

# TOWN OF CHESTER

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

### Meeting Minutes

November 20, 2017

Attendance: BOS-Chairman John Baldasaro, Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafin, Bob Daly, John Foley, Wilma Foley, Adrienne Johnson, Cheryl Provost, Mary Ann Pease, Peter Spotts (Country Journal)

- I. **Chairman Baldasaro called the meeting to order at 6:00 p.m. on November 20, 2017**
- II. **Minutes from last meeting date November 13, 2017 were approved and signed.**
- III. **Warrants were approved and signed.**
- IV. Chairman Baldasaro opened topic of suggestion to rearrange recycle containers at Transfer Station brought up at 11/13/2017 meeting. Bob Gauthier left diagram of suggested positioning, discussion followed, Clerk Senecal suggested swapping position of containers to allow better access, and feels the Transfer Station would benefit from improved lighting. Vice-Chairman Huntoon suggested moving appliance container to right of entrance gate. BOS approved movement of unused container and redeemable container, no action to be taken regarding recycle containers at this time.
- V. **Adrienne Johnson/Farmers Market:** Ms. Johnson -in conjunction with Chester Hill Association -here to propose the creation of a Farmers Market located at the old Chester elementary school, Mary Ann Pease noted the Town owns the lot behind the church as well for overflow or expansion. Discussion followed regarding what day(s) market would be open-likelihood of Saturdays, where proceeds from the fees for space rental would go-possibly Chester Hill Scholarship Fund or Town Recreation account and any possible conflict with Chester Theater usage of parking area. Town Administrator Carlino referenced agreed upon terms of sale that may restrict this type of use. Chairman Baldasaro feels this is a great idea- Ms. Johnson to move forward with process for development of market.
- VI. **Treasurer:** Chairman unhappy that Town Clerk Susan Kucharski was not present for discussion. Town Administrator Carlino noted Ms. Kucharski was not feeling well and had relayed information that she (Town Clerk) stated the discussion of the lock box issue had been reviewed multiple times, and that she would agree to whatever terms the Selectmen determine for course of action. Chairman Baldasaro stated he wanted to clear communication and eliminate perceived "under current" between the Clerk and the Treasurer. Vice-Chairman Huntoon asked if the Clerk had hired an assistant-YES, and shouldn't the BOS have been informed. Chairman Baldasaro asked for an updaters from the Treasurer-Treasurer Cheryl Provost noted that all accounts should be balanced by 12/1/2017. Auditor to be notified so exit audit can be done. Treasurer stated a few items need research and correcting entries to finalize payroll deduction errors, and that going forward should be a smoother process. Discussion followed regarding remaining payroll issue, account statuses, Treasurers' office hours and lock-box installation in Treasurers' door. Tax Collector Mary

Ann Pease offered to provide back up for the Treasurer when she is absent during her posted hours by accepting turn-overs as needed, but feels strongly that a lock box would provide a secure place for sensitive documents. Town Administrator Carlino to notify departments that the Tax Collector will accept turn-overs on behalf of the Treasurer when the Treasurer is not available during regularly posted hours. Lock box to be installed in Treasurer door for nsensitive documentation. Discussion followed regarding past practice of the Town employing an Assistant Treasurer and option of adding line item for next year budget. Chairman Baldasaro brought discussion back to topic of communication and desire to resolve “under-current” between Treasurer and Clerk, requested meeting December 4, 2017 to include both parties. BOS requesting information from Town Clerk regarding new hire of Assistant Town Clerk.

VII. **Review of Magni variance:** Zoning By-Law does not allow variance to be given by Board for extension of a non-conforming structure-Town Counsel also stated Board cannot give variance based on the law. Clerk Senecal motioned to comply with non-conforming structure By-Law and therefore deny variance request and to refund Mr. Magni fess associated with application, Vice-Chairman Huntoon seconded, unanimous. Town Administrator to notify Mr. Magni.

VIII. **Request for Town Hall usage December 9, 2017 unopposed.** “Jah Jam” music event facilitated by Joel Robinette to be held 12/9/17 1:00 pm in Town Hall auditorium, free and open to the public.

Board of Health has received an applicant to fill the open position, will review at their next meting 11/27 and report to Board of Selectmen.

Clerk Senecal suggested change to policy that Highway Superintendent presence not required at every BOS meeting, but would like to have Superintendent Murray present a minimum of two times a month to improve communication. Discussion followed – Chairman Baldasaro requested Murry attend 12/4/2017 meeting.

Vice-Chairman Huntoon noted Kathy Engewer created a flyer for the Tree Lighting ceremony and posted it to Facebook to promote the event as well as posting it on the bulletin boards at both Rte.20 and Bromley Rd fire station. Administrator Carlino also posted event on Town website and in the Country Journal.

Citizen Comments:

John Foley suggested questions for Superintendent to be put in writing to him and that Murray be present the second Monday of each month to provide a structured schedule and allow preparation, Mr. Foley also suggested that when BOS requests Department Heads present that the time required for them to be present be as early on the agenda as possible and allow Citizen Comments related to discussion to be made at that time, and to allow them to leave as soon as possible. Mr. Foley asked if the BOS were tracking “improvements” made by Murray as per BOS directive and if they “had a plan”, the Board stated YES.

Chief Innicki to request “Emergency Preparedness” report from Richie Small to accommodate request made by Bob Daley for review of document.

Bob Daley requested amendment to his statement 11/6/2017 that Steve Cooper had called him regarding payroll deductions- in fact, Mr. Daley had contacted Mr. Cooper to inquire if payroll errors had been

resolved. Mr. Daley also presented a report from the Franklin Regional Transportation Association (FRTA) noted that ridership has declined drastically but the need has increased. Discussion of FRTA scheduling and services and Town support of possible alternatives. Mr. Daley and Mr. Foley to attend consortium meeting. Mr. Daly reiterated his previous BOS meetings' comments of support for the BOS regarding the school committee and budget meetings. Vice-Chairman Huntoon noted the Town representative to school budget meetings were allowed in union negotiations only and that administrative salaries are a "done deal" again.

Mary Ann Pease asked what was the Board thinking regarding the NEFF property-would hate to see tax break given without access guaranteed. Discussion followed, research to be done to find documentation/minutes related to property.

There being no further discussion Chairman Baldasaro motioned to adjourn, Vice-Chairman Huntoon seconded, meeting adjourned at 8:03 p.m.

NEXT REGULARLY SCHEDULED MEETING NOVEMBER 27, 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