



**Chesterfield Select Board Minutes
Tuesday, August 16, 2022 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 and Trish Colson-Montgomery

Select Board Members Participating Remotely:

Select Board Members Absent: Don Willard

Town Administrator Present: Brenda Lessard

Public Officials Present:

Public Officials Present Via ZOOM: Dee Cinner & Eileen McGowan-Historical Commission

General Public Present:

General Public Present Via ZOOM:

Recorder of Minutes: Brenda Lessard

Common Acronyms:

ACO-Animal Control Officer

COA: Council of Aging

DEP: Department of Environmental Protection

DHCD: Department of Housing and Community Development

DOT: Department of Transportation

EMD: Emergency Management Director

FRCOG: Franklin County Council of Governments

HAEMS: Hilltown Ambulance Emergency Management Services

HCDC: Hilltown Community Development Corporation

IFB: Invitation for Bids

MassDOT: Massachusetts Department of Transportation

MLP: Municipal Light Plant

NHRES: New Hingham Regional Elementary School

OSRP: Open Space & Recreation Plan

PILOT: Payment in Lieu of Taxes

PVPC: Pioneer Valley Planning Commission

RFP: Request for Proposals

RFQ: Request for Quotes

ROW: Right of Way

WG&E: Westfield Gas & Electric

On July 16, 2022, Governor Baker signed into law An Act Relative to Extending Certain State of Emergency Accommodations, which, among other things, extends the expiration of the provisions pertaining to the Open Meeting Law to March 31, 2023. Specifically, this 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 Act does not make any new changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from July 15, 2022, to March 31, 2023

This meeting was conducted with ZOOM access for the public.

Report on Edwards Museum:

Mr. Fuller reported that he has reached out to Jerrell Glass, owner of Royal Renovations several times since the last meeting. He spoke with Mr. Glass on Friday, August 5th and Mr. Glass would not commit to a proposed late start date in the Spring of 2023 on the project. Mr. Fuller reached out to the Town Attorneys and had a letter sent to Mr. Glass stating the town's position and that the town has a signed contract for Royal Renovations to do the work. Mr. Glass received the letter and reached out to Ms. Lessard on Wednesday, August 10th and had a brief conversation and requested to come in to speak with the Select Board. Ms. Lessard also reminded Mr. Glass of his obligation to contact the Town Attorney by August 12th as requested in the letter. Confirmation will need to be made with the Town Attorney, regarding a recommendation if the Town Attorney should attend and whether this meeting should be held in Executive Session. Ms. Lessard will contact Thomas McEnany, who wrote the letter.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller and unanimously voted to accept the Minutes of 8/1/2022, as amended.

Warrants:

Ms. Colson-Montgomery had reviewed and signed the warrants (W23-04, WP23-04, WBB23-04 and WH23-04) on Monday, August 15th as the Treasurer was going on vacation. She had several things to discuss. She questioned whether a vendor could charge sales tax in his charges. She also had questions regarding the Magna5/Ring Squared bill which she would like looked at before the check is released for payment. She also questioned the need for paying for fiber when the town uses broadband now. Ms. Lessard will do the research into the bills going back to January and cancel the fiber portion of the bill immediately if it is not needed.

Reports:

Server Rack at Hut:

The rack and all equipment for the server is installed in the hut. The server has gone live. All municipal computers, with the exception of the police department, have been migrated over. PoE switches are connected.

Discussion with Fire Chief re: Underground Storage Tank:

Mr. Fuller reported that he had not spoken with Dave Hewes yet about the underground tank.

Town Administrator's Report:

Tax Collectors's Computer

There were numerous issues that Entre has resolved on the tax collector's computer. The computer seems to be working for the collector to her satisfaction.

Email Issues:

The town email accounts were not available on Thursday, August 4th.. It appears that Google is now charging the town \$3.00/month for each email account they have for the Town of Chesterfield account starting 9/1/22. The fee will increase to \$6.00/month next August. The Select Board would like some investigation into pricing for governmental units.

Ms. Lessard spoke with Entre about MS Office licenses for all the town computers, which are all purchased. Those emails (town administrator, collector, town clerk, assessors, etc) would be free with the MS Office software, once it is in place through Outlook. It would not however be covered for email that are accessed through non-town computers. Pricing for the MS Office and the migration of the emails. The price quoted by Entre was \$7,127.50, which includes a one-time fee for the transition with \$512.50 recurring fee which is not specified as monthly or yearly. Ms. Lessard is following up.

Phones:

Ms. Lessard has been staying in touch with TPX and Richard Carnell regarding the PoE switch installations. The installations appear to be complete and Ms. Lessard will move the phone transition over to TPX for the VOIP phone system.

Floor at COA:

The flooring that was chosen is on order and installation is scheduled for the week of 9/19/22. The refrigerator, dishwasher and center table will need to be moved out of the space. Ms. Lessard will coordinate with Ron Loven and highway to get these items moved after the Volunteer breakfast on 9/14/22.

Municibid:

Ms. Lessard contacted Aaron Silva who bid on the roller and let him know the town did not accept the bid.

Payment was received for the logs and was turned over to the Treasurer

Building Inspector Computer:

Building Inspectors computer has been installed.

Phone Wires at Library:

Ms. Lessard sent Ellen Cummings another email but got an out of office response again. An email was sent again to Stanley Usovich who responded he will send my request about removing the low hanging wires over to Verizon Operations.

Bill to AFS Associates, Inc.:

This bill was paid out of the IT account in 2019 it is not clear where in 2020. This will need to be added annually to the budget. A reserve fund transfer will need to be requested to get this paid for this year.

Septic Betterment:

Ms. Lessard located a contract and sent it over to Dave Christopolis and put him in touch with John Chandler, from the Board of Health. Ms. Lessard also spoke with John Chandler on Friday, August 5th and let him know what was discussed. Mr. Christopolis would like to meet with the Board of Health about the program. Mr. Chandler will follow-up with Mr. Christopolis. Mr. Chandler remembers approving the applications that came over from HCDC from that program.

Library Dehumidifier:

A replacement was ordered and installed by Ron Loven on Friday, August 12th.

Action Items:

WOLA Contract:

Mr. Fuller had reviewed the draft contract and other than the reference to the Exhibits and the dates proposed, he sees no issue with the contract. Ms. Lessard will reach out to WOLA to send a contract showing the Exhibits clearly marked for the Select Board Chair to sign.

Appointment to Farm & Forest Commission:

At the request of the Farm & Forest Commission, Ms. Colson-Montgomery made a motion, seconded by Mr. Fuller, and unanimously voted to appoint Brooke Bullock as an Alternate to the Farm & Forest Commission, serving in that capacity until the end of the term that ends 6/30/2024 in the seat that was vacated by Alexandra “Boo” Cherau.

Right to Farm Signs:

The Select Board reviewed the submission from the Farm & Forest Commission regarding the installation of Right to Farm signs at multiple town locations as visitors enter the town. The Select Board was asked how to proceed. The Commission indicated they have a potential donor for the signs. The Select Board noted they would be grateful if a donor purchased the signs as there is no money in the budget for the purchase. The Select Board do not see any issues with the Commission getting them installed. Mr. Fuller opined he liked the Westport sign that was shown as a sample.

Meeting Adjourned:

Ms. Colson Montgomery made a motion, seconded by Mr. Fuller to adjourn the meeting at 6:23 p.m.