

TOWN OF CHESTER

Board of Selectmen/Water Commissioners/Zoning Board of Appeals

Meeting Minutes

October 2, 2017

Attendance: BOS-Chairman John Baldasaro, Vice-Chairman Barbara Huntoon, Clerk Rene Senecal, Town Administrator Patricia Carlino, Administrative Assistant Rosanne McClafin, Gene Watters, Bob Daly, Beverly Cooper (Town Accountant) Mike Donovan (Country Journal)

- I. **Chairman Baldasaro called the meeting to order at 6:00 p.m. on October 2, 2017**
- II. **Approval of Minutes:** BOS meeting minutes of September 25, 2017, BOS regular and Executive Session minutes September 18, 2017 were approved and signed. Chairman Baldasaro asked if there were questions related to the minutes. Clerk Senecal noted that he did not sign the Executive Session minutes after listening to the audio “more than once”, as he feels they “did not have enough info”. Chairman Baldasaro and Vice -Chairman Huntoon noted they had already approved and signed. Vice-Chairman Huntoon felt they were comprehensive and that minutes should be an “outline”. Vice-Chairman Huntoon asked if audio minutes were available on-line, Admin Asst. McClafin noted the website is not ready for audio uploads and that the files are too large for email transmittal, but audio can be transferred to a flash drive.
- III. **Warrants were approved and signed.**
- IV. **Accountant-Beverly Cooper:** Chairman Baldasaro requested additional reports from accountant, Bev to provide. Accountant reported good progress on account reconciliation with Treasurer and consultant, noted that interaction was good, Treasurer was doing what she needed. Treasurer took training class in Amherst over the summer. Discussion of account balances.

Discussion was interrupted by resident Mike Jette- noting that the absence of Tax Collector (who is on vacation) makes it difficult to submit tax payments, also requested letter from BOS stating he cannot place a mailbox at his residence to receive free post office box at the Post Office.

Bob Daly asked when Treasurer audit would be complete-expected in December when books are balanced. Accountant to be present at Department Heads meeting 10/23/2017.

- V. **Town Administrator-Pat Carlino:** Huntington and Russell to hold Special Town Meeting regarding GRSD budget on October 18, 2017. Chester Special Town Meeting to be held Wednesday October 25, 2017 at 7:00 p.m. for school budget vote. Discussion of verbiage for warrant. Warrant must be posted two weeks prior to meeting date in order to comply with posting requirements.

Update of MA American with Disability Act (ADA) grant application for Town Hall elevator repair/replacement. Grant procedures request that design service is paid for by Town, discussion of balances from unused/outdated account to transfer to create a new "design services" account. Chairman Baldasaro noted good use and clean of up unused and funded accounts.

Administrator Carlino related a request from the Town Clerk for a community bulletin board to be erected at the Transfer Station, as the majority of residents go to the Transfer Station on a regular basis, and would provide an additional venue for information sharing-discussion followed regarding security and maintenance. BOS would like to wait and review more information and options.

Shared service questionnaire completed. Right of first refusal signed by Board regarding Abbott Hill Road property. Discussion of school department memo regarding Town Representation for Collective Bargaining.

Adoption of fuel efficient motor vehicle policy to comply with Green Community requirements. Motion made by Vice-Chairman Huntoon to adopt fuel efficient motor vehicle policy, Clerk Senecal, seconded, unanimous. Discussion of road inventory corrections and updates needed and procedures required to provide information to the Commonwealth and MASS DOT. Discussion of Kinne Brook road culvert to be installed by Trout Unlimited.

- VI. Vice-Chairman Huntoon questioned speeding on Middlefield St., asked if cops do stops? Chairman Baldasaro noted that speed control is a routine part of all shifts. Vice-Chairman Huntoon also related information regarding Westfield's vocational training, noting that vocational training is a big draw to Westfield schools, referencing the successful aviation program provided by Westfield Technical Academy. Vice-Chairman Huntoon also noted that housing sales are up but the argument that the Hilltowns are "too far" needs to be addressed. Huntoon would like Economic Development coordinator Jeannie LeClair to reach out to Westfield's Chamber of Commerce representative Kate Phelon for additional information. Administrator Carlino suggested contact with banks of bank owned properties for better care of empty homes-possible institution of penalties for unkempt properties.

VII. Clerk Senecal stated that he would like it noted that the topic of the F-350 be brought back up at next regular meeting.

VIII. **Citizen Comments:** Bob Daly requested risk assessment survey done approximately 10 years ago be made available, Chairman Baldasaro noted the Emergency Preparedness Plan should be available from Chief Small or in the Selectmen's' or Town Clerk's office, Administrator Carlino stated Chief Illnicki was looking for it, Clerk Senecal offered that if necessary, a copy should be available from Bruce Agusti from MEMA.

There being no further discussion Chairman Baldasaromotioned to adjourn the meeting at 7:07 p.m., Clerk Senecal seconded, unanimous.

NEXT REGULARLY SCHEDULED MEETING OCTOBER 16, 2017 6:00 P.M.

Minutes submitted by: Rosanne McClaflin

John Baldasaro – Chairman

Barbara Huntoon – Vice-Chairman

Rene Senecal - Clerk