



**Chesterfield Select Board Minutes  
Monday, July 18, 2022 at 3:00 p.m.  
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 3:00 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:** Matt Smith, Highway Superintendent; Leslie Kellogg, 4<sup>th</sup> of July Committee

**Public Officials Present Via ZOOM:** Dee Cinner & Eileen McGowan-Historical Commission

**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

\This meeting was conducted with ZOOM access for the public.

**3:00 P.M. WOLA Landscape Architects: Emily Wright and Allyson Fairweather:**

Ms. Wright and Ms. Fairweather attended this meeting at the request of the Select Board to interview them. WOLA had submitted a proposal to do landscape architectural work on a Master Plan for 6 North Road. After a brief introduction of their company, Ms. Wright gave a synopsis of the proposed work. They would conduct a site analysis first. WOLA will then have a community engagement with residents to present their site analysis and get feedback from community members via public forums and surveys. After the community input, they will draft several concept designs and present to the Town for feedback. Preferred design options will be incorporated into a final design. The final design will then be presented to the Select Board first and then to the community. Ms. Wright presented some prior design work their company has done.

Mr. Fuller stated that the town has been discussing the need for a new public safety complex and new town offices. There is also a question of what to do with the house and barn that currently sit on the 6 North Road property. The property is 11+ acres. The town needs to know if it would be viable to separate two acres with the house and barn to sell or whether that portion of the property is crucial to any town uses of the property. Mr. Fuller noted that the town needs an answer of what to do with the house and barn.

Ms. Colson-Montgomery noted that the ultimate use of the property is not clear. The key item is to get public input prior to the plan for what the community envisions for the site. She noted that 422 Main Road had been looked at to site a new public safety building along with new town offices and the previous proposed plan was met with resistance from the Police and Fire Departments. Ms. Colson-Montgomery noted it will be important to get input from the Police and Fire Departments. She also reported that the 6 North Road boundary lines with a neighboring property had not been clear when the land was surveyed and the town is working on a written boundary agreement as a verbal agreement has been reached with the owners at 398 Main Road of a mutually agreed upon boundary line. It has to be clear where all egresses to the property will be located and if that egress plan includes tearing down the house at 6 North Road.

Mr. Willard stated that much work has been already completed, like the wetlands delineation. He asked Ms. Wright if they would rely on the work that has already been done. Ms. Wright stated they would and the town was ahead of the project by completing the work prior to having a Master Plan done.

Ms. Colson-Montgomery gave other goals that may be included in the final Master Plan such as, expanding the North Road Cemetery, or constructing a walking path. She noted the town has another park already that has a tennis court, ballfield and playground.

Mr. Fuller stated that the property is in the historic district and any work will need to fit into the character of the town center.

Ms. Colson-Montgomery suggested involving different groups to provide input into the Master Plan such as, Historical Commission, Police Department, Fire Department, EMD, COA, etc. Mr. Willard agreed with Ms. Colson-Montgomery. The Master Plan will need to work for them along with the whole community.

**Minutes:**

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to accept the Minutes of 6/27/2022, as amended.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of 7/5/22, as amended.

**Matt Smith, Highway Superintendent-Monthly Report:**

Mr. Smith attended to give his monthly report:

**Munson Road:** The highway department is getting set to pave the road.

**Line Painting:**

Mr. Smith called Markings, Inc. to do the line painting, as the first company he dealt with, K5 Corporation, was very unresponsive to his calls and emails. Mr. Smith opined given K5's low bid and with increased fuel costs, K5 was doing work closer to Rockland, MA where their company is located. Mr. Smith cancelled the work to be done by K5 and called Markings as the work needed to be completed.

**Damon Pond Road:**

Mr. Fuller reported that he, with Mr. Smith had met with the engineer doing the project for North Road and Damon Pond Road, along with several people from Damon Pond Association to discuss the spillway at the dam on Damon Pond. This meeting was to discuss some issues separate from the state project that is being done for the town. The Damon Pond Association is looking for funding to replace the dam. Mr. Fuller stated that the town will not allow the North Road/Damon Pond Road project to be held up nor provide the funding to replace their dam. If the association finds a funding source, then they can proceed doing the replacement of the dam on their own. The project manager from the state was going to look to see if there was money available from the state to aid the association. The association asked if they found funding, could the town project assist in getting the work done. Mr. Fuller opined that it was a bad idea for the association would have to abide by the states rules regarding prevailing wage, which would drive up the costs to the association. Mr. Smith stated he is very concerned about the dam. Water is running underneath the spillway, which has gotten worse. Mr. Fuller reported that an inspection, through Dam Safety, had been done recently by Fuss & O'Neil. Mr. Fuller opined that he does not want the town to pay for engineering costs for looking at the dam. He wants the engineer hired by the town to concentrate on the parameters of the current project only. The dam is the responsibility of the Damon Pond Association.

Ms. Colson-Montgomery asked about the Association wanting to move the entrance to Farmhouse Road and Mr. Smith reported that the Damon Pond Association does not want to proceed with moving the entrance to Farmhouse Road at this time.

**Heating Oil Tank at Highway:**

The underground tank at the highway garage has recently been inspected. Mr. Smith noted the town may want to look forward to putting that tank above ground at some point. The current tank is 23 years old and has a life expectancy of 30 years. He noted that Cummington is removing their underground tank this year. Mr. Willard stated that the anode bags deteriorate and usually need replacing. Mr. Willard also reported that an inspection does not necessarily mean there is no leakage. Mr. Willard also opined that the rate of deterioration of a tank depends on the soil, salt content, water table, etc. Mr. Willard also stated that he is in agreement with Mr. Smith that

the town needs to have this issue on their radar before we have a serious issue. Mr. Smith reported that the Fire Chief has to give his approval. Mr. Fuller will discuss this with the Fire Chief and report on this issue at the next meeting.

**Old Chesterfield Road:**

Mr. Smith reported that work has started and the broadband wires need to be moved on Old Chesterfield Road. Mr. Smith has talked with the MLP Manager. Mr. Smith stated that regardless if the wires are moved or not, he hopes to have the paving done by the end of September.

**Bissell Road Culvert:**

The culvert will be worked on doing the replacement once an excavator is rented. Mr. Fuller opined that right now would be a perfect time to do that work as it is so dry.

**Guard Rail on Rte. 143 at Bridge over Fisk Meadow:**

Mr. Smith has called his contact at MassDOT regarding the jersey barriers and the guardrail replacement. He has gotten no response but will follow-up again.

**Guard Rails on North Road:**

Ms. Colson-Montgomery asked about the guardrails on North Road. They are getting overtaken by invasives and poison ivy. Mr. Smith reported the highway department will address that but that area needs to be trimmed with a blade.

**Heating Oil:**

Mr. Smith reported that he has room in his waste oil tank for the heating oil. After discussion, it was determined to be a bad idea as there would be no room for the highway waste oil from oil changes.

**245 Willcutt Road:**

Mr. Smith reported that highway took the grade down and fixed the way the water travels when it rains to try and alleviate the problem the homeowner was having with road drainage entering the barn and the woodshed. It has been so dry so there has been nothing to report if the problem still exists until the town has rain.

**Grading at Edwards Museum:**

Mr. Fuller reported to Mr. Smith that grading will need to be done at the Edwards Museum once the work is completed to keep water away from the building.

**Sweeping on Bryant Street:**

Mr. Smith reported that the highway department will be doing street sweeping on Wednesday on Bryant Street. Mr. Willard reported that people with vans and cars are parking at the end of the street. Mr. Smith reported that several people were trespassing on his land. They were carrying metal detectors.

**Additions to Agenda:**

**Bid Award: Wheeled Excavator:**

Ms. Colson-Montgomery noted this was a continuation of the bid discussion started on 6/27/22. Ms. Colson-Montgomery noted that Mr. Smith had looked over the bid proposal, which the Select Board wished for him to do prior to officially awarding the bid, provided by Tyler Equipment for the 2023 Wheeled Excavator. Tyler Equipment was the only bidder. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to award Tyler Equipment the bid for the 2023 Wheeled Excavator with optional equipment.

**Camera for Data Collection:**

Mr. Willard reported that the police department will be working on putting up a camera to collect data focusing on the Library crosswalk.

**End of Bryant Street:**

Mr. Willard reported that two vans and two cars of people were leaving the end of Bryant Street after being parked there all day accessing Indian Hollow. There has been parked vehicles taking up all the space at the end of the road. Mr. Smith noted there would be an issue with the town trucks being able to turn around at the end of Bryant Street. Mr. Smith will be putting signage there about parking.

**Town Hall Doors:**

Ms. Cinner had sent Ms. Lessard a picture of the Town Hall doors showing the door is in need of a paint job. Mr. Loven will be contacted to paint the front door at Town Hall.

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

Ms. Colson-Montgomery had a discussion with Ms. Gibeau about the flag and why the Select Board did not wish to allow special interest groups to fly their flags at town buildings. Ms. Gibeau understood why the Select Board made that decision.

**HCDC-Subordination Request from 7/5/22 Meeting:**

Ms. Colson-Montgomery reported she had spoken with Ms. LeDuc who reported to her that the homeowner that requested the lien subordination which was discussed at the last meeting has decided to pay off the full amount of the lien in the amount of \$68,754.39.

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

Ms. Lessard spoke with the tree warden about the rotted tree at the edge of Russell Park near the street and asked him to look at it. He agrees it is in poor condition and will add it to his list of trees for fall tree removal.

**Warrants:**

The Select Board reviewed and signed the warrants W23-02, WP22-03, and WBB23-02.

**Reports:****Edwards Museum Renovation Work:**

Mr. Fuller reported that Mr. Jerrell Glass, who owns Royal Renovations, reported to Mr. Fuller that they may not be able to get to the work this year. The town has a signed contract with Royal Renovations that has a time limit of 150 days to complete the work. Mr. Fuller opined that it may need to be turned over to the town attorney if he fails to perform. Ms. Cinner and Ms. McGowan opined that the town should put it back out to bid rather than stalling the work by contacting the town attorney. Both Ms. Cinner and Ms. McGowan opined that materials have gone up in price and the budget may need to go up. Ms. Colson-Montgomery and Mr. Fuller noted that the bid came in May when prices were at their peak. Royal Renovations gave their bid and need to stand by their price. Ms. McGowan also opined that it will be difficult to get anyone to do the work for the budget that was voted on at town meeting. Ms. Cinner also opined that some specs were changed. She noted that the town meeting article that was voted on stated the shutters would be repaired and repainted, not replaced and that all the siding would be replaced with cedar siding. She reported that she understood that Royal was told they could reuse some of the siding and to replace the shutters, not repair and repaint. Mr. Fuller stated that the siding was never discussed nor approved to reuse the existing siding. The specifications were clear that all siding was to be replaced.

Ms. Colson-Montgomery pointed out that the shutters do not match on some windows, some shutters were missing and some are not the same length. As far as the shutters go, the shutters on the building are in poor condition and they would be repaired, repainted or replaced with "like

kind” shutters. Ms. Cinner stated the shutters were put on in the 1920’s when the building was remodeled into a sleeping house. As that was during the depression, the residents used what they had for shutters. Mr. Fuller noted the shutters should be the same size, and same style. Ms. Cinner and Ms. McGowan disagreed. Ms. McGowan stated the intent is to have old shutters. Ms. McGowan also opined that new wood is not as good as old wood and doesn’t last as long. Mr. Willard noted he has a degree in Technology Education with a background in wood technology and he has some expertise in that area and he disagrees. It was noted that Kent Hicks stated at the pre-bid meeting that there was no issue with replacement with “in kind” shutter replacements.

Mr. Fuller called Mr. Hicks from the meeting to discuss the issues concerning Royal Renovations. Mr. Hicks would be agreeable to meet with the contractors to discuss the project further. Mr. Fuller noted if Royal Renovations fails to perform, it will be a breach of contract. Mr. Fuller will still pursue the construction schedule with Royal Renovations. The Select Board will take Ms. McGowan’s and Ms. Cinner’s comments under advisement.

#### **Cobblestones at Vets Park:**

Ms. Cinner asked about the cobblestones she requested in May for the Vet’s Park. There is no money left in the budget to buy some for FY22 but the Select Board reported to Ms. Cinner that they will review in the FY23 budget for next spring to see if money can be found. After some further discussion, the Select Board would like Ms. Cinner to reach out to the Finance Committee about starting a new budget line for Vet’s Park grounds work. The Vet’s Park used all the money in the grounds expense line in FY22 which left no other funds for any other town locations. It was noted that when funding was approved for Vets Park, it was presented that the park would be maintained by volunteers. The Select Board opined the Grounds Maintenance Expense budget line is not exclusively for Vet Park expenses.

#### **Server Rack:**

The rack for the server has been delivered here to Town Offices. Entre will be notified once the install has been completed. Entre sent a picture of where to install the rack in the hut.

### **Town Administrator Report:**

#### **Highland Ambulance Budget:**

Ms. Lessard spoke with Spencer Timm in regards to the HAEMS budget and why the town has not seen anything. Mr. Timm stated the Highland Ambulance attorney advises not to release the budget as they are a private company. HAEMS will risk changing their status and be open to prevailing wage and other issues if they are “municipal”. Mr. Timm is trying to get some numbers to send to the Select Board and is attending a HAEMS meeting on Monday, July 11<sup>th</sup>. Mr. Timm is willing to sit with Mr. Fuller and go over the budget line item by line item with him but he cannot leave a paper copy of the budget with Mr. Fuller.

The HAEMS board has agreed to allow Mr. Timm to provide some P & L numbers to the town.

#### **Tax Collector’s Computer**

The computer is in and Entre will be here on Wednesday, July 27<sup>th</sup> to do the switchover.

#### **Phones:**

Entre will install POE switches and connect the wires that Winnie installed on July 27<sup>th</sup>.

#### **Tennis Courts:**

Nothing back yet

**Floor at COA:**

Received the estimates:

Floating Floor: \$2,711.32

Vinyl Tile w/subfloor: \$3,473.05

Vinyl Sheeting w/subfloor: \$3,931.93

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to award Hampton Flooring the work to replace the kitchen floor at the COA with a new subfloor and vinyl sheeting type floor.

**Registry of Deeds for Sugar Hill Layout:**

The Sugar Hill Road Extension layout has been filed at the Registry of Deeds.

**Municibid:**

The auctions for the roller, cruiser and logs went live on July 9<sup>th</sup>. The auctions end on 7/22/22. Ms. Lessard reported what the bids were as of today.

**Library Chimney Quote:**

Ms. Lessard received an additional quote from Western MA Masons. The two quotes so far to repoint and wash the Library chimney are:

Done Right Chimney: \$17,000 with new cap \$15,000 without cap

Western MA Masons: \$26,750

Both referenced the poor condition of the chimney at the top. Mr. Willard would like to solicit more prices.

Mr. Willard noted that repointing is preventative. The Select Board decided to take no action until Fall 22 or Spring 23.

**CARES CV Grant Closeout: Certification Paper needs signing by Roger**

Ms. Lessard received an email that the state has removed \$919.89 from the submitted expenses to the CARES CV grant for software purchases. Ms. Lessard sent numerous items to validate those expenses to the state but they have removed those expenditures from the town's approved expenditure list.

They are requesting the return of \$30,910.71. The town has \$24,907.46 in account #265-122-5780-000 and another \$5,841.05 PVPC BOH COVID State Grant expenses acct# 234-510-5380 which totals \$30,748.51. This leaves \$162.20 to send the full amount to the state. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to take the remaining amount of \$162.20 from the Select Board expense line. Mr. Fuller signed the CvRF MP Closeout Certification.

**Building Inspector Complaints & Computer:**

Ms. Lessard had spoken with the Building Inspector about the complaints that had come to the Select Board about his not returning calls or emails in a prompt manner. Mr. Forgue called Ms. Lessard, then called and spoke with Mr. Willard. He stated he has no non-responsive or open issues in his office. Mr. Willard reminded him that the building inspectors office has limited hours, so waiting until the next time he is in his office can be a long timeframe in between so he needs to follow-up with emails and phone calls.

The Building Inspector reported his computer failed and the monitor went bad. Mr. Forgue has money in his budget and Entre has ordered him a new computer and monitor and will install it on July 27<sup>th</sup>.

**Leslie Kellogg, 4<sup>th</sup> of July Committee:**

Ms. Kellogg attended the Select Board meeting to report on a couple items that were observed by her with the 4<sup>th</sup> of July celebration. She noted the rotted tree that the flag drapes off of over South Street. The Select Board reported they are aware of the tree and the tree warden has been notified. Ms. Kellogg asked about installing a pole at that location to fly the flag. Mr. Fuller stated he has looked and there may be other places to hang the flag. The Select Board opined that installing a pole would be expensive. It was discussed installing a concrete pad with a metal plate to attach a pole as needed. The Select Board are concerned about a tripping hazard. It was suggested to reach out to Accufab to see if they could suggest a solution.

Ms. Kellogg reported that electricity was a problem for the viewing stand. There was an issue with accessibility to electricity. She asked the Select Board if electricity could be installed near Russell Park if any electrical work is being done.

Ms. Kellogg asked about the parking at 6 North Road. If parking is still available there for next July 4<sup>th</sup>, she would like to see a “landing” area with fill installed so people did not have to come out into the road or risk being stuck or rolling back. Matt Smith will need to be consulted about extra fill.

Mr. Willard reported that the community was very receptive to the car show and block party they had on the day before the parade and asked if that would continue. The 4<sup>th</sup> of July Committee will be discussing keeping the car show and block party yearly. If they do, it would be on Sunday, July 2<sup>nd</sup> or Monday, July 3<sup>rd</sup> next year.

**Landscape Architect IFB:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to award the landscape architect work to WOLA as listed in their proposal in preparing a Master Plan for 6 North Road for \$15,800.

**Meeting Adjourned:**

Ms. Colson Montgomery made a motion, seconded by Mr. Willard to adjourn the meeting at 7:23 p.m.