

**Town of Chester**

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

**Minutes**

**August 8, 2016**

1. Acting chairman Barbara Huntoon opened the meeting at approximately 6:15 p.m. John Baldasaro will not be in attendance this evening, but will call in for the 7:00 p.m. zoning board of appeals meeting.
2. Minutes of 8/1/16 were accepted and signed. Warrants were signed.
3. John Murray: Highway Dept. Described duties performed over the last couple of weeks. (See explanation on file). Have been filling potholes, mowing, work performed at the water treatment plant. Helped with the move of the Selectboard office.

Discussed ERR process as presented. Two submittals ready to sign for CIPR work. Rene questioned the process, had any cores been done on the road. He then explained the chip seal & CIP process. Felt we should be adding "Portland cement" to this part of the road to get a better job. The board instructed John M. to contact Gorman to come and do cores before we go any further.

John Murray then discussed his request for a raise. There was talk of how it had been handles in the past with past superintendents, with a 6 month review. He has been here 11/2 years and was told he would be reviewed in July. Barbara suggested we need to look to the future and how it should be handles, and not to the past. She would like to see evaluations done for both John and the highway crew a least once per year, preferably on their anniversary dates. John was instructed to come up with evaluation forms and get the process started. Both Rene and Barbara felt that given the salary survey done recently, that John was somewhere right in the middle with his peers and at this time was being paid accordingly. John will pursue the evaluation process.

Discussion of repairs to sidewalk outside of COA door. Pat will follow up with the names given to see if we can get someone out to help. Contractors have been here to look, but have not come through with estimates.

At this time Barbara moved to adjourn the meeting until after the Zoning Board of Appeals meeting which was advertised for 7:00 p.m. Rene 2<sup>nd</sup>.

7:18 p.m. the Zoning board meeting concluded, the Selectboard reopened their meeting.

John Murray, cont. In regards to compensation, Rene suggested john M. also look at benefits package provided. Not all towns offer the same and Chester is somewhat generous in some areas. OT on Sundays, admin help, vehicle, 80% health coverage.

Barbara asked about his job description. It was reported that there is no formal job description as that is what the former BOS agreed to. Not sure if there is one for the crew. This discussion grew to include others, including the Admin. Pat will gather what there is and report back next meeting.

Discussion of water shut off notices. We do not have a "policy" about delivering door knockers, and who should deliver them. Police? Certified letters? Pat will review laws and what other towns do and report back.

Approval of Chapter 90 requests for chip seal on Bromley and Blandford Rd approved and signed with the contingency that monies are available after final decisions are made about ERR.

#### Town Administrator comments

Pat reported that Richard Holzman was willing to serve as the PVPC alternate commissioner. Barbara moved, Rene 2<sup>nd</sup>. Unanimous.

The town clerk submitted a list of Appointments to the Board of Registrars to be approved.

Ann Daley, Dem., Jerry Zebrowski, Rep., Thomas McFarland, Dem.

Barbara moved the appointments. Rene 2<sup>nd</sup>. Unanimous

Pat brought up the appointment as TAC representative, which has not yet been done. Suggestions: John Murray. Pat will research and find out about schedule, time commitment, etc. and report back. Although it does not have to be the super, it would be helpful.

#### Citizens comments:

Duane Pease asked about the issue of the towns acceptance of land given to them by Aldo Bizzozero a number of years ago for the driveway to the town garage. Apparently it was passed at a town meeting but never recorded. Pat will research. Possibly it would be easier just to do a Right of Way now if we can't verify the acceptance.

Rene brought up questions of Pat's time and whether it might be something to look at in the future. He is aware of what other towns have in regards to their administrators, etc. Or maybe some kind of assistant is needed. Further review needed down the road.

Barbara moved to adjourn at 8:30 p.m. Rene 2<sup>nd</sup>. Unanimous.

Respectfully submitted,

Patricia D. Carlino, Town Administrator

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John Baldasaro, Chairman

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Barbara Huntoon, Vice Chairman

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Rene Senecal, Clerk