



**Chesterfield Select Board Minutes  
Monday, July 19, 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, Donald Willard

**Select Board Members Participating Remotely:** None

**Select Board Members Absent:** Trish Colson-Montgomery

**Town Administrator Present:**

**Public Officials Present:** Janice Gibeau, Senior Center Director, Lenore Pittsinger, Tax Collector, Dee Cinner

**General Public Present:** Bea von Hagke and Denise LeDuc from HCDC, Amanda Pollack

**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  
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

**Janice Gibeau, Senior Center Director**

Ms. Gibeau attended this meeting to get a signature from the Select Board for a contract for a Senior Incentive Grant. This will be the seventh year for the grant for the town. The amount of the grant to the

town is \$81,500. Mr. Willard made a motion, seconded by Mr. Fuller and voted unanimously to sign the contract for the grant on behalf of the consortium.

Ms. Gibeau reported there are many programs coming up for the seniors this upcoming year including some summer concerts.

**Warrants Reviewed:**

The Select Board reviewed and approved the payroll WP22-02 and treasury W22-02 warrants. There was discussion about end of year processes.

**Minutes:**

None approved. The minutes will be approved at next meeting.

**HCDC Annual Public Hearing for Grant Funding 5:30 PM:**

A packet of information was handed out. There were three items on the agenda but only two were discussed. The budget amendment is not needed for the food bucks as the program is no longer needed. The micro-enterprise fund was well used from the COVID-19 money and almost all the funds were expended to local business owners to help with COVID-19 relief.

**Implementation of FY20 Grant:**

Things are underway and making good progress since things have started to open up with the pandemic. The Housing Rehab program is underway. Building costs and materials have skyrocketed and are expected to remain high through FY22 and possibly into FY23 and the amount allowed under a waiver from DHCD has risen up to \$135,000 for one of the two current projects that are under contract. The limit was \$40,000 and DHCD has not raised that limit for at least 10-15 years.

The HEN program is back up to 75% capacity since pre-COVID. The HOPE program is slow to start. Food pantry is almost up to full capacity and It Takes a Village is running well. The Worthington Senior Center Design is just getting started. They just issued a RFQ for architectural design services. There is an allocation of \$135,000 for the architectural design phase.

**Planning of FY21 Grant:**

There is a submittal of proposals that are sent to DHCD. There were evaluations done on those proposals. There is a cap of \$1,300,000. for the grant. HCDC is requesting \$1,299,959. for the FY21 grant. HCDC can request 20% (\$227,400 for program costs) and 13% admin cost. Some things are maxed out. Admin is maxed out at a 15% of total grant. HCDC is asking for 12.66% for total admin costs. Total for admin for programs and general admin will be \$348,792. An average was used (\$38,903.) for housing rehab projects with 19 projects, to request \$723,767. for housing rehab projects. These numbers total the \$1,299,959. HEN will get 86% of what they requested, HOPE will get 94% of what they requested, the Food Pantry will get 100% of their request and It Takes a Village will get 100% of their request.

Mr. Willard made a motion, seconded by Mr. Fuller and the Select Board approved signing the grant paperwork for the HCDC.

**Grounds-keeping of Town Properties:**

The Select Board discussed the hiring of a grounds-keeper for the town properties. It has to be someone who can get the job done to the satisfaction of the town and do it independently with minimal supervision. This job will need to be done within 5 hours per week.

Dee Cinner and Amanda Pollack were in to discuss the grounds-keeper job for the town properties. Ms. Pollack has walked around the Vets Park to see what is needed.

Mr. Fuller thanked Ms. Cinner for her time doing the assessment report for landscaping at town buildings that she has provided to the Select Board. There is \$2,500 allocated for grounds maintenance wages in the current budget.

The Select Board discussed with Ms. Pollack her background, availability and knowledge of gardening and landscaping. She can dedicate ten hours a week to the job. Mr. Fuller opined that ten hours/week may be needed at first to get things under control and then hours could be cut back. Mr. Willard opined that the budget won't support ten hours. The budget supports five hours/week. If hours are split between two grounds-keepers that limits the amount of hours even more. Ms. Pollack prefers to work early mornings while it is still cool.

**Set Date for Pole Hearing:**

The Select Board looked over the paperwork submitted for a pole hearing for a new pole on Bissell Road. Mr. Willard made a motion, seconded by Mr. Fuller to set the pole hearing for 23 Bissell Road for August 2, 2021 at 4 p.m.

**Assistant Treasurer:**

Meg McWherter asked the Select Board to appoint Lenore Pittsinger as the Assistant Treasurer. On a motion by Mr. Willard, seconded by Mr. Fuller, the Select Board appointed Lenore Pittsinger as the Assistant Treasurer.

**Minutes:**

None approved. Will approve at next meeting.

**Town Administrator Report:**

**Highway Driver/Laborer:**

As of Wednesday, July 14<sup>th</sup> there have been 12-13 applicants.

**Part-time Administrative Assistant to Boards:**

Advertisement has been placed in Post Office, Town Website and Town Face Book page.

**Council on Aging Administrative Assistant:**

Advertisement has been put in the Country Journal and on the Town Website page and Town Face Book page.

**Dunham Library Painting Quote:**

Gentlemen Painting's quote was \$9,950 to wash, scrape, and paint the building.

ProCoat's quote is \$6400 for pressure wash, scrape, prime & paint body and trim of library includes all labor and materials.

ProCoat responded to my email that their quote does include painting the bulkhead. ProCoat will look at the ramp and see if any "repair or replacement of board(s)" he can do and get back to me. Ms. Lessard responded back that Roger would like to meet with him at the building once we have an answer about the ramp. A time and date would need to be set for that meeting.

**Website Estimates:**

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.)

Ms. Lessard sent an email to the Select Board members to look over the websites the companies referenced to see what the town is looking for.

**Personnel Policy Review:**

Ms. Lessard met with Don Jacobs on July 12<sup>th</sup> for two hours to discuss the draft and compensation sheets.

Mr. Jacobs would like the Select Board to look over the table of contents of the draft Personnel Policy to see if anything jumps out to remove from the Personnel Policy or anything to be added. He wants to get the final draft to the Board for approval.

The Board is okay with the Table of Contents. Nothing needs to be added or deleted at this time.

**Meeting Adjourned:**

With no further business the meeting adjourned at 7:07 p.m.