

TOWN OF CHESTER

Board of Selectmen/Water Commissioners/Zoning Board of Appeals

Meeting Minutes

December 11, 2017

Attendance: BOS Vice-Chairman Barbara Huntoon, BOS Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafin, Gene Watters, Bob Daly, Peter Spotts (Country Journal), Richard Holzman

- I. **Vice-Chairman Huntoon called the meeting to order at 6:00 p.m. on December 11, 2017**
- II. **Minutes from meeting date December 4, 2017 were approved and signed.**
- III. **Warrants were approved and signed.**
- IV. **Liquor License Approval:** Approval for renewal of existing liquor licenses for The Blue Note Café, The A&L Market, The Chester Village Market and the Chester Common Table, Clerk Senecal motioned to approve renewal of above noted existing liquor licenses, Vice-Chairman Huntoon seconded, unanimous-licenses approved.
- V. **Town Administrator Patricia Carlino:** John Murray now unable to attend due to new sander needing to be installed on F-550 and preparation for expected snow fall Tuesday– Pat provided information from John Murray to BOS regarding International plow truck and damage to sander. International truck is out for repair-Clerk Senecal questioned decision to authorize repairs and vendor qualifications. John Murray contacted via speaker phone to clarify. Murray felt repairs necessary to ensure departments ability to perform snow removal duties. Sander attachment “totaled” due to accident while plowing Saturday 12/9, Murray called selectmen to inform them of accident and damages. Murray authorized purchase of sander-Clerk Senecal felt this was a poor decision, believes other options available i.e. request assistance from surrounding towns or outside vendor. Vice-Chairman Huntoon recognized Senecal’s concern, feels discussion with full BOS needed as they (Huntoon /Senecal) do not know what was discussed by the Chairman and Superintendent.

Vice-Chairman Huntoon asked the Town Administrator when the Treasurer notified her (Carlino)that the Treasurer would be unable to attend meeting 12/4/2017 as scheduled-Carlino noted she was told the afternoon of 12/4. Vice-Chairman Huntoon noted that the Treasurer had posted on November 29 that she would be at a meeting in Westhampton on December 4, Huntoon noted that the selectmen’s office should have been notified sooner.

Town Administrator Carlino attended Montgomery Fire Chief Frye’s funeral, discussion followed regarding attendance and service.
- VI. **Citizen Comments:** Bob Daley asked for clarification regarding liquor licenses-Vice-Chairman Huntoon noted these were existing licenses up for renewal-not new issue licenses. Mr. Daley also voiced concern regarding

snow removal budget-discussion followed regarding deficit spending of snow related accounts. Daley also remarked that the “new” website is an improvement-Town Administrator Carlino noted the need for items to be uploaded to website must be provided in an electronic file-Carlino to draft memo to departments to clarify.

Clerk Senecal opened topic of Transfer Station-feels lighting is an issue, gave recommendation to CMELD for location of additional lights. Discussion followed regarding relocation of unused containers and drainage-what options available-does DEP need to be notified? Carlino to verify if DEP needs to issue new site permit or other action needed. Bob Daley offered information: only 144 dump permits issued this year-Chester has over 600 homes, questioned disparity, discussion followed regarding oversight of Transfer Station and security cameras at site, Vice-Chairman Huntoon topic tabled until after first of year when Board of Health representative would be available to attend. Daley also questioned if Chester was prepared for the deadline for the Community Compact IT Grant submission-Town Administrator Carlino noted this is a community grant and that PVPC is processing the application. Daley asked if the Emergency Response Plan had been located yet, Vice-Chairman Huntoon directed Town Administrator to draft letter to Fire Chief Small requesting plan, Clerk Senecal to contact Bruce Augusti from MEMA to request plan.

Richard Holzman noted continued progress by Comcast regarding build-out and lack of progress regarding the hanging section of pole on Abbott Hill. Discussion followed.

Admin Asst McClafin asked for clarification for posting and documentation of snow salary expenses. It was determined only overtime related to snow removal to be posted to snow salary account. Also notified the BoS that she will be out of the office 12/18-20 on bereavement leave.

Clerk Senecal believes purchases over \$5000.00 must be approved by the BoS - Administrator Carlino to research.

Vice-Chairman Huntoon requested Carlino send information to Country Journal regarding change to BOS meeting schedule - meetings to be held 2nd and 4th Monday of the month during Jan and Feb, return to weekly meetings in March.

There being no further discussion Vice-Chairman Huntoon motioned to adjourn at 7:10 p.m., Clerk Senecal seconded, meeting adjourned.

NEXT REGULARLY SCHEDULED MEETING DECEMBER 18, 2017 6:00 P.M.

Minutes submitted by: Rosanne McClafin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk