



**Chesterfield Select Board Minutes  
Tuesday, July 6, 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:** Brenda Lessard

**Public Officials Present:** Larry Holmberg, EMD, Matt Smith, Highway Superintendent, Planning Board Members: Charles Valencik, CJ Lammers, Carol Rhine, Mark Klitzke and George Sturtevant

**General Public Present:** Dottie Matuszewicz and John Kislo

**Recorder of Minutes:** 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  
NOI: Notice of Intent  
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

**Matt Smith, Highway Superintendent-4:00 P.M.**

Mr. Smith was in for his monthly report to the board. Mr. Fuller and Mr. Smith have been discussing Chapter 90 Funds and how to reconcile what is received by the Town and what is promised to the Town from the State. There are some discrepancies with what Mr. Fuller and Mr. Smith expect to be there and what the town has in the accounts. Mr. Fuller has reached out to the Treasurer to try to see what is in the account and available. The town accountant told Mr. Fuller to look in the Town Reports. Mr. Fuller did and the numbers do not match. Mr. Fuller and Mr. Smith are both trying to vet out the reimbursements. The town knows what has been allocated for the town which is much more than the town has received so far. Mr. Fuller will talk to the treasurer.

Mr. Smith spoke with the Board about some of the resumes that have come in for the highway position and the qualifications and certifications the town is looking for the position.

Mr. Fuller asked Mr. Smith about the work that was done by Mr. Holmberg regarding the layout of Sugar Hill Road. There was a discussion of the pins and which pins were included in the invoice from Holmberg & Howe.

The concrete at the highway garage around the tank has not been repaired yet. The annual tank test will be this Friday, July 9, 2021. Mr. Willard told Mr. Smith to call him when he is ready to have Mr. Willard check on the concrete to see what will be needed for the repair. He will get to the Highway Garage to look this week.

Mr. Smith is waiting on a NOI from the Conservation Commission before he can start work on the Bissell Road culvert. Mr. Fuller asked about the email from Mr. Follett, Conservation Commission. The town needs the NOI by July 19<sup>th</sup>.

The new shared mower has been ordered. It will not be here for approximately ten weeks. The Board discussed the storage and insurance of the mower. Mr. Willard made a motion seconded by Ms. Montgomery, and the Select Board voted unanimously to sign the Inter-Municipal Agreement between Worthington and Chesterfield for the shared mower. The signed agreement was emailed to Worthington for their signatures.

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

Mr. Willard mentioned that the 4<sup>th</sup> of July Rolling Parade was a success. All three Select Board members participated in the parade. It was very well attended and there were many spectators. He opined that there were more spectators than last year's rolling parade. He gave many thanks to all the towns people who made this happen.

**Minutes:**

The Select Board reviewed the draft minutes from June 1, 2021-Library Tree and Visit of Town Properties; and June 21, 2021 Select Board regular meeting. On a motion by Ms. Montgomery, seconded by Mr. Willard, the Select Board voted unanimously to approve the June 1, 2021 minutes as amended and the June 21, 2021 minutes as amended.

**Warrants Reviewed:**

The Select Board reviewed and approved the payroll WP21-27, WD21-27 and treasury W21-27 warrants. They also reviewed and approved the payroll WP22-01 and treasury W22-01 warrants.

**Town Administrator's Report:****Highway Driver/Laborer:**

The driver/laborer position was posted to the website, at the post office and was in the Country Journal. There was only one applicant. The job was recently posted on Indeed and there have been other resumes coming in.

**Dunham Library Painting Quote:**

The town has a quote from Mr. Paul Shepard, Gentleman Painting for \$9,950 to wash, scrape, and paint the Dunham Library building. Another was received from ProCoat for \$6,400 to pressure wash, scrape, prime and paint body and trim of the Library with all materials and labor included in the price. Mr. Fuller would like to know if the quote included the ramp and possible repair and the steel bulkhead. An email will be sent to ProCoat and Mr. Fuller will want to meet with the painter at the Dunham Library before work starts.

**Highway Blower:**

A year-end line transfer has been submitted to the Accountant and the blower has been placed on warrant for payment.

**Long Term Borrowing:**

Meg notified me that the State put the Town on notice that it has been doing short term borrowing for too long on some projects (can't do short term more than 10 years on a borrowing). She advised that David Eisenthal will be needed to sort this out and she will need to speak with the Select Board. Mr. Fuller, Ms. Lessard and the treasurer had ZOOM meeting with David Eisenthal from Unibank. There will be another meeting on July 26th.

**Website Estimates:**

Received:

ProudCity \$4,000 initial cost to construct and \$1,200 annually to host. (First year would be \$5,200.)

MuniCode is \$4,800 initial cost and \$2,100 annually to host.

Civic Plus is \$8,000 initial cost and \$2,500 annually to host. (First year would be \$10,800.)

The Select Board will look over the websites the quotes referenced to see which will best fulfill what the town is looking for in a website.

**Personnel Policy Review:**

Ms. Lessard is meeting with Don Jacobs on July 12<sup>th</sup> to discuss grade levels and compensation and to review for final draft for approval.

**Clerical Help:**

Ms. Lessard asked about hiring clerical help to do minutes for boards and committees. The Select Board agreed an advertisement should go out looking for clerical help.

**Phone System:**

Requests for quotes have been received for replacing the phone systems. Mr. Holmberg came to the meeting to express his concern of being able to take command of the phone system if needed in an emergency. In case a staff operation center is needed he will need an emergency shutoff to send to the EOC. He has worked this out with Goshen with their newer VOIP phone system and he would like to be included in the discussions in the replacement for Chesterfield.

**Edwards Museum Repair Work:**

Mr. Fuller recently spoke with Mr. Hicks and he will have specifications of the work required by the end of the week so bids can go out.

**Grounds Maintenance:**

There has been discussion about grounds work that is not being done. Mr. Fuller asked Dee Cinner to take some pictures of what is needed at town buildings and she has provided a report to the Select Board. The board will look it over and further discuss at a future meeting.

**Walkability Study:**

Proposed dates from Kate Bavelock from HCDC have been sent to the Highway Superintendent, Police Chief and Senior Center but have not received a response to date. No date has been selected yet.

**Veterans Services FY22 Contract:**

Ms. Montgomery made a motion, seconded by Mr. Willard, the Select Board voted unanimously to sign the Veterans Services FY22 Contract. The signed contract was emailed to Veterans Services in Northampton.

**Haying at 6 North Road:**

Mr. Fuller reported he had spoken with several people about doing hay cutting at 6 North Road but has been unsuccessful at finding anyone yet.

**Planning Board: Proposed Cannabis Bylaw and Survey:**

Members of the Planning Board met with the Select Board to go over their planned mailing of a survey to town residents regarding a planned cannabis bylaw. The Planning Board reviewed the survey with the Select Board and after some input from the Select Board and some members of the Planning Board the survey will be slightly amended. The Planning Board will take the information they receive from the survey and use it for the direction a proposed bylaw would take.

**Meeting Adjourned:**

With no further business the meeting adjourned at 8:25 p.m.