

**Town of Chester Board of Selectmen
Water Commissioners and Zoning Board of Appeals
Monday, August 12, 2019 at 6:00 p.m.
Chester Town Hall, 15 Middlefield Road, Chester, MA**

Selectmen present Chairman John Baldasaro, Vice Chair Barbara P. Huntoon, and Clerk James Higby, Town Administrator Kathe Warden

John opened the meeting at 6:00 p.m. Town Administrator and Country Journal recorded the meeting. Warrants discussed and signed. Meeting minutes of 7/8/2019, 7/15/2019 and 7/22/2019 were signed.

New Business

Met with Dan Downer, Hill Engineers to discuss Town Hall Door Project. Dan explained his design estimate of \$9600. Said his proposal is more than just doors and includes foundation and egress adjustment issues, overseeing that construction of project is done properly. Time frame for paperwork per Dan is 4-6 week, with actual construction an additional 2 weeks. Noted another engineering proposal from John Penn was received that day.

Met with Eileen Lahey, Comcast to discuss the renewal of the Town's cable television license. Introductions were made and acknowledgement of the date of February 23, 2020 as the date the current license expires. Eileen noted the town is 96% built-out. Discussion of the town channel and Eileen said it would cost the town about \$14,250 for Comcast to provide a channel and access to it. She said Huntington has one and doesn't use and perhaps Chester could talk to them about using it. BOS asked for a specific change to increase current "drop" distance from 125' to 200' and to remove underground installs as "non-standard". Also discussed 10-year contract and board is "leery" of it. Discussed internet access. Eileen said she would take discussion back to Comcast. BOS will wait to hear back from her before proceeding.

Discussion and possible appointment to the following departments and committees – Assessors, Board of Health, Cable Committee, COA, Finance Committee, Green Committee, Historical Commission, Personnel Committee, and Planning Board - Finance Committee removed from the list because the Moderator appoints them. John Foley asked about appointees being sworn in with town clerk currently being out of office. Town clerk will be back soon and those already appointed had time before she went out to get sworn in.

Assessors: Four candidates applied for two positions. Letters from each read, discussion followed. Barbara made motion to appoint Timothy Dunn to three-year BOA position and Duane C. Pease to the one-year position to BOA. James seconded; all voted aye.

Cable Committee: Discussion of whether there is a need for Cable Commission since town is 96% built out and BOS in negotiations for other issues. BOS agreed better suited for year or two down the road. Vote tabled.

COA: Bob Daley. Brief discussion followed RE: his involvement with COA. Barbara made motion to appoint Bob Daley to COA. James seconded; all voted aye.

Green Committee: Discussion followed RE: duties and role of Green Committee. Two candidates, Wilma Foley and Ann Daley. James made a motion to appoint both, Barbara seconded; all voted aye.

Board of Health: BOH member Liz Massa stated support for applicant Gregory Harrison. Barbara made motion to appoint, James seconded; all voted aye.

Historical Commission: Ed Carrington applied. Barbara made a motion to appoint, James seconded; all voted aye.

Personnel Committee: Discussed purpose – to vet potential applicants for appointments or positions and to report to BOS. Discussion of the priority of updating Personnel Manual and how many to be on committee. Decided five. Interested applicants – Ann Daley, James Higby, Mary Ann Pease, Jill Moretz, and Kathe Warden. Barbara made motion to appoint all, John seconded. James abstained.

Planning Board: Michael Hickson applied, has been on PB for past year but not been at meetings. Kathe to check with PB chair to find out status. Appointment tabled.

The BOS thanked everyone who stepped up for different Committees and Boards.

Old Business

Continued discussion of the formation of Water Improvement Committee - Water Improvement Committee. James said the following applied: Steve Salvini, Rick Stone, Sharon Marge, and Bob Daley. Barbara made motion to appoint all, including James Higby., John seconded; all voted aye. James abstained. James will work on setting up meeting with Water Plant Operator and Rich Gullick

Town Administrator update - Kathe deferred to Paula Beck to give update on Financial Team. Working well together, keeping an eye on expenses, and meeting most deadlines. Roughly \$100K to go back into general fund (unconfirmed). Discussion of potential software conversion. John suggested scheduling Department Head financial meeting; October 28th decided for all Dept. Heads

Update on Watershed forest cutting plan – Due to low price of timber at this time, Forester Lincoln Fish suggested waiting on any cutting. Also suggested Town apply for grant to inventory watershed. Kathe will investigate.

Update on Assessors – Kathe sent out proposals to Assessment firms in the State with a return date of August 23rd at noon.

Proposal for the disposable of Tangible Assets – For future discussion. James mentioned computers and scrubbing of computers to be sold. Discussion of scrubbing vs. What computers would bring in.

Card for Eric Weiss of PVPC – Kathe let the board know Eric’s father died and she will get a card for BOS to sign.

Legal from KP Law for Shared Police Agreement – Review for next meeting with Blandford.

Highway Update - Highway has been busy at cemeteries with two burials. Also getting ready for paving projects and doing more mowing. Splitting mowing with CMELD. Had track issue with the excavator. Paving projects – Johnson, Middlefield, and Skyline to begin the week of 8/26/19; expected to take four days. Also working on ditch work and brush cutting. Barbara asked about the cemetery cutting and John said Donald Gauthier keeping up with it, especially since ballfield is now being cut by Jason Forgue.

John said he spent a lot of time on cemetery and underscored the need for new Cemetery Commissioner. Books are very old and there are different books for different cemeteries. Issues with ledge that are not marked. Kathe also mentioned one of the cemeteries is very overgrown; John aware.

There was some damage during a recent storm and Chester Highway and CMELD both responded to downed trees.

Discussion about the property on Emery Street and eminent domain. Letter from the Town attorney was sent to owner and waiting for his response.

Question RE: Chester Common’s bed bug issue. New Town Health Agent inspected and said issue resolved. Liz Massa stated BOH has been busy with permits, inspections, etc. and asked about Jersey barriers for TS. John hasn’t had luck obtaining any yet but said cement blocks may work. Kathe to call County Concrete. John will install new locks on Transfer Station gates. Recycle poster now up at TS. Discussion of extra hour for TS attendant to do paperwork. BOS had previously voted yes, but Liz stated not necessary. In light of that, Barbara made a motion to not allow extra hour for TS paperwork; James seconded. All voted aye.

Public Comments and questions

John Foley – Asked about a culvert on Abbott Hill Road; said it’s failed. Highway will check it out. Asked about the town directory being updated since many names wrong. Barbara and Kathy Engwer offered to help, and Roseanne McClafin said will send in CMELD bills. John Foley also asked about the previous assistant clerk helping during Town Clerk’s absence. Kathe said that the previous town clerk wasn’t interested, and Town Clerk has started coming back in a few hours at a time. John F. also asked about COA door; told engineers will take into account. Roseann McClafin - Presented an Open Meeting Violation Complaint she filed. Said she “hopes it will be used as a learning” opportunity. Read complaint aloud.

Rich Holzman – Town looking good.

Barbara made a motion to adjourn at 8:00pm and James seconded the motion, all voted aye.

Respectfully Submitted

Katherine Warden

John Baldasaro – Chair

Barbara P. Huntoon - Vice

James Higby -Clerk

There are 4 pages for 12 August 2019 Select Board meeting