



**Chesterfield Select Board Minutes  
Tuesday, October 12, 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, Trish Colson-Montgomery and Donald Willard

**Select Board Members Participating Remotely:**

**Select Board Members Absent:** None

**Town Administrator Present:** Brenda Lessard

**Public Officials Present:** Jeff Fish-Acting Police Chief,

**General Public Present:**

**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

MassDOT: Massachusetts Department of Transportation

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.

**Warrants:**

The Select Board reviewed and signed the W22-08 and WP22-08 warrants.

**Quarterly Reports from HCDC:**

The Select Board reviewed the quarterly reports submitted by the HCDC for the CDBG-CV grant, the FY2019 grant and the FY2020 grant. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to sign the quarterly reports.

**5:00 PM-Eric Weiss, PVPC:**

The proposed accounting contract with Kinsherf, CPA has been reviewed by the Select Board. The Select Board had a few issues to be corrected. Mr. Fuller reported to Mr. Weiss some issues with the proposed contract regarding notice to terminate should be 90 days, payment due date to be 30 days, sub-contractor hiring and town notification and approval prior to hiring, insurance, and a clause about taxes should be removed as the town is tax-exempt. Mr. Weiss will have a daytime conversation with Mr. Fuller and Mr. Kinsherf to discuss the Select Board's concerns and will present another draft contract to the Select Board for review and see if the town and Eric Kinsherf can come to an agreement on the terms.

**Minutes:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of September 27, 2021, as amended. Motion unanimously voted.

### **Additions to the Agenda:**

#### **Speeding Complaint:**

The Select Board has received a complaint of speeding on Main Road near the town center. The Select Board has been researching various traffic calming measures and have started implementing some of them by putting up the crosswalk signs and increasing police patrol in that area. Mr. Willard had discussed this issue at the Walk Audit with a representative of MassDOT. The Select Board would like to move the radar closer to the town center to get some additional data.

Ms. Lessard reported that Matt Smith, Highway Superintendent and Chief Fish will be attending on October 25, 2021 at 7:00 P.M. to discuss the speeding issue. Ms. Lessard asked DW Stratton, who filed the complaint, to attend also, to address his concerns about speeding on Main Road near the town center.

#### **Forest & Farm Committee Appointment:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to appoint Matt Barron to the Forest and Farm Committee.

#### **Tree Cutting Quotes:**

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to award the tree cutting work to LashCo.

This award was to be made at the last meeting but the Select Board was not comfortable in only getting one quote for the work so another solicitation was sent and another quote was received. The Select Board is in agreement that more than one bid shows good business practice and more in compliance with procurement rules.

Dostal Tree Service sent a price late of \$6,700. LashCo was \$4,600.

#### **Recreation Building at Russell Park:**

Mr. Willard reported that Donnie Bisbee is aware of the building permit but no movement of work progressing has been made yet. Mr. Fuller hopes the cement work will get done this fall.

#### **School Committee Vote:**

Mr. Willard reported to the Select Board that the school committees are getting a lot of pressure from the State to do pool testing and vaccine mandates for staff and students. After much discussion, the school committee voted to reject the vaccine mandate for staff and students. They also voted down the state pool testing. The school committee did vote to have the schools do asymptomatic testing and “stay and test” testing for students who don’t feel well.

### **Town Administrators Report:**

#### **Part-time Administrative Assistant to Boards:**

Sarah Hamilton was sent the paperwork and a town email account was set up for her. She would like to not receive payment for the service but would like the money allocated to town funds that assists citizens in need, through a year-end allocation or other mechanism.

The Select Board is not sure such a mechanism is in place to do that. She may elect to get paid and donate the paycheck herself to those funds. Ms. Lessard will reach out to her to let her know.

**Basement:**

Ms. Lessard reported she has reached out to Advanced Restoration in Easthampton and Quality Restoration in Greenfield to come and look to see what the extent of any possible mold is and give us a price for remediation.

The woman Ms. Lessard spoke with at Quality Restoration said it may be efflorescence rather than mold as the basement has cement walls. They also stated someone would call back to schedule an appointment.

**Audit:**

Ms. Lessard spoke with Tom Scanlon, who had spoken to the previous town administrator about the increase in his services. Mr. Scanlon is willing to take a discount of \$1,000 off the bill for FY20 so the encumbered funds will cover the previous year bill. The cost for the FY21 bill will be \$14,500 and the town has only budgeted for the \$13,500 so the town will need to ask for the additional \$1,000 at a town meeting or get a reserve fund transfer from Finance Committee. Mr. Scanlon has sent me a revised bill for the \$13,500 for FY20 to put in with the warrants which has been forwarded to the Accountant and Treasurer.

**6 North Road:**

Ms. Lessard sent a request to Ward Smith and Larry Holmberg requesting the field data for 6 North Road that includes a map of soil, plants, and test holes. Mr. Holmberg and Mr. Smith emailed back that they have given the town everything they have. Mr. Smith stated that if the town wants a map of soils, plants and test holes he will need to return to do additional work.

**Dunham Library Painting:**

ProCoat has started the work and is in process of painting the building.

**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. He will draft a proposal for the town. It will be a high level proposal. Ms. Lessard also asked him to send over pricing and costs for a server. In talking with him he sounded like the town would need to budget \$14,000-\$15,000 a year for services but does not include back up of data. Paragus is willing to meet with the Select Board at some point to go over what that amount of money gets the town.

Ms. Lessard reached out to Whalley IT in Westfield and Entre IT in West Springfield to request pricing for IT services.

The meeting with Whalley IT showed they have a minimum monthly charge of \$2,500 a month which would equate to \$30,000 a year. They will be sending a proposal for the "Managed Service" to the town.

Ms. Lessard met with Greg from Entre IT on Wednesday. Their cost is approximately \$18,000/yr. but does include back up of data monitoring plus an additional monthly charge to the data company. He recommends immediately setting up an email domain and start data backup to the cloud. Ms. Lessard also requested costs for a server and upgrades to email, outdated hardware, and cost for installation and set-up.

**Senior Center Elevator/Lift:**

It was reported to Ms. Lessard that the doors to the elevator are sticking. It was noted that the Bi-annual inspection is due by the end of 2021 and Ms. Lessard has reached out to Garventa about getting the process started and about the sticking doors. Mr. Fuller asked for someone to check out the elevator doors to reinforce there is a problem. Ms. Lessard will follow-up.

**Phone System:**

Ms. Lessard followed up with Richard Carnell on his proposal. Ms. Lessard has sent to all the departments what he suggested for each office and department with a picture of the phone for everyone to look over to make sure it meets their needs, and told them to reach out to her if they have questions or concerns.

The total monthly cost for 13 voice users with 1 auto attendant and 5 DID's would be \$372.10 per month plus taxes and fees. This price includes monthly rental of the phones for three years. There is also an additional purchase for plugs that will need to be made with a cost of \$114.00. If the town chooses to buy the phones outright at a cost of \$2249.00, the monthly price will go down by 64.00/month. TPX would come in to do the switch over. They would also be the ones to cancel Verizon service and Magna 5 service for us. Mr. Carnell does suggest staying with Verizon for the alarm systems unless we choose to go IP for the alarms but that would be an additional charge by the alarm companies. I'm sure these prices may be tweaked a bit more before we are done as some departments are requesting a cordless instead of a corded phone. DSL would need to be cancelled at Highway and Fire once their Fiber is connected. Richard did say that we are currently paying Magna5 for two circuits for bandwidth at a cost of \$247.98 each. Fax is also an issue that will need to be discussed. Mr. Carnell proposed doing cloud based faxing but the Town Clerk is not comfortable with that and thinks we should keep the fax through the copy machine which is still connected through Verizon.

**CARES:**

Ms. Lessard sent in a request asking if replacing the laptops and purchasing Bluetooth microphones would be allowed. It was also suggested we purchase some additional air purifiers and filters.

The Select Board opines the set-up is not adequate for ZOOM meetings. Each Select Board member needs a computer. Mr. Willard thinks a fish-eye camera may be needed.

Ms. Lessard has responded back to the State about the length of the pandemic and the inability to purchase laptops that did not have sufficient processing speed early on in the pandemic. She will follow up. This funding is ending at the end of October.

**Skip Valencik:**

The town has received an insurance certificate of liability for the tree removal at 23 Bissell Road.

**Public Tree Removal Public Hearing:**

JB requested a public hearing for the removal of the trees on Bissell Road that Skip Valencik wants to take down. Legal Notice was sent to the Gazette for publication and the public hearing will be Thursday, October 21<sup>st</sup> at 3:00 p.m.

The Select Board opined that the cost for advertising should be paid by Mr. Valencik.

**Town Hall Use:**

Ellie Goudie-Averill from 702 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 15<sup>th</sup>. The number present would be less than 50.

Mr. Willard spoke with Ms. Goudie-Averill and the Recreation Committee would love to work with her to accomplish holding this event. The Select Board agreed that the use was okay and approve her using the Town Hall.

Ms. Goudie-Averill has requested a letter from the Select Board if they approve the use and Ms. Lessard will send her a letter of approval.

**Russell Park Damages:**

An estimate to repair the fence was received from Berkshire Fence for \$1,255.

Ms. Lessard also contacted Accufab in Goshen to see if they can give us an estimate on the bench for repair. They will come to assess the bench damage on October 12<sup>th</sup> or 13<sup>th</sup>.

**Fire Station Fiber Install:**

The appointment is set for October 14<sup>th</sup> at 1 pm to install the fiber in the fire station.

**Compact IT Grant:**

The grant application is due by Friday, October 15<sup>th</sup> at 1 pm. Ms. Lessard will send in a request for grant funding for IT work and upgrades at the Town Office.

**Justin West: Disclosure by Non-Elected Municipal Employee of Financial Interest:**

I have been notified by Justin that Russ Peotter signed Justin's disclosure for the Finance Committee. Select Board needed to sign for the MLP Board. The Select Board signed Mr. West's Disclosure.

**Drop Cost Reimbursement:**

The contract has been executed and Bill Ennen from MBI sent over the Request for Disbursement of Grant Funds. Ms. Lessard signed it and sent it over to him. The funds have been submitted to the Chief Financial Officer and Mr. Ennen will notify Ms. Lessard once the approval for disbursement is made.

**Fall Special Town Meeting:**

The Select Board has set a date of Monday, November 8, 2021 at 7:00 P.M. for the Special Town Meeting. Ms. Lessard will follow through with the Moderator and Town Clerk and will draw up the warrant for signing.

**Meeting Adjourned:**

With no further business, the meeting adjourned at 8:20 p.m.