

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING  
TOWN OF CHESTER, CONNECTICUT  
BOARD OF SELECTWOMEN MEETING  
REGULAR MEETING  
Wednesday, October 11, 2017  
Chester Town Hall, Community Meeting Room

ROLL CALL

First Selectwoman Gister called the meeting to order at 7:05 p.m. In attendance included: First Selectwoman Gister, Selectwoman Janecek, Selectwoman Linn, Chief Brainerd and 1 audience member.

APPROVAL OF MINUTES

Charlene Janecek made a motion to approve the minutes from the 9/27/17 BOS meeting. Carolyn Linn seconded the motion. The motion passed unanimously.

APPOINTMENTS TO BOARDS AND COMMUNICATIONS

Lauren Gister reported that Edward Ward's 6-year term on the Harbor Management Commission has expired. He has requested that the BOS re-appoint him to the Harbor Management Commission

In addition to Mr. Ward, James Grzybowski has resigned from the Valley Shore Emergency Communications Board of Directors. James Schaefer has requested that he be appointed to that position for a two-year term expiring 11/19/19.

Charlene Janecek made a motion to re-appoint Ed Ward III to a 6-year term on the Harbor Commission expiring 10/3/23 and to appoint James Schaefer to a 2-year term on the Valley Shore Emergency Communications Board of Directors expiring 11/19/19. Carolyn Linn seconded the motion. Discussion followed.

The BOS discussed the parameters for appointment/re-appointments to Boards and Commissions. Lauren reported that typically, individuals do not provide written requests for reinstatement to a particular Board/Commission. She will provide clarification on the protocol to be used for appointment/re-appointment to Boards/Commissions.

Charlene Janecek amended the motion to read as follows: to re-appoint Ed Ward III to a 6-year term on the Harbor Commission expiring 10/3/23. Carolyn Linn seconded the motion. The motion passed unanimously.

Charlene Janecek made a motion to appoint James Schaefer to a 2-year term on the Valley Shore Emergency Communications Board of Directors expiring 11/19/19. Lauren Gister seconded the motion. Discussion followed.

Carolyn Linn requested information on the duties/responsibilities regarding serving on the Valley Shore Emergency Communications Board of Directors.

Lauren Gister reported that members on this Board help to determine polices for emergency dispatch operations. She does not know if any other individual is interested in the position, has no written request from Mr. Schaefer or the Hose Company and reported that James Schaefer requested in person at a BOS meeting in September that he be appointed to this Board when James Grzybowski resigned from it.

Chief Brainerd will research the required qualifications for serving on the Valley Shore Emergency Communications Board of Directors and report back to the BOS. No action was taken on this matter. The BOS will discuss at a future BOS meeting.

#### SMALL CITIES GRANT DISCUSSION

The BOS discussed the possibility of submitting a Small Cities Grant Application on behalf of the Town. As discussed at a previous BOS meeting, Doug Williams, Cherry Hill, has requested that the Town submit a grant application for upgrades to the Cherry Hill housing development. Mr. Williams and Larry Wagner, L. Wagner and Associates, will be present at a future BOS meeting to discuss the Small Cities Grant process. Mr. Williams is interested in applying for the 2018 Small Cities Grant. The bulletin for next year's grant has not yet been released.

The purpose of this grant is to help low/moderate income individuals. It cannot be used for new construction or government buildings (except for ADA improvements). The BOS discussed the possibility of submitting a grant application for ADA improvements to the Town Hall. While the Town Hall currently meets all ADA requirements, it is sometimes difficult for individuals to fully access the upstairs portions of the Town Hall.

Lauren will investigate the status of a previous town program that offered funding for replacement windows, energy conservation programs, etc. for low income individuals. It was suggested that perhaps the Small Cities Grant could be used to do a study on possible locations in Chester for affordable housing.

Lauren encouraged BOS members to develop other possible projects for the Small Cities Grant. This item will be discussed further at a future BOS meeting.

#### CEDAR LAKE WEED REMOVAL

Cedar Lake Watershed Commission minutes were distributed to the BOS. The Commission has been researching the weed removal process (hydroraking, or divers; it was determined that using chemical applications would not be appropriate) to address areas of Cedar Lake. There has been funding put aside for a 3-year plan to remove the weeds; however, the weeds are growing faster than anticipated and the Commission would like to do the project next spring. Based on hydroraking estimates, an additional \$3,000 is needed to facilitate this project. The Commission will also pursue price quotes for eradication of the weeds via divers.

Lauren reported that the Commission has not yet made a formal request for additional funding but wanted to keep the BOS updated on a potential request for funding for a weed removal project.

#### SEPTIC PUMP OUT PROGRAM

The BOS discussed Town's mandatory septic pump out program and fines for same. The current fine for not pumping out your system is \$25. The BOS discussed the possibility of raising the fine to \$100. During a pump out, there is the possibility that a contractor may uncover an issue with a system that would result in a costly repair to the homeowner; therefore, the Watershed Commission is concerned that homeowners may opt to pay a small fine of \$25 in lieu of pumping out their system.

The BOS discussed the process used by the Sanitarian to monitor pump outs. Lauren will follow-up with the Sanitarian regarding pump outs and results of water testing done at Cedar Lake over the summer months.

#### SELECTWOMEN'S REPORT

Lauren Gister reported on the following:

- A pre-construction meeting for the streetlight project is scheduled on Friday, 10/13. The cobra lights will be delivered sometime at the end of October but there is a delay on the decorative lights. Anticipated delivery on the decorative lights is mid to late November.
- The furnace installation project at the Meeting House should be completed by this weekend.
- An offer will be made to a constable candidate.
- The BOF will be discussing the State's budget at their next meeting. If the Town loses additional state funding, options to consider include: use of the unassigned fund balance, diverting funds from capital, supplemental tax bill. Note that the BOS, not the BOF, would authorize a supplemental tax bill.
- POCD – The kick-off meeting with Malone and McBroom was held to plan dates for public involvement, announcements, etc. Malone and McBroom are currently working on a website. To facilitate public involvement in the process, a postcard will be sent to all households with information regarding the website. An on-line survey will be developed by November and the first pop up event is scheduled for first Friday in November. It is anticipated that the process will take approximately one year. All future meetings will be publicly noticed and a "stakeholder" meeting will be scheduled to include all BOS and BOF members.

AUDIENCE OF CITIZENS - none

#### ADJOURNMENT

Charlene Janecek made a motion to adjourn the meeting at 8:00 p.m. Carolyn Linn seconded the motion. The motion passed unanimously.

Respectfully Submitted,  
Suzanne Helchowski  
Clerk