



**Chesterfield Select Board Minutes
Monday, July 31, 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, Trish Colson-Montgomery and Don Willard

Select Board Members Participating Remotely:

Town Administrator Present: Brenda Lessard

Public Officials Present: Dave Hewes, Fire Chief; Larry Holmberg, EMD; Michael Malouin, Police Chief

Public Officials Present via ZOOM: Dee Cinner, Cemetery Commission

General Public Present: Cubby Gessing

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 W24-03, WP24-03, WPD24-03, WBB24-03, and several void warrants.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to accept the Minutes of the Regular Select Board meeting on 7/3/23 as amended.

Additions to Agenda:

Moth Superintendent Appointment:

Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller and unanimously voted to remove Don Willard III as Moth Superintendent and appoint Don Willard IV as Moth Superintendent with a term expiring 6/30/24

North Road/Damon Pond Road:

Ms. Colson-Montgomery requested an update from Mr. Fuller on the status of the road project. Mr. Fuller reported that Chappell had given a proposal to the Town of \$47,300 to “layout” the two roads so the Town can go to Town Meeting to accept the layouts as no record of acceptance can be found. The State is requiring this acceptance. In 1949, the Town petitioned the county to straighten a portion of Damon Pond Road, which was done as the road was originally laid out by the county. Mr. Holmberg opined that the road could have been accepted under another name. Both roads were county roads at one time. Mr. Fuller reported that he has a call with Chappelle on August 1 and he will report on any new information at the next meeting.

Use of Russell Park:

Therese Brigley had asked the Select Board for permission to use Russell Park over Columbus Day weekend for a festival. The Select Board had previously asked several questions of Ms. Brigley and were satisfied with the answers given. Ms. Brigley was notified that she could use Russell Park for a festival on the dates requested. The park will remain open to the public.

Appointment to Historical Commission:

At the last meeting, Ms. Colson-Montgomery was appointed as a member of the Historical Commission. Due to Ms. Colson Montgomery being a Select Board member, she is not sure she can serve in that capacity. Mr. Willard made a motion, seconded by Mr. Fuller, and unanimously voted to make Ms. Colson-Montgomery a liaison to the Historical Commission.

School Personnel Complaint:

Mr. Willard reported that a complaint has been filed regarding an employee at the school. He cannot report on what the complaint is at this time.

Resignation from Cultural Council:

Jeane Anastas had submitted a letter of resignation from the Cultural Council. Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to accept the resignation with regrets and thanks for her time that she did serve the Town. A letter acknowledging that will be sent to her.

Request for Use of Town Hall:

Therese Brigley has submitted a request to use the Town Hall for a Forest Park Zoo event on September 5. A Highland Valley Elder Multi-generational Grant sponsors the event. The Select Board has some questions about the type of animals, if the event will be open to the public, and if the event could be at Russell Park instead. Ms. Lessard will get the answers for the Select Board.

Police Sergeant and Officer Contracts:

Chief Malouin came in to have the Select Board Chair sign contracts for Police Sergeant and Officers. Mr. Fuller looked the contracts over. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to have Mr. Fuller sign the contracts.

Staples Account:

Ms. Lessard reported that the Staples Credit card account was being discontinued. The Town’s Staples account will still be valid but there will be no charge card associated with the account. Ms. Lessard will look into getting an open credit account with Staples, which can be invoiced. Ms. Lessard also reported that \$325.97 is owed on the credit account but there are no invoices associated with those charges. She has contacted Staples and they can only provide data going back 18 months. Ms. Lessard has reviewed a folder in the office that shows some of these unaccounted for charges have been going on since 2009. Ms. Lessard has spoken to the Town Accountant, the back up in the folder along with a budget line to pay the bill to close the charge account can be submitted, and the Town Accountant will approve the voucher. Ms.

Lessard will check with Citibank to see if they can provide an itemization of charges going back that far. A little more research will be done before submitting the final payment in the next warrant.

4:00 P.M. Cubby Gessing re: Building Maintenance

Mr. Gessing had contacted the Town with his interest to apply for the Building Maintenance position. The Select Board reviewed what duties are expected, his availability and his experience. Mr. Fuller noted that he would have to have his own tools. The Select Board went over the items that need to be completed after the Board had visited the Town buildings in May. The Select Board would like Ms. Lessard to reach out to Mr. Loven to get a list of duties that he does in that position with a timeline of when they are done. The Select Board did not make a decision on any hire for this position at this time.

Reports:

Edwards Museum Updates:

Mr. Fuller reported on a change order that was submitted by Royal Renovations for \$18,810. Mr. Fuller has reviewed the details of the change order with Kent Hicks and he and Mr. Hicks are satisfied that the change order is valid. They both reviewed the materials and labor that was submitted. Mr. Willard questioned the costs of the materials used. After a lengthy and robust conversation among the Select Board regarding the change order, Mr. Willard made a motion, seconded by Mr. Fuller to accept the change order for the Edwards Museum exterior renovation work by Royal Renovations. Ms Colson-Montgomery abstained.

Hazard Mitigation Plan Update:

Ms. Colson-Montgomery reported that she has attended another meeting of the Hazard Mitigation Plan Update Committee and they have finished the Comprehensive Emergency Management Plan. There have been increased incidents and the plan addresses potential climate based hazards.

Folding Tables for Town Hall:

Ms. Colson-Montgomery would like the Town to buy new folding tables for the Town Hall so when Town Meeting or events take place there; tables do not need to be borrowed from the Community Center or Recreation Committee. She would like purchase at least six eight foot tables. Ms. Lessard will look into pricing and get specs for the Select Board to decide where to purchase them.

Re-keying the COA (Council on Aging)/Community Center:

Ms. Colson-Montgomery had a conversation with Jan Gibeau about access to the COA/Community Center. Ms. Gibeau noted that there are so many keys out that sometimes items disappear and re-appear and no one knows who has borrowed the item. Ms. Gibeau would like to have the building re-keyed and be in charge of a sign-out for keys. She would provide a key for people who need access. The Select Board agreed it might be a good idea. Mr. Fuller thinks the locks can have the core changes without changing the whole lock. There are doors on the front and side of the building and on the lower level there is a front and back door that need to be changed. There is also a locking deadbolt on the front door on the upper level along with a knob lock. Ms. Lessard will reach out to Foster-Farrar to get the process scheduled.

Town Administrator Report:

Police Department Office:

All the asbestos floor tiles have been removed. The air quality test passed. The police have started painting the walls. The pricing proposals from Hampton Flooring and Baystate Rug & Flooring are:

Vinyl Sheet Flooring:

- Hampton Flooring \$13,693.76
- Baystate Rug & Flooring: \$12,475.33

Luxury Vinyl Plank Flooring:

- Hampton Flooring: \$18,652.30 Stone Look
- Baystate Rug & Flooring: \$10,553.12 Stone Look (less durable 20 mil)
- Hampton Flooring: \$14,595.80 Grey Wood Look
- Baystate Rug & Flooring: \$11,527.89 Grey Wood Look (recommended for commercial floor, as it is 28 mil and scratch resistant)

Ms. Lessard is waiting on a third price proposal to redo the floor.

Alarm at COA:

The alarm at COA keeps triggering. Lee Audio has been called numerous times to fix the issue, which is a communication issue. According to Lee Audio the wrong alarm may have been installed or the wrong antenna. Lee Audio came and fixed the alarm with the correct equipment.

Community Service Day:

Alex Seid, the Assistant Principal at HRHS came to see Ms. Lessard. On Friday, October 20, the school is planning to have a Community Service Day. The plan is to have the ninth and possibly tenth graders go out into the five communities that make up the HRHS district and possibly Worthington to do community service. He wants the towns to brainstorm what community service can be done. There would be staff members out in the communities with the kids. Ms. Lessard suggested him talking to the COA to see if any seniors may need help with fall cleanup in their yards, maybe stacking firewood for seniors, or filling buckets with sand for seniors and then delivering them.

White Board for Select Board Office:

The whiteboard has been delivered. The board is eight feet by four feet and is quite heavy. Mr. Willard will hang it when he has time.

Williamsburg Hardware:

Ms. Lessard has spoken with the new owner of the Williamsburg Hardware and has gotten the issue with the overdue balance that has been carried over for years cleared up. Greg Conz, the previous owner, is going to take the outstanding bills as a loss. The Town now has a \$0.00 charge balance.

Tennis Courts:

Ms. Lessard reached out to Shawn at Advantage Tennis about setting up a meeting to view the courts. He apologized, as he has no flexibility in his schedule to come to meet with the Select Board. The rainy summer has put their work behind. He could set up a video call if the Select Board would like to speak with him.

Chair Rack for Town Hall:

The new chair rack has been delivered to the Town Hall and assembled.

5:15 P.M.: Dee Cinner, Cemetery Commission re: All Funerals Contract:

Ms. Cinner has received the contract from AllFunerals for software to be utilized by the Cemetery Commission to have a digital record of active cemetery plots for the active Town cemeteries. Ms. Cinner has requested the Select Board to sign the contract. The cost will be \$1.50 per plot. Ms. Cinner had presented the Select Board with the information during budget season as she had requested an article to fund this software and data entry, which was approved at the Annual Town Meeting. At that time, Ms. Cinner had requested \$1,500 for the software and \$1,500 for data entry. Mr. Fuller asked why the proposal offered more services for the cost per plot than what the Town is receiving for the contracted price. The Select Board also thought that Exhibit B did not need to be

included in the contract. Ms. Cinner stated she had negotiated what the Town needs and that is what is in the contract. She noted that Exhibit B presented options the Town could add to their contract later if they wanted. She opined that those services are not needed at this time. The Select Board asked Ms. Cinner how many graves would be laid out in the software program. Ms. Cinner reported that 250 graves at Ireland Street Cemetery, 624 graves at Center Cemetery and 260 graves at Mount Cemetery would be mapped and entered into the software. This amounts to 1,134 graves at \$1.50 per lot, which would total \$1,701 leaving \$1,299 for data entry from the funded article. The Select Board was uncomfortable approving the contract as the allocation and scope did not match the figures that were presented with the original request. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the contract.

6:30 P.M.: David Hewes, Fire Chief

Chief Hewes requested to come in to answer some questions about the Fire Chief's truck. He reviewed the specifications for the new truck with the Select Board and why certain items needed to be included on the truck. He also explained items paid for by the Association and why he used his leftover FY23 budget to pay for the TS Mobile bill, which included items for the new truck. The Select Board had previously discussed with Chief Hewes that he had to stay within the \$65,000 budget for the truck as voted at Town Meeting. This included outfitting the truck along with the purchase. Chief Hewes went over purchases the Association has paid for and he did not want to lose the encumbered money from his FY23 budget, which he set aside to purchase the lights for the new truck. He also let the Select Board know that not all items on the TS Mobile bill were for the new truck only. Some of the items are for the old truck. Mr. Willard stated it is tough to tell taxpayers spending more on a truck than what was approved at Town Meeting. It was noted there were several factors that made the amount to furnish the truck go over budget. The first was the unavailability to get a 2023 truck. It was noted that the truck could have been ordered earlier. The other was the old truck was not being traded in. The intention of the department is to use the old truck as a brush truck. Chief Hewes noted if the old truck had been traded in and he had been able to get a 2023 truck, this conversation would not have been needed. Ms. Colson-Montgomery asked where the new Fire Chief's truck will be garaged as Chief Hewes lives out of Chesterfield. Chief Hewes did not provide a clear answer. Mr. Willard made a motion, seconded by Mr. Fuller to pay the bill to TS Mobile from the encumbered funds from the FY23 Fire Expenses budget line. Ms. Colson-Montgomery abstained.

DHCD (Department of Housing and Community Development) Grant Certification:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the Grant Certification of Completion for a CDBG (Community Development Block Grant) Grant as presented by the HCDC (Hilltown Community Development Corporation). Mr. Fuller signed the certification.

CDBG Grant Management Proposals:

There was only one submittal to the RFP (Request for Proposals) for Grant Management for the CDBG Grant. The only proposal came from HCDC. Due to a long meeting, the Select Board will take the proposal home to review and make a decision at the next meeting.

FY24 Veteran's Services Contract:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to sign the Veteran's Services Contract for FY24 with Northampton. This needs to be done via docu-sign and Mr. Fuller will sign electronically after the meeting.

Action Items:

COA Appointment:

Jan Gibeau requested that Lynn Hicks be appointed to the COA Committee. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to appoint Lynn Hicks to the COA Committee.

HCDC Lien Discharges & ECO Certification:

There were four lien discharges submitted to the Select Board for signing. All four were due to the sales of the home. The lien discharges were:

Williamsburg: \$13,879.67

Goshen: \$34.80

Goshen: \$7,010.60

Plainfield: \$14,164.11

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the lien discharges.

There were also four packets for Ms. Colson-Montgomery to sign as (ECO) Environmental Certifying Officer for properties in Goshen, Plainfield, Williamsburg and Worthington.

Correspondence and Possible Action:

The Select Board acknowledged they had received a letter from Eric Schwartz representing Farm Bug Co-op regarding their dissatisfaction of the cannabis bylaw process.

Meeting Adjourned:

Ms. Colson-Montgomery made a motion, seconded by Ms. Willard and unanimously voted to adjourn the meeting at 8:52 p.m. The vote was unanimous.