



**Chesterfield Select Board Minutes
Tuesday, June 20, 2023 at 3:00 p.m.
Town Office Building - 422 Main Road**

Mr. Fuller called the Select Board meeting to order at 3:00 p.m.

Select Board Members Present: Roger Fuller, and Don Willard

Select Board Members Participating Remotely: Trish Colson-Montgomery

Town Administrator Present: Brenda Lessard

Public Officials Present: Larry Holmberg, Emergency Management Director

Public Officials Present via ZOOM:

General Public Present:

General Public Present via ZOOM:

Recorder of Minutes: Brenda Lessard

On March 29, 2023, Governor Healey signed into law a supplemental budget bill, which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025. Specifically, this further 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 language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023 to March 31, 2025.

This meeting was conducted with ZOOM access for the public.

Warrants:

The Select Board reviewed and signed the W23-26 and WP23-26, warrants.

Additions to Agenda:

Payroll for Custodian Trash pickup for Fourth of July:

Matt Smith had sent over a request he received from one of the custodians regarding trash duty for the Fourth of July celebration. The custodian had asked for a set fee per hour which was higher than what his normal hourly pay for FY24 would be. Mr. Fuller spoke to Matt Smith and agreed to pay his normal FY24 hourly rate and time and one half for the hours worked on the holiday.

Complaint About Location of Town Sign:

Mr. Willard reported that a complaint had been received about the Town variable sign that is located on Rte 143. The homeowner who lives across the street, does not like the location of the sign and would like it moved. The Select Board and Larry Holmberg are agreeable to move the sign approximately 100 feet down the road.

Request to Use Town Office Parking Lot:

Darlene McVeigh who is a neighbor had sent a letter requesting to use the Town Office parking lot on Saturday, July 22 for parking for her guests for a family reunion at her home which is next door to the Town Office. She had used the lot last year for the same function. The Select Board are agreeable for her to use the parking lot again but to ensure that the police vehicles will not be blocked in case of an emergency.

Council on Aging (COA) Parking Lot:

Ms Lessard reported that a message had been left from AJ Lapinski about the COA parking lot which is owned by the church. The church plans to have the two drainage basins redone which will cost approximately \$15,000. Once he has all the paperwork, he would like to come in to talk with the Select Board.

Junior Olympics:

Mr. Willard reported that the Junior Olympic Committee is going to advertise for participation of children in neighboring towns, that do not already participate in the Hilltown Junior Olympics, to see if any of the children would like to participate. This issue came up with school choice children from non-participating towns. The plan is to have the parents pay the meal fee of \$5.00 and the shirt fee of \$12. Their child can participate on any one of the Hilltown teams that has the least members.

Reports:**Edwards Museum Updates:**

Mr. Fuller reported that work is progressing on the museum. Siding is being installed and is complete on two sides.

Meeting with Ron Loven:

Mr. Fuller reported that he and Ms Lessard had met with Ron Loven about the work that needs to be done on the Town buildings. Mr. Loven reported that he plans to retire from working for the Town and would like the Town to look for another Building Maintenance person. Mr. Fuller went over the list and Mr. Loven is willing to paint the storage room at the COA, re-paint the ramp at the COA, repair and repainting the ramp at the Library, paint the bench at the Library, look at the aluminum awning in the back of the Library and possibly clean it, paint the Town Hall door, and fix the board on the Dunham building porch. He does not want to paint the Library or install the sheet rock in the furnace room at the Fire Station. He will look into the best way of cleaning the rubber treads on the stairs at the COA.

Cemetery Commission Meeting:

Ms Colson-Montgomery reported that she had attended the last Cemetery Commission meeting. They discussed the placement of cremains markers and lots. The Rules and Regulations will be finalized sometime in July and submitted for Select Board approval.

Tree Removal in Cemetery:

Ms Lessard had sent out a request for pricing for removal of three trees at the Mount Cemetery after only one price was received. Two more prices came in. The prices were: Howes Tree Service \$4,100, LP Tree Service, \$7,100 and M Zawalick Enterprise, \$7,800. Ms Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to award the work to Howes Tree Service. The Select Board discussed another tree located in front of Mount Cemetery which is badly deteriorated. The Tree Warden will be asked to look at it and if it is an emergency, possibly a price can be received from Howes to see how much more it would be to add that tree to the removal list.

Federal Emergency Management Association (FEMA) Class:

Ms Colson-Montgomery reported that she had attended an online class in Debris Management that was offered by FEMA.

Town Administrator's Report:

Police Department Move:

Entre came to assess the internet setup needed for the move. They will be bringing a 100' cord to hook up the Police in the Meeting Room. They are putting it a top priority to come help transition the Police in the move but need to wait for cord to come. Jared Connelly from Karma Environmental came to look at the floor on June 9. He thinks they may be able to do the work in one day, two at the most. There is a ten (business) day notification that needs to be one with DEP prior to the work starting. They hope to start the remediation work in a few weeks.

Library Chimney:

Ms Lessard contacted J Mals Masonry to ask about the prevailing wage issue. He was asked if he is working alone or with a worker. He would be working alone. The price is good. Ms Lessard let him know we will be proceeding with him doing the work and requested a start date and a Certificate of Insurance. His wife said he is putting the work on the calendar for September.

Keenen Easement:

Ms Lessard heard back from Tom Keenen. He apologized for the long wait on a response. He said his mother had been hospitalized and is now in rehab. It is difficult to get her signature. He stated, his mother, his brother and he are all in agreement in continuing the easement for another five years. The property is owned by a Trust. His mother is the trustee and he is the successor trustee in the event of her death.

Tennis Courts:

Ms Lessard received a proposal from Advantage Tennis for \$31,700 to repair, reseal and repaint the tennis courts as two tennis courts in white, and four pickle ball courts in light blue. Ms Lessard asked about painting a ½ court basketball lines. That would add an addition \$195. The Select Board would like a price to remove the courts and start fresh doing a replacement with new courts to compare the pricing.

Action Items:

Renewal of Chubb Police & Fire Insurance through MIIA:

While the Town Administrator was out of the office, a request to renew the Police and Fire insurance came to the Town. Mr. Fuller okayed the renewal after he checked with the Fire Chief and Police Chief regarding the amount of personnel. It was unclear if something needed to be signed. Ms Lessard will follow-up with MIIA.

Use of Russell Park for Fall Fundraiser:

Ms Lessard has nor received any answers to the questions the Select Board wanted answered. This will be added to the next agenda.

Major Repair Funds:

The Select Board has pricing on some items to encumber the money from the Major Repairs line. These items will include the Library Chimney, the remediation of the Police Department Floor, and the new floor in the Police Department. The signs at the Council on Aging may be able to be done also. Ms Lessard will work on getting pricing to repaint the signs.

Cloud Back-up for the Server:

Ms Colson-Montgomery asked if there is an offsite back-up for the Town's servers. The Select Board asked Ms Lessard to reach out to Entre to discuss.

Policy for Town Building or Town Park Use:

Ms Colson-Montgomery and Mr. Willard will work on a draft town property use policy for the Select Board review and possible adoption. This policy would be for use of the Town Hall, Community Center and Russell Park.

Personnel Policy and Appendices:

The Select Board will meet outside of their regular meeting to discuss the appendices and the needed amendment to the Personnel Policy. This meeting will be after July 4.

Material Data Safety Sheets (MSDS) Sheets:

The Select Board are waiting on the required sheets from the Fire Department. Ms Lessard will reach out to Williamsburg to see what sheets they have on file. The Select Board opined they would probably be very similar to what is needed.

4:30 P.M. Larry Holmberg, Emergency Management Director:

Comprehensive Emergency Management Plan Update:

Ms Colson-Montgomery reported that she had attended the Hazard Mitigation Meeting on Thursday, June 15. The Comprehensive Emergency Management Plan was discussed at that meeting. Mr. Holmberg gave the Select Board an updated copy of the Comprehensive Emergency Management Plan for their review. Mr. Fuller asked what has changed. There is little that has changed. It is mainly updates. Mr. Holmberg acknowledged there is maybe a 10% change. The Municipal Light Plant (MLP) has been added. Some grammatical errors have been corrected. It was noted that it is a living document and can be updated as needed. Ms Colson-Montgomery noted she had read the whole plan. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and it was unanimously voted to adopt the Comprehensive Emergency Management Plan as submitted by Mr. Holmberg.

Mount Cemetery Land Donation:

Mr. Holmberg reported that the Osbornes plan to donate land to the Town for the Mount Cemetery, There was a site visit on June 19. The donation is for 1.4 acres of land with 127 feet of frontage. The plan has to be approved by the Planning Board. Town Meeting will need to vote to accept the donation and then the plan needs to be filed at the Registry of Deeds. The Osbornes have requested to be able to use a new driveway if built to access their land in the rear of the donated piece. The Town may need to have limitations on the easement regarding heavy trucks or equipment. The consensus of the Board is they will accept the donation of the land once it is formally presented to them. It was noted that the Select Board is appreciative of the donation and acknowledged that this will allow for future expansion of the Mount Cemetery.

Meeting Adjourned:

Ms. Colson-Montgomery made a motion, seconded by Ms. Willard and unanimously voted to adjourn the meeting at 5:13 p.m. The vote was unanimous.