

TOWN OF CHESTER  
15 MIDDLEFIELD ROAD  
CHESTER, MASSACHUSETTS 01011

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Monday, December 1, 2025

**CHESTER SELECTBOARD MEETING MINUTES**

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

Selectboard members present Craig Gauthier and Brian Forgue. Also present were Town Administrator Andrew Alward, Administrative Assistant Kim Fox, Town Clerk Terry Donovan, Assessors' Board members Jonathan William and Andy Meyers and members of the public.

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

Report from Town Departments

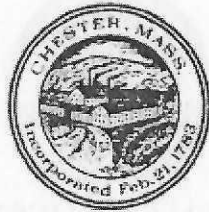
- Maynard Hill Road Issue

Ron Ouimette of Maynard Hill Road addressed the Board regarding damage to his property as a result of the July storm. He expressed concern about the materials from road repairs entering his property, lack of updates and the potential for continued damage in future storms. Ron said he has already completed some repairs and requested reimbursement from the Town. He also raises concerns about the condition of the roadway.

Brian Forgue advised Ron to continue working with the Highway department, Conservation Commission, and the state regarding the issue.

- Sustainable Purchasing Policy – Review and Approval

***Brian Forgue made a motion to approve the Sustainable Purchasing Policy. Craig Gauthier seconded and the motion passed.***



- Appointments

The Cultural Council has two new members requesting to be appointed: Karen Marchetto and Charles Schoonmaker.

The Library Board of Trustees requested to have Lee Myers appointed as one of their members.

The Board determined they would review the submissions and follow up with approval at a future BOS meeting.

- ABCC License Renewal – Classic Pizza / Blue Note

***Brian Forgue made a motion to approve the 2026 all liquor license for Classic Pizza. Craig Gauthier seconded and the motion passed.***

#### Report from the Town Administrator

- Social Media Policy – Review and Approval

***Brian made a motion to approve the Social Media Policy. Craig seconded and the motion passed.***

- Annual Budget Cycle Policy – Review

Brian said that the Finance and Capital Planning Committee requested time to review the policy prior to approval. Florence Bolduc said the Committee is meeting on Thursday, December 4<sup>th</sup> and requested the policy be resent for their review. Andrew agreed to resend.

- Financial Reserves Policy – Review

It was determined that this policy would be reviewed with the Finance and Capital Planning Committee at their meeting as well.

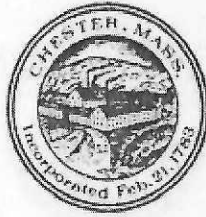
- Employee Annual Review/Check-In Template – Review and Approval

***Brian Forgue made a motion to approve the Employee Annual Review/Check-In Template. Craig Gauthier seconded and the motion passed.***

- Start of Budget Memo with Attachments – Review

Andrew said he would like to move forward with the memo so timelines can be shared with departments and explained that the upcoming budget cycle would be approached as a zero-based budget.

Brian said that he felt the Finance Committee should review the memo. Andrew clarified that the memo is not a policy but guidance for departments to begin budget preparation. Brian asked



Craig if he was comfortable approving the memo contingent upon review by the Finance and Capital Planning Committee.

Florence said that it does make sense for departments to review prior-year expenses and better align budgeting for those items.

- Accounting Department Position Posting

Andrew discussed the job posting and said that stipulations were intentionally excluded to be able to maximize applicants and encourage engagement. Discussion followed regarding the number of proposed hours. Andy Meyers believed the job should be posted as a 16 hour per week position. Florence and Andrew said that 16 hours may not be sufficient for the role. Andy expressed concern about maintaining the 2.5% budget limit and suggested listing the position as up to 24 hours. There was general agreement about that.

***Brian Forgue made a motion to approve the Accounting Department position. Craig Gauthier seconded and the motion passed.***

- Tax Classification Hearing

Andy Meyers presented on behalf of the Board of Assessors. He reported that the tax rate will decrease by \$0.28, resulting in a tax rate of \$18.06, consistent with the prior year. He noted that an accounting error revealed \$50,000 that had not been transferred to stabilization.

The Assessors recommended adopting a single tax rate, which is consistent with past practice.

***Brian Forgue made a motion to approve a single tax rate. Craig Gauthier seconded, and the motion passed.***

***Brian Forgue made a motion not to adopt a residential exemption. Craig Gauthier seconded, and the motion passed.***

***Brian Forgue made a motion not to allow a small commercial exemption. Craig Gauthier seconded, and the motion passed.***

Brian asked about the capabilities of the new assessor software. Andy Meyers said it will improve tracking for Chapter land and property records.

- Discussion of the Old Elementary School RFP

The reviewed the final draft of the RFP.

***Brian Forgue made a motion release the RFP for bidding. Craig Gauthier seconded, and the motion passed.***

Jonathan Williams asked whether site tours would be available for bidders. Andrew said that the RFP outlines that tours will be scheduled for January 5<sup>th</sup>.

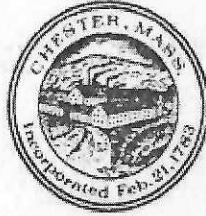


Public Comment

Barbara Huntoon, on behalf of the Chester Foundation, requested a meeting with relevant parties regarding relocating the old Bernie's train car to the Chester Rail Station. She requested involvement from the trucking company, Fire Department, Police Department, Chester Foundation, and the Selectboard. Barbara apologized for any prior miscommunications and emphasized that the project is intended to be a positive addition to the town.

As a member of the Recreation Committee, she also thanked the Board for attending the tree lighting event.

***Brian Fogue made a motion to adjourn the meeting. Craig Gauthier seconded, and the motion passed. Meeting adjourned at 7:02pm***



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

(413) 354-7760

TownofChester.net

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Respectfully Submitted,

Kim Fox, Administrative Assistant

12/24/25

Date Signed

John Baldasaro

12/29/25

Date Signed

Craig Gauthier

12/29/25

Date Signed

Bria Forgue

12/29/25

Date Signed