



Chesterfield Select Board Minutes
Monday, September 13, 2021 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 Donald Willard

Select Board Members Participating Remotely: None

Select Board Members Absent: Trish Colson-Montgomery

Town Administrator Present: Brenda Lessard

Public Officials Present: Jeff Fish-Acting Police Chief, Larry Holmberg-EMD, Dave Hewes, Fire Chief

General Public Present: Denise LeDuc, HCDC

General Public Present Via ZOOM: Eric Weiss, PVPC

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

Video Conference Hybrid Meeting:

Mr. Fuller stated that this Select Board meeting is being conducted in a hybrid model but with access consistent with Governor Baker's Executive Order of June 16, 2021. Governor Baker signed into law an Act Extending Certain COVID-19 Measures Adopted During the State of Emergency. This Act includes an extension, until April 1, 2022, of the remote meeting provisions of his March 12, 2020, Executive Order Suspending Certain Provisions of the Open Meeting Law. The new law has two major parts:

First, the new law allows public bodies to continue providing live "adequate, alternative means" of public access to the deliberations of the public body, instead of holding meetings in a public place that is open and physically accessible to the public. "Adequate, alternative means" may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body in real time.

Second, the new law authorizes all members of a public body to continue participating in meetings remotely; the Open Meeting Law's requirement that a quorum of the body and the chair be physically present at the meeting location remains suspended.

4:00 PM-HCDC:

Policy Changes:

Denise LeDuc from HCDC was in to inform the Select Board of two policy changes that are needed and are being proposed. There was discussion of the need for the policy changes. The two policy changes are:

Project CAPS

The project caps for the FY20 Housing Rehab Program are \$35,000 and \$40,000 for well, septic, lead, asbestos, historic, and handicap accessibility. Often the work required to bring a home into compliance with state and local building, safety, and health codes can exceed these financial caps. In these instances, a waiver is required and may be approved by DHCD for additional funding.

All projects are Deferred Payments Loans. The Town of Chesterfield hereby agrees to allow additional funding when waiver requests are approved by DHCD for Housing Rehab Projects.

Repeat Users

Clients who have an outstanding Housing Rehab loan balance can borrow funds up to the available equity in the home.

Mr. Willard made a motion, seconded by Mr. Fuller and voted unanimously to approve of the policy changes as outlined above.

Subordination Requests:

Ms. LeDuc reported there are two mortgage subordination requests. One request had been received via mail to the Select Board and the other she brought to the meeting.

The first request is for a homeowner in Goshen who has an appraisal on his home for \$272,000. He currently has several liens on the property which includes a \$7,000.00 lien to the Town of Chesterfield. The total of the liens is approximately \$96,214.63. He plans to borrow \$160,000 to cover the existing mortgage and take out approximately \$60,000.00. The HCDC is making no recommendation on this. The mortgage was originally taken out in 2009. The homeowner is requesting to roll over this lien. The original lien to the town was \$35,000.00. The homeowner is also asking to have an additional person added to the title on the home.

Mr. Willard made a motion, seconded by Mr. Fuller and unanimously voted to deny this subordination request unless the homeowner petitions the Select Board on what purpose he is taking out the additional funds or repays the remaining lien (\$7,000.00) to the Town.

The second mortgage subordination request is for a homeowner in Worthington. The current homeowner has two open mortgages. She took out a mortgage in 2005 and the existing amount due is \$40,185.00 on the loan. The home is appraised at \$220,000.00. She is asking for a subordination of this lien. She plans to refinance her property for \$44,000.00.

Mr. Willard made a motion, seconded by Mr. Fuller and unanimously voted to approve this subordination request for the homeowner at 313 Kinnebrook Road, Worthington.

Ms. LeDuc also brought in a MA CBDG Program trust account check for the town in the amount of \$1,983.33 representing payment in full of a Promissory Agreement for a homeowner at 74 Nash Hill Road in Williamsburg.

5:00 PM: Eric Weiss:

Mr. Weiss attended via ZOOM to speak with the Board about the Accounting contract and moving forward with Eric Kinsherf. Mr. Weiss will help facilitate the changeover from the PVPC contract to Chesterfield have a contract directly for Accounting Services. Mr. Weiss opined that Chesterfield and Kinsherf have a great working agreement. A contract has been received by Eric Kinsherf for review by the Board. Mr. Weiss will attend the next Select Board meeting at 5:00 PM to meet with the Board with any questions about the contract.

Additions to Agenda:

Roadside Visibility Issues

Mr. Willard has received a complaint concerning visibility issues on Rte. 143 that is impeding drivers sight lines in exiting some roads. The first location is a complaint of trucks exiting Cumington Road in West Chesterfield. There are high banks along the road that impede a clear sight line looking west toward Worthington.

There were several other complaints for high grass in front of a home at 409 Main Road. The high grass is impeding the sight lines for cars exiting South Street onto Rte. 143.

Select Board discussed whether to contract those areas mowed, or have highway mow those areas. Mr. Fuller will speak with the highway superintendent.

Recreation Building:

Mr. Willard had a complaint about a building permit application for the Recreation Building at Russell Park that was submitted 2-3 weeks ago that the resident has not gotten a response to yet. Mr. Fuller spoke to the Building Inspector who will make sure it is taken care of this week.

Cannabis Survey Mailings:

The Select Board received an email from CJ Lammers regarding the costs for the mailing of the Cannabis Survey that is in process of being mailed out. The Select Board is in agreement that the Planning Board needs to reach out to the Finance Committee to receive the funds to pay for the mailings.

Warrants Reviewed:

The Select Board reviewed and approved the payroll WP22-06, and WT22-06 warrants.

Minutes:

Mr. Willard made a motion, seconded by Mr. Fuller to accept the Minutes of August 30, 2021, as amended. Motion unanimously voted.

Personnel Policy:

Mr. Willard had partially looked over the final draft and noted that there were several pages he had read that did not seem “final” as there are questions. Mr. Willard asked if the Select Board is supposed to answer the questions or is the copy provided not the actual final draft. Ms. Lessard will reach out to Don Jacobs to get the “final draft”,

Town Administrators Report:

Part-time Administrative Assistant to Boards:

Advertisement has been placed in Post Office, Town Website and Town Face Book page. A robo-call has not been done yet. Ms. Lessard will follow up.

Walk Audit:

A date has been set for walk audit for the Walkability Audit for Town Centers

- Ped101 Workshop online via Zoom: Tuesday Sep 21 6:00 pm to 7:30 pm
- In-person walk audit in Chesterfield town center: Thursday Sep 23 2:00 pm to 3:30 pm

Flu Clinic

Jan Gibeau reported to the Select Board that the COA will be doing a drive by flu clinic on October 7th from 10 am until Noon in the Town Office parking lot. She is reaching out to Larry Holmberg for help with set up.

Dehumidifier:

The new dehumidifier is here and is hooked up and running in the basement at Town Office. There has been some improvement in the dampness in the basement.

Tennis Courts:

VT Tennis Court Resurfacing will look in October to see what is needed and give us a price for repair.

Tree at Russell Park:

Ms. Lessard put in a claim with MIIA and it had been assigned an adjuster who planned to go look at the damage on Thursday, September 2nd. There is no report back yet.

Dunham Library Painting:

Ms. Lessard was informed of a water availability issue to pressure wash. ProCoat went to the building on Wednesday, 9/8/21, but didn't have water to run the pressure washer. Ms. Lessard spoke to Ron Loven and the water has been turned on. Ms. Lessard will follow-up.

Phone System:

Richard Carnell is coming on 9/22/21 to meet with department heads and audit the town buildings to assess the phone needs. Ms. Lessard has reached out to everyone to make sure they can meet with Mr. Carnell so he can see what they have for a phone system now and what will be needed by the town. He may have to speak on phone with Chief Hewes.

Annual Furnace Maintenance:

Ms. Lessard set up the furnace maintenance for all the town buildings on the town list for Wednesday, September 29th

Ants:

Ant bait was purchased and has been disappearing overnight. No ants have been spotted for several days.

Library Issues:

Henshaw was called on Wednesday to see why the Library did not have water for several days (Librarian sent an email Monday evening). The water is now working.

The electrician has fixed the outside light in the driveway with an LED light.

CARES:

Ms. Lessard sent in a request asking if replacing the laptops and purchasing Bluetooth microphones would be allowed under the grant. It was also suggested we purchase some additional air purifiers and filters. There has been no response yet.

Shared Fire Services Study:

Ms. Lessard attended this meeting via ZOOM. Phase 1 is complete. Phase 2 does have some monetary considerations. There would be a cost to the town to hire a part-time fire coordinator. The cost would be around \$2,000 to get to the end of the fiscal year. The participants wanted to

continue to meet but there was no commitment to hire a coordinator at this time. Chief Hewes was present.

Phase 2 includes:

- 1) Standard Operating Procedures (determined that is not good idea, most of the towns have standard operating guidelines which they will all share with each other)
- 2) all the towns will submit their inventory to be included in a spreadsheet so all departments will have an inventory sheet of all the towns equipment
- 3) Water Supply Plan (most of the towns agreed that this is not something to be put into a plan as water supply changes with seasons and other considerations. The consensus was that in responding to a mutual aid call the chief of the town will let responding departments know where to stage for water).
- 4) Enhanced Automatic Aid (already in progress with the majority of the departments)
- 5) Cooperative Purchasing (Eric Weiss said this is where the coordinator is needed. Discussion at a later meeting)

Next Shared Fire Service Meetings will be October 13, November 10 and December 8.

Out of the Office:

Ms. Lessard reported she will be out of the office on the following date:
September 23rd-Conference in Springfield 8:30am-4:45pm

This is a warrant week. Ms. Lessard will let everyone know the warrants will be due by 2 pm on Wednesday, September 22nd to submit to Accountant.

6:30 PM-6 North Road:

Chief Hewes, Chief Fish and Larry Holmberg were asked to attend the meeting to discuss 6 North Road and the future use of the property. The wetlands have been delineated and the Select Board needs to determine a recommendation for a course of action regarding the house and barn on the property. There have already been two town meeting votes to demolish the house and barn that did not pass at the meetings.

Mr. Holmberg opined that there are 11+ acres but two distinct wetland areas that cover three plus acres. Once the 100' wetland buffers are in place, almost five and one-half acres are in a regulated wetlands area. Mr. Holmberg opined that the most level ground is where the current house and barn sit. Parking lots and some buildings may be able to be put into the buffer area. There has to be a determination of where perc tests were done and where the leach field for the house sits.

The Select Board did have an appraisal done on the property if the town moves forward with selling the house and barn with two acres. That appraisal was for \$125,000 and was done June 28, 2021. Mr. Hewes opined that the appraisal is probably low in today's real estate market and thinks the town could get more. Mr. Hewes opined the town should look into splitting the property into possible building lots for sale and sell the house and barn with the two acres required by town bylaw and make some money that could be applied to purchase a more level and dry property in town that is close to the town center.

There was discussion of possibly gaining frontage for the piece of the property that is on Main Road to make that piece a legal parcel for building or using that area for some town purpose in the future.

Mr. Holmberg will draft a plan to split the property and see how many lots could be gained and will present more information to the Select Board.

Action Items:

Fall Special Town Meeting:

The Select Board is not ready to set a date yet.

Justin West Disclosure of Possible Conflict of Interest:

The Select Board would like to wait for the other Select Board member to be present before they possibly sign the disclosure as the appointing authority. Ms. Lessard will reach out to ask Mr. West to see if he got a letter of determination from the MA State Ethics Commission and if not to reach out to them for a determination.

Meeting Adjourned:

With no further business, the meeting adjourned at 9:30 p.m.