



**Chesterfield Select Board Minutes
Monday, December 6, 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: None

Select Board Members Absent: None

Town Administrator Present: Brenda Lessard

Public Officials Present:

Public Officials Present Via ZOOM:

General Public Present: Denise LeDuc-HCDC, Adam Korelitz-HCDC

General Public Present Via ZOOM: Shaw Israel Izikson-Country Journal Editor, Ryan Anderson, Steve Lester and Richard Jones-CivicPlus

Recorder of Minutes: Brenda Lessard

Common Acronyms:

ACO-Animal Control Officer
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
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
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 P.M.: HCDC Equity Waiver-Denise LeDuc and Adam Korelitz

An equity waiver request was presented to the Select Board for a home in Cummington. The family is under a Department of Public Health order to remedy lead levels in their home and to fix a dangerous stairway. The family has owned the property for several years. One of their children has tested positive for high lead levels. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard and unanimously voted to approve this Equity Waiver Request due to the conditions presented.

Warrants:

The Select Board reviewed and signed the W22-12, WPD 22-12 and WP22-12 warrants.

Minutes:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to accept the Minutes of November 22, 2021, as amended.

4:30 P.M.-Civic Plus:

Civic Plus was asked to attend the Select Board meeting to discuss their proposal and what is included in the costs they presented. The Select Board are in agreement they would like to see a Town Website that is reliable, straight-forward, easy to use for the public and the town departments to easily be able to update the website. They also want the town website to be easy to find. The Board also noted that the town does not have the time nor resources to build their own website.

Civic Plus reported that their websites are an open platform. They have a lot of knowledge and expertise and have a 98% retention rate of their customers. Their coding is ADA complaint. The website would take approximately 12-15 weeks to complete which will include training for all departments. Civic Plus gave a presentation of how the website works.

Ms. Lessard had asked CivicPlus to consider a lower proposal before the meeting. They had sent over a new proposal of \$8,490 for the first year and \$2,362.50 for Annual Support for year two. This proposal had a 5% increase in year two support from \$2,250 to \$2,362.50.

The Select Board would like to see Year 2 Annual Support be \$2,250 and the annual increase to be less than 5%. Mr. Anderson will look into lowering those annual costs and submit another proposal.

Ms. Colson-Montgomery noted that Civic Plus uses DRUPAL and wanted to make sure Civic Plus can ensure it is a viable platform. Civic Plus is confident with using DRUPAL.

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to use Civic Plus for the town's website platform if they reduce the annual support to \$2,250 for Year 2 and the annual support is less than 5% annually. The vote was unanimous.

Additions to Agenda:

Russell Park Building:

Mr. Willard reported that the concrete work has started. The foundation is in and has been backfilled. Mr. Bisbee took pictures of the work but had to backfill quickly due to weather concerns.

Resolution of Little Comfort Road Hanging Tree Branch:

Matt Smith met with Mr. LaRue and showed him the property lines the town used to determine the tree is not a town tree.

Chesterfield Post Office Hours and Community Bulletin Board:

Mr. Fuller spoke with the owner of the property James Thompson. Mr. Thompson reported the ramp is part of the Post Office and the Post Office may have an issue with the placement of a bulletin board on the side of the building.

Mr. Fuller obtained a price for an aluminum locking bulletin board which was \$379. Ms. Colson-Montgomery would like a note placed on the bulletin board that no negative postings will be tolerated.

There have been numerous complaints made to the Select Board regarding issues with the Post Office but it was noted the Select Board has no authority over the Post Office. If a resident has a complaint they will need to submit it to the Postmaster General.

Town Administrators Report:

Furnace at Highway:

The furnace at the highway garage needed a blower fan motor replacement. There was also an issue with the pump prime button. Sandri came out and did the work however, Matt Smith reported to Ms. Lessard that the furnace was not fixed properly and kept shutting down. Ms. Lessard contacted Sandri and another technician came who reported to Matt Smith that the blower fan motor that had been installed was incorrectly installed (put in backwards) which is why it kept shutting down and the motor was too big for the furnace and the amperage was off. The repairman turned the motor around that day then returned again to install a different blower fan motor. The furnace seems to be working now and Ms. Lessard will be looking over the

billing to make sure the billing is correct before paying. A bill had been received for \$1850.90 but will be reviewed before paying.

Skip Valencik, 23 Bissell Road:

The town has received \$344.54 to reimburse the town for the legal advertisement for the tree hearing for 23 Bissell Road

Free Cash Certification:

Free cash was certified at \$921,882. Mr. Fuller reported that the increase in Free Cash was due to Enterprise Fund Money (\$80,000) that was included along with the Property Auction money (\$120,000). There were also many budget lines that were not spent down (\$220,000). It was noted this may have been due to the pandemic.

Tennis Court:

Jeff Zangler from VT Tennis came to inspect the tennis courts on 11/29 and is recommending a total replacement of the courts due to age and a lot of the membrane crack repair has lifted with a ballpark estimate of \$145,000-\$150,000 to replace. He has supplied two pictures of damage. Ms. Lessard will reach out to several more companies to get proposals.

6 North Road Wetland Delineation:

A new map has been drawn by Larry Holmberg showing changes to the wetland delineation.

Larry Holmberg is also asking about the septic field. Ms. Lessard will contact Ron Laurin to move along the work to locate the septic field at 398 Main Road.

Russell Park Damages:

The Town was notified the claim was \$5,178.32 with \$1,000. deductible for a total payment of \$4,178.32. The Select Board would like to see if Highway and JB Lynch can remove the tree and cut it up. Mr. Fuller and Mr. Willard looked at the tree and think Highway can remove it.

Request to have Wedding at Russell Park:

Ms. Lessard spoke with the person who put in the request and informed her about the concern with parking and what would be allowed (she is okay with parking at Town Office), there is to be no drinking of any alcoholic beverages on premises, the need to rent a port-o-potty and the fee of \$200. She will be setting up a tent and will bring trash cans. They will make sure everything is picked up including trash. If everything is cleaned up satisfactorily, \$100. of the fee will be refunded.

Compact IT Grant:

The town was awarded the grant in the amount of \$34,000 for IT network, email domain and a server. There will be an award ceremony and paperwork to follow.

Liquor Licenses:

Both renewals were signed by November 30th and returned, and inspections are completed but the inspection certifications are not submitted yet.

Make Ready Cost Reimbursement and Certification:

Bill Ennen said his CFO has approved the application for the request for reimbursement of the extra costs (\$226,317) for make ready and gave permission for him to move forward with a draft amendment to the contract. The addendum to the contract needs to be signed and submitted for payment. Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to sign the addendum to the contract. Vote was unanimous.

Phone System:

Ms. Lessard has confirmed the phone list with all the departments and double checked that all phones are accounted for and sent it back to TPX for more precise pricing. There will also be an additional cost to purchase two wall mount brackets for the Library and Community Center. They can be purchased through Amazon for \$35 each.

Total monthly cost with rental is \$485.38 which will decrease to \$395.10 after 36 months. The cost to buy the phones outright is \$2974.00

Also, Chief Fish would like to add recording for the phone in the PD which adds an additional \$25-\$45 to the monthly bill depending on amount of GB needed. The EMD will still need to be dealt with in the process.

Total of bills for phone this month was: \$692.49 which included last billing for DSL (\$174.98)

The Select Board discussed the difference in price in renting to own vs. buying the phones outright.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard, to approve the phone proposal with the Non-Monthly Recurring Charges (renting) of the phones to be included in the monthly charge for 36 months. The vote was unanimous. Ms. Lessard will reach out to TPX to move forward with the phone replacement.

7:30 P.M. Executive Session:

Mr. Fuller made a motion, seconded by Ms. Colson-Montgomery to move into Executive Session to consider and interview applicants for employment, and to discuss a complaint received by the Town and possible legal implications and to only reconvene if other business needs to be conducted.

Mr. Fuller: Aye

Ms. Colson-Montgomery: Aye

Mr. Willard: Aye

Meeting Adjourned:

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