



**Chesterfield Select Board Minutes
Monday, August 28, 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: Trish Colson-Montgomery and Don Willard III

Select Board Members Participating Remotely: Roger Fuller

Town Administrator Present: Brenda Lessard

Public Officials Present:

Public Officials Present via ZOOM: JB Lynch, Tree Warden

General Public Present: Denise LeDuc, 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.

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. The Select Board at their last meeting on 8/14/23 made a request for more information. Ms LeDuc reported that the homeowner was requesting the money to hopefully make an offer on land that abuts her property or if that plan falls through to repair and renovate her garage. Mr. Fuller opined that that was too loose of a plan for the funds. If there were a signed purchase agreement or a contract with a contractor for the garage work, the Board would be more willing to allow the subordination. All three Select Board members voted no to the request for the subordination due to a lack of a solid plan.

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 attended the meeting as he saw a discussion on the agenda regarding the ROFR. The Select Board informed Mr. Valencik that a meeting would be set-up with the Assessors and the Select Board to discuss ROFR procedures on September 6, 2023 at 5:00 p.m.

Mr. Fuller reported that he had heard back from the Planning Board Chair, George Sturtevant, that he has researched that there is no requirement for the Planning Board to give an opinion on the matter of ROFR. Mr. Sturtevant noted that the Planning Board had reviewed and signed the ANR (Approval Not Required) for Mr. Valencik and no objections were opined at that meeting.

The Select Board discussed the need to have a policy in place and opined that the Assessors should draft the policy.

Warrants:

The Select Board reviewed and signed the W24-05, and WP24-05 warrants. There were some inquiries about the mileage submitted and the purchase of a used cell phone.

Minutes:

Mr. Willard made a motion, seconded by Ms Colson-Montgomery, and unanimously voted to accept the Minutes of the Regular Select Board meeting on 8/14/23 as amended.

Mr. Fuller made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of the Special Select Board Meeting Minutes of 8/7/23 as amended.

Additions to Agenda:

Request from Farm & Forest Commission re: Signs

The Select Board had received an email from Jen Peotter of the Farm & Forest Commission asking for funds for signs to be requested at the next Town Meeting. The Select Board are in agreement regarding the signs and will have this added to the next Town Meeting. The information will be forwarded to the Finance Committee.

Special Town Meeting:

Mr. Fuller reported that a Special Town Meeting would be needed to accept a layout of Damon Pond Road and North Road. The engineers had proposed a change order of \$45,000 to stake out the two roads. After discussion with the engineer, Mr. Fuller and Matt Smith, the price has been reduced to \$14, for the layout to be done. The need for staking and surveying has been determined and has decreased the amount of work that was anticipated. The money for the change order would come out of Chapter 90 funds. There are several items that will be on the warrant for the Special Town Meeting.

JB Lynch, Tree Warden:

Mr. Lynch attended the meeting to report some dead ash trees in Russell Park that potentially could fall onto the tennis courts. There is a question if the trees belong to the Town or the neighboring property. Mr. Holmberg will be asked to flag the boundary line from South Street to the far side of the tennis courts on the South side of Russell Park so it can be determined whose trees they are.

Hilltown Junior Olympics:

Mr. Willard reported that the Hilltown Junior Olympics will be happening soon and he will keep the Board apprised of the events.

Reports:

Edwards Museum Updates:

Mr. Fuller reported that he has been meeting extensively with Kent Hicks to review the change order submitted by Royal Renovations. Mr. Hicks is trying to resolve some issues with the change order. Mr. Fuller is waiting for an agreement with Mr. Hicks and Royal Renovation about the charges in the change order. Mr. Fuller okayed the release of the check for Invoice #2 to Royal Renovations. Ms Lessard will check to see if they will pick up the check or if they prefer that the check be mailed.

Leftover Budget Lines:

Ms Colson-Montgomery reported that she is meeting with Mr. Manchester on Thursday, August 31 to discuss the leftover budget lines that the Accountant would like to close.

Audit:

The price of the audit went up to \$17,500. It was noted that the audit must be done every year due to the CDBG grant to the HCDC. Mr. Fuller would like to have a conversation with the HCDC to see if their contribution can increase. Ms Lessard will do a ten-year look back on the audit costs and the contributions made.

DLTA Grant:

Nothing to report

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

Ms Lessard looked at reviews on the brands of tables on the list. Most had good reviews, some better than others. The two Amazon tables had very good reviews along with the tables from Home Depot and Lowe's. Mr. Willard volunteered to check out the tables at Home Depot and Lowe's.

Police Department Floor:

Ms Lessard tried several times to reach Bob Reyore with no luck. She did reach out to several other flooring companies but has not heard back from them.

Bullphish:

John Drake from Entre has suggested the Town sign up for Bullish: Anti-Phishing Training Program for the town emails. Bullish sends out emails occasionally to the emails on file to see if anyone "clicks" the link or takes the bait and then sends a message correcting the behavior so the Town is not hacked or has a security breach. They take the most current phishing schemes and makes everyone aware of what to avoid and be on alert. The cost is \$50 a month on the Town bill. The Select Board would like to know the advantage of having this service over what we have in place now for SPAM control.

Fire Extinguishers:

The annual Fire Extinguisher inspections were done at all Town Buildings.

Action Items:**Farm & Forest Resignation and Appointment:**

Jen Peotter had forwarded a resignation from Karl Wickland from the Farm & Forest Commission; the Select Board accepted the resignation with regret and thanks. A letter will be mailed to Mr. Wickland. Ms. Peotter suggested that the alternate member, Brooke Bullock be appointed to Mr. Wickland's seat on the Commission and Jon Parrott be appointed to the alternate seat. Mr. Fuller made a motion, seconded by Mr. Willard, and unanimously voted to appoint Brooke Bullock to the seat vacated by Mr. Wickland as a full time member and to appoint Jon Parrott as an alternate member of the Farm and Forest Commission.

Cultural Council Resignation and Appointment:

A resignation from the Cultural Council was received from Jen Bak. The Select Board accepted her resignation with regrets and thanks. A letter will be sent to Ms Bak. Ellie Goudie-Averill suggested that Sarah Aftab be appointed to the vacated seat. Mr. Fuller made a motion, seconded by Mr. Willard and unanimously voted to appoint Sarah Aftab to the vacated seat on the Cultural Council.

Engagement Letter for Audit:

The annual Engagement Letter with Scanlon and Associates is ready for signing. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the emegagemnt letter.

CDBG Grant Signatory Letter:

A letter was received form the HCDC that needs signing by the Select Board. Ms Colson-Montgomery signed the signatory letter for the CDBG grant.

Franklin Regional Transit Authority (FRTA):

The FRTA is looking to have a representative be appointed. Ms. Gibeau had requested it not be her. Ms. Gibeau will be asked to for suggestions from the Council on Aging (COA) regarding a representative.

Adjourn:

Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to adjoun the meeting at 5:19 p.m.