

TOWN OF CHESTER

Board of Selectmen/Water Commissioners/Zoning Board of Appeals

Meeting Minutes

April 2, 2018

Attendance: BOS-Chairman John Baldasaro, Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafin, Highway Superintendent John Murray, Erica Johnson (PVPC) Gene Watters, Bob Daly, Wilma Foley, John Foley, Steve Cooper, Norma McDonald, Terry Donovan

- I. Chairman Baldasaro called the meeting to order at 6:00 p.m. on April 2, 2018**
- II. Minutes from BOS meeting date 3/26/2018 were approved and signed.**
- III. Warrants were approved and signed.**
- IV. Highway Department-John Murray:** Murray questioned the BOS as to their recommendation regarding the grader; Murray feels the best option would be to sell it. Discussion followed regarding all-wheel drive rental options and methods to sell the grader. Murray to research the availability of grader rentals, estimated value of the equipment in question, sale options, including Municibid, and will provide the BOS with additional information. Murray also relayed that he had spent 5 hours on East River Road and determined there are 48 culverts. He feels that as many of the existing culverts are “no-flow” there are only 10 that need replacing. Discussion followed regarding proposed increases in the size of some of the culverts and Clerk Senecal offered that engineering studies must be done before culvert upsizing can be done. Chairman Baldasaro recommended staying within existing footprints if possible in order to avoid delays. Murray also explained to the BOS that the Highway Department had most of the materials needed for the culvert replacements and would need to spend approximately \$4800.00 for the additional supplies. He also feels that having the Highway Department replace the culverts would save the Town from possibly using an estimated \$75,000 - \$80,000 of Chapter 90 money for culvert replacement. Chairman Baldasaro noted that having the culvert work done on East River Road by an outside contractor would provide a warranty for the road work in the event of settling and damage to the new pavement. Clerk Senecal also noted that if an outside vendor were to do the work, the Highway Department could focus on other areas. Administrative Assistant McClafin was instructed to prepare a Chapter 90 project request for culvert replacement. Clerk Senecal asked if the MassWORKS contract had been received. McClafin indicated-no, that MassWORKS account manager Jacquie Furtado had stated that she had hoped to have the contracts out by Friday, March 30. Discussion followed regarding possible contract extensions and Chairman Baldasaro offered that the contract should be good for one year from the contract date. Murray relayed that Erin Rogers from Trout Unlimited felt 90% confident that the DER grant application for culvert replacement on Kinne Brook Road would be awarded. Chairman Baldasaro asked Murray to attend all BOS meetings until grant work completed and although Murray will not be available April 9, he will attend all future meetings as requested.

- V. **PVPC COA Feasibility Study-Erica Johnson:** Erica noted that the study is at a “transitional point.” She noted that the study indicates that expansion in the basement would not be a viable long-term solution and wanted to determine “the wisdom” of pursuing that option. She also noted they (PVPC) had not been allowed to view the Police Department area in relation to the study. Town Administrator Carlino to facilitate access for further review of the space for “short-term” COA expansion solution. Johnson also noted that PVPC had been denied access to the elementary school for the architect to review that space. It was noted that the use of the school by the GRSD would not likely be an option either as most of the building is now in use. Discussion followed regarding the access of the Police Department and elementary school. Administrator Carlino questioned Johnson if the study could include determination of possible use of the Town-owned lot adjacent to the “old elementary school”. Chairman Baldasaro agreed this may be a good option to pursue. Johnson noted that the grant parameters would allow such a study and she will proceed. Discussion followed regarding the options of a new building which could be used jointly between the library and COA. Chairman Baldasaro asked Johnson for an update on the Hampden Street project and she shared that contracts are in place with the engineer and construction manager and that there will be a “kick-off” meeting with Highway Superintendent Murray to discuss the project. Johnson feels the project should be completed by “the end of the construction season”. Clerk Senecal questioned if the engineer would be on-site and Johnson noted that the engineer had been scheduled to be present a minimum of 65% of the time. She also shared that the engineering study for Prospect Street/Soisalo Road will have bid-ready plans prepared for next year's construction period, and she will look for grant funds to complete construction.
- VI. **Board of Health-Norma McDonald:** McDonald shared that the BOH was aggressively seeking a Health Agent and Chairman Baldasaro suggested she contact Charlie Hunter as a possible candidate. McDonald will follow up. McDonald also provided suggested fee increases to the Board for review and after discussion the BOS felt the proposed increases were reasonable and recommended adopting the new fees. McDonald also asked for clarification of training for BOH members related to Transfer Station reporting, Town Administrator Carlino explained that she inquired to the State to provide guidance but had not received a response yet. McDonald also relayed concern that the anticipated cost of the Health Agent services may cause a deficit, The Board assured McDonald that there are legitimate, unforeseen expenses and there is flexibility within the budget. The BOS also clarified procedures for requirements for posting agendas, correct verbiage, and requirements for minutes. Bob Daley asked if there was an update on Transfer Station permit sales. McDonald noted she receives copies of turn-overs to the Treasurer but that specific information regarding permit sales are not included. Chairman Baldasaro suggested permit cost be added to the tax rate and Vice-Chairman Huntoon suggested a separate fee added to property tax bills. Carlino to research options.
- VII. **Town Administrator-Patricia Carlino:** Carlino provided an update regarding the “Town” credit card, explaining that research indicated that a payment for one of the door slot receptacles had not been posted to the account and that she was working with a representative to resolve the problem.

Chairman Baldasaro noted that CMELD was working with the possible buyer of 133 Middlefield Road for commercial solar installation and the project was “still moving forward”. Carlino noted that Justin Quinn will be here for the April 9 BOS meeting and that the Planning Board will also be available that date for Quinn to speak to. She also noted the Planning Board holds Special Permitting authority.

Other Business:

Vice-Chairman Huntoon asked for status of the William Street survey. Carlino noted that Andy Myers spoke with Steve Salvini asking for the documentation. Chairman Baldasaro suggested Carlino “push” for information from Salvini. Huntoon also questioned the status of the proposed town event sign and Carlino noted that Jeannie Leclair had been researching and pursuing options. Huntoon also asked for an update regarding electric service to the Emery Street ballfield. Carlino relayed information that CMELD agreed to run power but that the Recreation Committee should be responsible for the cost of the panel. BOS disagreed with Recreation Committee paying for panel. Carlino was instructed to discuss options with CMELD. Additional discussion followed regarding service to the new shed at the Transfer Station to provide heat and light. The determination was made by the BOS that the Town will pay the electric bills for both the Transfer Station and the Emery Street ballfield. Vice-Chairman Huntoon also noted that the pending legislation requiring municipal electric light departments to use a certain amount of renewable energy will “probably pass”. She also asked Carlino if having the Administrative Assistant had freed up her time to look for additional grants and Carlino stated yes, that she had been able to pursue Green Communities grant (awarded) a grant for elevator repair/replacement in the Town Hall (denied) and is researching additional grant opportunities. Huntoon also shared information regarding a new road resurfacing process used in Westfield, and suggested the Highway Department reach out to gather information regarding the process.

VIII. Citizen Comments:

Bob Daley asked if a meeting with a representative from Nutmeg was scheduled. Chairman Baldasaro noted they were still planning one, date to be determined.

Gene Watters asked for confirmation of new student count. Carlino confirmed 17 new GRSD students and 4 additional vocational school applicants.

Vice-Chairman Huntoon asked when scholarship applications will start to come in. Carlino noted that we had already received documentation from the Steinhardt scholarship fund administrator and that she had requested the same for the Hamilton scholarship.

Bob Daley asked if a date was set for the audit. Carlino has sent additional request for date but has not received a response.

Clerk Senecal asked if the Highway Department was planning on hiring summer help. Murray noted yes, but had not advertised yet.

There being no further discussion Chairman Baldasaro adjourned the meeting at 7:47 p.m.

NEXT REGULARLY SCHEDULED MEETING 4/9/2018 6:00 P.M.

Minutes respectfully submitted by: Rosanne McClafin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk