



Chesterfield Select Board Minutes
Monday, September 27, 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 Ms. Colson-Montgomery.

Select Board Members Present: Trish Colson-Montgomery and Donald Willard

Select Board Members Participating Remotely: Roger Fuller at 5:47 p.m.

Select Board Members Absent: None

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, Larry Holmberg

General Public Present Via ZOOM:

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:

Ms. Colson-Montgomery 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:

Boarders:

A Boarder or Family Member living in the home age 18 or over equals a HOUSEHOLD MEMBER regardless of their relationship to the owner. All earned income of all members of the household is counted when determining household income eligibility.

A HOUSEHOLD member is anyone living in the home at time of income certification.

The next policy change reduces the minimum project amount from \$7,500.

Small Repairs Projects under Housing Rehab Program:

Hilltown Community Development Corporation's Housing Rehab Program to require a minimum of \$5,000 in repairs in order for an applicant to utilize the Housing Rehab Program.

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to approve the policy changes as presented.

4:45 PM-Skip Valencik:

Mr. Valencik came before the Board to request that he be allowed to remove trees on Bissell Road that are in the town right-of-way. Eversource had a pole hearing for 23 Bissell Road several weeks ago and Eversource came and installed the poles. Wires cannot be attached until some trees are removed. Eversource gave Mr. Valencik a very high price for removal of those trees. He would like to hire his

own tree guy or remove the trees himself. The trees are all marked. Ms. Colson-Montgomery opined that JB Lynch, Tree Warden should be notified. Mr. Valencik will contact Mr. Lynch and the Town Administrator will reach out to the Town's insurance company regarding doing work in a town right-of-way.

Mr. Valencik also let the Board know that he was told by Justin West that it would be a charge of \$8,900 to run fiber cable to his new home. He knows that the homes at 7, 15 and 17 Bissell Road are already connected. His new house is only 395' from 17 Bissell Road. Mr. Valencik will call Whip City to request a cost to connect 23 Bissell Road to fiber.

Mr. Valencik called back to the office during the meeting to report he has spoken to Mr. Lynch. Mr. Lynch told Mr. Valencik that it is a matter of the insurance. Mr. Valencik already has Liability Insurance for his business and needs to speak to his insurance company to see if he would be covered or if he could get a rider on his insurance to cover his removing of the trees. A Certificate of Liability would need to be submitted to the town.

Minutes:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to accept the Minutes of September 13, 2021, as amended. Motion unanimously voted.

Additions to Agenda:

Visibility Issues on Rte 143:

Zononi Landscaping has cut the grass in front of 409 Main Street to increase the visibility for cars exiting South Street.

Jr. Olympics:

Mr. Willard reported the Hilltown Jr. Olympics has been cancelled for this year due to the ongoing COVID-19 cases.

Recreation Building:

Mr. Willard reported he has the building permit for Russell Park and has let Donnie Bisbee know that he can commence with the work.

Kirk Henshaw, 130 Cummington Road:

Mr. Henshaw reported to Mr. Willard that he has seen Broadband being connected at the neighboring properties. He is hoping that he will soon be connected but wants the Select Board to be aware that he is not yet connected.

Walk Audit:

Mr. Fuller and Mr. Willard attended the walk audit on September 23rd. The opinion was it went well. The Select Board will wait for the report before discussing.

Request for Tree Bids:

A request for tree bids for eight trees was sent out on September 10th to area tree companies. Only one price was received from LashCo in the amount of \$4,600. The Select Board did not want to accept the

bid at this time as they would like at least two bids. It was noted the tree companies are very busy at this time.

Warrants Reviewed:

The Select Board reviewed and approved the payroll WP22-07 and WT22-07 warrants.

Minutes:

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

6 North Road:

Larry Holmberg attended to give an update for 6 North Road. He has spoken with Mark Thompson about locating the septic tank. There are two companies who do that work. Larry Holmberg will reach out to Ron Laurin after he seeks permission from the property owner. The process involves putting in a camera so the location of the leach field and direction of septic lines can be determined.

The Select Board would like to see the field data for 6 North Road that includes a map of soil, plants, and test holes. Ms. Lessard will send that request to Ward Smith who did the delineation.

Town Administrators Report:

Part-time Administrative Assistant to Boards:

We have two responses to the CodeRed call to the community. One of the two people submitted a letter of interest and a resume introducing themselves to the Select Board. The Select Board would like to proceed with hiring Sarah Hamilton for the position. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, and unanimously voted to hire Ms. Hamilton to take minutes for Boards and Committees as needed, to possibly include Select Board after consultation. Ms. Lessard will reach out to her.

Forest and Farm Committee:

Matt Barron and Sarah Hamilton submitted letters of interest to serve on the Forest and Farm Committee. Ms. Colson-Montgomery noted that the committee was established by Town Meeting vote and therefore must exist regardless of its activity. Jennifer Peotter, who is on the Forest and Farm Committee was called during the meeting to ascertain what exactly the committee does and why it is needed. She reported to the Select Board that the committee has never met to date although she is interested in having a meeting. The Select Board would like to hold off on this appointment at this time until Mr. Fuller is able to read the letters of interest.

Basement:

Ms. Lessard reached out to Karma Environmental who did the mold remediation in the basement and library in 2016 to request a proposal for the cost to remove any possible mold in the basement after very wet summer and the dampness in the basement. There has been no response at the time of the meeting. It was advised to reach out to other companies if they do not respond.

Dunham Library Painting:

ProCoat plans to paint this week but has not contacted me yet to have building opened. He did let me know he was dropping his stuff off though. Ms. Lessard will call him to follow up.

Accountant Computer:

James Saccento was in and got the new computer switched over for the Town Accountant. There seems to be no issues.

Accounting Contract:

Mr. Weiss was unable to attend at the 7:00 pm requested time from Mr. Fuller. He will be invited to attend the next Select Board meeting.

IT Services:

Ms. Lessard had a short ZOOM meeting (1/2 hour) with the head person (Delcie Bean) at Paragus. They have many different levels of service. Mr. Bean will draft a proposal for us. It will be a high level proposal. Ms. Lessard asked him to send over pricing. In talking with him Mr. Bean sounded like we would need to budget \$14,000-\$15,000 a year for services. (he did say this was in ballpark for any other IT service provider, as they all charge about the same price). He is willing to meet with the Select Board at some point to go over what that amount of money gets the town. Ms. Lessard and Paragus discussed a server for the town also. Mr. Bean suggests a cloud based server. Our meeting did not go into a lot of specifics the town is only preliminarily discussing this issue.

Mr. Fuller also sent via email, some suggestions for IT Companies (Whalley, Northeast It and Entre). Ms. Lessard will request prices from those companies also.

Senior Center Elevator/Lift:

It was reported to Ms. Lessard that the doors are sticking. Ms. Lessard noted that the Bi-annual inspection is due by the end of 2021 and has reached out to Garventa about getting the process moving and letting the company know about the sticking doors.

Phone System:

Richard Carnell came to look at our set up. He feels there are connections we are paying for that are duplicated. Mr. Carnell will draw up the proposal with the prices. He also went to highway and looked at their phones. The fire alarm panels at Town Office and Community Center will need to stay as is or look at switching them over to internet based which will have a cost.

Mr. Carnell did send an estimate and Ms. Lessard has a follow-up call with Mr. Carnell to finalize pricing and needs. Ms. Lessard needs to discuss with departments the recommendations.

Justin West Disclosure of Conflict of Interest:

Ms. Lessard reached out to Mr. West and sent him the link to get a determination from the State Ethics Commission from the Attorney of the day which he has done. He forwarded the response to the Board. The Select Board will wait for the Moderator to sign the determination for the Finance Committee before they sign for the MLP Board.

Annual Furnace Maintenance:

Annual Furnace maintenance for some of the town buildings will be done on Wednesday, September 29th

Town Hall Use:

Ellie Goudie-Averill from Main Rd wants to hold a dance film event at the Old Town Hall or outside of the town hall on 6/24/22 or 6/25/22. She is applying for a Cultural Council Grant and needs to know by October 15th. The number present would be less than 50.

The Select Board would like to know about liability insurance from her. Ms. Lessard will follow-up. Mr. Willard thinks it is a great idea to see the building used for events.

Russell Park Damages:

MIIA came and did an assessment. Ms. Lessard needs to have the damage assessed for repair costs. A request for repair cost for the damaged fence has been made to Fitzgerald Fence and Hastie Fence. Mr. Willard will look into the bench. Mr. Lynch will look at the tree on the roof.

Computer in Meeting Room:

It has been reported to Ms. Lessard that the computer in the meeting room is dead. John Chandler spoke to the previous town administrator about it six months ago. It is totally unusable. There is a request to have a workable computer in that room and permission to dispose of the broken computer that is there now.

Fire Station Fiber Install:

The appointment is set for October 14th at 1 pm to install the fiber in the fire station. Ms. Lessard let Chief Hewes know and has requested a representative of the department be present to assist in placement of the connection.

Edwards Museum:

Mr. Fuller has the information from Kent Hicks regarding the work needed to be done and will be reporting on it at the next Select Board meeting.

Meeting Adjourned:

With no further business, the meeting adjourned at 8:27 p.m.