



CHESTER BOARD OF SELECTMEN  
and ZONING BOARD OF APPEALS  
15 MIDDLEFIELD ROAD  
CHESTER, MASSACHUSETTS 01011

(413) 354-7760

TownofChester.net

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**Monday, June 16, 2025**

**MEETING MINUTES**

Open meeting – This meeting was held in the Council on Aging room with a virtual option.

Selectboard members present were Andy Sutton and Craig Gauthier. Also present was Town Administrator Don Humason, Town Clerk Terry Donovan, COA Director Keirsen Broman, Finance Committee Chair Brian Fogue, Planning Board Chair Liz Massa and members of the public.

*Andy Sutton opened the meeting at 6:00pm. Warrants, minutes and all correspondence were signed.*

Town Business

- Appointments to Boards, Commissions and Other Positions

Appointments received through the Town Clerk were reviewed by the Selectboard. See the attached appointment list.

There was an additional appointment request submitted for the Planning Board. There are typically five members on the board, but six applications were received. There was discussion about adding Veronica Marr to the board as an alternate, which is a non-voting member of the board. Don Humason asked if the alternate would step in as a voting member if all five voting members of the Planning Board were not available. Liz Massa said the Planning Board only needs 4 members to vote. Liz agreed that an additional person would be a good thing.

It was mentioned that a new Assessor Clerk was hired today, 6/16, Renee Hudon. Kendall Bennett wanted to have her appointed to the Assessors' Board, which has an open position available. The board accepted that and had her added to the list.



*Andy Sutton made a motion to accept all the appointments presented. Craig Gauthier seconded, all in favor.*

- Disposition of Old Animal Control Vehicle

Terry Donovan says there are good parts on the vehicle, but it does not start. When she was driving it last year, the transmission was failing. Craig said if the engine is still good, he can contact a junk yard to see if they would buy it for parts. Craig said he will have Richie Small take a look at it as well before contacting a couple of junk yards he knows.

- Volunteers Wanted for Painting

Craig Gauthier is looking for volunteers to paint the horseshoe pits at Emery Field, as well as the flagpole and swing set around the old elementary school on Middlefield Road. He has all the materials already and says it would only be a few hours of work. Terry Donovan suggested Senior Work Off participants. She said Karen Savoy painted for her hours in the past and there may be a couple of applicants that need hours. Jessica Slatcher also suggested the Boy Scout Troop and Brian Forgue suggested Honor Society students.

#### Town Administrator Report:

- Blandford's Public Participation Policy

Don Humason looked into Blandford's policy and said it is like what Chester already practices but in writing. Differences: Blandford holds their public comments at the beginning of the meeting instead of the end. It also says that the public is limited to 3 minutes to speak per person. Otherwise, for longer topics, they would need to contact the Town Administrator and ask to be placed on the meeting's agenda. According to the Town Council, public comments are not required by law at BOS meetings, although the board agreed that they do want to keep public comments in BOS meetings. The board agreed to have the Public Participation Policy for Chester put in writing, allowing public comments at the end of the meeting.

- DEP Wood Waste Landfill, issues with broken fence and vegetation growth

As a result of Don Humason's conversations with DEP about the landfill, DEP inspected the landfill recently to see if the town could save on having monitoring done every other year versus every year. The inspection revealed there is overgrowth around and inside the fenced perimeter that DEP wants cleaned up. Craig said it is very overgrown, and a lot of trees will need to be taken down and the fence will need to be repaired because it has been pulled down by vegetation. Craig thinks the best course of action would be to wait until fall when the leaves have cleared



and try to make a clearing and restoring plan. Liz Massa said it's similar to how DEP requires the Town to maintain the grounds of the Transfer Station for overgrowth and vegetation.

- Novus Insight IT contract increases due to Cyber Security

Novus has notified the town they will be increasing their costs over the next few fiscal years and are offering a multi-year contract. The town typically has a year-to-year contract. Because of Cyber Security, their costs are increasing from \$20,000 to \$24,500. Novus is also expecting a year over year increase of \$2,500, however, that could change. A 3-year contract would lock in a rate for the services so the Town's rates would not increase more than that.

- Small Town Administrators and Managers Annual Meeting. Wednesday, 6/25, Boylston.

Don will attend the Annual Meeting and be out of the office on this day.

#### Public Comments

Keirsen Broman ordered a keypad lock for the COA door and will be getting a whiteboard calendar to post meeting schedule times outside the COA room. She said the keypad was almost \$500 and asked if other departments could chip in a small amount of funds for it since they are using it as well. Don said the COA has more expenses in their budget available than most of the other Town Hall departments at this point in the fiscal year. He said there are only a couple more weeks left to spend funds from that budget and asked that the COA take on the full cost. There was an agreement that if it had been earlier in the fiscal year, other departments would have shared the cost. There will be codes provided for each department which will be changed monthly. Keirsen will be notified by an app on her phone when the doors are opened and by who so they can have security of the room.

Brian Forgue said he is helping Gateway with their search committee to find a new Superintendent. Bob Daley asked if Kristin Smidy plans to stay with the school until someone is hired. Brian said her start date with her new job is flexible, but the school committee also entertained the thought of an interim superintendent if the search takes longer than 2 months. Stephanie Fisk's last day before retirement is 6/28.

***Andy Sutton made a motion to adjourn the meeting. Craig Gauthier seconded and all were in favor. The meeting adjourned at 6:49pm.***



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Respectfully Submitted,

Kim Fox, Administrative Assistant

6/30/25

Date Signed

John Baldasaro, Chairman

6/30/25

Date Signed

Andy Sutton, Vice Chairman

6/30/25

Date Signed

Craig Gauthier, Clerk

6/30/25

Date Signed

Appointments 7/1/2025 FY 2026

Animal Control-- Teresa Donovan

Animal Inspector—Teresa Donovan

Building Inspector—Jason Forgue

Board of Assessors (3 positions available) – Kendall Bennett, *Renee Hudson*

Cemetery Commissioner— Jessica Slatcher

Conservation Commission-- Lora Wade

Paul Waite

Sean Forgue

COA Director—Keirsen Broman

Constable—

Cultural Council (2 positions available)—Muriel Hall

Kim Fox

Carol Hepworth

Electrical Inspector—Nathan Kowakzyk

Emergency Management Director – Charles Dazelle

Fire Chief —Nate Bolduc

Fire Warden—Nate Bolduc

FRTA Rep – Keirsen Broman

Historical Commission---John Hultman

Elizabeth Massa

Charles Schoonmaker

Jacobs Pillow Trail Scenic By- law Committee -- Elizabeth Massa

JLBA Rep/Chester –Elizabeth Massa

Parks and Trails Director--- Elizabeth Massa

Planning Board (5 members suggested, 1 alternate is an option)—Robert Daley

Richard Holzman

Nicholas Chiusano

**Elizabeth Massa**

**Muriel Hall**

**Veronica Marr**

**Plumbing Inspector—Nicholas Chiusano**

**Asst Plumbing Inspector—Aaron Poteat**

**PVPC Commissioner--- Richard Holzman**

**Robert Daley - Alternate**

**Recreation Committee—**

**Tax Collector—Teresa Donovan**

**Town Clerk—Teresa Donovan**

**Wild and Scenic Advisory--- Dave Pierce**