

CHESTER BOARD OF SELECTMEN  
REGULAR MEETING  
TUESDAY, JUNE 3, 2014  
CHESTER TOWN HALL  
203 MIDDLESEX AVENUE  
CHESTER, CT

CALL TO ORDER

First Selectman Meehan called the meeting to order at 7:00 p.m. In attendance included First Selectman Meehan, Selectman Sypher, and Selectman Englert.

APPROVAL OF MINUTES

Larry Sypher made a motion to approve the minutes from the 5/7/14 BOS meeting. Tom Englert seconded the motion.

AUDIENCE OF CITIZENS

No comments.

NEW BUSINESS

Board and Committee Appointments

The E-Team and Library Building Committee have requested that Peter Harding, E-Team member and energy efficiency expert, be appointed to the Library Building Committee.

Larry Sypher made a motion to appoint Peter Harding to the Library Building Committee. Tom Englert seconded the motion. The motion passed unanimously.

OLD BUSINESS

Town Vehicle Take Home Draft Personnel Policy Amendments

Ed Meehan distributed a draft Town Vehicle Take Home Personnel Policy. The Selectmen discussed the possibility setting a precedent in allowing employees to take a vehicle home. The policy applies to emergency responders and on-call individuals only. Applicable IRS regulations apply to the use of vehicles for emergency/on call vehicles (police, public works). Appropriate sign-offs will be developed for employees taking vehicles home.

Ed Meehan will revise the document as suggested and the BOS will discuss at the next meeting.

Status of IT Strategic Plan Implementation

The IT work is being completed. All work stations are up and running and staff is being trained on the system. The old servers have been taken off site. Ed expressed concern that the Sanitarian pump out documents are not in the new system. Larry suggested that the information may still be on the PC.

- Contact groups have been transferred to the new system.
- The Selectmen discussed the possibility of using "Constant Contact" or similar program for e-mail blast lists.
- Tax Office issues have been resolved.

### Status of NQP Master Plan and Library Building Committee Projects

Ed Meehan reported that the Committees are actively meeting. The NQP Committee reviewed 3 master plan concepts. The Committee is requesting that the current uses of the area (playscape, t-ball, multi-purpose field) be maintained.

The Library Building Committee has received proposals. They will discuss at their next meeting. Interviews will be conducted and the Committee will make a recommendation to the BOS.

### Status of Main Street Phase 1 Project

Ed Meehan reported that the schematics of the sidewalks were approved by the BOS on 5/7/14. The schedule is as follows:

- End of July – plans to be 70% designed, sufficient information to Inland Wetlands, P&Z referral complete
- End of September – 90% designed with preliminary cost estimates, preliminary plans to be submitted to DOT for review (DOT is the funding agency).
- End of October – DOT comments, permitting in place
- November – preparation of final bid documents
- January – release bid

Ed and consultant will meet with property owners for temporary construction rights. The goal is to begin construction (weather permitting) in late March/early April.

### SELECTMEN'S REPORTS

Ed Meehan reported:

- Tri Series has started
- Snack Shack is open
- 4 on the 4<sup>th</sup> Road Race scheduled
- Job Advertisement for Public Works summer help has been developed – part-time position not to exceed 20 hours per week.
- Highfield and Brooks Lane road work has started
- Dock Road work- waiting for schedule from Tilcon

### AUDIENCE OF CITIZENS

The Treasurer reported that in the past, the BOS has authorized depositories. She continued that Rockville Bank and United Bank have merged and are currently offering good money market rates and a special money market guarantee for 6 months. She requested that the BOS consider a Resolution (sample available at this meeting).

This will be discussed further at a future BOS meeting.

### ADJOURNMENT

Tom Englert made a motion to adjourn the meeting at 7:57 p.m. Larry Sypher seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk

RECEIVED FOR RECORD A  
6/9 2014 AT 9:00 M  
Debra Termini Colomari  
TOWN CLERK