



TOWN OF CHESTER

BOARD OF SELECTMEN & ZONING BOARD OF APPEALS

(413) 354-7760

TownofChester.net

Meeting Minutes

Monday, June 15th, 2026

Open Meeting: This meeting was held in the Council on Aging Room.

Select Board members present were Brian Forgue, and Jill Strong. Also present were Town Administrator Andrew Alward, Administrative Assistant Kim Fox, and members of the public.

Brian Forgue opened the meeting at 6:00 p.m. Warrants, minutes, and correspondence were signed.

New Business:

- Selectboard Vacancy

Brian announced that Craig Gauthier has resigned from the Board suddenly and amicably. Brian and Jill expressed appreciation for all the hard work he did on the ground day to day for the town.

- Annual Appointments from Town Clerk

Terry Donovan provided the Board with a list of appointments received. There were many applicants seeking reappointment and a few new residents applying for new positions.

The list of appointments and applicants received was as follows:

Animal Control Officer – Teresa Donovan and Greg Harrison

Inspector of Animals – Teresa Donovan and Greg Harrison

Board of Assessors – Andy Myers, Timothy Dunn, Laura LaFreniere and Rebecca Boisseau.

Brian Forgue made a motion to appoint Andy Meyers, Timothy Dunn and Laura LaFreniere to the Assessors Board. Jill Strong seconded. The motion passed 2-0.



Building Inspector – Jason Forgue

Jill Strong made a motion to appoint Jason Forgue as the Building Inspector. Brian Forgue seconded. Brian abstained from the vote. Motion passed 1-0-1.

Cemetery Commissioner – Jessica Slatcher

Brian Forgue made a motion to appoint Jessica Slatcher as the Cemetery Commissioner. Jill seconded. The motion passed 2-0.

Conservation Commission – Greg Harrison, Lora Wade, Sean Forgue and Paul Waite.

Constable – Greg Harrison

Brian Forgue made a motion to appoint Greg Harrison as the Constable. Jill Strong seconded. The motion passed 2-0.

COA Director – Keirsen Broman and Tammy Merenda

COA Board – David Orcutt and Darlene Stone

Brian Forgue made a motion to appoint David Orcutt and Darlene Stone. Jill Strong seconded. The motion passed 2-0.

Cultural Council – Muriel Hall, Charles Schoonmaker and Melissa McAuliffe

Brian Forgue made a motion to appoint Muriel Hall, Charles Schoonmaker and Melissa McAuliffe. Jill Strong seconded. The motion passed 2-0.

Electrical Inspector – Nathan Kowalzyk

Brian Forgue made a motion to appoint Nathan Kowalzyk as the Electrical Inspector. Jill Strong seconded. The motion passed 2-0.

Emergency Management Director – Charles Dazelle

Brian Forgue made a motion to appoint Charles Dazelle as the Emergency Management Director. Jill Strong seconded. The motion passed 2-0.

Fire Chief – Nate Bolduc

Brian Forgue made a motion to appoint Nate Bolduc as the Fire Chief. Jill Strong seconded. The motion passed 2-0.

Forest Fire Warden – Nate Bolduc

Brian Forgue made a motion to appoint Nate Bolduc as the Forest Fire Warden. Jill Strong seconded. The motion passed 2-0.



FRTA Representative – no applications received

Historical Commission – John Hultman, Elizabeth Massa, Charles Schoonmaker and Rebecca Boisseau

Brian Forgue made a motion to appoint John Hultman, Elizabeth Massa, Charles Schoonmaker and Rebecca Boisseau to the Historical Society. Jill Strong seconded. The motion passed 2-0.

Jacobs Ladder Scenic Byway Committee – Elizabeth Massa and Rebecca Boisseau

Brian Forgue made a motion to appoint Elizabeth Massa to the Jacobs Ladder Scenic Byway Committee. Jill Strong seconded. The motion passed 2-0.

Parks and Trails Director – Elizabeth Massa

Brian Forgue made a motion to appoint Elizabeth Massa as the Parks and Trails Director. Jill Strong seconded. The motion passed 2-0.

Planning Board – Bob Daley, Elizabeth Massa, Muriel Hall, Richard Holzman, Chris Martenson and Nicholas Chiusano

Brian Forgue made a motion to appoint Bob Daley, Elizabeth Massa, Muriel Hall, Richard Holzman, Chris Martenson and Nicholas Chiusano to the Planning Board. Jill Strong seconded. The motion passed 2-0.

Plumbing Inspector – Nicholas Chiusano

Brian Forgue made a motion to appoint Nicholas Chiusano as the Plumbing Inspector. Jill Strong seconded. The motion passed 2-0.

Assistant Plumbing Inspector – Aaron Poteat

Brian Forgue made a motion to appoint Aaron Poteat as the Assistant Plumbing Inspector. Jill Strong seconded. The motion passed 2-0.

PVPC Commissioner – Richard Holzman

Brian Forgue made a motion to appoint Richard Holzman as the PVPC Commissioner. Jill Strong seconded. The motion passed 2-0.

PVPC alternate – Bob Daley

Brian Forgue made a motion to appoint Elizabeth Massa as the Parks and Trails Director. Jill Strong seconded. The motion passed 2-0.



Parks & Recreation Committee – Barbara Huntoon

Brian Forgue made a motion to appoint Barbara Huntoon to the Parks and Recreation Committee. Jill Strong seconded. The motion passed 2-0.

Tax Collector – Teresa Donovan

Brian Forgue made a motion to appoint Teresa Donovan as the Tax Collector. Jill Strong seconded. The motion passed 2-0.

Town Clerk – Teresa Donovan

Brian Forgue made a motion to appoint Teresa Donovan as the Town Clerk. Jill Strong seconded. The motion passed 2-0.

Wild and Scenic Advisory – Greg Harrison, Dave Pierce and Rebecca Boisseau

Brian Forgue made a motion to appoint Dave Pierce to the Wild and Scenic Advisory Committee and Greg Harrison as an alternate. Jill Strong seconded. The motion passed 2-0.

There was a discussion about the animal control officer. Greg Harrison was present and said Terry Donovan would be the better choice based on experience.

Brian Forgue made a motion to appoint Teresa Donovan as the Animal Control Officer and Inspector of Animals. Jill Strong seconded. The motion passed 2-0.

There was discussion about the Conservation Commission and COA Director appointments. Brian and Jill agreed to table those appointments until the next board meeting when all applicants could be present for the Board to discuss with them.

There was a question about appointments for the Finance and Capital Planning Committee. Brian explained that in Chester, the Moderator appoints members to the Finance and Capital Planning Committee, typically in February. Brian said it may make sense to look into appointing those members at the same time as the rest of the board appointments.

- Hilltown Community Health Center Contract Review and Approval

Andrew Alward said this contract is standard and didn't see anything out of the ordinary. The Community Block Grant managed by PVPC funds the center.

Brian made a motion to approve the Hilltown Community Health Center Contract. Jill seconded. The motion passed 2-0.

- Appointments to Open Space Plan Committee (Tammy Merenda and Rebecca Boisseau)



Brian Forgue made a motion to appoint both Tammy Merenda and Rebecca Boisseau to the Open Space Plan Committee. Jill Strong seconded. The motion passed 2-0.

Report from Town Administrator:

- ADA Self Evaluation Report Review and Approval

There is an ADA grant that Andrew has applied for on behalf of the town. To apply for that grant, a self-evaluation report is needed from the town. Andrew found one the town had back in 2019 and updated it.

Brian Forgue made a motion to approve the ADA Self Evaluation Report. Jill Strong seconded. The motion passed 2-0.

- ADA Transition Plan Review and Approval

Also in reference to the ADA grant.

Brian Forgue made a motion to approve the ADA Transition Plan. Jill Strong seconded. The motion passed 2-0.

- SBA Towers Contract Amendment Review

SBA Towers has a cell tower at the Pine Hill cemetery. In lieu of taxes, the company pays the town monthly rent for the land. Recently, SBA Towers sent a contract amendment. Andrew said he has sent it over to Town Council for review and once he hears back, he will share those findings with the Select Board and Planning Board. Liz Massa and Nick Chiusano from the Planning Board were present and expressed that they have been having difficulties getting SBA Towers to do their required Special Permit review for updates the company is looking to do to the Tower. The Select Board confirmed they would like to see that done with SBA before they approve any contract amendments.

- Review and Approve Updated Time and Attendance Policy

In part of updating payroll and getting town employee benefits organized and tracked appropriately, Andrew has been gathering details for accrued time off for each employee so their hours can be tracked and accounted for automatically. He said that the Board had approved employees to have 4 personal days only if they didn't use any sick time in 1 year. Because of the system limitations in Harper's for something that specific, it would need to be tracked manually



which could lead to problems the town has faced already; not properly tracking employee time off. Andrew said he was looking to update the policy to grant 3 personal days regardless of if sick time was used.

Brian Forgue made a motion to approve the updated Time and Attendance policy. Jill Stong seconded. The motion passed 2-0.

- Board Discussions and Decisions

Andrew asked if the Board has topics to be placed on the agenda that he is included in that communication. He didn't want topics to slip through without being formally on the agenda if there's an opportunity to.

- Update on Town activities

Andrew mentioned he attended the WTAM conference that Brian, Bob Daley and Rich Holzman participated in and it was very informative. Brian explained they advocated Chester being a stop on the West Rail. He said there are also discussions about minor public transportation coming to Chester. Brian said the letter of support the Select Board signed recently will be sent to as many towns and legislators as possible. Brian and Bob expressed excitement for their advocacy efforts.

Public Comments and Questions:

Brian mentioned he did want to have a discussion at a future meeting, possibly the next Select Board meeting, about having a Special Election for Craig Gauthier's vacant Select Board seat. Jill said she would be open to that and expressed the need to know if the town would have the budget for that. This year is a state primary election year and if there's an option to add the Select Board seat to an election date already scheduled, that could be beneficial. She also mentioned the concern she had about having an election so close to the annual Town election in May.

Terry Donovan said that if the board voted to approve a special election, there is a 64 day wait requirement which allows residents time to get nomination papers, register to vote, etc. There needs to be further review to make sure it is allowed to have a Special Election with a State Election.



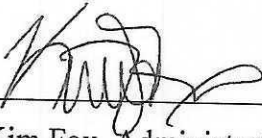
Andy Meyers congratulated Liz Massa for being awarded the Chester Hill Association Citizen of the Year.

Bob Daley said that Sean Forgue has taken an internship at the Water Department. The internship is paid through Mass Maritime College, where Sean attends. Bob expressed excitement for his training and insight.

Brian Forgue made a motion to adjourn the meeting. Jill Strong seconded. Meeting adjourned at 6:48pm.



Submitted by



Kim Fox, Administrative Assistant

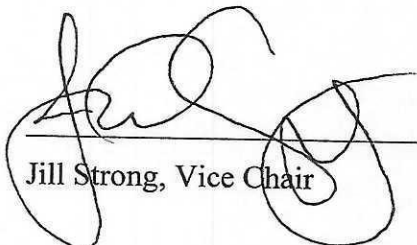
8/13/26
Date

Approved by Select Board:



Brian Fogue, Chair

8/10/26
Date



Jill Strong, Vice Chair

8/10/26
Date