

Town of Chester
Board of Selectmen
Minutes
November 28, 2016

John Baldasaro opened the meeting at 6:00 p.m. Minutes from 11/21/16 were approved and signed. Warrants approved.

Highway Review: John M. was not in attendance. Rosanne gave a financial overview of where we stand with Chapter 90 funds. Also presented the first draft of the Paver study. Rene asked about the county bid. Ro explained that as we had received a lower bid for the line painting then using the county bid, it was not necessary. Ro also explained she was gathering wage information from other towns about the administrative assistant positions. Rene contributed that Hinsdale has an admin at \$20.00 per hour.

Erica Johnson, PVPC: Public Forum regarding Community Development Block Grant 2016, Community Development Strategy for Town of Chester. Erica informed the Board of those priority projects that had already taken place, those that were in transition, and those that were still on the list as "to do". Discussion was held as to what, if anything, the Board wanted to reprioritize, add, or change. Some of the previous procedures under this Grant has changed, and Erica is learning her way around them. She suggested we stay with those projects that have been included with the regional applications, but suggested that the town may also now go forward with it's own as well. Barbara asked about the time table for the needs assessment for Senior Center/Library. Erica is in the process of preparing an RFP, primarily for the Senior Center. Hopefully will be ready to go out by February. John asked that Erica keep us informed throughout the process. Roads? Not really recommended for this application, but can be left on the list as an addition for other grants. John suggested we be looking at Clean Energy Development such as Solar or Wind also.

Rene asked Erica at this time who represents Chester as far as the TAC and MPO boards. Pat to give Andy McCaul a call.

Erica also informed the board that for the first time she can remember, there is excess monies available in the 'program income' account for all towns. They are waiting for the "demolition" project to go through. Pat is waiting to see if we obtained the grant recently applied for. Should know by end of month.

Elevator: There may be something available coming up through the ADA Transition Plan, but still a few years out. Will stay in touch.

John moved to postpone discussion of job descriptions until next week. Pat still needs to gather some information. Pat should look to incorporate Rene's old job description into highway Super's. The Board would like a little more structure and formality in the job description, and specifically spell out evaluations and performance review process.

Discussion of Administrative Assistant position recently passed at the STM. Town counsel Judith Pickett researched the need to advertise the position and advised the Board that it was not necessary. More discussion followed about rate of pay. The scale as explained to the voters was that it was “up to” \$17.50 per hour, which currently \$2.12 over the rate for the Highway Admin alone. Barbara moved to appoint Rosanne McLaughlin to the position at the rate of \$16.44 per hour, beginning with January 1, 2017, with a 90 day review and then a 6 month review. Rene seconded. Unanimous.

Pat reported that after speaking with Bill Clark, Plumbing Inspector, it was determined that the yearly education expenses he had inquired about were indeed for his continuing education for “Inspector”, and not for his individual license. The board felt it was feasible that the town pay for that continuing education (approximately \$350) per year. Bill will bring in the information regarding the classes, and any receipts he has already paid for.

Change of BOS meeting nights: It was discussed moving back to twice a month meetings. After discussion, it was decided that the Board will begin holding their meetings again on the 2nd and 4th Mondays of the month, beginning January 9th, at least for the months of January and February.

The board received financial printouts of the budget to date. A question was asked about the town clerk’s expenses, as one of the accounts showed a deficit. Pat will check into it and report back next week.

Citizens comments: Ed Meecham questioned the use of highway personnel as flaggers vs Police Detail. Rene spoke to John M. about this. John will be more in tune next project with what is needed and what can be absorbed by the contractor.

Ron Ouimette: Transfer station repairs. Ron has coordinated the repair dates with the highway department and CMELD for next Wednesday, Dec. 7th. Pat will submit an ad to Country Journal with the closure information. The Board instructed Ron to make sure he coordinated his work with the Building Inspector. Ron also had some suggestions for town meeting and the way votes are counted. The Board took them under consideration.

Barbara mentioned her conversation with Mike Knappe. She will draft a note to him regarding the kinds of information the town is looking for from Comcast, such as compete buildout, starting dates, etc., to see if the process can be moved along any quicker.

Pat mentioned to the board that there had been someone in regarding their well going dry on Bromley Rd.

There being no other business Barbara moved to adjourn, John 2nd, Unanimous. Meeting adjourned at 7:50 p.m. Next scheduled Monday, December 5th at 6:00 p.m.

Respectfully submitted,

Patricia Carlino

Town Administrator

John Baldasaro, Chairman

Barbara Huntoon, Vice Chairman

Rene Senecal, Clerk