

TOWN OF CHESTER

Board of Selectmen/Water Commissioners/Zoning Board of Appeals

Meeting Minutes

March 5, 2018

Attendance: BOS-Chairman John Baldasaro, Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafflin, Gene Watters, Bob Daley, Sean Callahan (Country Journal), John Foley, Wilma Foley, Morgan Jacquemin, Brian Farr, Michael Hickson, Beth Wright

I. Chairman Baldasaro called the meeting to order at 6:00 p.m. on March 5, 2018

II. Minutes from last meeting date 2/26/2018 were approved and signed.

III. Warrants were approved and signed.

Chairman Baldasaro asked Town Administrator if the owner of 71 Cooper Drive was able to obtain septic permit, she noted not yet as the application must be reviewed by the Conservation Commission due to the proximity of a waterway.

IV. Inter-municipal agreement for Shared Economic Development Director: commitment by the Town to participate in funding the position for next year. Vice-Chairman Huntoon motioned to approve as submitted, Clerk Senecal-seconded, unanimous.

Time allowing: Vice-Chairman Huntoon relayed news from document/information folder:

- Pending final legislative approval, Chester's Chapter 90 award for Fiscal 19 will be \$233,111.00
- ADA Grant application for Town Hall elevator denied.
- Massachusetts Office of Technical Assistance information and training schedule to be forwarded to Fire Chief Richard Small as it relates to emergency responders.
- David Pierce appointment as "perambulist" who will walk Town boundaries. There are no guidelines for process, Art Lindberg from Assessor's office has provided a map for reference. Pierce will need authorization from land owners for access to boundaries on private land. Vic-Chairman Huntoon motioned to appointment David Pierce as Town preambulist, Clerk Senecal-seconded, unanimous.

V. Bryan Farr: request permission to place a temporary sign on Town owned property on Route 20 near the "Classic Pizza" sign for the Chester Village Enterprise Center, MassDOT to install permanent sign in the future. Farr provided the Board with photographic suggestions for signage. The Board offered no objections. Farr also requested permission to create and place a "Public Art Piece" in the design of an old traffic sign to draw attention and perhaps provide a "photo op" for passersby, suggested location on corner between Middlefield Road and Route 20, may have fund raiser to raise funds for project. Board offered no objections and agreed both good ideas.

Moved ahead on agenda to Town Administrator

- VI. **Town Administrator-Patricia Carlino:** She noted Mr. Magni has come into the office to discuss his appeal to the Zoning Board of Appeals to build a porch. Due to the zoning he had been denied a permit and he has spoken with the Planning Board Chairman researching means to change zoning of his house, Carlino explained one cannot change in that manner, as it would be "spot-zoning" which is illegal, neighborhood zoning would be the only option, Carlino instructed Mr. Magni to speak to BOS and Planning Board again to clarify.

Clerk Senecal questioned damage to plow mirror, Administrative Assistant McClafin noted damage due to wing plow catching pavement edge and swinging back into the mirror.

Vice-Chairman Huntoon questioned Town Administrator Carlino about her attendance at the Mass Interchange Working Committee Group public meeting as Clerk Senecal had agreed to attend as Chester's representative and Carlino has stated issues with time in the past. She noted Carlino had been erroneously noted as a Chester Selectmen. Carlino stated she had signed in at the meeting as Town Administrator and as it was a public meeting and she had the time to attend, felt it would be useful information to be aware of.

- VII. **Department Head-Town Clerk:** Town Clerk Susan Kucharski stated things are "going well"- very busy. Most budget items were submitted as level funded, but she explained to the Board she requested additional funds of \$2000.00 for election cost this year as there are 2 State elections. Kucharski stated it is very difficult to project expenses associated with the elections due to manual ballot counting. Funds would be used to purchase "Clear Ballot" software which would eliminate errors that can cause additional man hours for ballot counting. The \$500.00 investment would save money going forward by reducing these expenses. Chairman Baldasaro questioned how the software would handle "write-ins", Kucharski clarified that the scan function can process them. Clear Ballot processing is pending legislation in Massachusetts, but the item must be on the Annual Town Meeting warrant to allow for purchase when/if the legislation passes. Vice-Chairman Huntoon asked if she (Kucharski) had gotten notification of monies for unfunded mandates and Kucharski noted that she had completed all required reporting but would not know when funds are paid as they go directly into the general fund and she does not see it. Kucharski informed the Board that she is planning a "Candidate Night" to provide information to voters once all nomination papers have been received. Chairman Baldasaro asked how many nomination papers had been taken out, Kucharski noted 4 with three returned and more being taken out "tonight". She stated the deadline to submit nomination papers is March 15, 2018. Ms. Kucharski informed the BOS that dog license sales are at 236 and are ahead of the past 2 years at this date. She said residents are indicating interest in a 3-year dog license, a revision would have to be made to by-laws for correct verbiage. Kucharski also requested the BOS consider additional funds to purchase software that maintains a data base of licensed dogs. This software would track and print licenses (vs. handwritten), identify dogs by multiple means, and aid Animal Control Officer, Police and Town Clerk in related dog matters. Discussion of fines and related process, the Board would like more information, Kucharski to provide. Ms. Kucharski also stated she is in the process of sending out the second mailing for census requests. Discussion of verification of census information to school department information regarding number of Chester students enrolled.

COA Director: Ms. Kucharski reported the COA is "humming along". The FY19 budget request was level funded, she believes the expected State increase will cover additional cost. COA meeting Monday 3/12/2018 with architect/site reviewer for proposed COA expansion and to look at elementary school space. Kucharski reported that the dining center has solid attendance- Highland Valley Elder Services are happy with the numbers and home visits have increased. She also offered that several towns are withdrawing from the Southern Hilltown Council on Aging Consortium. The Consortium "lost" \$26,000.00 in funding due to missed deadlines by previous director; an interim director will be named 3/6/2018, Kucharski is meeting with PVPC representative next week to pursue additional funding for a paid director position. She is also meeting with legislators regarding FRTA budget and constraints. She also noted the Assistant Town Clerk has been an excellent addition.

Town Administrator Carlino informed the BOS that we are eligible for insurance reimbursement for repairs to the Building Inspector's office due to water damage. Will also replace floor in vault and basement hallway.

Chairman Baldasaro opened discussion to East River Road/ MassWORKS Grant. Clerk Senecal feels different processes for different sections of the road may be more cost effective, the Board agreed. Clerk Senecal stated desire to go into executive session to discuss redetermination of construction details, MassWORKS financials, contract negotiation and details. He does not feel "blanket" full depth reclamation necessary for all areas and requested a breakdown of East River Road in sections noting length and width, and calculation of cost associated with alternative methods of repair. Administrative Assistant McClafin to recalculate by section and process (sections/processes yet to be determined) Chairman Baldasaro requested scheduling of executive session 3/12/2018 for contract negotiation.

Clerk Senecal stated "Complete Streets" funding approved for 5 years. (The Town adopted a Complete Streets policy in 2016 completing Tier 1 requirement to be eligible for funding), Tier 2 involves detailed multiple project proposals preferably determined by a committee, Administrative Assistant McClafin noted that she has been working on details of the Tier 2 requirements and has discussed forming a committee with the Highway Superintendent, Police, Emergency Responders and Town Administrator. Senecal noted it would be advantageous to have business owners and citizen involvement suggesting a committee of 12 with 50% comprised of citizens and business owners. Committee to be formed.

VIII. Citizen Comments:

Michael Hickson asked if the vacant Board of Health position had been filled-No, BOH members to attend BOS meeting 3/12/2018 to review.

John Foley offered that in the past he had problems with the VA in Leeds, but stated that he met with VA Agent Tom Geryk here last week with "fantastic results". Tom was very helpful; he resolved Mr. Foley's issues and offered additional information for services that Mr. Foley was unaware of. Mr. Foley also stated that the stones the Highway Department put on Abbott Hill are working but he believes there needs to be more added. Additional discussion of the road condition and solutions followed. Highway Superintendent Murray to review and potentially add more stone. Mr. Foley also noted need for Sylvester Hamilton Road to be crowned.

Bob Daley asked for update from GRSD meetings, Chairman Baldasaro relayed that the next school committee meeting will work on getting the 6 boards of selectmen to endorse the pilot program for assessment stabilization. He noted improved communication and good cooperation between towns and the need to educate residents and voters on the program and its benefits. Daley also asked about the status of the full day pre-school proposal and Baldasaro noted it looks feasible and has real potential, may lead to a re-opening of a closed school. Additional discussion of topic followed.

Clerk Senecal expressed disagreement with warrant item posted to snow removal account for damage to mirror on plow, additional discussion of topic and options followed. Senecal also questioned MassWORKS documentation for bid advertisement, contract information and processes of full depth reclamation planned for the project. Admin. Asst. McClafin noted she had not posted any of the documents related to the bid process as she was waiting for review assistance from MASSDOT. He also questioned the lack of the Assistant's presence at the Town garage as was discussed by the Board in a prior meeting, McClafin noted that while she had complied with the Board's request to "have hours" at the garage, it was more disruptive to move back and forth between the facilities. She stated the work she performs cannot be managed in "blocks of time", but requires flexibility to alternate between department needs and to provide support to the Town Administrator. Additional discussion questioning number of hours committed to "garage" work vs. "town hall" work. Chairman Baldasaro would like her to spend more time at the garage, additional

discussion planned for next Monday BOS meeting. Clerk Senecal also questioned “missing documents” from the garage that were available during his employment as Superintendent, McClafin noted that when she started as Highway Admin., she boxed many old documents and stored them in the garage. She also noted it was reported to her that during the time between Senecal leaving the department and Murray joining it, record retention had been done with garage documentation and could not speak to what had been destroyed or retained.

Vice-Chairman Huntoon questioned \$92.29 entry to “Memorial Day” account -Carlino noted for flag purchase, Huntoon asked if “we” were not doing Memorial Day this year, but Carlino has had no confirmation from parade committee.

There being no further discussion Chairman Baldasaro asked for motion to adjourn the meeting. Motion made by Vice-Chairman Huntoon, seconded by Clerk Senecal. Meeting adjourned at 8:06 p.m.

NEXT REGULARLY SCHEDULED MEETING 3/12/2018 6:00 P.M.

Minutes submitted by: Rosanne McClafin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk