



**Chesterfield Select Board Minutes  
Tuesday, July 5, 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; Historical Commission & Cemetery Commission; Mike Malouin, Police Chief

**Public Officials Present Via ZOOM:**

**General Public Present:** Denise LeDuc, HCDC; Larry Holmberg, Holmberg & Howe; Deanne Ursia

**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.

**4:00 P.M. Bid Opening, 2023 Wheeled Excavator:**

There was only one bid received for the 2023 Wheeled Excavator. The sole bid was from Tyler Equipment, East Longmeadow, MA. The bid was in the amount of \$191,658 plus \$47,500 for optional equipment, for a total of \$239,158. The Select Board took the bid under advisement until Matt Smith can look over the bid submittal.

**Denise LeDuc, HCDC-Subordination Request:**

Denise LeDuc brought in a Subordination request for a homeowner in Goshen. The homeowner currently has \$68,754.39 left on the lien to the town. The homeowner would like to remortgage and pull \$99,000 out of his equity in the property to pay some bills. There was a boundary line dispute and he has some bills for the land dispute, credit card bills and a few other debts to pay. The Select Board reviewed the paperwork and noted the bills total \$60,420.82 and do not agree with the homeowner pulling out the additional equity. The Select Board would only allow the amount he owes on his debt to be payable directly to the debtors. The Select Board laid out two options, Option A to have the bank pay off the debt and only borrow exactly what is owed or Option B which is the homeowner can take out what he wants but the town's lien is to be paid first. Ms. LeDuc will speak with the homeowner.

The HCDC also submitted a lien discharge for a homeowner in Chesterfield. The discharge includes a check for \$5,552. which satisfies the lien owed to the town. Ms. Colson-Montgomery, seconded by Mr. Willard and unanimously voted to sign the Mortgage Lien Discharge.

**Minutes:**

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to accept the Minutes of 6/21/2022, as amended.

### **Warrants:**

The Select Board reviewed and signed the warrants W23-01, WP23-01, W22-27, WP22-27, WPD22-27 and WBB22-27. They also signed some void and reissue warrants. Mr. Fuller noted the HAEMS annual payment was in the warrant and the Select Board has not seen the full budget yet. Ms. Lessard will follow up with Spencer Timm.

### **5:30 P.M. Larry Holmberg, Sugar Hill Rd Ext & 6 North Road Boundary Lines:**

Larry Holmberg brought in two large layouts. One was for the Sugar Hill Road Ext. Layout that was approved at the Special Town Meeting on June 27, 2022. The Select Board signed all paper copies and the Mylar of the plan which needs to be filed at the Registry of Deeds. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the plans.

The other plan was for the agreed upon boundary lines with the Town and 398 Main Road as there are no clear boundary lines. The town has come to an agreement of proposed boundary lines with the owners of 398 Main which Mr. Holmberg has laid out in the plan regarding the indecisive boundary lines connecting A, B, C, D and E on the plan. Ms. Lessard will send the plan to the Town Attorney to have a Boundary Agreement with a Quit Claim Deed drawn up to be filed at the Registry of Deeds. Mr. Holmberg also let the Select Board know there will still be a need to put the boundary pins in, once the boundary agreement is filed. There will be an additional cost for that service.

### **5:45 P.M. Deanne Ursia and Dee Cinner, Appointment to Historical Comm.**

Ms. Ursia attended the Select Board meeting to show her interest in serving on the Historical Commission. She gave a brief introduction of herself to the Select Board. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to appoint Deanne Ursia to the Historical Commission to fill out the term ending 6/30/2023.

Ms. Ursia also expressed interest in serving on the Cemetery Commission. Mr. Willard made a motion, seconded by Ms. Colson-Montgomery, and unanimously voted to appoint Deanne Ursia to the Cemetery Commission to fill the seat that expires 6/30/2023.

### **Additions to Agenda:**

#### **Flag at Council on Aging/Community Center:**

Ms. Gibeau had reached out to Ms. Colson-Montgomery to ask about flying a Pride flag at the COA. Ms. Colson-Montgomery referred her to the Community Center Oversight Committee, to give Ms. Gibeau an answer but were unable to as they had not met in time, in order to fly the flag for July 4<sup>th</sup>. The Select Board discussed the fact that if a flag from one group was flown then it would force the Select Board to allow flags from all groups to be flown if asked. Ms. Colson-Montgomery cited a case in Boston in which the City of Boston had to fly a Christian flag as they had previously allowed other group flags to be flown. The Select Board felt they did not want to be in this position and Ms. Colson-Montgomery offered to call Ms. Gibeau and have further discussion.

#### **Rotting Tree at Russell Park at Street:**

Dave Hewes, Fire Chief reported a rotted tree to the Select Board at the July 4<sup>th</sup> parade. Mr. Fuller and Ms. Colson-Montgomery took a look at the tree following the parade. They concurred with Chief Hewes that the tree should be looked at by the Tree Warden. The tree is at the border of the park along the street. Chief Hewes suggested having the tree removed and a new pole put

up. Mr. Fuller opined there is a spot further down the street which may be a suitable location for the flag. The issue will need further investigation of where to fly the flag. Ms. Lessard will have the tree warden look at the tree.

**Phone Wires at the Library:**

Ms. Colson-Montgomery observed low hanging wires at the Library which are believed to be telephone wires. These will need to be removed with the town phone project. Ms. Lessard will follow up with contacting Verizon about removing the wires.

**Recreation and July 4<sup>th</sup>:**

Mr. Willard reported that the Recreation had a good year. They did fairly well at their lone fundraiser at the July 4<sup>th</sup> parade. He noted that Recreation Commission does many things for town's youth.

**Bill for CAT6 Wiring:**

The town has received the bill for the rewiring for the phones. The bill will be paid from the Broadband account.

**Filming in Chesterfield:**

Nathan Harrison, who is involved with a film company that will be filming a movie at the Chesterfield Gorge, called to introduce himself and ask about filming permits. The plan is to film at the Gorge and they are in talks with the Trustees of the Chesterfield Gorge. They will also be shooting a scene filmed in a vehicle on Ireland Street also. The Select Board are in agreement that any of that type of work will need to be done through the Police Department as there would be road closures. Ms. Lessard will follow up with Mr. Harrison and give him the Police Department's contact info.

**Building Inspector:**

Mr. Willard and Mr. Fuller reported that they have gotten several more complaints about the building inspector taking too long to follow up or returning calls. Ms. Lessard will send an email to the Building Inspector addressing those items.

**Landscape Architect RFP:**

The Select Board will meet at 3:00 P.M. for the next meeting and will ask WOLA to attend for an interview.

**Reports:**

**Cross Walk & Sidewalk Data:**

Mr. Willard reported that the camera that was installed on a telephone pole right before Town Offices heading west, to provide data only, showed four blips over eight days. The activity that was recorded was either a leaf or a stick falling. No person used the sidewalk over those eight days. Ms. Colson-Montgomery would like a camera positioned near the Library to get data from that location. The Select Board opined this data is significant .

#### **4<sup>th</sup> of July:**

The Select Board reported they were pleased with the whole day. The weather was perfect, there was a good crowd and everyone seemed to be having a good time. There were no reported issues.

#### **Town Administrators Report:**

##### **Ron: General Maintenance Work:**

Ms. Lessard spoke with Ron Loven about replacing the boards on the picnic table which will get done before July 4<sup>th</sup>. He was also asked about painting or staining the wood on the Snack Shack. He will do that work but that will not be done by the 4<sup>th</sup>. Mr. Loven also noticed there are some rails on the wood fence that are missing or rotted. He will check at Fitzgerald Fence about getting some replacement pieces.

##### **Tax Collector's Computer**

The tax collector had an issue with her computer about a month ago which James Saccento came and fixed her computer. She encountered the exact same problem on Tuesday, June 21<sup>st</sup>. Mr. Saccento came out to fix the issue and was unable to repair. He moved her files over to the Accountant computer so she can access her files and get tax bills printed and do her work although not at her desk. Entre has been contacted and a new computer is on order for the tax collector.

##### **Snack Shack Tree Trimming:**

Peter Bowlby was left a message regarding trimming the tree overhanging the snack shack. He has not called Ms. Lessard back yet. She will follow up.

##### **Wiring for Phones:**

The CAT6 wiring has been done. Entre has been notified to install the PoE switches at each building to get the phone project done.

##### **Floor at COA:**

Hampton Flooring came to look at the floor on Wednesday. He did note there is no sub floor and he was surprised the floor lasted as long as it did. He recommends putting down a subfloor. He will give us a price for vinyl flooring with subfloor, vinyl tile with subfloor and a floating laminate floor which we will not need to put down a subfloor as it floats. He did note that the door will need trimming as the floor will be a bit higher and will have a trim strip at the door to accommodate the slight rise in level. The Select Board will encumber the amount to replace the floor with the vinyl sheeting with subfloor.

The estimates are:

Floating Floor: \$2,711.32

Vinyl Tile w/subfloor: \$3,473.05

Vinyl Sheeting w/subfloor: \$3,931.93

##### **Library Chimney:**

Ms. Lessard received the estimate for repointing and cleaning the chimney at the Library. According to Sabrina McGill, there are quite a few areas that need repair. Sheet metal costs are

very high. The estimate is \$17,000 and another \$2,000 for a new chimney cap. They are booked out and cannot get to the work until next year. She noted that the pricing is only good for 7 days and she apologized for that but pricing is very volatile at this time.

Ms. Lessard has also contacted Master Sweep and Repair in Pittsfield, New England Chimney Sweep in Southwick and Western MA Masons in Southampton via email asking for an estimate for the work. Master Sweep & NE Chimney Sweep both responded back that the town is too far out of their service area and one has staff shortages also. Western MA Masons responded they will come out next week to take a look and send us an estimate.

**Registry of Deeds for 212 East Street:**

Ms. Lessard contacted the Registry of Deeds. Ms. Lessard was told any records that are filed in person or e-filed automatically go into the database. If nothing appears on the online database, then nothing is filed. The Registry of Deeds also said to make sure to search by name not address. Nothing was found regarding the 212 East Street lien according to the Registry of Deeds.

**Street Light in Town Office Parking Lot:**

Eversource came over the weekend and changed the problem light. While they were here they changed the other two also. Ms. Lessard was notified Thursday morning the work was completed.

**Underground Tank at Highway:**

The Town received a Notice of Non-renewal for the insurance on the underground fuel tank which expires on 8/16/22. Ace American will not insure the tank this upcoming year due to the age of the tank. There is another insurance company who is requesting some information before they will insure the tank. Ms. Lessard is working with Matt Smith to obtain the information for the new insurance company.

**Municibid:**

The Roller, Logs and 2011 Crown Vic Police Cruiser are all ready to be listed on Municibid. The listing will go live on July 8<sup>th</sup> as Matt Smith is away on vacation this week.

**Amanda Pollack's Fall Clean-up hours:**

Ms. Lessard received the breakdown of the ten hours of fall clean-up from Amanda and will file them with her payroll sheet from the last warrant.

**Leftover Heating Oil-AR Sandri:**

The town has 462 gallons left of heating fuel from FY22. Sandri is willing to store it for .05/gallon until 12/31/22 to be used by the town. After 12/31/22, we would lose the fuel. The tanks will need to be monitored, probably town office, COA, as they use the most heating oil. We can notify Sandri as to when there is room in the tanks to take the fuel and it will be at the \$2.47/gallon. The monthly storage will be \$23.40/month until we start using the oil. All the tanks are full at this time. The Select Board are in agreement to hold onto the oil for the upcoming year.

### **6:30 P.M. Police Chief, Mike Malouin, Monthly Report**

Chief Malouin was in to give an update of his department. The Town has received a resignation from one of the Police Officers, Peter Fisher. Chief Malouin discussed with the Board several personnel issues and that he is working on correcting the issues. The chief also reported that he is meeting with the Principal of NHRES to discuss some issues regarding school safety and lockdowns. He also plans to discuss with Mr. McMillan using the school for an active shooter training over the summer. The chief reported there have been some calls regarding domestic issues, theft at the Transfer Station and one resident who was scammed over the phone by a person pretending to be from Florence Savings Bank asking to verify PIN numbers. The resident lost money out of their account.

### **CDBG Grant Closeout Requests:**

The HCDC submitted paperwork for Closeout Requests for the FY20 CDBG-CV Grant and the FY19 CDBG Grant. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to sign the FY19 CDBG Grant Closeout. Mr. Willard made a motion, seconded by Ms. Colson-Montgomery, and unanimously voted to sign the FY20 CDBG-CV Grant Closeout.

Mr. Fuller had to leave the meeting at this time.

### **FY23 Appointments:**

The Select Board reviewed the appointment list. The following appointments were made:

<b><u>Name</u></b>	<b><u>Seat</u></b>	<b><u>Term</u></b>
Therese Brigley	Voter Registrar	6/30/25
Dee Cinner	Cemetery Commission	6/30/25
John Follet	Conservation Commission	6/30/25
Jeane Anastas	Cultural Council	6/30/24
Jennifer Bak	Cultural Council	6/30/24
Joe Gazillo	Energy Committee	6/30/25
Karl Wickland	Farm & Forest Commission	6/30/25
Matt Barron	Farm & Forest Commission	6/30/25
Jennifer Peotter	Farm & Forest Commission	6/30/25
Eileen McGowan	Historical Commission	6/30/25
Kady von Schoeler	MLP Board	6/30/25
Michael Lucey	Zoning Board of Appeals	6/30/25
Jan Gibeau	COA Director	6/30/23
Edward Severance	Elderly/Disabled Tax Relief Fund Cmte	6/30/23
Mary Ann Severance	Elderly/Disabled Tax Relief Fund Cmte	6/30/23
Meg McWherter	Elderly/Disabled Tax Relief Fund Cmte	6/30/23
Larry Holmberg	EMD, ERC, Flood Plain Admin.	6/30/25
Larry Holmberg	Emergency Planning Committee	6/30/23
Michael Malouin	Emergency Planning Committee	6/30/23
Matt Smith	Emergency Planning Committee	6/30/23
Roger Fuller	Emergency Planning Committee	6/30/23
John Chandler	Emergency Planning Committee	6/30/23
David Hewes	Emergency Planning Committee	6/30/23
David Hewes	Fire Chief, Fire Sation Cmte.	6/30/23
Jan Gibeau	Franklin Reg. Transit Auth.	6/30/23
Matt Smith	Highway Superintendent	6/30/23

John Chandler	HRMC Rep	6/30/23
Hank Badner	HRMC Rep	6/30/23
Don Lawton	Plumbing & Gas Inspector	6/30/23
Gary Graves	Wiring Inspector	6/30/23
Jack Lyons	Deputy Wiring Inspector	6/30/23
Gil Smith	Keeper of the Cannon	6/30/23
Don Willard	Moth Superintendent	6/30/23
Justin West	MLP Manager	6/30/23
Jack Henry	Associate MLP Manager	6/30/23
Michael Malouin	Police Chief	6/30/23
Peter Fappiano	Police Sergeant	6/30/23
Lyle Sienkiewicz	Police Officer	6/30/23
Greg Smith	Police Officer	6/30/23
Aimee Wallace	Police Officer	6/30/23
Roger Fuller	Chief Procurement Officer	6/30/23
Roger Fuller	Capital Planning Cmte	6/30/23
Don Willard	Recreation Committee	6/30/23
Megan Shiels-Willard	Recreation Committee	6/30/23
Chris Strong	Recreation Committee	6/30/23
Jan Gibeau	Community Center Oversight Cmte	6/30/23
Don Willard	Community Center Oversight Cmte	6/30/23
Mary Ann Coleman	Community Center Oversight Cmte	6/30/23
James Martin	Community Center Oversight Cmte	6/30/23
Carl Cignoni	Westfield River Wild & Scenic Cmte	6/30/23

**Meeting Adjourned:**

The meeting adjourned at 8:24 p.m.