



TOWN OF CHESTER
15 MIDDLEFIELD ROAD
CHESTER, MASSACHUSETTS 01011

Monday, December 29th, 2025

**BOARD OF SELECTMEN
MEETING MINUTES**

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

Selectboard members present were Chair John Baldasaro, Secretary Craig Gauthier, Member Brian Forgue, Town Administrator Andrew Alward, Administrative Assistant Kim Fox, Nate Bolduc and Liz Massa along with members of the public.

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

Report from Town Departments

- Appointment of Andrew Alward, Jon Williams, Diane Hall and Terry Donovan to the Accountant Interview Committee

This was discussed in a previous meeting.

Brian Forgue made a motion to appoint Andrew Alward, Jon Williams, Diane Hall and Terry Donovan to the Accountant Interview Committee, for the purpose of screening applicants for the Town of Chester Accountant position. Craig Gauthier seconded, and the motion passed.

- Valentine's Day One Day Liquor License – Melissa McAuliffe

This was added to the agenda as a placeholder to ensure availability for board approval once the paperwork is presented.

- Heating Oil Tank at Station 2 – Nate Bolduc

Andrew said that, after review, there are no active contracts with fuel services for any town buildings. He recommended that Nate obtain quotes from multiple companies for siphoning fuel from Station 2 and transferring it to Station 1 to ensure the most cost-effective price. Nate said he will pursue that in the spring as they just had the fuel tank at Station 1 refilled.



- Jacobs Ladder Trail Scenic Byway Donation – Liz Massa

Liz was present virtually and explained that Jacob's Ladder Trail Scenic Byway Committee asks for an annual \$100 donation from each town's selectboard. Liz said they haven't asked for a donation in a few years, but funding is limited this year and donations support the maintenance of their hiking kiosks. The board agreed that they would donate \$100 to Jacob's Ladder Scenic Byway organization.

Report from Town Administrator

- Policy Review and Approval:
 - Whistleblowing Protection & Grievance Procedure

Brian Forgue made a motion to approve the Whistleblowing Protection & Grievance Procedure. Craig Gauthier seconded, and the motion passed.

- Alcohol Drug Free Workplace Policy

Brian Forgue made a motion to approve the Alcohol Drug Free Workplace Policy. Craig Gauthier seconded, and the motion passed.

- Employee Standards Policy

Brian Forgue made a motion to approve the alcohol Drug Free Workplace Policy. Craig Gauthier seconded, and the motion passed.

- Annual Town Reports for FY25 and FY26

Andrew proposed to the Board to combine department summaries for both FY25 & FY26 into a single Annual Town Report to reduce confusion between completed and current fiscal years. The Board agreed with that approach.

Andrew also said the office is looking into in-house printing and increased use of digital review to save on costs.

- Discuss Payroll Provider

Andrew said that a previously scheduled meeting with Universal Payroll was rescheduled tomorrow, December 30th. He said that after that meeting, he would provide an update comparing Universal and Harpers as potential payroll vendors. Craig mentioned that it could be easier to move forward with Universal since they were the payroll vendor in the past.

Andrew said that his six-month anniversary will occur at the end of January and requested that his performance review be placed on a future agenda. He also shared that he has conducted a handful of employee reviews this month and suggested that the Board may wish to participate in reviews for certain long-tenured, full-time employees.



John Baldasaro stated that a police report should be completed regarding an incident that occurred during the prior week. There was general agreement among the Board.

Public Comment

Dave Pierce, speaking on behalf of the Chester Foundation, requested invoices for Town services provided during the Bernie's Train Car relocation at Chester Railway Station on Monday, December 22. He stated that invoices were expected from the Police, Fire, and Highway Departments.

Nate Bolduc confirmed that the Fire Department invoice had already been submitted. Each other department will submit invoices directly.

John Baldasaro made a motion to adjourn the meeting. Brian Forgue seconded and the motion passed. Meeting adjourned at 6:13pm.



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

(413) 354-7760

TownofChester.net



Kim Fox, Administrative Assistant

2/9/26
Date Signed

Selectboard Members:



John Baldasaro

2/9/26
Date Signed



Craig Gauthier

2/9/26
Date Signed



Brian Forgue

2/9/26
Date Signed