



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

(413) 354-7760

TownofChester.net

Monday, September 22, 2025

MEETING MINUTES

Open meeting – This meeting was held in the Town Hall Auditorium with a virtual option.

Selectboard members present were John Baldasaro and Craig Gauthier. Also present was Town Administrator Andrew Alward, Administrative Assistant Kim Fox, Town Clerk Terry Donovan, Finance Committee Chair Brian Forgue and members of the public.

John Baldasaro opened the meeting at 6:00pm. Warrants, minutes and all correspondence were signed.

Report from Town Departments:

- Appointment to the Board of Assessors (Jonathan Williams)

This was discussed previously at the last BOS meeting.

John made a motion to appoint Jonathan Williams to the Assessors' Board. Craig Gauthier seconded and all voted in favor.

- Soyna Kinch Payroll Update

Sonya was available on Zoom to provide updates on HR updates and payroll for town employees. Employees will have access to an online portal with all their onboarding documents, time-off requests, etc. The current payroll schedule of Thursday – Wednesday does not align



with the employee handbook, which states the payroll schedule is Sunday - Saturday. A change in the pay schedule will improve efficiency and compliance with BOS approvals. Under the new schedule, BOS approves payroll at Monday night meetings, then pay would be released on Friday. Andrew Alward stated the need to have department heads test the system. Sonya said notification of the pay date changes will begin to department heads tomorrow. The transition is expected to take several pay periods.

- Fire Department Bids for New Garage Door

Nate Bolduc obtained three bids for a new overhead door with an electric opener for the fire station. The bid amounts were as follows:

Overhead Door Company \$12,629.19

Northeast Overhead Door \$15,983.00

Unwin Overhead Doors \$10,788.00

John made the motion to approve moving forward with the bid from Unwin Overhead Doors.

Craig seconded and all were in favor.

- Regional School Update with New Superintendent Dr. Melissa Matarazzo

New superintendent Dr. Melissa Matarazzo introduced herself. She said that there are currently 729 students enrolled at Gateway, 115 of which are from Chester.

Stacy Stewart and Amy Mason also provided introductions.

Stacy was the secretary at Gateway for many years and now has begun a new role as the HR Director. She is a Chester resident.

Amy Mason is the Business Administrator. She will runs the Vision Permit program. She lives in Huntington, and her children go to Gateway.

John said he appreciates the relationship the school has with the town and the improvements with the budgeting process.

- Approve Federal Grant Policy & Procedure
- Approve Updated Employee Handbook

Approval for both items will be tabled until the next BOS meeting to allow for further review.



Report from Town Administrator:

- Town Hall Elevator Phone Update

Ready to proceed with reinstalling the phone line through Comcast. They have requested a new contract. An unused cable subscription and cloud subscription were removed from the cost. The new contract will need to be reviewed and approved by the board.

- Cultural Council Update

The Chester Cultural Council now has information listed on the town website with a link to the Mass Cultural Council. Grant applications for FY26 projects are open now until October 16th.

- MCPPO (Massachusetts Certified Public Purchasing Official)

Andrew expressed interest in registering for the MCPPO program to become a certified Chief Procurement Officer and wanted to get permission from the board before moving forward. The board agreed that it would be good for him to enroll.

- Prime Pay Refund

Prime Pay will be issuing a refund for the months that the town and CMELD paid before any services were rendered.

Public Comments and Questions:

Bob Daley said the Water Commission has been working with Craig to redo the Horn Pond manifold. There's only been one bid for logging around the water plant, which read as follows:

\$72,780, for one parcel of the surrounding land. \$31,000 for the second parcel

Craig said he talked to Wayne Pierce about diving, and they are hoping to do so next week, weather permitting.

Brian Fogue said the Capital Asset Planning Committee is meeting for the first time on 9/25.

Melissa McAuliffe said she has a food permit for the Halloween event in Emery Park on 10/25. She asked if, as a vendor, she added liquor insurance to her policy if she could obtain a one day alcohol permit. John said the board would approve once she provides proof of insurance.

The Chester Select Board voted to go into Executive Session G.L.c.30Ass21(b)(1) to discuss the reputation, character, physical condition, or mental health, rather than professional competence



of an individual or to discuss the discipline or dismissal of, or complaints or charges brought against a public officer, employee, staff member or individual. The meeting will end at the conclusion of the Executive Session and not be reconvened in open session.

The public portion of this Selectboard meeting adjourned at 6:35PM



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Respectfully Submitted,

Kim Fox, Administrative Assistant

Date Signed

John Baldasaro, Chairman

Date Signed

Craig Gauthier, Clerk

Date Signed

