



CHESTER BOARD OF SELECTMEN
And ZONING BOARD OF APPEALS
15 MIDDLEFIELD ROAD
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TownofChester.net

CHESTER BOARD OF SELECTMEN MEETING MINUTES

MEETING: Tuesday, April 4, 2023, 6:00PM in the Selectmen's Office, Town Hall

PRESENT: Selectmen John Baldasaro, Jason Forgue, and Andy Sutton were present.
Town Administrator Don Humason was present and taking the meeting minutes.

Chair John Baldasaro called the meeting to order at 6:25PM once all the members were present.

John Baldasaro stated the purpose of the meeting was to hold interviews for the position of Administrative Assistant to the Town Administrator and Board of Selectmen.

The position will pay \$18 per hour and be for approximately 18 hours a week.

The first candidate was Terry Donovan.

Terry said she already does many things for the Town now including Town Clerk, Elections, and Animal Control Officer. She is familiar with warrants and minutes and other procedures.

She said she could devote about 15 hours a week to the position while still doing her other jobs.

She is comfortable and gets along well with people.

Andy asked why she wanted this job. She said she likes Town work. She said she will likely begin to cut back on her dog work.

Jason had no questions for Terry and Terry said she didn't have any questions about the position.

Brian Forgue was the next candidate.

John asked him why he wanted the job.



Brian said he wants to work in this sphere. Chester is his home, and he would like to give back to his hometown. It is his passion. He stated he gets a weird amount of satisfaction from taking minutes.

John asked if he was still a student.

Brian said he is taking the semester off from UMass Amherst. He feels he can work his school schedule around the job schedule, especially as he learns the job and becomes more familiar with the routines.

John asked what his goals were long-term.

Brian answered, "To work in government!" He likes rural issues, the West-East Rail, and administrative tasks. He said he hasn't had a lot of experience with warrants, but he was involved with many student organizations at school.

Andy asked about his experience with office organization.

Brian said he wrote bylaws and worked for committees at school. He organized appointments, hearings, and appeals processes and managed budget requests and expenses. He said he had experience with digital communications and the Open Meeting Law.

He said he has a "listen first, talk later" style. He tries to be open and as patient as possible. Slow and steady.

John said he didn't want Brian to get sidetracked from school.

Brian said he understood. He plans to use his time to get into the routine. He is prepared to get the connection and balance correct.

Brian had no questions. He thanked the Board of Selectmen for their time.

Tiffany Renardson was the final candidate to be interviewed.

Tiffany said she is new to the town. Her boyfriend bought a home in Chester. She said she left her job in the insurance industry after 15 years. She said she is comfortable and experienced with customer service, writing policies, answering questions.

She said she wanted to be a part of the Chester community. She is currently working at Carm's and talks with all sorts of people at work.

She stated she grew up in Plainfield and missed the small-town life.

John explained the nature of the job and mentioned things like attending the Selectmen's meetings to take notes and filling out the vouchers for the warrants.

Tiffany said that while she hasn't done those things before, she is a quick learner and felt she could handle the tasks with no problem.

Andy asked what drew her to the job.



She said she had been looking for jobs where she could connect with the Town. She had spoken with Don at Carm's one day and he had told her about this position.

John said we are always looking for people to get involved with the Town. There were many volunteer opportunities available with committees like the Cultural Council, Planning Board, Cemetery Commission and more.

Tiffany indicated her current schedule is flexible. She works at Carm's on the weekends. When asked if she had any questions about the position, she asked, "How is the culture at Town Hall?"

Don answered that it was good. People worked well together mostly. It didn't seem to be too clicky. Everyone was busy serving the public as best as possible.

Jason said that he intended to abstain from deliberation and vote due to his son Brian Forgue being a candidate.

John, Andy, and Don discussed the position and the candidates. All agreed the 3 candidates were personable and professional and each candidate had something to offer the Town.

Andy said he felt it was important to go with a person who was already experienced with the aspects of the job. John agreed.

Andy made the motion to hire Terry Donovan.

John seconded the motion.

Jason abstained.

The motion passed.

Terry thanked the Board.

John offered more praise to Brian and Tiffany and encouraged them to stay in contact and hoped they would get involved with the Town in another way.

Jason Forgue resignation.

Jason Forgue then passed out a letter that was dated April 4, 2023, addressed to the Town of Chester that said, To All Town Officials: This letter is to inform all parties that I resign from my position as a select board member effective immediately. Best regards, Jason Forgue.

John Baldasaro made the motion to adjourn.

Andy Sutton seconded it.

Both selectmen voted AYE.

The meeting was adjourned at 7:10PM.



Respectfully submitted,

Donald F. Humason Jr.
Don Humason, Town Administrator

5/4/23

Date signed

[Signature]

5/8/23

Date Signed

John Baldasaro, Chair

Richard Little

Andy Sutton

5/8/23

Date Signed