



**Chesterfield Select Board Minutes
Monday, August 2, 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, Trish Colson-Montgomery and Donald Willard

Select Board Members Participating Remotely: None

Select Board Members Absent: None

Town Administrator Present: Brenda Lessard

Public Officials Present: Larry Holmberg, EMD; Jeff Fish, Acting Police Chief

General Public Present: None

Recorder of Minutes: Brenda Lessard

Common Acronyms:

CARES: Coronavirus Aid, Relief, and Economic Security

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

WCPO: West Chesterfield Post Office

WG&E: Westfield Gas & Electric

Larry Holmberg, EMD

Mr. Holmberg would like to purchase some variable message signs for the town using CARES grant money. The signs would be useful for emergencies as well as certain events or incidents around

Chesterfield. Discussion included portability, uses, storage, programming and annual costs. The annual cost would be \$950. But is unclear if that would be per sign or per account. There was also discussion whether one should be on a trailer. Mr. Holmberg is suggesting purchasing two of the 24” signs. These are 24” high. They run on a battery which holds the charge for a week to ten days. The annual fee includes a GPS capability. The sign also includes a camera. It is unclear if there is a discount for a multi-year contract. The Select Board is open to the idea of using the CARES grant money for the purchase but would like further information.

Mr. Holmberg also informed the Select Board that he has had the honor of being nominated as a voting member of the Regional Homeland Security Council.

Warrants Reviewed:

The Select Board reviewed and approved the payroll WP22-03, WPH22-03 and treasury W22-03 warrants. There was discussion of the Town Administrators vacation pay as the time was not earned yet. She will be payed but run a deficit in accrued vacation time. As vacation time is earned, this deficit will be satisfied. The Select Board is okay with that as it was noted that it had been done in the past with another employee.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to accept the Minutes of July 28, 2021, the meeting with Justin West, MLP Manager, as amended, and the Minutes of July 6, 2021, regular Select Board meeting, as amended. Motion unanimously voted.

Mr. Willard made a motion, seconded by Mr. Fuller to accept the Minutes of July 19, 2021, a regular Select Board meeting, as amended. Ms. Colson-Montgomery abstained as she was not present at that meeting. Motion was unanimously voted.

Request for Additions to the Agenda:

Landscapers:

Mr. Bowlby had emailed Mr. Fuller asking about his landscaping. He had been asked by Mr. Fuller to stand-down and not do any landscape work until a resolution was finalized in regards to issues with the landscaping of town properties. The Select Board at the previous meeting hired another gardener, Amanda Pollock, to do some of the landscape and gardening work.

Some of the grounds have not been kept up with, specifically, the weeding and needed work at Veteran’s Park. The Select Board needs to have a plan in place that is agreed upon with the landscapers of work to be done at each location. There is a limitation of hours available and will need to be divided between Mr. Bowlby and Ms. Pollack.

Mr. Willard will meet with Mr. Bowlby to discuss gardening and landscaping at the WCPO and the Town Offices. Ms. Colson-Montgomery will meet with Ms. Pollock to discuss gardening and landscaping at the Veterans Park, Library and Russell Park. Ms. Pollock will receive more of the available hours at this time.

Town Administrators Report:

Highway Driver/Laborer:

As of Wednesday, July 14th there had been 12-13 applicants. One of the applicants, Dylan Tanner, was offered the position, as recommended by Matt Smith, Highway Superintendent.

Part-time Administrative Assistant to Boards:

Advertisement has been placed in Post Office, Town Website and Town Face Book page. There has been no response to date.

Council on Aging Administrative Assistant:

Advertisement has been put in the Country Journal and on the Town Website page and Town Face Book page. Two people have done interviews with Jan for this position.

Dunham Library Painting Quote:

I have not had a chance to prepare a request for quotes or contact other painters. Gentlemen Painting's quote was \$9,950 to wash, scrape, and paint the building.

Got a response from ProCoat; their quote is \$6400 for pressure wash, scrape, prime & paint body and trim of library includes all labor and materials

ProCoat responded their quote does include painting the bulkhead. He 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 did email him back that Mr. Fuller 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. There has not been a response to this request. Mr. Willard will call the owner of ProCoat to request a meeting with Mr. Fuller and to follow-up with the questions about the ramp.

6 North Road Property:

A meeting will be needed with the Police Chief, Fire Chief, Larry Holmberg and the Select Board to discuss the plans with 6 North Road. Now that the mapping and wetland delineation has been completed, a plan for the property can be made.

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.

Ms. Lessard ZOOM meeting with David Eisenthal, Mr. Fuller, and Meg McWherter on July 26th. A target date for the borrowing will be made once final numbers are more definitive.

Mr. Fuller spoke about the Municipal Modernization Act and whether the town has accepted it previously at town meeting. Mr. Fuller emailed the town clerk earlier but has not received a response yet. Mr. Fuller suggested having a Special Town Meeting to have the town accept the Municipal Modernization Act as it will help save on borrowing costs. This will be discussed further in the near future.

Phone System:

The phone system needs to be moved up on the priority list. Town office staff has been having increasing problems with their phone equipment. Ms. Labrie, the previous Town Administrator, had gotten quotes from Whip City and DeRenzy to rent the equipment for VOIP phone system. There may be an issue with the fire alarm at town offices. Ms. Lessard has already sent an email to Hackworth and will follow-up with them about the fire alarm system. It will need to be verified if we can switch the alarms over or if we need to keep the current set-up for the alarms. Ms. Lessard obtained an additional quote from 4Voice. Ms. Lessard sent an email to Goshen to see what they use as Larry Holmberg said he was involved with their phone system changeover to VOIP. Larry Holmberg also wants to be involved with the phone changeover. No answer was received from Goshen yet.

The Select Board would like Whip City, as they were the lowest quote, to come do a survey of what is needed in the town offices, highway, senior center, fire department and library and get a more concrete number of the total cost. Ms. Lessard will reach out via email to Richard Carnell, from Whip City, who gave the quote and set up a date for the survey.

Firehouse Phone:

David Hewes, Fire Chief, called Ms. Lessard last week to let the Select Board know Fire business phone is hooked up at his house. His house is being sold on Monday, August 2, 2021. Ms. Lessard asked him to check with Verizon about having the calls be forwarded to his cell phone for now until we figure out the phone system (another issue). Mr. Hewes reported that the Fire Station has the broadband wire going to the Fire Station but the Fire House is not hooked up yet. Ms. Lessard sent an email to Justin to ask about who to contact about that connection and the Dunham Library connection.

Library Trustees:

The Library Trustees have requested an Amazon credit account as Cynthia Squires has been doing at least half of her ordering through Amazon as they have access to books she cannot get through her other suppliers. She has been ordering them with her own account and paying for them and then asking for reimbursement. There are some bills for reimbursement to Ms. Squires in this warrant. The Select Board is in agreement that this is a better way forward and Ms. Lessard will send the appropriate documentation to get the account set up.

Jeff Fish, Acting Police Chief-7:30 PM:

Mr. Fish was in to give his monthly report for the Police Department.

Hours for Retirees:

Mr. Fish reported that the Governor did not extend the excess hours for retirees past the end of the year. The hours allowed are currently unlimited and it had been proposed to put the numbers going forward after December 31, 2021 to 1500 hours which would be increased from 960 which were pre-COVID hours allowed. This may affect him. The Select Board will make his position work within his allowable hours.

2011 Crown Vic Cruiser:

Chief Fish would like to declare the 2011 Crown Vic cruiser surplus and sell it. The Select Board is in agreement. Pictures will need to be taken and a complete description written so the vehicle can be listed on Municibid.

Motorola Repeaters:

Chief Fish reported he had taken the Motorola Repeater from the old cruiser to mount in the newer cruiser. This allows for better reception for the radios in areas where service is limited. After transferring the repeater, Mr. Fish noted it was not working. He took it to a repair shop in Pittsfield and it will cost \$500. to test the repeater first to see if it is fixable. The repair will be \$1,200. to \$1,500. to repair the repeater if it is fixable. The Select Board agree it is worth checking into.

HCDC Environmental Certifying Officer:

Mr. Willard made a motion seconded by Mr. Fuller and unanimously voted to make Ms. Colson-Montgomery the HCDC Environmental Certifying Office for the upcoming year. The paperwork was signed by Mr. Fuller and Ms. Colson-Montgomery and Ms. Lessard will get the paperwork back to the HCDC.

Meeting Adjourned:

With no further business the meeting adjourned at 8:32 p.m.