

TOWN OF CHESTER

Board of Selectmen/Water Commissioners/Zoning Board of Appeals

Meeting Minutes May 7, 2018

Attendance: BOS: Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafin, Highway Superintendent John Murray, Bob Daly, John Foley, Wilma Foley

I. Vice-Chairman Huntoon called the meeting to order at 6:02 p.m. on May 7, 2018

Huntoon questioned Town Administrator Carlino about PVPC service invoice submitted for approval. Carlino to clarify the details of the invoice with PVPC and resubmit at next BOS meeting.

II. Minutes from last BOS meeting date 4/30/2018 were not approved, to be resubmitted 5/14/2018.

III. Warrants were approved and signed.

IV. Economic Development Director-Jeannie Leclair: Leclair provided the BOS with information for the proposed illuminated bulletin board to be located on Route 20. She noted that pricing and features vary widely, and cost can reach \$20,000.00. An \$8000.00, 3'x4', double sided, full color, illuminated sign was recommended. The sign can be wirelessly controlled to change messages, has a daylight sensor with an automatic dimmer and comes with a vandalism reducing case and a 10-year warranty. The Town would need to construct a base and uprights for installation. No action to be taken until a "full" BOS is available to discuss. Leclair also offered that she had done a "walk-through" with the new owners of "Carm's Restaurant/Charlie's Garage" and feels they have many "great ideas" for its future use.

V. Discussion of advertisement of appointed positions was tabled until next BOS meeting.

VI. Town Administrator-Patricia Carlino: Carlino provided an overview of the results of the RFP for Shared Accounting Services. Eight companies requested information packages but only Eric Kinshurf of Sagamore Beach MA, submitted a proposal. Carlino noted the firm currently works with the Towns of Blandford and Chesterfield, but that pricing is very high and there would still be a need for a Town employee to do all the data entry. Vice-Chairman Huntoon asked if audits would still be required and Carlino noted yes, but as the Town receives less than \$100,000.00 of federal funds annually, the DOR recommends audits be done only every two years. Additional discussion to be had when the full select board is available. Carlino stated that PVPC has put out the invitation to bid for IT Services and that bids are due back May 29, 2018. PVPC will evaluate the submitted bids and forward them to the towns within the IT Shared Services group: Chesterfield, Goshen, Hadley, Blandford and Chester, for review. Carlino shared an invitation from Jim Barry to attend an event recognizing newly designated 'Green Community' towns (Chester being one of them). Clerk Senecal tentatively to attend, Senecal to confirm availability to attend.

Carlino noted that she had no further contact from Adrienne Johnson regarding her request to be on the 4/30/18 BOS meeting agenda to discuss her proposal of a Farmer's Market. Vice-Chairman Huntoon stated that Ms. Johnson was still "working out details" and that Johnson had spoken to Bay State Drive property owners Tom Huntoon and Jason Forgue about using the Cortland property as a location for the proposed market.

Huntoon asked if clean-up around Town could be done. She suggested possibly utilizing the Scouts and Highway Superintendent Murray noted that the community service work crews could be scheduled as well. Huntoon also shared that she had been contacted regarding a gravestone that was “tipped over”, Superintendent Murray stated that Tino Cardarelli had notified the Highway Department and offered that it did not appear to be vandalism. He stated the H.D. would resolve the problem. Huntoon also asked Murray about pot hole repairs and street sweeping, Murray noted the department was working on pot holes and that street sweeping would take place May 10 and 11. Murray also informed the Board that the International would not start (this morning) and that once it was running it lost power and the check engine lights came on. He also stated that he called Nutmeg International for review and repair, but that as there were outstanding invoices from February and March the BOS had declined to approve, Nutmeg would not “look at the truck”. Clerk Senecal suggested Murray contact the International dealer in Albany. Additional discussion followed regarding the proposed meeting with Nutmeg and the BOS. Vice-Chairman Huntoon and Clerk Senecal both agreed that Murray should contact the Hartford International location and speak with the General Manager in an effort to resolve the ongoing issue. Huntoon also asked Murray when they would begin grading roads and Murray stated grading would begin once pot holes were done. Huntoon also asked Murray if he had reviewed the complaint made regarding Smith Road and asked if he felt a culvert was needed to resolve the issue. Discussion followed regarding options, Murray to continue to work on a resolution. Huntoon questioned if a driveway permit had been pulled for the logging being done on Johnson Hill and asked why a culvert was not needed. Murray noted that he had already spoken with the logging company, reviewed the access point, and felt a culvert was not needed. Additional discussion followed, Murray to review. Murray relayed that PVPC will have core samples taken on Prospect St. in the next couple of weeks. Clerk Senecal asked if core samples had been taken on east River Road yet, Murray noted yes, but that reports had not yet been received. Huntoon asked if the invitation to bid for the East River Rd project had been advertised yet, Administrative Assistant McClafin stated no, that she was waiting for final approval from the Board. Discussion followed regarding options for advertising. Vice-Chairman Huntoon asked Carlino if she had received any information from the Quinns, Carlino noted no, not yet. Huntoon asked about Highway Department summer help, Murray noted they would advertise for a start date of July 1 as there is not enough money left in this year’s budget for additional help. Murray noted that community service crews would be utilized for some of the tasks usually handled by the temporary summer help. Town Administrator Carlino questioned the BOS regarding funds for the purchase of the new “Christmas Tree”. Clerk Senecal stated that he feels that \$5000.00 will be needed to cover the purchase and planting of a new tree. He also noted that after May 1, line item transfers can be made from accounts with available funds to cover the cost. The topic was tabled until next BOS meeting.

VII. Citizen Comments:

John Foley shared his concern regarding the proposed Assistant Treasurer position, he feels the person needs to be bonded and qualified. He also noted that Mary Ann Pease has effectively been helping the Treasurer and is competent, capable and would a good job. Foley also asked Superintendent Murray about his plans to work on Sylvester Hamilton Road, Murray noted that after pot hole repairs are completed, he will begin grading and adding materials as needed.

Bob Daley wanted to congratulate re-elected board and committee members, questioned if there was a set date for the audit, and how long the audit may take. Carlino noted that she had been provided a date of

June 4 from the auditor but that Chairman Baldasaro stated that he had spoken with the auditor (Tom Scanlon) and that he would be here earlier. She also noted that audit may only take two days.

Vice-Chairman Huntoon questioned the determination made by the Building Inspector (Art Lawler) that Mr. Magni did not need a building permit to erect a porch/deck. She noted that “we have all been by and looked at it” and that “it looked like way more than we expected it to be”. After additional discussion, Huntoon instructed Carlino to ask Lawler to re-address the set-back issue and quote the chapter of the building laws he felt supported his determination that a building permit was not required.

Huntoon shared information from the information/exhibit documents:

- The Hilltown Ambulance Service had responded to 5 calls, with an average of 12.14 minutes to respond, she also shared that she “had been one of the calls” and that the responders were professional and efficient.
- The DEP first quarter water compound report required additional information, Bernie St. Martin to address.
- Chester On Track is May 19, 2018

Clerk Senecal questioned Superintendent Murray if he had spoken to the Conservation Commission regarding his (Murray’s) plan to repair a culvert headwall on East River Rd. Administrative Assistant McClafflin noted that culvert repairs had been included in the request for determination submitted to the Conservation Commission for the MassWORKS project. Senecal stated the culvert in question carries a “continuous stream” and instructed Murray to contact the commission for additional review.

Vice-Chairman Huntoon asked if Transfer Station permits were available, Carlino noted they had been ordered but has not yet been received. Carlino also noted that John Marcoulier had welded and repaired the paper recycling container and Carlino was instructed to ask Transfer Station attendant Peter Stroganow to paint the welds to prevent rust.

Huntoon questioned Carlino if she had mailed the letter to Route 20 resident Jackman regarding tag sale permits. Carlino stated she had not, that she wanted to review by-laws to confirm the quoted limitation that only two permits were allowed per person per year. Huntoon noted that regardless of the limitation, no permits had been pulled and directed Carlino to send a letter noting the fee and permit requirements.

Bob Daley asked if the access issue to the Police Department related to the Town Hall feasibility study had been resolved. Carlino noted that she had not been updated regarding the study but that arrangements could be made at any time for access to the offices provided advance notice was given.

Daley also asked if the Veteran’s Agent could fulfill the need for additional outreach by having a presence at Chester On Track. Huntoon requested her email and cell phone number be provided so she can be contacted to discuss.

Daley stated that Blandford had discussed combining the Treasurer, Accountant and Tax Collector positions, Carlino explained that the Accountant and Treasurer positions cannot be combined, Vice-Chairman Huntoon agreed citing the need for “checks and balances”.

Daley asked if the free cash figure had been certified, Carlino noted \$208,000.00, but that the DOR was asking for additional clarification.

Vice-Chairman Huntoon shared that Chairman Baldasaro was attending the Blandford Town Meeting regarding the proposed GRSD Alternate Assessment plan. She noted that Middlefield has passed the item at

their meeting. Additional discussion of the plan followed, and it was noted that the Huntington Town meeting was scheduled for June 4, 2018 at 6:30.

There being no further discussion Vice-Chairman Huntoon motioned to adjourn at 7:43 p.m., Clerk Senecal seconded.

NEXT REGULARLY SCHEDULED MEETING 5/14/2018 6:00 P.M.

Minutes respectfully submitted by: Rosanne McClafin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk