

# TOWN OF CHESTER

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

### Meeting Minutes

October 16, 2017

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, Mike Donovan (Country Journal), John Foley, Wilma Foley, Mary Ann Pease, Art Lawler, Richie Small, Dan Ilnicky, Beverly Cooper, Susan Kucharski, Steve Cooper, Terry Donovan, Norma Macdonald

**I. Chairman Baldasaro called the meeting to order at 6:00 p.m. on October 16, 2017**

**II. Minutes from last meeting date October 2 ,2017 were approved and signed.**

**III. Warrants were approved and signed.**

**Highway Department -John Murray:** Continued mowing, Johnson Hill, Skyline, Lyon Hill, Westernview, CMELD will mow Skyline to Huntington Town line. Grader rental week of 10/23-27/17, grading (and rolling) work to be done on Holcomb, Lyman, Mica Mill, Maynard, Smith and Upper Round Hill. Line painting Bromley, Blandford, Lyon Hill and Johnson Hill week of 10/23/17. Vice-Chairman Huntoon asked about selling Town grader, Clerk Senecal feels should hold off until certain of outcome and satisfaction with rental. F-350 repaired and picked up from Sarat Ford, however- "check engine" light back on, truck back to Sarat for additional evaluation/repair. Chairman Baldasaro questioned pot hole status. Murray indicated there were a few areas to be finished, but should be done by end of week. Chairman Baldasaro shared compliments to the Highway Department from residents regarding the mowing and hole repairs. Vice-Chairman Huntoon asked if the department was prepared for winter, Superintendent Murray indicated yes, supplies are in order and vendors are prepared. Chester received MassWorks grant \$1,000,000 for East River Road reclamation and paving. Vice-Chairman Huntoon would like to see an article in Country Journal noting the award.

Chairman Baldasaro moved ahead on agenda items while waiting for 7:00 mark for Department Head Meeting.

**IV. Town Administrator-Pat Carlino:** Review explanation of STM warrant item to create a "Design Services" account, allow account to be used for additional services so we don't have to go back to Town floor and appropriate additional funds when required. BOS feels this is a good proposal.

Comcast representatives to be at Town Hall during Special Town Meeting 10/25/2017 to provide information and answer questions.

Request from Chester Hill Association for use of Town Hall 4/28/18 for Square Dance approved by BOS.

COA Director/Town Clerk Susan Kucharski was able to get a sponsor to erect a bulletin board at the Transfer Station. The BOS would prefer a sign erected on Route 20 near the Main Street intersection-similar to the notification board at the Fire Station. The Board asked Ms. Kucharski to see if the sponsor would be willing to donate the funds toward a Rte. 20 sign. Admin Asst. McClafin to research any MA restriction on signage placed on State highways.

Letter of explanation regarding payroll deduction and update provided by Treasurer (see attached)

Chairman Baldasaro opened discussion of MARS Data Sheet provided in the information packet. The information is being requested as part of the initiative to work more closely with the school committee regarding the budget. MARS is requesting information for anticipated expenses to the Town. Chairman Baldasaro noted expected major expenditures should be included in the information, including but not limited to: Town Hall repairs, new fire truck, new Highway Equipment, water plant transmission lines, and Blandford Road bridge.

Question regarding ownership and maintenance of the small "island" at the Post Office, a resident volunteered to maintain the area, believed it to be owned by The Town. Records indicate that the Post Office "owns" the property and currently has contract with lawn care provider for maintenance.

**V. Water Department Shut Off Policy and Notice to Consumer** (attached) reviewed by BOS, Vice-Chairman Huntoon motioned to adopt Shut-Off Policy and Notice to Consumer, Clerk Senecal seconded, unanimous.

**VI. Chairman Baldasaro relocated meeting to the auditorium to accommodate Department Head meeting.** The Chairman thanked those present, noted appreciation for the jobs being done and indicated the general topic of the meeting would be about communication. The BOS want departments and employees to feel they can go to the Board with any issues, concerns and ideas. The Vice-Chairman and Clerk reiterated the sentiment of appreciation and the Selectboards support. Chairman Baldasaro opened the floor for discussion.

COA Director Susan Kucharski requested an updated Emergency Preparedness Response plan, to include information regarding special need seniors and response requirements in the event of an emergency. No information to violate any privacy laws. Fire Chief Richard Small and Police Chief Dan Ilnicki to provide, updated copy to be available in Town Clerk office. Some discussion of Hazard Mitigation Plan that was adopted in 2015. Ms. Kucharski also noted difficulty "turning over" receipts to Treasurer. Office hours are limited and availability is sporadic. Tax Collector Mary Ann Pease noted the need for clearer process and consistent hours of availability. Determination made to install a "lock-box" for convenience. Chairman Baldasaro asked for short term and long term "wish-lists" from department heads, trying to look forward to "big picture". Town Clerk Kucharski suggested investing in specific software that can be utilized by the Clerk's office as well as Animal Control. Chairman Baldasaro asked for "wish-lists" overviews with bulletin points from all departments. Vice-Chairman Huntoon noted there may be opportunities to share through the Hilltown Collaborative for some requests. Fire Chief Small noted that there have been two (2) severe accidents on Bromley Road in the past 2 months due to motorists "running stop signs", and requested consideration of flashing signs, "stop ahead" signs, converting the intersection to a 4-way stop or reducing the speed limit. Discussion followed regarding options. Tax Collector Mary Ann Pease suggested an item at

next Annual Town Meeting to appropriate funds for signs to aid in the safety and security of our residents. Clerk Senecal noted there may be grant opportunities for “traffic calming” flashing solar signs, research to be done. He also noted the Town has a high degree of flexibility regarding public safety related to the determination of options for speed limits, reducing speed limits, signage, etc. Norma Macdonald observed the crosswalks at Middlefield St. and Route 20 intersection and in front of the Town Hall are very unsafe due to high speeds by motorist in the area. Chairman Baldasaro wrapped up the discussion by reiterating the need for team work and communication before problems “get out of hand”.

**VII. All signature items signed.**

**VIII. CITIZEN COMMENTS:** Art Lawler thanked Town Administrator Carlino for getting his office phone working. John Foley liked meeting in the auditorium as the Selectmen’s office has very limited space, and offered kudos to the BOS regarding the school budget and their time and effort related to it, questioned what information the school department was requesting, Vice-Chairman Huntoon clarified the request for information came from MARS (MA ASSOC OF REGIONAL SCHOOLS) and the information will be used to work with the School Department related to budgeting during the facilitated negotiations.

Chief Ilnicky informed the BOS of his decision to promote an officer to Sargent status and to absorb some of the administrative duties within the department. He does not anticipate the need to hire any additional help at this time.

**There being no further discussion Chairman Baldasaro adjourned the meeting at 7:55 p.m.**

NEXT REGULARLY SCHEDULED MEETING OCTOBER 23, 2017 6:00 P.M.

Minutes submitted by: Rosanne McClafin

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John Baldasaro – Chairman

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Barbara Huntoon – Vice-Chairman

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Rene Senecal - Clerk