



**Chesterfield Select Board Minutes
Monday, August 16, 2021 at 4:00 p.m.
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 4:01 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: Hank Badner-Board of Health; Larry Cervelli-Finance Committee

General Public Present: Skip Valencik

Recorder of Minutes: Brenda Lessard

Common Acronyms:

ARPA: American Rescue Plan Act

BOH: Board of Health

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

ISP: Internet Service Provider

MLP: Municipal Light Plant

MPO: Municipal Planning Organization

PILOT: Payment in Lieu of Taxes

PVPC: Pioneer Valley Planning Commission

RFP: Request for Proposals

RFQ: Request for Quotes

WCPO: West Chesterfield Post Office

WG&E: Westfield Gas & Electric

Hank Badner, Board of Health

Mr. Badner attended to inform the Select Board that the transfer station will be having an inspection by DEP on September 7, 2021. There are some issues that the BOH needs help on. Their budget does not support the cost that will be incurred to brush hog the capped landfill area. The area needs to be mowed

with a small tractor, due to the possibility of doing damage to the cap. This area should be mowed at least once a year.

The fire extinguisher needs an inspection and the Town Administrator is working on that. There is also weed whacking that will need to be done. Mr. Fuller will speak to Matt Smith the highway superintendent to see if he knows of anyone able to do the mowing and if highway can do the weed whacking.

The Select Board let Mr. Badner know that the BOH needs to increase their expense budget for next fiscal year and include these added costs to their budget. It is too late this year but the BOH will need to have this conversation with the Finance Committee for the next budgeting season.

The BOH will need to have a discussion with the Finance Committee to do a reserve fund transfer this year once a person is found to do the mowing and the BOH has a price.

Larry Cervelli:

Larry Cervelli was in to let the Select Board know he is on a committee promoting Medicare for All called Hilltown Medicare for All Advocacy Group. He wants to keep the town informed of the cost savings for the town and where this stands in the state. Mr. Cervelli stated the town can benefit with cost savings and he discussed a report by Jerry Friedman which can be accessed online. He stated Massachusetts could save 1/3 of the costs for medical insurance by adopting Medicare for All. He will be coming in to a future meeting once more is known on the progress through the state.

Municipal Modernization Act:

Ms. Colson-Montgomery asked Mr. Cervelli, who is a Co-Chair of the Finance Committee, about the Municipal Modernization Act. Mr. Cervelli did not know that much about it. The Select Board is in agreement they would like to have a Special Town Meeting this fall to adopt the Municipal Modernization Act or parts thereof. Ms. Colson-Montgomery asked Mr. Cervelli to look into the act and give some feedback. The acceptance of this act by the town will help to lower long term borrowing costs. This will be discussed further in the near future.

Skip Valencik, 23 Bissell Road:

Mr. Valencik was in to see if he missed the pole hearing for 23 Bissell Road. He was informed it was being set up for the next meeting due to a delay in receiving the postcards from Eversource.

Warrants Reviewed:

The Select Board reviewed and approved the payroll WP22-04, and WT22-04 warrants.

There was discussion by the Board of the Broadband bills to be taken from the ARPA funds received. Broadband bills can be paid from this money but not borrowing costs. This will be reviewed with the Town Accountant.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to accept the Minutes of August 2, 2021, as amended. Motion unanimously voted.

Request for Additions to the Agenda:

Landscapers and Town Properties:

Mr. Willard commented on the amount of hours that Ms. Pollock had done in the last pay period and asked for clarification. Ms. Colson-Montgomery clarified the work has been minimally done since July and Ms. Pollock is doing catchup. Mr. Willard is meeting with Mr. Bowlby this week to discuss where Mr. Bowlby is to concentrate his time doing landscape work which includes the town office, WCPO and the Community/Senior Center.

Ms. Colson-Montgomery spoke with Amy Gavalis, Library Trustee, and the only plants the library requests left in the garden area is the heather plants. The rest of the area will be planted with grass.

The Select Board was in agreement that the Grounds Maintenance Wages budget line will have to be carefully watched to make sure it does not get over expended, and the Board needs to request an increase in that line at the next annual town meeting.

Surplus Items:

The 2011 police cruiser (Crown Vic) and a roller from the Highway Department has been discussed and will be declared surplus and put out to auction on Municibid. The Town Administrator is waiting on pictures and a description before they can be declared surplus and put online.

Town Administrators Report:

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.

Accounting Contract:

Ms. Lessard reported she had a ZOOM meeting with Eric Weiss from PVPC this week about the accounting contract. He explained the background to me and that only three towns remain with PVPC and that had a lot to do with the decision to end the program. PVPC is willing to help negotiate a three-year contract (suggested by Mr. Weiss) with the current accountant or another if we choose to solicit quotes. The cost to the town would be \$400 which is ½ the yearly cost we pay PVPC now. He said it is difficult to find accountants who understand municipal accounting. The other firm they deal with is Melanson Heath. Mr. Weiss noted the town has a good working relationship with Kinsherf and the town does not have to solicit a request for bids or quotes if they don't wish to as accounting services are exempt from 30B.

The Select Board is in agreement that they are happy with the job Kinsherf is doing and to hire PVPC to assist in drawing up a three-year contract with Kinsherf and the Town. Ms. Lessard will reach out to Mr. Weiss to get the process going and request a quote from Kinsherf.

Letters Received regarding Cannabis Cultivation:

The Town Clerk received an emailed letter from Farm Bug Co-op stating their intentions to eventually seek permission to cultivate cannabis in Chesterfield. They are asking for an update on the cannabis bylaw and what the status of the survey is.

Another letter was received requesting an informational conversation with the Select Board on August 30, 2021 to discuss a possible cultivation operation on Sweeney Road. The Select Board would like to put off this conversation until the cannabis survey is completed to see what the town resident's opinions are. Ms. Lessard will send an email to the company.

Dunham Library Painting Quote:

Ms. Lessard reported we got a final quote from ProCoat for \$7,300 to paint the Dunham Library Building at 629 Main Road. This quote includes pressure washing, scrape, prime, paint (two coats) on building and trim, the bulkhead, ramp, porch and railings and to include all labor, paint and materials.

The other quote was for \$9,950 from Gentleman Painting and we got a response from Sunnyside Painting that they are too busy at this time and could not do the painting until next year.

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted by the Select Board to award ProCoat the job of painting the Dunham Building for the quoted price of \$7,300 with the work to include the work stated above.

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 which includes phones not charging and dropped calls.

The Select Board would like Whip City/TPX, as they were the lowest quoted price received, 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 and for him to come talk to the Select Board and bring phones to look at.

ARPA Funds:

Ms. Lessard reported the town has received \$65,365.51 to date of the requested funds. Another deposit should be coming this week. These monies have been put into a separate account. Ms. Lessard has also reached out to the accountant to set up a call to discuss paying the current Broadband bills with this money which will lower the borrowing costs in the near future.

COVID-19:

Signs have been hung in the town office to request all visitors wear masks upon entering the building. Ms. Lessard has been letting department know that if they are working alone in their office or are all vaccinated and are comfortable, masks are not required but to have a mask available when dealing with the public. This is also in effect for in-person meetings. Ms. Lessard will reach out to the Board of Health for an official written policy. Ms. Lessard is also researching other towns policies regarding ZOOM and hybrid meetings with an emphasis on accessibility.

Action Items:

Cultural Council:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted by the Select Board, to accept Saskia Demelker's resignation from the Cultural Council with regrets and thanking her for her service to the town.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted by the Select Board, to appoint Jean Weller to the Cultural Council for a three-year term at Carol Jolly, Cultural Council Chair's request.

23 Bissell Road Pole Hearing:

The Select Board set August 30, 2021 at 4:00 pm for the Pole hearing for 23 Bissell Road.

Variable Signs for EMD:

The Select Board is in receipt of an email from Larry Holmberg, EMD with further clarification on the signs he would like to purchase. It appears CARES money is denying this type of purchase at this time. Mr. Holmberg is suggesting ARPA funds. The Select Board wants to use all the ARPA funds to pay Broadband costs. The yearly costs for annual support is also an issue for the Select Board. Mr. Fuller will speak with Mr. Holmberg.

Laptops and CARES funding:

Mr. Fuller opined that he would like to see the Town Administrator and the Select Board get better laptops with a larger screen for working at home and doing ZOOM from CARES money. There is a connection issue with the Town Administrator's laptop and the sound comes and goes which makes it difficult to hear during meetings. Ms. Lessard will check with James Saccento on Wednesday, August 18th when he meets with her to see if he can check the current laptop to see what the issues are and his recommendations for possible replacement.

6 North Road:

Mr. Fuller wants a meeting set up with the Fire Chief, Police Chief, EMD and the Select Board to discuss 6 North Road and what to do with the house and barn. An appraisal of the property has been done. Ms. Lessard will reach out to Mr. Hewes, Mr. Fish and Mr. Holmberg to set up a meeting.

Meeting Adjourned:

With no further business the meeting adjourned at 8:04 p.m.