

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING  
CHESTER BOARD OF SELECTMEN  
REGULAR MEETING  
WEDNESDAY, JANUARY 10, 2018  
CHESTER TOWN HALL  
203 MIDDLESEX AVENUE  
CHESTER, CT

CALL TO ORDER

First Selectwoman Gister called the meeting to order at 7:00 p.m. In attendance included First Selectwoman Gister, Selectwoman Janecek and Selectman Grzybowski. Also in attendance: John and Kim Brainard.

APPROVAL OF MINUTES

Charlene Janecek made a motion to approve the minutes from the 12/27/17 BOS meeting as amended. James Grzybowski seconded the motion. The motion passed unanimously.

Clarification - Page 1, note that Steve Tiezzi's term as the P&Z alt. expires 11/21/23, not 11/19/19 as reported.

APPOINTMENTS TO BOARDS AND COMMISSIONS

At the last meeting, the appointment of Emily Masters to the Retirement Board was tabled until additional background information could be provided to the BOS.

Lauren was in receipt of a letter from Ms. Masters. This letter provided Ms. Masters' background, credentials and interest in serving on the Retirement Board.

Charlene Janecek made a motion to appoint Emily Masters, D, as a full member to the Retirement Board with a term to expire 12/16/18. James Grzybowski seconded the motion. The motion passed unanimously.

The Town Clerk provided a list of vacancies on Boards/Commissions and the BOS discussed same. Lauren reported that many of the vacancies have to be either an "R" or a Common Ground individual. James replied that the RTC is meeting this evening to review and discuss the matter.

Lauren reported that there are several vacancies on Board/Commissions, i.e. Harbor Management and Citation Review, that need to be filled ASAP. Many positions have been vacant for an extended period of time and the BOS discussed the possibility of eliminating some positions; i.e. Region 4 Fields/Grounds Commission, Community Decommissioning Advisory Commission, Cable TV Advisory Board (Chester has never been able to fill this position). Lauren will research positions to see if elimination is the appropriate action to take for Board/Commission seats that have gone unfilled for many years.

The Town Clerk's list will be updated to reflect that the BOS did re-appoint the Tree Warden at their December BOS meeting.

TWENTY WATER STREET REQUEST FOR PROPOSALS (RFP)

As previously discussed, the Town owned 20 Water Street property is vacant. Note that the property is heated with electricity and has non-potable water. During the renovation of the Water Street Bridge,

Connecticut Water determined that it would not be cost effective for them to extend the water line to the area.

A draft RFP, including instructions for submitting a proposal, for rental of the property was in the BOS packet and discussed. In the past, after proposals are received, the Town negotiates terms, etc. of the rental. The RFP will be placed on various social media outlets, the Town's website, etc. The closing date is 2/1/18 and proposals will be reviewed by the BOS at the February meeting.

#### HEALTH DEPARTMENT OPTIONS

As previously reported, Lee Vito, Sanitarian retired effective 1/1/18. Dr. Kotrady also retired on 1/1/18 but will be available until 7/1/18.

At the 12/27/17 BOS meeting, Jim Monopoli, CRAD Health District, made a presentation to the BOS regarding the services of the Health District. The BOS discussed Mr. Monopoli's presentation.

Currently, Chester does not meet the standards established in a 1998 law that requires all towns to have a Health Department working at least 35 hours per week and various other parameters of that law including a Health Education program. If Chester joins a Health District, all of the above criteria can be met. Any decision to join a Health District must be approved via a Town Meeting. Lauren will pursue options, including contracting with the Health District, for interim Sanitarian services.

An analysis (specifically a cost comparison) of joining a Health District vs. establishing a Health Department in the Town that will comply with state statute will be developed. Additional parameters of this analysis will include: information/feedback from towns currently in the Health District, response times of District staff, etc. At the next BOS meeting, the Board will discuss the analysis and make a recommendation that will go to a Public Hearing.

#### CHESTER AMBULANCE STAFFING

Lauren reported that she has been invited to attend a meeting with several surrounding First Selectmen on 1/22 to discuss the staffing of ambulance organizations in the area.

The Board discussed issues at the Chester Ambulance including the lack of volunteers, concerns with part-time paid staff and the retention of trained personnel. Note that similar concerns have been realized in surrounding towns.

James Grzybowski and Chief Brainard reported that they are aware of the above concerns, along with internal issues, and are actively pursuing options to address same. James reported that there has been some discussion regarding the protocol used to train individuals and the possibility of revising said protocol. James reported that the Fire Chief and Assistant Chief have met to discuss the issues and they are confident that organizational concerns can be addressed in a short amount of time.

The BOS also discussed the importance of attracting volunteers.

For informational purposes only, James will provide Lauren with costs associated with the Ambulance. Lauren also requested information on how the Chester Ambulance functions vs. how surrounding town's Ambulance organizations function prior to the meeting with the area Selectmen.

#### REPLACEMENT PHONE SYSTEM FOR TOWN HALL

Lauren updated the Board on the status of the phone system at the Town Hall. The system is controlled by an outdated, obsolete server. Spare parts are no longer made for the server. Two years ago, Comcast provided a quote to replace the server (\$2,000) and retain the current system. At that time, no action was taken to pursue the purchase of a new server.

Lauren received a recent quote from Comcast for Business Voice Edge (new system). This 3 year contract would provide phones in 4 locations (Town Hall, Library, Meetinghouse and Garage). A copy of the quote was included in the BOS packet. The new system is a hosted, "cloud" (private network) system. In the event of an outage, calls may be forwarded to your cell phone or computer. This system would also allow for Wifi at the Meetinghouse. Tom Riggio, CT Comp, is performing a site survey of the four locations. There is no cost or commitment for the site survey.

Comcast will be invited to a future BOS meeting for further discussion and a Q&A session with the Selectmen. Lauren reported that there are currently funds available in this year's budget for a phone project.

#### SELECTMEN'S REPORTS

##### Selectmen's reports

Lauren reported that Friday, 1/12 will be Trooper Ewing' last day. An interim Resident State Trooper will be assigned to Chester. This interim Trooper may not be a candidate for the position. The posting for the position closes next Friday, 1/19/18. Troop F will handle the interviewing process.

Lauren is submitting a change to the solar contract at the school. The change is related to the removal of the array. Lauren anticipates that the document will be ready for signature next Monday, 1/15.

AUDIENCE OF CITIZENS – None.

#### ADJOURNMENT

Charlene Janecek made a motion to adjourn the meeting at 9:00 p.m. James Grzybowski seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk