



**Chesterfield Select Board Minutes
Monday, November 7, 2022 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: Trish Colson-Montgomery and Don Willard

Select Board Members Participating Remotely: Roger Fuller

Select Board Members Absent:

Town Administrator Present: Brenda Lessard

Public Officials Present: Jason Forgue, Building Inspector

Public Officials Present Via ZOOM:

General Public Present: Emily Wright and Allyson Fairweather from WOLA (Wright Ostermier Landscape Architects)

General Public Present Via ZOOM:

Recorder of Minutes: Brenda Lessard

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.

4:30 pm: Jason Forgue, Building Inspector:

Mr. Forgue was asked to come to speak to the Select Board about his request to move forward with online permitting. Mr. Forgue had sent a proposal he had received from PermitEyes 20/20 e-Permitting Software which is an online permitting program he uses in seven other towns. He would like to implement online permitting in Chesterfield. Chesterfield and Cummington are the only towns he does not do online permitting in. The proposal includes a one-time \$4,730 license with a \$2,380 annual fee for Support and Maintenance, and a one-time fee of \$900. for online payment integration. This system can be integrated with the Assessors so they can see building permit progress and update their records for more timely tax assessment when the work has been completed at a property. This would allow for faster updating for the tax assessment work which benefits the town. The online module would allow payments to come in faster and makes less work for the Treasurer. This would also speed up the permitting process. He checks his online portals daily and he reported that permits have increased by 10-15% in the towns that he does the online permitting. Ms. Colson-Montgomery wanted to know how

much is taken in yearly to look at the cost basis. The base fee is \$55 plus \$6.50/thousand for building permits. In FY22, there was \$14,087 taken in for revenue for the building permits. Mr. Forgue reported that the Town of Chesterfield averages 60 permits a year. Ms. Colson-Montgomery noted that the applicant could apply, get their building permit and pay online. Mr. Forgue concurred. Mr. Fuller and Mr. Willard asked if this online permitting fee could be shared with Cummington or all the towns he services together. Mr. Forgue noted the costs would be the same as each town needs to purchase a license and rules and regulations and policies are different for each town. There are five log-ins allowed which Mr. Forgue stated would be for electrical inspector, plumbing inspector, building inspector, assessors and/or tax collector and one general shared log-in. Mr. Willard liked the idea as this would streamline the process for permits and speed up the permitting process. Ms. Colson-Montgomery asked why it would be faster. Mr. Forgue noted the applicant uploads all the documents and the state can check on the contractors license. The fees are automatically calculated and the permit fee could be paid online. The Select Board would like Mr. Forgue to reach out to the Electrical Inspector, Plumbing Inspector and Assessors to see if they would be on board. All the inspection departments would need to be on board with the process to utilize the online permitting to its full potential and be in the towns best interest. If the other departments are not on board, there would be less of a need to move forward with this request. Mr. Forgue will follow-up and report back.

5:00 PM: Emily Wright and Allyson Fairweather from WOLA:

The Select Board had asked WOLA (to be known as Wright Ostermier Landscape Architects) to attend the meeting to discuss the public engagement session and the process of what comes next. Ms. Colson-Montgomery opined that she felt the public engagement session was not very successful and Mr. Fuller noted the public engagement session was troublesome in some aspects. Ms. Colson-Montgomery stated that once WOLA stated that a Public Safety Complex could be sited there, that people in the audience felt that decisions were being done without the public input. The Select Board stated that no decisions have been made one way or another on what should be sited at that property. Ms. Wright explained that all opinions need to be considered to come up with a plan that can please the majority of residents. She noted that you will never satisfy everyone but if their ideas are heard, even if unreasonable, that WOLA can explain why certain things would work better than others. Mr. Fuller reiterated that a decision has to be made regarding the house and barn with two acres. Mr. Fuller noted that WOLA will need to stand behind whatever decision they come up with to present and be able to defend why the plans are what they are. Ms. Colson-Montgomery does not think enough residents participated in the survey and the ideas from the public are not representative of the town and is a tiny subset of the opinions of the Town. WOLA will look at the whole site and see how different ideas can be positioned on the site with or without the two acres surrounding the house and barn. There was also discussion of possibly selling a building lot if the area around the house and barn would need to be utilized for siting possible municipal buildings in the master plan. WOLA will look at the site with town offices and/or a public safety complex on the site and possibly only siting one municipal building on the site. Ms. Colson-Montgomery noted she would like to see what revenue would be lost to the town if the town does not put the two acres with house and barn back on the tax rolls. Ms. Lessard will check that information with the Assessors. Mr. Willard noted there are many differing opinions regarding the site and what should be done. He did note that even the Select Board is not in agreement with each other of what should be done. The Select Board does have a common goal to determine what should be recommended to the town as the best scenario of what to do with the house and barn on the site. Ms. Colson-Montgomery also brought up that the people that attended in person could not hear what the ZOOM attendees were asking and those on ZOOM could not hear the audience. It was suggested to have microphones or maybe an entirely remote ZOOM meeting. Mr. Fuller opined that the town does not

need any more information. The town needs a plan of whether to site one or two buildings there and whether the house and barn with two acres needs to remain or could it be sold. He did note that the town is very divided over this property and the two times a vote was held regarding tearing down the house and barn, it failed by several votes. The Select Board will meet with Emily Wright from WOLA at the next Select Board meeting on 11/21. WOLA will have six options and will show those to the Select Board to narrow down the possibilities before another meeting with town residents.

Minutes:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to accept the Minutes of 10/24/2022, as amended.

Warrants:

The Select Board reviewed and signed the warrants W23-10, WP23-10, WPD23-10 and WBB23-10.

Additions to Agenda:

Television at COA:

Ms. Colson-Montgomery reported she had spoken with Jan Gibeau and a Reserve Fund Transfer had been submitted to the Finance Committee to cover the cost to replace the television. Mr. Willard reported that he has installed the new television and repaired the cart that the television sat on which was also damaged.

WCPO (West Chesterfield Post Office) Paint Job:

Ms. Colson-Montgomery asked about ProCoat fixing the issues with the paint job that was done at the WCPO. The company came and repainted the front deck and the bulkhead. There were visible paint bubbles on the back of the building in the spring, that the Select Board observed, but the bubbles have abated and were not visible upon a second inspection or by Chris from ProCoat. Mr. Fuller opined that the town would contact Chris again if the bubbles re-appear.

ZOOM Meeting Invitations:

The Select Board discussed an email from MMA (Massachusetts Municipal Association) regarding an invitation to a ZOOM meeting on Wednesday, November 9, 2022, about changes in Host Agreements for Cannabis. The Select Board will sign up to attend.

The Select Board also received an invitation to a Hazard Mitigation Kick-off meeting via ZOOM on November 15, 2022. Mr. Willard will reach out to see if this is only informational or does the Select Board need to attend.

Holiday Parade and Events:

Don Willard reported that at the last Recreation Committee meeting, Kelli Wainscott attended and she would like to have another holiday parade this year. She would like to have the Select Board's okay to move ahead. The Select Board discussed previous years' events and which events are still being held. Ms. Wainscott would also like to have a holiday event with a parade, sleigh rides and hot chocolate. The Select Board are okay with them moving forward as long as it is worked out with the emergency personnel for the Town and they keep the Select Board informed.

HREPC Joint Proclamation and Endorsement:

Larry Holmberg sent over a Proclamation for the Select Board to sign regarding their interest in staying on as a member with the Hampshire Regional Emergency Planning Committee (HREPC) and the other paper was the appointment of an Emergency Response Coordinator to the HREPC. These forms are needed for the recertification application. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to sign both forms and approve Larry Holmberg as the Emergency Response Coordinator. The motion was unanimously voted.

Reports:**Discussion with Fire Chief re: Underground Storage Tank:**

Mr. Fuller reported that he still has not heard back from Chief Hewes yet about the tank.

Town Administrators Report:**Broken Shed Window:**

It was reported that the window on one of the sheds behind Town Office has been broken. There are two holes in the window. Ms. Lessard will reach out to Ron Loven to see if he can make a repair or if a window person needs to fix the panes.

Tennis Courts:

Nothing to report back yet from GingerCat.

Edwards Museum:

The portable toilet has been picked up. Another portable toilet will be requested in the spring when the renovation work restarts.

Tree Bids:

Ms. Lessard reached out to the tree companies who did not put in a bid for the fall tree removal work to request why they have not been bidding. There were several responses which included the tree removal companies being too busy. Ms. Lessard will look for other tree removal companies to add to the list to send future bid requests to.

Ms. Lessard reached out to LashCo regarding the payroll and prevailing wage. LashCo emailed the report for the spring tree removal showing that the prevailing wage was paid. Ms. Lessard has asked for Statements of Compliance and the payroll sheets for the 2021 tree work.

Chair Yoga:

Ms. Lessard gave permission for the chair yoga group to have their class at town office on Election Day. The COA had requested using town hall but the heat has been turned off for the winter.

Davenport Timeline:

Ms. Lessard has started the list of prior work and research into the Davenport site for municipal uses to have all together in one file.

Green Communities Annual Report:

The FY22 Green Communities Annual Report has been completed and sent to the State.

Alcohol License Renewal:

Ms. Lessard has prepared and mailed out the Alcohol license renewals to both the General Store and 4 Seasons Club. The signed licenses are due back by November 30th.

COA Dishwasher:

The COA dishwasher was reported to Ms. Lessard that the dishwasher is displaying an error code 5. The dishwasher is not draining properly nor heating up. Ms. Lessard looked up the error code and it could be a leveling problem or a kink in the hose. Ron Loven checked the dishwasher and it was level and no kinks were found. Ms. Lessard reached out to two appliance repair companies and they do not work on Hobart machines. Ms. Lessard has reached out to Hobart and am waiting on a person to contact the town to report who will work on the machine. The most local Hobart service is out of the Hartford CT area.

Highway Open Position:

A resume had been received and Ms. Lessard forwarded the resume to Matt Smith and Mr. Fuller for review.

Correspondence Received:**Email from Sarah Hamilton:**

The Select Board was copied in on an email that Sarah Hamilton sent to the Planning Board Chair, CJ Lammers. One of the issues in the email was Ms. Lammers not having Ms. Hamilton do the minutes for the Planning Board. The Select Board recognized the email and opined that Ms. Hamilton had stepped up to take minutes for the town for town boards and committees, and it is up to the boards and committees to use her services if they so choose.

Email from Jesse McMillan re: School Parking Lot:

An email was received from Jesse McMillan regarding possibly putting off the school parking lot re-paving as there were some other issues that needed immediate attention at the school. Mr. Fuller opined that the parking lot is in need of repair and repaving and there should be a meeting set up to move the project forward sooner rather than later due to the deterioration of the parking lot and sidewalks.

Meeting Adjourned:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to adjourn the meeting at 7:45 p.m. The vote was unanimous.