



**Chesterfield Select Board Minutes
Monday, August 14, 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

Select Board Members Participating Remotely: Trish Colson-Montgomery, and Don Willard

Town Administrator Present: Brenda Lessard

Public Officials Present:

Public Officials Present via ZOOM: Dee Cinner, Cemetery Commission

General Public Present: Denise LeDuc and Marjorie Liscombe, Hilltown Community Development Corp. (HCDC), Skip Valencik

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.

Cemetery

Dee Cinner, Cemetery Commission re: Mount Cemetery Stone Wall Work:

Ms Cinner attended to inform the Select Board that she had only gotten two price proposals to rebuild the Mount Cemetery stone wall. She had reached out to three companies:

1. Sonam Stonewalls (Sonam Lama) \$41,000
2. Jamyang Jamyang East Tibetan Stonework 7/28 confirmed bid of \$7,000
3. Dario Coletta DC Stonewall – called him 8/11. He will look and call me. Called me 8/14 9:30 am. Not going to bid this time.

Mr. Fuller informed Ms Cinner that she needs to write a contract and get it signed. He would also like to see the RFP that went out to the three companies. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to approve awarding the work to Jamyang Jamyang East Tibetan Stonework.

3:15 P.M.: Hilltown Community Development Corporation (HCDC)

Mortgage Subordination Request:

A request has been made for a subordination of a mortgage for a Goshen homeowner who has a HCDC loan. There is enough equity in the home for the homeowner to take out a home equity loan against the property. A request was made to the attorney to explain what the money would be used for and the HCDC got no response. The Select Board would like to know what the money will be used for. The expected loan is for \$57,000. Mr. Willard noted the Select Board usually expects to see this information and wishes to follow their normal position on this matter. Mr. Fuller noted that the homeowner could payoff the HCDC loan and do whatever she wanted with the rest of the money. The Select Board requests that the HCDC obtain more information from the homeowner. The subordination request will come before the Select Board again at their next meeting.

CDBG (Community Development Block Grant) Grant Conditions:

The HCDC received an addendum of Special Conditions to the CDBG contract to be signed by the Select Board. The HCDC presented the Select Board with the changes in red under Public Hearings for the contract which includes an updated Citizen Participation Plan and requiring any public comments not acknowledged at the hearing to be in writing within two weeks of the public hearing date. One of the participating towns has a Civil Rights litigation pending and that may trigger more conditions. Motion made by Ms Colson-Montgomery, seconded by Mr. Willard and unanimously voted to acknowledge the conditions and potential further conditions. There will be a public hearing within two weeks and written comments will be accepted.

CDBG FY24 Grant Management Award:

The Select Board noted they had only received one response to the RFP (Request for Proposals) to manage the CDBG Grant. The only response came from the HCDC (Hilltown Community Development Corporation). It was noted that the HCDC has always done a great job doing the grant management, Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to award the contract for the management of the CDBG grant to the HCDC.

Skip Valencik: Right of First Refusal (ROFR):

Mr. Valencik had notified the Town Administrator of his intent to remove some Chapter 61B land out of Chapter so he could sell a building lot. He has already received the signed plan from the Planning Board. Mr. Valencik opined that the procedures he was being told to follow were not what had been done previously. The Select Board informed Mr. Valencik that the State has certain procedures that must be followed and they intend to follow those procedures. They did inform Mr. Valencik that he must submit his request in writing to the Select Board to start the clock. Mr. Valencik noted that the sale is supposed to happen around September 1 but that he would not have an answer from the Town by that time regarding the ROFR. The Select Board let Mr. Valencik know that it is not expected to be a lengthy process but he needs to submit his request to the appropriate parties as laid out in the procedures the Town Administrator sent to him.

Warrants:

The Select Board reviewed and signed the W24-04, WP24-04, and WBB24-04.

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 7/31/23 as amended.

Additions to Agenda:

Pickleball:

Mr. Willard reported that after the pickleball seminar that was held on August 5 that Recreation received a request to continue open pickleball and volunteers will run it. There were 15 people at the seminar. It was noted that one tennis court is slippery in an area where the court is shaded by a large tree. Mr. Willard hopes to get that area powerwashed.

Fire Chief Truck Garaging:

Ms Colson-Montgomery would like to see if there is a policy regarding where town vehicles may be parked. She is opposed to the Fire Chief truck being garaged out of town. Chief Hewes is currently living out of Town. Ms Lessard will look for the vehicle policy.

Reports:**Edwards Museum Updates:**

Kent Hicks is still reviewing the change order and the Select Board's concerns about what items are being charged for in the change order. Ms Colson-Montgomery is concerned about going over budget for the project.

Year End Carryover List from Accountant:

Ms Colson-Montgomery reported that she and Lee Manchester, Co-Chair of the Finance Committee plan to meet to discuss the list. They hope to develop a policy regarding deadlines for ordering vehicles and a deadline to spend the money appropriated at Town Meetings.

Town Administrator Report:**Tables at COA:**

Ms Lessard looked at folding tables and compiled a list with specifications and pricing.. Ms Lessard found in the warrant dated May 18, 2017, that the cost of the tables were partially paid out of DHCD Program Income. The cost of the tables were \$791.06. The Grange donated \$500 towards the tables, so the Grange does not fully "own" those tables as the Council on Aging has said.

Staples Bill:

Ms Lessard called Citibank and they can only provide the amount charged, not what was charged. The Tax Collector found that one of the Staples checks has not been cashed for \$149.99. It appears the check was sent to the wrong address. This would leave \$175.98 on the bill that is unaccounted for.

Building Items:

Ron Loven painted the steps coming in to the Town Office. They look great but were found to be slippery. Mr. Loven reported he had added sand to the paint but it must have been too fine. He will repaint the steps with a different grit added. He also reported that he painted the storage room at the COA.

Furnaces:

The leaking COA furnace was looked at by Sandri. The repair man said the gaskets are "rope" and when the furnace is not running, the rope contracts which may cause leaking of the aquastat. He said he could adjust it to have the furnace come on every few days and run in the summer without heating the building but then you are wasting heating oil. I told him to leave it the way it is. He did the annual service for the furnace and the boiler at the COA, the Highway clean burn furnace, and the furnace at the Library while he was here

Action Items:**Request from Franklin Regional Council of Governments (FRCOG):**

The FRCOG has requested a letter of support from the Select Board for the Franklin Regional Transit Authority (FRTA) Easy Ride proposal. This proposal would allow residents who are not seniors to utilize the van from the HCD. Seniors would be priority though. The Select Board all agreed that that is a good proposal and gave their support. Ms Lessard will send a letter of support to the FRTA and FRCOG

Town Hall Use Request:

Ellie Goudie-Averill has requested to use the Town Hall for the Hilltown Open Studio Tour on September 30 and October 1. She would need to access the building to set up on September 29. She hopes to show dance films, and demonstrations and have a live performance on Sunday. There is no charge for the event. The Select Board approved the use of the Town Hall by Ms Goudie-Averill but requested a \$50 deposit in case the Town Hall needs to be cleaned after the event. If it is clean, the deposit would be returned to her.

Service Incentive Grant (SIG) Grant:

The Council on Aging had submitted a contract for the SIG grant they had applied for. The Select Board had previously signed it. After the earmark from the State was approved, the terms of the SIG grant has changed and the amount awarded was reduced. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the amended contract.

Capital Planning Improvement Committee Appointment:

Carol Jolly, who had been the Finance Committee representative on the committee has decided to not be re-appointed to the Capital Planning. Marianne Drake, who is also on the Finance Committee is willing to serve. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to appoint Marianne Drake to the Capital Planning Improvement Committee for a one year term to end 6/30/2024.

MVP Sub-Committees Change to Working Groups:

After some discussion with the MVP Executive Committee, the Select Board will change the structure of the MVP sub-committees to Working Groups. Those groups would assign one member to be a member of the MVP Steering Committee. This is being done as the working groups do not need to comply with the Open Meeting Law.

General Discussion:

Ms Colson-Montgomery and Mr. Willard had to leave the meeting at this point of the meeting. The meeting was adjourned at 4:50 p.m. Mr. Fuller discussed several things with the Ms Lessard after the two members left that included:

- Setting a date to meet with Assessors
- Need to wrap up the new personnel policy
- Wrap up the work and contract by Wright Ostermier Landscape Architects (WOLA)
- Adding the Layout for North Road/Damon Pond Road to an expected Special Town Meeting. There are other items to include for a Special Town Meeting also. Those include:
 - A FY23 Eversource Street Light Bill (there was no money left in the budget line to encumber for payment)
 - Mount Cemetery Land Donation
 - Proposed amendment to Cannabis Bylaw
 - The request from Farm and Forest Committee for Signage
 - Creating a separate line for the Opioid Settlement Money

Warrants:

Mr. Fuller reviewed and signed the W24-04, WP24-04, and WBB24-04 warrants.