



**Chesterfield Select Board Minutes
Monday, August 29, 2022 at 3:00 p.m.
Town Office Building - 422 Main Road**

The Select Board meeting was called to order at 3:00 p.m. by Mr. Fuller.

Select Board Members Present: Roger Fuller, Trish Colson-Montgomery and Don Willard

Select Board Members Participating Remotely:

Select Board Members Absent:

Town Administrator Present: Brenda Lessard

Public Officials Present: Michael Malouin, Police Chief

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

General Public Present: Jerrell Glass & Fran McClellan, Royal Renovations

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.

3:00 PM: Jerrell Glass & Fran McClellan with Royal Renovations re: Edwards Museum:

Mr. Glass had requested to meet with the Select Board regarding the contract they have to do the exterior envelope renovation of the Edwards Museum. The contract was signed on May 24, 2022 with work to be completed within 150 days. The town attorney had sent a letter to Mr. Glass and Royal Renovations regarding their failure to respond to the Town of Chesterfield's requests for a construction schedule and a confirmed start date for the project. There had been prior discussion regarding the bid amount and the increased costs of materials. The discussion regarding costs continued again during this meeting. Mr. Glass noted that after the pre-construction meeting, he and Mr. McClellan realized that they had not bid enough to complete the project based on current material costs. Mr. McClellan noted the costs of the siding has almost doubled since they submitted their bid. Mr. Fuller stated that the bid was submitted in May when construction material costs were already peaking.

Ms. Colson-Montgomery asked why Royal Renovations did not buy materials back in May when they signed the contract. Mr. McClellan stated they were buying materials for other jobs and storage can be an issue. Ms. Colson-Montgomery asked if they added a contingency to their bid which Mr. McClellan stated they had. It was stated by the Select Board that a storage trailer could be stored onsite for building materials if needed by Royal Renovations and requested.

Mr. Willard noted the Select Board has discussed this project over the last several months and they do not want this to be a financial hardship on Royal Renovations. The town is willing to work with them on any unanticipated costs and are understanding in putting the work off until spring which is past the 150 schedule which is outlined in the contract that was signed. The extension past the 150 days is outside the contract and is agreed upon as long as the work is done at the quoted price.

The issue of the shutters was brought up. It was pointed out that the scope of the work included shutters to be repaired, restored or replaced with like kind shutters and that is up to the contractor.

Mr. Fuller asked when and if Royal Renovations will be doing the renovation work as the town has had no commitment from Mr. Glass. Mr. McClellan stated Royal Renovations would be doing the work. Due to other jobs they are currently doing, they are unable to fulfill getting the work completed by the 150 day timeframe as stated in the contract. Mr. Glass will provide the town with a construction schedule with a start date. The Select Board would like the commitment in writing as to a start date. Mr. Fuller asked if Royal Renovations could come look at the rafter details, in order to prevent the possibility of extra costs related to the roofing, and get that work done so the roofers can begin on schedule this fall. Royal Renovations would return in the spring to do the siding, windows and other work. Royal Renovations will check their schedule and will be in contact regarding doing the rafter work this fall.

The porch deck was also discussed to whether trex decking material can be used. Royal pointed out the RFP stated composite material could be used. The Select Board are fine with a composite material being used for the porch flooring.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of 8/16/2022, as amended.

Warrants:

The Select Board reviewed and signed the warrants W23-05, WP23-05, WPH23-05 and WBB23-05.

Additions to Agenda:

Planning Board Meeting:

Ms. Colson-Montgomery mentioned the upcoming Planning Board meeting regarding discussion of a proposed Marijuana Bylaw. The chair of the Planning Board asked her if any of the Select Board could attend to hear the discussion. The Select Board members will check their availability to attend, not as a board, and will attend if they are able. The meeting is scheduled for Tuesday, September 13th.

Ms. Colson-Montgomery would like Ms. Lessard to check with other neighboring towns about their marijuana bylaws in regards to border mitigation, required acreage setbacks, what issues they have had, what they wish was included or not included in their bylaw, etc. Ms. Lessard will do some research on this.

Chapter 90 Paperwork:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the Chapter 90 paperwork that was submitted by the Highway Superintendent.

Reports:

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:

Computer Issues:

The Treasurer's problems she had with her computer has been resolved. The Building Inspector's computer still needs MS Office with Access software installed to utilize his database.

Phones:

The date is set for September 2nd for the phones to be changed over. There was an issue with TPX getting the porting done for the 24th and a scheduling conflict with Rich Carnell for the 25th and 26th. The date that worked for everyone involved is Friday, September 2nd.

Shredding Box in Police Department:

Valley Green shredding had a shredding box in the Police Department which Valley Green came and picked up last week. The Police Chief was unaware they were taking it. He thought they were just emptying the box. The Chief is now talking with ProShred about installing a box in the

Police Department. Ms. Lessard spoke with the Chief about having the town departments being allowed to put stuff in the box for shredding and splitting the cost. The contract will state a pick up every three to four months for shredding. The Police Chief is working on getting numbers from them as to the cost. The Police Department does not produce enough documents to fill a box every three to four months and this would help to get rid of ongoing shredding that has been requested. Chief Malouin came to the meeting to report that the price will be \$125 per quarter for the shredding box.

Floor at COA:

Ms. Lessard spoke with Ron Loven and Matt Smith about coordinating the removal of the refrigerator, table and dishwasher prior to the installation of the new kitchen floor scheduled for the week of September 19th.

Action Items:

WOLA Contract:

WOLA is in receipt of the contract and requested a site visit for 6 North Road with the Select Board. They had sent over a timeframe of dates for the week of September 5th. The Select Board chose September 6th at 10:30 am for the site visit with WOLA at the property to meet with the Select Board. The plan is to meet at the house.

Scanlon Engagement Letter and Management Letter re:Audits:

Motion made by Ms. Colson-Montgomery, seconded by Mr. Willard, and unanimously voted to sign the Engagement Letter for the FY22 Audit and Management Letter for the FY21 Audit for Tom Scanlon CPA for the FY

Meeting Adjourned:

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