



**Chesterfield Select Board Minutes
Monday, December 20, 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: Trish Colson-Montgomery and Donald Willard

Select Board Members Participating Remotely: Roger Fuller

Select Board Members Absent: None

Town Administrator Present: Brenda Lessard (via ZOOM)

Public Officials Present: Matt Smith, Highway Superintendent

Public Officials Present Via ZOOM:

General Public Present: Eileen McGowan

General Public Present Via ZOOM: Shaw Israel Izikson-Country Journal Editor

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
MSDS: Materials Safety Data Sheets
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.

Edwards Museum:

Eileen McGowan was in attendance to inquire about the Edwards Museum repairs update. Mr. Fuller reported that he has not put together a bid sheet for the repairs yet but that work is on his priority list after January 1st.

4:00 P.M. Matt Smith, Highway Department Updates:

North Rd & Damon Pond: North Road and Damon Pond Road Project. Tip # 608886. Waiting for a schedule from Chappell. Project was reviewed by the state who had questions, so a meeting was scheduled and changes need to be made prior to the 25% public hearing. The Select Board hopes to have this scheduled by the end of January.

Heating oil tank leak at Highway Dept: The tanks are 22 years old. Tanks have been tested and approved, so next step is to cut out the existing concrete and prepare for a new slab. Don Willard looked at this with Matt.

Old Chesterfield Road: The trees are cut and now removing some stumps. There were some poles that needed moving in order to widen the road. The reconstruction project should start in the Spring 2022.

Mark out the boundary at Russell Park: Boundaries were marked. Mr. Fuller will contact Emily Holmberg to check on completion of project.

Fire must create a MSDS: Mr. Willard will speak to Chief Hewes regarding the hazardous materials sheets needed for the log.

Repair Bissell Road culvert: Local Conservation Commission and DEP is involved. There was a meeting held onsite to discuss the culvert with DEP, Conservation and Skip Valencik. The work is to be completed in the spring.

Bridge guardrails on Rte 143: Jersey barriers were installed temporarily until the damaged guardrails are repaired. Matt Smith will contact District 1 to determine appropriate repair.

Vacation Time: Matt reported he still has a week of vacation time to use up by the end of January.

Plowing: Matt reported everything is all set for plowing for the winter.

Russell Park Storm Damage:

Ms. Lessard reported that Matt looked at the tree on the dugout and Highway has removed the tree from the roof.

Warrants:

The Select Board reviewed and signed the W22-13, and WP 22-13 warrants.

Minutes:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery and unanimously voted to accept the Minutes of December 6, 2021, as amended.

Additions to Agenda:

Posting Police Chief Job:

The job has not been posted yet due to the Town Administrator being out. Ms. Lessard will get it posted on Wednesday, December 21st.

Police Department:

Mr. Fuller reported that the state is still modifying the policy for police reform. There will be physical and medical fitness requirements.

COVID Testing:

Ms. Colson-Montgomery reported she had been asked if the Town plans to increase testing for COVID with the recent increase in cases. There are choices in Northampton but the Town is not having any in-town testing done at this time.

Mount Cemetery Complaint:

Dee Cinner had asked to be added to the agenda to discuss a complaint that was received. This item will be added to the agenda on January 3rd.

NHRES Capital Plan Meeting:

Mr. Fuller reported that he, Ms. Colson-Montgomery, and Ms. Lessard had attended the Capital Plan meeting on 12/16 via ZOOM. He reported he had recommended to Jesse McMillan, principal of the school that a special committee be set up to administer the Capital Plan. Mr. Fuller opined it should consist of a school committee member, finance committee member, and a community member from each town.

Reports:

Awarding of CivicPlus Contract for New Town Website:

Mr. Fuller reported that he had come to final terms with CivicPlus regarding a new town website. The final terms will be \$8,500 for the first year, \$2,250 for the second year and starting in year three the Town is subject to a 3% increase in annual support. CivicPlus is also adding a redesign at no additional cost after 48 months. The Select Board were impressed with the Company, and how many municipalities websites they host. The Select Board are also impressed that the bulk of the design work will be done by CivicPlus. Ms. Colson-Montgomery noted the amazing job Mr. Fuller did in getting this contract through.

Russell Park:

Mr. Willard reported that the concrete foundation work is done and AccuFab has installed the metal beams to hold up the rest of the building. The Select Board is in agreement that the rest of the work can be completed in the Spring.

Tree on Dugout Roof at Russell Park:

Ms. Lessard reported that Matt Smith looked at the tree on the dugout and has removed the tree from the roof.

Community Bulletin Board:

Mr. Fuller and Ms. Colson-Montgomery reported that a number of residents had approached the Select Board since the Post Office removed the community bulletin board in the post office foyer. Since the owner of 6 South Street does not think the post office would be comfortable installing a new board outside of the post office, Ms. Colson-Montgomery approached the owner of the Chesterfield General Store to inquire if the Town could install a community bulletin board at that location. The owner is agreeable to the request. Ms. Colson-Montgomery and Mr. Willard both measured the space to the left of the main entrance and a bulletin board will fit there. Mr. Fuller noted he has purchased the new bulletin board and it is in his barn. Mr. Willard will coordinate with the owner of the store and if needed Mr. Fuller will get someone to assist Mr. Willard in getting the new Community Bulletin Board installed. This board will be a locking case. Signage will be put up letting residents know it is a community board.

Broadband Build:

Mr. Fuller reported that the Broadband project is almost completed.

Town Administrators Report:**Tennis Court:**

Ms. Lessard reported she had contacted two other companies to come look at the tennis courts to give a proposal for repair and resealing. The two companies are Premier Sealcoating in Northborough and Piretti Tennis in Lee.

6 North Road Wetland Delineation:

Ms. Lessard contacted Ron Laurin to have him flag the septic field for 398 Main Road. Ms. Lessard supplied Mr. Laurin with the contact numbers for the homeowners to set up a time to do the flagging. The price will be \$300-\$350.

Phone System:

Ms. Lessard has been in contact with TPX and WG&E to get the phones ordered. The phones are in stock and the project may move quicker than anticipated. TPX was requesting electronic payments or an "escrow" of two month's payments which would be refunded after six months of on-time payments. Ms. Lessard spoke with TPX and they are now agreeing to a Purchase Order instead.

Make Ready Cost Reimbursement and Certification:

The signed contract was returned to Bill Ennen and the original mailed to Robin Pezzone for reimbursement of the additional make ready costs. Mr. Ennen confirmed receipt and is moving forward for payment to the Town for \$226,317.

2022 Liquor Licenses:

It was confirmed the inspections have been done by the Building Inspector and the Fire Chief at the Chesterfield 4 Seasons and the two licenses for the Chesterfield General Store.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to approve the three liquor licenses, one for the 4 Seasons Club and two for the Chesterfield General Store. Motion was unanimously voted.

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to estimate the seasonal population at 1502 for the liquor licenses. Motion was unanimously voted.

The paperwork for the 2022 Liquor Licenses was signed by the Select Board.

Community Compact IT Grant:

The Town was awarded a Community Compact IT Grant from the State in the amount of \$34,000 to establish a server, firewall and secure email domain. Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to sign the Community Compact IT Grant paperwork accepting the grant. Motion was unanimously voted.

Board of Registrar Appointment:

Ms. Colson-Montgomery made a motion, seconded by Mr. Willard to appoint Jennie Lamour to the Board of Registrars as recommended by Town Clerk Sandra Wickland. Motion was unanimously voted.

Out of Office Policy:

The Select Board would like a policy put in place in case of another long absence by the Town Administrator. They would like to see a list of what needs to be done and who will do what in case of an extended absence. The Select Board would like this information posted on the Town Website, on the office door and the exterior door at Town Office.

Executive Session:

Mr. Willard made a motion, seconded by Ms. Colson-Montgomery to move into Executive Session to approve and discuss the Executive Session Minutes of 12/6/21 and the Internal Investigation process in regards to the complaint that was received by the Police Department and to not reconvene in Open Session.

Mr. Fuller: Aye

Ms. Colson-Montgomery: Aye

Mr. Willard: Aye

Meeting Adjourned:

With no further business, the meeting adjourned at 6:54 p.m.