

# TOWN OF CHESTER

## Board of Selectmen/Water Commissioners/Zoning Board of Appeals

### Meeting Minutes

April 30, 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, Gene Watters, Bob Daly, Norma McDonald, Andy Myers, John Foley, Wilma Foley, Justin and Brian Quinn (JBQ Ent/NERR) Peter Spotts (Country Journal)

- I. Chairman Baldasaro motioned to called the meeting to order at 6:00 p.m. on April 30, 2018**
- II. Minutes from last BOS meeting date 4/23/2018 were approved and signed.**
- III. Warrants were approved and signed.**
- IV. Adrienne Johnson-Farmer's Market: not present**

While waiting for Public Hearing, Chairman Baldasaro opened discussion of Highway Department. Chapter 90 Project Request for drainage work on East River Road received by MassDOT. Administrative Assistant McClafin to change "Resurrection" to "Reclamation", add "Pending Funding" and change asphalt stabilizer incorporation rate to 1 gallon per square yard in MassWORKS project bid documents. Discussion of date for project to begin July 1, 2018; McClafin to clarify with MassDOT. Superintendent Murray noted need to do repair of a culvert on East River Rd. Murray to determine if Conservation Commission needs to be notified. Murray informed the BOS that core samples will be done this week on E River Rd. Murray requested an additional \$0.50 per hour for Highway employees who have received their specialty mower license. Clerk Senecal noted that many towns offer this incentive and the it had been the past practice in Chester. Additional discussion to be had with the Finance Committee.

- V. Move to adjourn BOS meeting to relocate to the Town Hall Auditorium for Recreational Marijuana Community Outreach Public Hearing.**

Chairman Baldasaro called attention and introduced Brian and Justin Quinn of New England Renewable Resources (NERR). They are applying for a license to manufacture and cultivate adult use marijuana and are working to purchase a location in Chester. This hearing fulfills the mandatory state public hearing requirement. Information provided included:

- The scope of the project will include cultivation and manufacturing and future to pursue a retail location. Anticipated expansion within the Town is limited to the State restriction to 100,000 square feet.
- Security will include central alarms, 24-hour video with "night-vision", panic alarms, commercial grade locks and provide multiple layers to ensure full protection. Additionally, the State of MA requires special cameras in front of all scales and packaging stations as well as "seed to sale" tracking including wet and dry weight measurements.
- Steps to limit diversion will include extensive employee training and a commitment to good employee relationships.

Vice -Chairman Huntoon asked if all employees would require a CORI check, Justin noted yes as well as additional vetting processes and Cannabis Control Commission (CCC) testing.

- Positive impacts to the Town include increased revenue, addition of 8-10 full time positions, improvements to the “curb appeal” of the Middlefield Road building as well as an additional attraction to promote tourism and cross promote the Chester “brand” by using Chester imagery. A percentage of revenue and profit will be provided to the Town.

The Quinns also noted that mandatory odor control measures will be taken to ensure no odors outside of the facility and there will be a minimal amount of traffic disruption.

Upon purchase of 133 Middlefield Road consideration may be given to the Chester Foundation for the Round House and Coal Tower.

The Quinns plan to meet with the Economic Development Director to develop additional marketing and branding ideas.

Additional discussion included projected production and volume, investors, solar component, water usage and future expansion.

Discussion of the retail component to be held at an additional public hearing.

Public Hearing closed, the BOS reconvened to regular BOS meeting at 7:40 p.m.

- VI. **Move forward to Terry Donovan(BOH)- Beaver discussion:** Chairman Baldasaro noted that the BOS had received multiple emails, voice mails and letters from citizens against the trapping of the beavers. Donovan informed the BOS that nuisance complaints should go through the BOH who would then make the determination whether or a not grant a 10-day trapping license. Donovan expressed disappointment that no alternate methods for a resolution had been considered before the removal of the beavers on Skyline Trail. Chairman Baldasaro stated that it was his understanding that the DPW had the authority to determine if there was a safety issue and make determination for removal. Clerk Senecal stated that under DOT rules, the Highway Department can declare an emergency if road safety conditions are in question. He further stated that it is illegal to relocate live beavers in MA and any beavers removed would still have to be disposed of. Discussion followed regarding control options to reduce potential future issues and alternate resolutions. Donovan to research grant options.

Discussion moved to the request by the Town Clerk (Sue Kucharski) for funding for dog data base software. Kucharski cited the need to improve efficiency within the Clerk’s office as the primary reason for the request. She noted that with the various additional responsibilities the office holds, hand-written licensing and documentation is extremely time consuming. She also explained that annual dog licensing coincides with multiple other official Town Clerk responsibilities (i.e. preparation for elections, Town Meetings, budget planning etc.) and that this creates a challenging work load. She stated that the software was developed and refined by other Town Clerks and that it was very comprehensive, further, the service provider would input all the current information to create the database. She explained that the software would track and automatically generate a license renewal notice prior to the expiration of current rabies certificates. Additional discussion regarding benefits to Animal Control, Police and Fire departments, possible increased revenue, GRSD budget implications on available funds for the software, implementation of a fines and appeal process. The determination was made to discuss further after GRSD budget is passed. Town Clerk Discussion of Public Record request fees to be rescheduled to the May 7, 2018 BOS meeting.

- VII. The Chairman opened additional discussion of the draft Host Agreement for the proposed Recreational Marijuana Growth facility. Brian Quinn expressed the desire to negotiate and confirm the details of the Host Agreement during tonight’s meeting, an attestation to the agreement is required to submit the application.

The opening date for license applications is 5/1/2018 and the Quinns feel it is critical to submit their application immediately. After extensive discussion it was agreed that the option for a future retail location would remain open for discussion, the agreement will be in effect for 36 months at which time a review may be made, the Town will receive 25% of gross sales and 1.75% of profit. NERR will not claim any tax exemptions and residents will be given preferential treatment regarding employment. As all were in agreement, Chairman Baldasaro requested Quinn draw up the agreement for signatures.

- VIII. **Finance Committee/Assessors-Discussion of Regional Resource Group and FY19 Budget:** Finance Committee Chairman Andy Myers noted that the Finance Committee is looking at ways to improve efficiency and have been researching multiple shared service options. Chairman Baldasaro noted that member towns would still have local boards of assessors but that the use of a shared service would provide the additional benefits of having a representative available 40 hours a week for support, specialty services related to commercial assessments, administration of chapter lands, abatements, IT support for software conversions, etc. (Additional information in exhibit document) The Chairman requested that the Board of Assessors and A. Myers attend the May 14, 2018 BOS meeting to further discuss the topic and asked Myers to prepare a Request for Proposals to gather additional information.

Chairman Baldasaro stated that the BOS had met with the Treasurer and asked her to justify her requests for a \$2000.00 salary increase and the addition of \$1200.00 to hire an Assistant Treasurer. The BOS stated that they agreed that an Assistant Treasurer is justified by need. They further noted that they declined the request for the salary increase and cited the agreed upon 3% COLA increase. The BOS also feels that the \$800.00 for training should be kept in the budget. Additional discussion of "elected" vs. "appointed" positions and the related benefits or challenges associated with either.

Chairman Baldasaro relayed to Mr. Myers that Superintendent Murray's requested a \$0.50 per hour salary increase for the department employees who had upgraded their hoisting licenses, and that the Town Administrator would calculate the additional expense to the budget. Additional discussion to be had at Finance Committee meeting May 14, 2018.

The Chairman offered that he had spoken with the auditor Thomas Scanlon and indicated that Scanlon would be coming "this week or next" to assist the Treasurer and Accountant to identify the \$12000.00 discrepancy in the free cash figures. Town Administrator Carlino stated that Scanlon had given her a date of June.

Vice-Chairman Huntoon asked if the street sweeping had been scheduled- Yes May 10 & 11. She also requested an update on the William Street "turn-around" project, Town Administrator Carlino to contact Steve Salvini for a status report on the surveying work. Huntoon also shared that she had been contacted by a resident regarding E River Road resident Lou Magni's request for a building permit, it was decided to "leave it in the Building Inspector's hands" as he has the authority, but request that he (the Building Inspector) provide- in writing- his determination if a permit is or is not required to the BOS.

- IX. **Town Administrator-Patricia Carlino:** Carlino relayed that Jeannie Leclair- Economic Development Director- provided information for the proposed "new" Route 20 notification sign, the BOS rejected the suggested product as they want an electronically controlled, internally illuminated sign.

Carlino informed the BOS that John Marcoulier would repair the paper recycle container at the Transfer Station.

Carlino provided the Board with information regarding the proposed new “Christmas Tree”, Carlino to do additional research for the purchase and planting of a 20’ tree. Chairman Baldasaro suggested a separate line item on the Town Meeting warrant to approve funding the tree.

**X. Citizen Comments:**

Mary Ann Pease requested the BOS notify Route 20 resident Dave Jackman that he needs to purchase a junk collector’s license or obtain tag sale permits to have items for sale and that the items must be moved from the edge of Route 20 as they pose a safety hazard and sight line obstruction. Carlino to draft a letter.

Bob Daly asked what type of recommendations the auditor may make, Chairman Baldasaro speculated policy and procedural guidelines.

John Foley expressed his opinion that a Board of Appeals should be created so that fines can be collected. The Chairman explained that the income would not justify the cost, a Board of Appeals would need to be created, procedures would have to be developed, hearings and appeals will need to be accommodated, as well as having a person that would handle court appearances.

Bob Daley asked for an update regarding the Transfer Station and if the permit fee can be added to the tax rate and if a part time employee as Transfer Station attendant is being considered. Town Administrator Carlino noted that permits were ordered and would be made available for purchase as soon as received and that residents would not be allowed to “dump” with a current vehicle permit.

Carlino also explained that fees cannot be added to real estate tax bills, and that currently the “senior work-off” program provides support to the Transfer Station attendant. Mary Ann Pease offered that even seniors who may be in tax title can “work-off” tax dollars, but that the credit would be applied to arrears.

Tom Huntoon suggested the BOS address the “unsightly mess” in ‘Wilander’s’ field (Rte. 20 bee hives), Vice-Chairman Huntoon noted that the Board of Health “is on it”.

**There being no further discussion Vice-Chairman Baldasaro motioned to adjourn, Chairman Baldasaro seconded, unanimous. Meeting adjourned at 9:45 p.m.**

NEXT REGULARLY SCHEDULED MEETING 5/7/2018 6:00 P.M.

Minutes respectfully submitted by: Rosanne McClaflin

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John Baldasaro – Chairman

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Barbara Huntoon – Vice-Chairman

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Rene Senecal - Clerk