



**Chesterfield Select Board Minutes
Monday, November 20, 2023 at 3:00 p.m.
Town Office Building - 422 Main Road**

Mr. Fuller called the Select Board meeting to order at 3:02 p.m.

Select Board Members Present: Trish Colson-Montgomery and Don Willard III

Select Board Members Participating Remotely: Roger Fuller

Town Administrator Present via ZOOM: Brenda Lessard

Public Officials Present: Dee Cinner, Cemetery Commission; Matt Smith, Highway Superintendent; John Chandler, Board of Health Chair

Public Officials Present via ZOOM:

General Public Present:

General Public Present via ZOOM:

Recorder of Minutes: Brenda Lessard

On March 29, 2023, Governor Healey signed into law a supplemental budget bill, which, among other things, extends the temporary provisions pertaining to the Open Meeting Law to March 31, 2025. Specifically, this further 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 language does not make any substantive changes to the Open Meeting Law other than extending the expiration date of the temporary provisions regarding remote meetings from March 31, 2023 to March 31, 2025.

This meeting was conducted with ZOOM access for the public.

Warrants:

The Select Board reviewed and signed the W24-11, WP24-11 and WBB24-11.

Addition to Agenda:

Variable Sign Placement:

Ms Colson-Montgomery stated that after two complaints about the location of the signs, Larry Holmberg has moved the westerly one located on Main Road further toward West Chesterfield. It is located across from 544 Main Road. Ms Colson-Montgomery noted that she could not see any light coming from behind the sign.

Cemetery Commission:

Ireland Street Cemetery Surveying:

Ms Cinner reported that she received two proposals for the surveying work at the Ireland Street Cemetery. BEK's proposal was \$4,000 and Holmberg and Howe's proposal was \$1,100. It was noted that the surveying has to be done outside of the stonewalls not in the middle of the stonewall. Ms Cinner reported that the markers will be \$873 and will be purchased separately. The markers will be made by Thomas Liimatainen, and are made of steel. Three markers will be used for each row. The total cost of the surveying will be \$1,973 if the Town chooses the lower proposal. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to award the work to Holmberg and Howe for the surveying and Thomas Liimatainen for making the needed markers.

Parking Area for Center Cemetery:

Ms Cinner provided the two prices she received for the work to create and delineate the parking area at the Center Cemetery. She reached out to five companies and received two price proposals. C.E. Roberts gave a proposal of \$6,300 and Cliff Clark gave a proposal of \$6,270. The Select Board discussed the protocol of putting any work out to bid. The proposals or bids should come to the Town Administrator, not directly to Ms Cinner. The Select Board will come up with a formal protocol for any future RFPs (Requests for Proposals). Ms Cinner also reported that the marker posts would be \$1,200 if picked up. The cost will be more if delivered. The chain will be an additional \$200 to \$500 depending on the type of chain used. The Select Board will take the proposals under advisement. The cost is more than the \$5,800 that was voted at Town Meeting. Ms Cinner noted that the Cemetery Commission has money available to cover the costs. The Town will try to solicit more proposals before deciding on who will do the work. The work will not be done until spring.

Monument Repairs:

Ms Cinner reported there are 14 large monuments that require repair at the cemetery. She would like to see all of them repaired. She has reached out to several companies but the only person who gave her any pricing was Don Willard, which was years ago. There was a discussion of the type of work that will be needed for the repairs. Mr. Willard will work with Ms Cinner to find some concrete installers who can provide pricing for the work and give her some proposals. It was noted that not all of the monuments might be repaired with the funds available. Ms Cinner will report on this at the Cemetery Commission meetings and Ms Colson-Montgomery will report to the Select Board on the progress of the work.

Reports:

Edwards Museum Updates:

The lattice has been installed. The shutters have been ordered. Mr. Fuller is pushing for the building to be completed by the end of November. Ken Hicks will do the final inspection. The portable toilet has been removed.

Center Cemetery Access Road Agreement:

The homeowner at 23 North Road will need to sign the agreement before the Town will. The agreement is good to go and Ms Lessard will contact the owner to come in and sign the agreement. The Select Board will then sign.

MVP (Municipal Vulnerability Preparedness) Executive Committee Updates:

Ms Colson-Montgomery reported that all the contracts have been signed and executed. Andrew Smith, from the state MVP program, will be checking in monthly with the committee. A social resilience map will be created. As far as the DLTA (Department of Local Technical Assistance) grant goes, the video work has begun. Kyle Finnell and Ken Comia came to look at the Town Offices and the Fire Station. Ms Lessard took them on a tour to show them all the areas of the two buildings. A Doodle poll will be going out to line people up for their interviews. They will begin filming over the next two weeks. A rough draft should be available by 12/14 with the final video ready by 12/31.

Recreation Committee Updates:

Mr. Willard reported that basketball is starting up along with cheerleading and Noodlesize for the young kids. He also reported that there are two events happening over the holidays. The first is a movie and a visit from Santa at the school on December 17 from 1pm to 5 pm. There will be crafts and snacks. The other event is a home decorating contest called “Deck the Hilltowns”. It is open to the surrounding hilltowns. If any resident wants to enter, they need to contact Kelli Wainscott and they will be put on a map. People will vote for the best-decorated homes via text. All the information and details have been put on the town Facebook page and the Town website under News and Announcements.

School Updates:

Mr. Willard reported that things are going very well at the NHRES (New Hingham Regional Elementary School). There are still some issues with HRHS (Hampshire Regional High School). There is also an issue with a home schooled child who would like to attend Smith Vocational this year. The family did not file their intent by the deadline and the school has contacted an attorney to find out how to proceed. Mr. Willard will keep the Select Board informed. The Select Board is sympathetic to the situation.

Septic at Fire Station:

The septic tank at the Fire Station has collapsed. It was a metal tank, which rotted, and all the dirt fell into it. Mr. Chandler stated that this repair falls under an emergency repair, He has been working with Matt Smith, Highway Superintendent, in coming up with a replacement plan. The plan is to install a 1,500-gallon tight tank with an alarm. The highway department will dig the hole and Underground Supply will bring in the tank and put it in the hole. The highway department will refill the hole. The cost will be approximately \$2,500 with the alarm. There is money in the Major Repair budget line to pay for the repair. It will take a week to get the tight tank. Ms Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to install a 1,500-gallon tight tank with alarm to replace the failed septic tank at the Fire Station and to pay for the cost with money in the budget for Major Repairs.

Town Administrator Report:

Police Department Room:

Skip Valencik has started the work on the floor. Whitely Electric came on Monday, November 13 and put the floor outlet in along with a couple other outlets that needed replacing and an additional wall outlet. The flooring has been ordered.

Website Annual Support:

An amended quote/contract has come from Civic Plus with this year's renewal at \$2,317.50, next year's renewal at \$2,549.50 and then subject to a 3% annual increase after that. It will need to be signed. Ms Lessard will send this to Mr. Fuller for signing.

Entre:

Mr. Fuller and Ms Lessard met with John Drake on Thursday, November 9 and again on November 17 to discuss the SonicWALL annual support. Entre will pay for the first year and the remaining balance will need to be paid in July 2024 on a three-year contract. The balance due will \$8,380. It was discussed that the town could return to an annual contract after the three-year term for budgeting purposes.

Municibid:

All the items have been paid for and picked up except two. Ms Lessard will reach out one more time and report them to Municibid if they do not respond.

Mice at Library:

Ms Lessard received a visit from the Librarian on Wednesday 11/8 that she had internet and phone when she had opened the Library but it went off again while she was there. None of the mice traps was triggered. Entre came out on Thursday around 9 am. A faulty cord was found.

Boiler Inspections:

The boiler inspection at Town Office was done Monday morning 11/13.

WOLA (Wright-Ostermier Landscape Architects):

Mr. Fuller will contact them to see what they need from the Town. Ms Colson-Montgomery would like to have the MVP Executive Committee involved.

Green Communities Annual Report:

The report is complete and needs signing. Mr. Willard made a motion seconded by Ms Colson-Montgomery and unanimously voted to sign the report. Ms Lessard will email the signed report back to PVPC for submittal.

Procurement:

The Select Board directed that all bids need to go through the Procurement Officers for all future bids.

Adjourn:

Mr. Willard made a motion, seconded by Ms Colson-Montgomery and unanimously voted to adjourn the meeting at 5:47 p.m.