hingham Regional Elementary School

PILOT: Payment in Lieu of Taxes

PVPC: Pioneer Valley Planning Commission

RFP: Request for Proposals

STAM: Small Town Administrators of Massachusetts

WG&E: Westfield Gas & Electric

Video Conference Meeting:

Mr. Fuller stated that this Select Board meeting is being conducted without the public physically present but with remote access consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth because of the outbreak of the "COVID-19 Virus." In order to mitigate the transmission of the COVID-19 Virus, we have been advised and directed by the Commonwealth to suspend public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible physical location. Further, all members of public bodies are allowed and encouraged to participate remotely. The Order allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting will feature public comment. For this meeting, the public may join by video or teleconference via the Zoom App as posted on the Town's Website identifying how the public may join.

Additions to the Agenda:**Planning Board Meeting:**

Ms. Colson-Montgomery reported that all members of the Select Board attended the Planning Board meeting on Monday, June 7th. She noted that the Planning Board had reviewed a draft survey that was going to be sent out to residents regarding a new proposed Cannabis Bylaw. She opined the survey contained information that was not relevant to a Cannabis Bylaw and thought the survey should stay focused on the topic. She stated that she will speak with Planning Board member CJ Lammers, who is drafting the survey, about her concerns/suggestions.

Ms. Colson-Montgomery also reported that the person who wanted to be appointed to the Planning Board's open seat, Ms. Carol Rhine, was in attendance at the meeting. She noted that Ms. Rhine had not yet been appointed by the Select Board, as that is scheduled for this evening's meeting. The Select Board asked the Town Administrator to email the Planning Board Chair to make him aware that the new member was not an official member of the Planning Board yet. She needs to be appointed by the Select Board and sworn-in by the Town Clerk before she is an official member.

Russell Park Recreation Building:

Mr. Willard reported that he had spoken to Mr. Donnie Bisbee about repair work the Town contracted him for at the Recreation Building at Russell Park. Mr. Willard noted that the majority of the job is concrete work but the work requires a building permit to be completed. Mr. Bisbee requested that the Town complete the permit. Mr. Fuller suggested Mr. Bisbee complete the permit application since he is doing the work but approved of Mr. Bisbee using Mr. Fuller's license on the form.

Minutes:

The Select Board reviewed the draft minutes from their May 24, 2021 meeting. On a motion by Mr. Willard, seconded by Ms. Colson-Montgomery, the Select Board voted unanimously to approve the May 24, 2021 minutes as amended.

Warrants Reviewed:

The Select Board reviewed and approved the payroll WP21-25 and treasury W21-25 warrants.

Ireland Street Cemetery:

Ms. Dee Cinner, Cemetery Commission Chair, had asked Mr. Fuller if pins had been set in the Ireland Street Cemetery as she is having additional work completed there as part of a grant. Mr. Fuller stated he would like to review the contract with Holmberg & Howe to see if it included setting the corner pins in the back of Ireland Street Cemetery. If the pins were not put in, Mr. Fuller will arrange with Mr. Holmberg to have it done. Ms. Cinner had provided a change order document for stone wall reconstruction work that is being completed by East Tibetan Stonework. The change order is for \$2,000 of additional work on the Cemetery walls. This is the remaining balance of the MPPF grant money. The Select Board approved of the change order and Mr. Fuller signed the document.

Highway Blower:

Highway Superintendent Matt Smith had requested the Select Board consider allowing him to purchase a tow behind blower for cleaning drainage ditches. The Select Board reviewed the specifications and discussed the cost, \$8,779. Mr. Smith inquired if he could use the funds from the recent sale of the Highway Department tractor. Ms. Labrie explained that those funds have been deposited into the general fund and will roll into free cash after the books have been closed out. The Select Board reviewed the Highway Department's budget lines to see if there were sufficient unused funds that could be transferred to finance this purchase. Ms. Labrie noted the Highway Wages line had sufficient remaining funds due to the fact they were down an employee for much of the year. Ms. Labrie will ask the Town Accountant if the full amount could be transferred or if there was a limit. The Select Board agreed to approve of the purchase from surplus Highway Department budget lines.

Town Walkability:

Ms. Jan Gibeau, COA Director, and Ms. Kate Bavelock, HCDC, attended the meeting via ZOOM to discuss age friendly walkability in the town. HCDC has a grant to complete a Town Walkability Study. They would like to work with a company called WalkBoston and MassDOT to complete the study. They explained the walking audit should be attended by WalkBoston, MassDOT, Town officials, COA, Highway Department, Police, and Fire. Ms. Gibeau stated that the COA would like to see this audit completed. It would look at sight lines, bushes, brush, the need for benches, and any problems that may be encountered by people with mobility issues, mothers with strollers, or the general public. The audit and report would be done at no cost to the Town and would include recommendations to improve walkability in the village center. It would identify needs to be addressed, recommended solutions, and a list of possible grant opportunities available to make the recommended changes. The audit would be daytime on a week day and most likely in early fall. The Select Board supported having the study completed. Ms. Bavelock will reach out to WalkBoston and send some available dates for the walk.

COA Tent at Veteran's Park:

Ms. Jan Gibeau reported that the tent that had been put up by volunteers in the Veteran's Park had been blown down. She ordered screw-in stakes and weights that will be much sturdier and the tent will be put up again on Friday, June 11th. She checked with the Highway Department and they are willing to help. She verified that there are no electrical or water lines under the areas where the stakes will go. Mr. Willard and Mr. Fuller also offered to help on Friday.

4th of July Rolling Parade:

Ms. Leslie Kellogg was in to speak with the Select Board and get their approval/support for another rolling vehicle 4th of July Parade this year. It would be along the same route as last year. She noted that the 4th of July Parade Committee made the decision not to have a formal parade several months ago due to COVID precautions. She asked if notification of the Parade and route could go on the Town website and Facebook page. She noted she would like to put a video montage together of some clips of Town officials, the NHRES Principal, and our State legislators wishing people a “Happy 4th”. She would like, Highway, Police and Fire Departments to include vehicles in the parade. She also reported that the 2022 4th of July parade would be the 75th continuous parade and they will be looking to having a large event next year. The Select Board members all agreed to support another rolling parade.

Town Administrator’s Report:

FRCOG Highway Materials Bid:

Ms. Labrie reported that she and Highway Superintendent Matt Smith reviewed the FRCOG Highway Materials Bid results. The bid package was signed and sent to FRCOG, which will prepare the contracts with each vendor. Mr. Fuller asked to see the bid prices for review, which Ms. Labrie provided.

Memorial Day Ceremony:

Ms. Labrie reported the Memorial Day Ceremony was held at Veterans Park at 11:00 a.m. on May 31, 2021. Mr. Willard attended and noted there was a small number of residents in attendance. The Cummington American Legion Color Guard and Veterans Services planned the ceremony.

Town Administrator Transition:

Ms. Labrie reported that she continues to meet with Ms. Lessard to familiarize her with the work in the office. The two processed the first warrant to the Accountant since Ms. Pittsinger resigned as the Bookkeeper. The warrants are now scanned and sent to the remote accountant by the Town Administrator on Thursday afternoons.

Police Chief:

Ms. Labrie reported that Chief Ed Murray returned the Police cruiser and has been working with Sergeant Fish on the transition.

Library Tree Meeting:

Ms. Labrie reported on the meeting held on June 1, 2021 at the tree between the Library and Museum. Tree Warden JB Lynch was unable to attend. He had approved the work as long as it did not cost the Town anything as the tree is in declining health. He also wanted to make sure the picnic table had been removed from under this tree, which it had. Mr. Jim McSweeney had volunteered to trim and cable the tree at no cost to the Town. The Select Board had approved of the work and requested Mr. McSweeney also remove the large limb that hangs over the Museum roof, which agreed to do.

Dunham Library Painting Quote:

Ms. Labrie reported she had met with Mr. Paul Shepard, Gentleman Painting, and he had sent a quote for \$9,950 to wash, scrape, and paint the Dunham Library building. Mr. Fuller requested

soliciting two more quotes. FY21 Major Repair funds can be encumbered before July 1, 2021, if the project is awarded by June 30th.

Phone System:

Ms. Labrie reported that she met with a representative from DeRenzy Solutions to solicit a quote for replacing the Town Office phone system. The quote should be received by next week.

Personnel Policy Review:

Ms. Labrie reported that she had reviewed and edited the draft Personnel Policy prepared by consultant Mr. Don Jacobs. Ms. Labrie will send Mr. Jacobs her edited copy and he will produce a consolidated draft for Select Board review.

Shared Fire Services Study:

Ms. Labrie reported that a meeting has been set for the public presentation of the final report for Shared Fire Services Study. The zoom presentation will be on June 23rd for anyone that would like to listen in.

Appointment List:

Ms. Labrie provided a list of all the appointments for this upcoming year. The Select Board reviewed the list. After discussion, the Select Board decided not to appoint the Police Officers until they have recommendations for appointment from Sergeant Fish or to appoint the Municipal Light Plant Board until they receive recommendations from Justin West.

A motion was made by Ms. Colson-Montgomery, seconded by Mr. Willard, to approve all the appointments as listed, with the exception of the Police Officers and the MLP Board. The vote was unanimous. The appointments were as follows:

July 1, 2021 Appointed Town Officials

Position & Official

Expiration

Planning Board:

Carol Rhine	2022
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Board of Registrars – 3 members for 3-year terms

Kathleen Brisbois	2024
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Capital Planning Committee - 3 members for 3-year terms & 2 one-year from Select Board and

Pamela Ciminera	2024
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Roger Fuller, Select Board	2022
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Carol Jolly, Finance Committee	2022
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Cemetery Commission – 3 members for 3-year terms

Rick Roberts	2024
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Conservation Commission – 5 members for 3-year terms

Julia Freedgood	2024
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Doug Fraser 2024

Council on Aging – 8 - 12 members for 3-year terms

Milenna Curtis 2024

Francine Frenier, Vice Chair & Treasurer 2024

Mary Ann Hoag 2024

Cultural Council – 8 members for 2-year terms – Can only serve 6 consecutive years)

Carol Jolly – Co-Chair 2023 (Appointed in '19)

Swansea Bleicher 2023 (Appointed in '19)

Lynn Hicks 2023 (Appointed in '17)

Eileen McGowan 2023 (Appointed in '17)

Saskia Demelker 2023 (Appointed in '17)

Energy Committee – 5 to 7 members for 3-year terms

Denise Cormier 2024

Farm & Forest Commission – 3-year terms

Kim Sarafin 2024

Alexandra “Boo” Cherau, Alternate 2024

Historical Commission – 5 members for 3-year terms

E. Dee Cinner - Chair 2024

Zoning Board of Appeals – 3 members and 2 associates for 3-year terms

Louise Spear 2024

Jack Lyons - Associate 2024

Lee Manchester - Associate 2022

2021 Appointed Town Officials: (One year terms through June 30, 2022)

ADA Compliance

Brenda Lessard

Council on Aging Director

Janice Gibeau

Elderly/Disabled Tax Relief Fund Committee

Edward Severance Margaret McWherter

Janice Gibeau (COA Director) Mary Ann Severance

Emergency Management Director

Larry Holmberg

Emergency Response Coordinator

Larry Holmberg

Flood Plain Administrator

Larry Holmberg

Emergency Planning Committee – appointed as a group by position or their designee

Jeffrey Fish – Police Dept

Lawrence Holmberg - EMD

Roger Fuller – Select Board

Matthew Smith – Highway Dept

John Chandler – Board of Health

David Hewes - Fire Dept

Fence Viewers

Robert Recos

Fire Chief and Warden

David A. Hewes

Fire Station Committee

Dave Hewes

Franklin Regional Transit Authority

Janice Gibeau

Hazardous Waste Coordinator

Emily Holmberg

Highway Superintendent

Matthew Smith

Hilltown Resource Management Coop. Reps

John Chandler

Henry (Hank) Badner

Inspectors

Animal Inspector - Kelli Wainscott

Building Commissioner - Jason Forge ((2024 (three-year term)

Gas/Plumbing - Donald Lawton

Wiring - Gary Graves

Deputy Wiring - Jack Lyons

Keeper of the Cannon

G. Gilman Smith

Memorial Day Parade Committee – 3 members – 1-year term

Joseph Russo

Moth Superintendent

Robert Recos

Municipal Light Plant Manager

Justin West

Parking Clerk

Robert Recos

Pioneer Valley Planning Commission

CJ Lammers– Commissioner

Judith Terry – Alternate

Interim Police Chief

Jeffrey Fish

Chief Procurement Officer

Roger Fuller

Procurement Officer

Brenda Lessard

Recreation Committee – 7 members

Don Willard

Megan Sheils-Willard

Chris Strong

Right To Know Coordinator

Vacant

Community Center Oversight Committee

Maryann Coleman

Robert Recos

Janice Gibeau

James Martin

Westfield River/Wild and Scenic Committee

Carl Cignoni

Denise Cormier: Alternate

A motion was made by Ms. Colson-Montgomery, seconded by Mr. Willard to appoint Roger Fuller as the Select Board Representative to the Municipal Light Plant Board. Vote was unanimous.

7:00 PM Meeting with Sergeant Jeff Fish:

Mr. Fuller asked Sergeant Fish how he felt the transition training was progressing. (Chief Murray is retiring as of June 21st.) Sergeant Fish reported that he thought it was going well. He reported that Departmental training is on schedule to be completed by July 1st and all bills have been caught up and sent out. He noted that some of the Officers would like to do more than currently assigned. Sergeant Fish stated that he will make sure an Officer is here for Monday evening office hours at Town Offices.

Sergeant Fish did not voice any concerns other than getting to know the paperwork part of the job such as warrants, grants, and invoicing for outside details. He stated that he still needs to look into the parameters of the Traffic Grant that had been awarded to the Department.

Mr. Fuller inquired if Chief Murray had returned all of his Town-owned equipment, for example, the firearm, badge, department cell phone, and portable radio. Sergeant Fish stated the firearm had been returned. He noted there is a badge in the drawer, but he will check if the Chief had an additional badge. He will look into the other items to make sure they have been returned. He did note that the Chief's cell phone that belongs to the Town had not been returned.

Discussion of Regionalizing Police Department:

Mr. Fuller reported that the Select Board met with the Goshen Select Board to start discussing the possibility of regionalizing our Police Departments. There has only been preliminary discussion thus far. As far as the Select Board is concerned, their main priority is Chesterfield. They did note that Chesterfield brings more to the table as they have more Police Officers, equipment, and a strong candidate for Chief. They noted that Sergeant Fish will have an opportunity to provide input during the ongoing discussions with Goshen.

Mr. Willard opined that his concern with regionalization would be with two municipalities governing the Chief and department. He is concerned with the potential level of oversight.

Interim Police Chief Appointment:

Mr. Fuller stated that the Police Chief position had been posted internally. Sergeant Fish was the only applicant and he is qualified to become Chief. Mr. Fuller noted that until regionalization discussions are completed with Goshen, he would recommend the Select Board appoint an Interim Police Chief as both towns would need to agree on the Chief, if the two were to regionalize. The Select Board members stated that they support Sergeant Fish and appreciate his hard work and dedication to the Department, especially during the transition. They inquired if Sergeant Fish was OK with an interim appointment for the time being and he stated that he was. Ms. Colson-Montgomery made a motion to appoint Sergeant Jeff Fish as Interim Police Chief, seconded by Mr. Willard. Vote was unanimous. The Board stated that Interim Chief Fish would earn the Police Chief wage of 32.63/hour.

Meeting Adjourned:

With no further business the meeting adjourned at 7:35 p.m.