

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING
TOWN OF CHESTER CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
June 13, 2018
203 Middlesex Avenue
Community Meeting Room
Chester, Connecticut

CALL TO ORDER

First Selectwoman Gister called the meeting to order at 7:07p.m. In attendance included First Selectwoman Gister, Selectwoman Janecek, Selectman Grzybowski, and Andrew Markham, Doug Williams, Cherry Hill apartments.

APPROVAL OF MINUTES - tabled.

APPOINTMENTS TO BOARDS AND COMMISSIONS – None.

EMERGENCY FUEL GUIDELINES

Lauren reported that on the recommendation of Rosie Binninger, Human Services, budgeted funds for emergency fuel were cut from the budget. The Town, through donations, is able to provide emergency fuel assistance to residents. While the Town is always willing to assist those in need, Rosie has put together guidelines for emergency fuel fund assistance. A copy of the guidelines was included in the BOS packet and include:

- Residents requesting emergency assistance from the Town must first request assistance from the Low Income Home Energy Assistance Fund and Operation Fuel. Rosie also handles applications for those programs.
- There is a \$500.00 per family per calendar year limit and a life-time maximum limit of \$1,000.00 per family for requests from those donated funds.
- The First Selectman has the final decision in emergency/crisis situations.

Lauren reported that the Town also provides additional assistance in the form of grocery store gift cards, food pantry, etc.

Lauren Gister made a motion to accept the Emergency Fuel Fund Guidelines as presented. Charlene Janecek seconded the motion. The motion passed unanimously.

CHERRY HILL GRANT REQUEST

Doug Williams, Cherry Hill Apartments (23 units), is requesting municipal support for a Small Cities Block Grant application in the amount of \$500,000. The deadline for submission is April 2019. If approved, these grant funds would be used for various projects including parking lot, sidewalks, window replacement, conversion to efficient heating sources (currently electric heat) and siding/insulation. Mr. Williams intends to use a grant writer, Dale Kroop, to facilitate the application.

Lauren expressed concern that supporting an application from Cherry Hill, which is privately owned, may impede the Town's chances of being granted a Small Cities Grant for future projects that would benefit the entire Town. Mr. Williams explained that Small Cities Grants are awarded via a merit-based system and, in his opinion, Cherry Hill (senior housing) would rate high.

Mr. Williams explained how the Cherry Hill property is managed and maintained. The facility is audited every year. Mr. Williams will forward a copy of the audit and an outline of the proposed projects (including cost estimates) to be completed (if awarded the grant). The BOS was invited to tour the facility.

Lauren will call Mr. Kroop to discuss the administrative responsibilities if the grant were awarded to Cherry Hill.

This item will be discussed further at a future BOS meeting.

MEETINGHOUSE FUEL TANK REMOVAL

As previously reported, the underground fuel storage tank at the Meeting House must be replaced. The Town received two estimates for the project. Rick Holloway has walked the site with the contractors and has checked their references. Mr. Holloway, the E-Team and the Meeting House Committee recommend R&R Landscaping for the project. A copy of their estimate was included in the BOS packet. It is anticipated that the project will be complete in one day and sufficient funds are budgeted for the project.

Lauren Gister made a motion to award the contract for fuel storage tank removal at the Meeting House to R&R Landscaping in the amount of \$5,275.00. Charlene Janecek seconded the motion. The motion passed unanimously.

20 WATER STREET RENTAL

Lauren reported that several items (new well and new heating system) must be addressed at the 20 Water Street building prior to the tenant moving into the location. All upgrades to the property will increase its value.

An estimate from Sima in the amount of approximately \$6,000 was received for drilling a new well. Unfortunately, a water filtration system will not address the concerns adequately.

Brian Zanardi inspected the heating system and reported that it is not operational. He provided an estimate in the amount of \$11,000 for a heating system that would address the needs of the building.

Lauren will provide a quote from another vendor; however, the BOS supported using Mr. Zanardi for the project. He is a local contractor and has provided 24-hour service to the Town. Lauren reported that the operating budget can fund amounts for the project not otherwise covered in the capital budget.

The Selectmen agreed that First Selectwoman Gister may engage the services of Mr. Zanardi if the additional quote from another vendor is not drastically less than Mr. Zanardi's quote.

SELECTMEN'S REPORTS

Charlene Janecek reported that Main Street Committee members and Jacobson "walked" the outlined streetscape per the proposal and determined that the streetscape design will not meet the needs of the Town adequately (would hinder parking, too narrow).

The Main Street Committee, Jacobson and the landscape architect will redesign that portion of the project. The new plan will be made available to the public.

Lauren will be unable to attend next week's BOF meeting. Jamie will be present in her stead.

Lauren and Jamie will be participating in the Emergency Management Drill on June 20th.

The BOS discussed the BOS meeting schedule for the summer months.

AUDIENCE OF CITIZENS – None.

ADJOURNMENT

Charlene Janecek made a motion to adjourn the meeting at 8:25 p.m. Jamie Grzybowski seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk