

TOWN OF CHESTER

Board of Selectmen

Executive Session Meeting Minutes

September 18, 2017

Attendance: BOS-Chairman John Baldasaro, Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClaflin, Highway Superintendent John Murray, Attorney Leonard Cohen

I. Chairman Baldasaro called the meeting to order at 7:35 p.m. on September 18, 2017

Chairman Baldasaro asked Attorney Cohen to state his name for the record:

Leonard H. Cohen from Cohen/Kinne/Valicenti/Cook LLP

Chairman Baldasaro opened discussion of previous weeks' meeting topics. Administrator Carlino presented suggestions as requested by BoS for improvements. Noted that Administrative Assistant McClaflin was good at working with vendors but is not familiar with equipment. McClaflin and Murray to work coordinate repairs. Suggested a paper log for all vehicle maintenance. Vice-Chairman Huntoon stated it should be on a spread sheet, Attorney Cohen commented to his client "that is an excellent suggestion". Clerk Senecal noted that having an accurate log will provide "ammunition" when you need to go back to vendors for additional repairs. Noted that he feels Murray needs to be more diligent in the review of paperwork and proposed repairs by vendors. Vice-Chairman Huntoon asked if Murray checked invoices, that "this is the kind of thing" the Board feels is not being done/ done well. Clerk Senecal noted that the situation with the grader and financial issues concern him. Vice-Chairman Huntoon noted she felt recommendations were made without complete evaluation. Vice -Chairman Huntoon also asked if John "tells the guys what they are going to do?" Murray noted-daily. Chairman Baldasaro asked how John plans his week-Murray noted he plans ahead and gets work done unless breakdown of equipment or "other little things" disrupt the plan. Chairman Baldasaro offered that he had been here for 5 highway bosses, and the BOS has a difficult time responding to residents when they don't know what's going on. Would like generic plan to refer to. Additional discussion of grader, needed repairs, suggestions and options. Attorney Cohen noted to his client that the Board is trying to mentor him.

Chairman Baldasaro noted the Highway Superintendent job is John's (Murray) job to do, but it the job of the BoS to oversee the Town. Vice-Chairman Huntoon commented that "this will be our final discussion of these things", suggested 1 month for improvement, Clerk Senecal suggested 60 days, Board agreed. Vice-Chairman Huntoon stated desire for significant changes, don't feel the Board can give you (Murray) another chance. Clerk Senecal would also like to see financial planning incorporated into Murray's plan to address issues.

Suggestions made to institute procedures to aid in compliance include work logs, generic plan for highway projects, detailed ledger of repairs and conversations with vendors.

Chairman Baldasaro stated he was "giving John (Murray) homework" – wants John to present a plan to BoS for Highway Department's specific plan for next 2 months. Clerk Senecal -plan should incorporate financial aspect as well. Vice-Chairman Huntoon stated that they (BoS) will not give Murray another chance to fulfill expectations. Chairman Baldasaro noted John (Murray) "has homework", and the Board will revisit the topic in 60 days.

There being no further discussion Chairman Baldasaro motioned to adjourn meeting at 8:45 p.m., Clerk Senecal-AYE, Vice-Chairman Huntoon-AYE, Chairman Baldasaro-AYE, unanimous. Meeting adjourned.

Minutes submitted by: Rosanne McClafin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk