



TOWN OF CHESTER BOARD OF SELECTMEN
ZONING BOARD OF APPEALS
15 MIDDLEFIELD RD.
CHESTER MA 01011

Thursday, February 16th, 2023

Open Meeting: This meeting is held in the Chester Town Hall Selectboard office with a virtual option.

Selectboard members John Baldasaro, Jason Forgue, and Andy Sutton were present. Applicants Jill Strong, Terry Donovan, Rosanne McClafin, Adrienne Johnson, and Paula Beck were present with resident Tom Beck.

John opened the meeting at 5:30 PM, there were no warrants or minutes to be signed.

- **Highway Dept. Administrative Assistant position candidate interviews:**

The first applicant to be interviewed was Jill Strong who is currently the Administrative Assistant to the Selectboard. Andy briefly discussed that this was a four hour non-benefited position that currently handles the warrant and payroll for the Highway Department. However, Jason stated that he would like the payroll authorization to come back into the Town Administrator and Selectboards office to provide more oversight on the hours submitted by the department. Andy asked Jill what her reasoning was for being interested in the position, Jill answered that as she would be leaving her current role in the Selectboard office and would be having her second child this was a small amount of hours to work that would provide her with a break from being a stay at home mom and some adult time. Andy asked when she planned to work the hours with Highway, Jill answered that with the vendor warrant being due every other Wednesday she thought she would do all of the four hours on Tuesdays to ensure someone was there in the office at minimum once per week to deal with vendors when necessary. Jason stated that he thought in the future the position may expand to assist with grant applications as well as the Chapter 90 paperwork and asked if she had any experience with this. Jill answered that she has some grant experience working in the Selectboard office as well as with Emergency Management but her father is the Highway Superintendent for Middlefield and has helped him with some of the new programs with submitting Chapter 90 paperwork. John commented that this was not the plan as of now, but because the department is evolving and without a current Superintendent the position may evolve with it. Jason asked what her current hours were in the Selectboard office, Jill answered it is budgeted for eighteen hours per week. Jason stated that with the additional four hours for the Highway Department this would put her over twenty total hours making her eligible for benefits and stated that this would need to be kept under that working fifteen for the Board for her remaining time and four for the Highway Department as to keep her under the twenty hours. Jill understood and was fine with that

stating that she has benefits from her husband's job. The Board asked if she had any questions for them, Jill answered that she did not.

The next applicant to be interviewed was Rosanne who is currently the Administrative Assistant for CMELD. John thanked her for joining us commenting that she was familiar with the position as she had done the job previously. Rosanne agreed commenting the only difference was Chapter 90 was all paperwork before nothing digital. Andy stated that our DOT Rep. Dave Stokes is a great resource and very willing to help if she needed. Rosanne commented that Dave was not there when she had the position previously. She stated that she previously had taken care of payroll as well as the vendor warrant and also with CMELD monitors the general ledger balances. Andy asked when she planned to work the hours for Highway, Rosanne answered that she planned to be there one day straight through for the four hours but as she was there if she needed to do some work while she was in CMELD that would be fine. John asked what her hours were with CMELD, she answered four days 7:30 AM to 1:30 PM. John ensured that she was aware this was a non-benefited position, she answered that she did and it did not matter as she already receives benefits through her work with CMELD. Rosanne did comment that she was not interested in the job if it did expand and would like to have her main focus be with CMELD, John stated that was fine and there was nothing happening just yet because there is so much up in the air. The Board asked if she had any questions, Rosanne answered that she did not.

The next applicant was Terry Donovan who is currently the Town Clerk and Animal Control Officer. Andy asked her why she was interested in the position, Terry answered that she thought it would be a fun change from what she currently does and taking care of the vendor warrant was not something beyond her knowledge. Andy asked what her schedule was and when she planned to do the hours for the Highway Department, Terry answered currently as Town Clerk she is in the office Tuesday and Thursday, as ACO she is available as needed, and her business she does from home she is planning on cutting back so would be more available. Jason commented that with the vendor warrant due on Wednesdays ideally the hours for this position would be completed on Monday or Tuesdays. John asked if she was at all familiar with Chapter 90 or the grant process, Terry answered no that she was not. John stated that Chapter 90 can be done along with DOT and grant applications typically are not difficult just time consuming. Jason asked if she had any questions for them, Terry asked them to discuss the expanded role. Jason stated that he was speaking to the difficulty finding someone to fill the Superintendent position and depending on who we ended up with the role may expand to help them however nothing is currently in the works and there was no plan to ever make this a full time position.

The next applicant was Paula Beck who was formerly the Town Accountant. Jason asked Paula why she was interested in the position, Paula answered that since retiring she missed working for the town and missed the people. The four hours would be easy for her to fill and because she was the person receiving the warrant paperwork previously she understood what needed to be done. John commented that the new Accountant is very rigid and she may find that things are different from before, Jill commented to Paula that no one entered their own warrant into the Softrite program now it was all hand written and given to the Treasurer to be sent over to the Accountant. Paula asked what the payroll and warrant schedule was, Jason answered every other Wednesday both were due together. However the payroll would be coming back to the Town Administrator and Selectboard for review. Paula asked who was overseeing the bills with no Superintendent, John answered that the Board as a whole but Andy was the specific member who was dealing with the Highway Department. Paula asked if she would have access to mail as well as the voicemail at the garage to be able to correspond with any vendors when necessary. Jason answered yes that she would and as of now the voicemail was not set up

to be sent to email but that is something that could be done. Paula asked if anyone was currently submitting vendor warrants since Kathy had left, John answered that Jill had been doing this for now and seemed that things were up to date. Paula stated that she also had knowledge of grants from when she was the Accountant as well as some knowledge of Chapter 90 when her husband was the Superintendent. Paula asked if she would be keeping track of her hours or just submitting the four hours every week, Jason answered that at first thought there would be no problem filling the four hours doing some catch up but hoped there would be more to do once things have been straightened out. Paula also commented that she thought it would be a good idea to speak with the Accountant's office to understand their expectations and requirements, the Board agreed John stating that there are Finance Team meetings that she could sit in on and they have come to the office previously to walk people through their process when there are questions. The Board asked if Paula had any other questions for them, she did not.

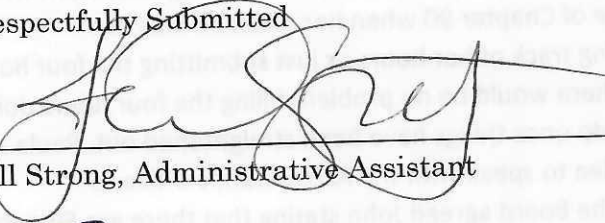
The final applicant was Adrienne Johnson who does not currently work for the town. Jason asked her why she was interested in the position, she answered that she is a stay at home mom who enjoys organization and wanted to provide some help to the town. Jason asked her background, Adrienne explained that it has done mostly clerical work, working for Mestek in Westfield and did much or the creation and organization for their systems and procedures. John was familiar with her work there commenting that was a lot to do. Andy asked when she planned to do the hours for the Highway Department, Adrienne answered that she has an open schedule as a stay at home mom and could work anytime. John asked if she had any grant experience, Adrienne answered no she did not. Jason commented that it would be challenging in the beginning as there is some clean up to do with invoices and other paperwork, Adrienne stated that was not a problem she liked to organize. The Board asked if she had any questions for them, Adrienne answered that she did not.

The Board thanked everyone for applying and joining them this evening. Terry asked when they thought they would be making a decision. John answered soon, probably next week. He commented that everyone that applied has the skills to do the job and is more than qualified. He stated that Jill is leaving her position as Admin for the Selectboard and encouraged everyone who may be interested in that position to apply as soon as it is posted.

Jason made the motion to adjourn, Andy seconded, all voted Aye.


Meeting Adjourned 6:41 PM

Respectfully Submitted



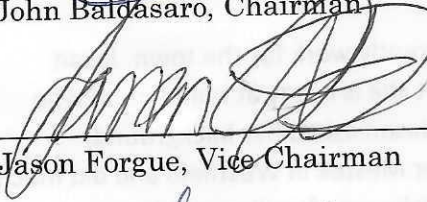
Jill Strong, Administrative Assistant

3/22/23
Date Signed



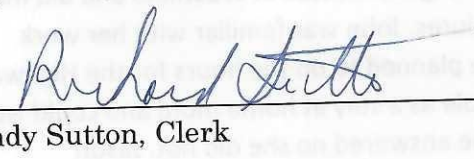
John Baldasaro, Chairman

3/23/23
Date Signed



Jason Fogue, Vice Chairman

3/27/23
Date Signed



Andy Sutton, Clerk

Date Signed