

THESE MINTUES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF CHESTER, CONNECTICUT  
BOARD OF SELECTMEN  
REGULAR MEETING  
Wednesday, January 23, 2019  
Community Meeting Room  
Chester Town Hall  
Chester, Connecticut

CALL TO ORDER

First Selectwoman Gister called the meeting to order at 7:02 p.m. In attendance included First Selectwoman Gister, Selectwoman Janecek, and Selectman Grzybowski. Audience members: Chief Brainard, members of the Hose and Ambulance Company.

AUDIENCE OF CITIZENS – None.

ADDITIONS TO THE AGENDA

Lauren Gister made a motion to add to the agenda a recommendation to abide by revisions relative to Legislation (interest on taxes and extension of time {60 days}) for Federal Workers affected by the Government Shutdown and BOS approval of the replacement of server (CT Comp quote 18245). James Grzybowski seconded the motion. The motion passed unanimously.

REVIEW OF PART TIME PAID AMBULANCE RESPONSIBILITIES AND DUTIES

A list of responsibilities of the part-time ambulance staff was discussed by the BOS.

Jamie Grzybowski reported that the Hose Company and Board of Fire Commissioners have been working on this information for several years. The document includes clarification on uniform, duties, designations, use of radios and related responsibilities. The Chief has the ability to add to the information as necessary, on an operational basis. New and current employees will be required, per procedures, to sign the document. The Board of Fire Commissioners has approved the document.

Lauren reported that some items (uniforms, trip tickets, paid crews) in the document would not necessarily “fit” into the Town’s Personnel Policy Manual. Lauren suggested the document also include hiring procedures. Jamie reported that additional information is available in a document developed by the BOS in approximately 2001. The intention is to add this document (SOP) to the Town’s current Personnel Policy Manual; however, the BOS agreed that this document should be separate from the Town’s Personnel Policy Manual, as it deals with the specific details and duties of the job as opposed to hiring practices and benefits.

Charlene Janecek made a motion to accept the Part-time Paid Ambulance Staff Responsibilities and Duties document, excluding the “Introduction” section, and as a “stand alone” document. Lauren Gister seconded the motion. The motion passed with Selectman Grzybowski abstaining from the vote due to his connection with the Chester Hose Company.

MANAGEMENT OF DEAD AND DYING TREES FOR PUBLIC SAFETY

As previously reported, Scott Mills, Tree Warden, has developed a list of trees that need to be removed. The BOS discussed the budget ramifications as a result of the condition of trees in Chester. The use of

contractors to address the trees is much greater than using in-house staff (Public Works). Currently, the Tree Warden is also a part-time, seasonal, Public Works employee. Because of the September floods, he did additional work including “in-house” tree work. Lauren recommended that the BOF consider the release of contingency funds for additional hours to allow for more “in-house” tree work. Any work near power lines and/or requiring a bucket truck cannot be done by Public Works.

The BOS agreed that Mr. Mills be assigned additional hours to address trees, as appropriate and in coordination with the Public Works Foreman, throughout the Town. Lauren will ask Mr. Mills for an expense vs. savings analysis to be presented to the BOF.

### 2019-20 BUDGET CONSIDERATIONS

The BOS discussed the appropriate placement of Tree funding, Capital vs. Operating budget, the possibility of an additional Public Works employee and the financial implications of same.

Lauren reported that budget documents have been forwarded to all Boards, Commissions and Departments, including Capital Request forms. Department budgets were due January 18, 2019; however, not all budgets have been returned for various reasons (i.e. Quality Data provided incorrect information). Budget binders will be available and discussed at the February 13 BOS meeting.

Identifiable changes in budget considerations include:

- The Animal Control budget will increase due to the need for an appropriate vehicle and possible rearrangement of personnel. Chester, Deep River and Essex currently share arrangements for animal control services.
- Supervision District Budget – Lauren requested a meeting with the 3 First Selectmen and Superintendent of Schools for clarification on the Supervision District Budget. Items for discussion include staffing (proposed cuts by position) and Network Tech. position move to Supervision District.
  - Note that Chester’s enrollment has stabilized while Deep River and Essex enrollments have decreased significantly. This will affect Chester’s share of the Supervision District budget.
- CT Comp computer contract – items in the FY19/20 and 20/21 have been “flipped”. Due to the “end of life support” for Windows 7, computer replacement and upgrading will take place in 19/20 and replacing the file server will happen in 20/21. This “flip” will be reflected in the budget documents (Capital).

### CITATIONS

The BOS acted on the Ordinance change at the last BOS meeting. Lauren reported that she has received feedback on unpaid parking tickets that have not been appealed, gone before the Citation Review Board etc. In addition, we have had several “no shows” at Citation Review hearings. The BOS has added a penalty in the Ordinance to address same. The Town Meeting for the vote on the revised Ordinance will be posted in the Valley Courier.

### DOWNTOWN PARKING ISSUES

The BOS discussed the on-going downtown parking issues. Several recipients of parking tickets downtown are Chester residents who have been unwilling to pay their ticket fees. One of the individuals owes \$200 in unpaid tickets (5 tickets in 10 months). Chester has been using local tickets, which have lower fines, but if specific individuals ignore these infractions, they will receive a State ticket

which has greater enforcement power the next time there is an infraction. Note that the Maple Street parking lot seems to be “underused”.

Lauren reported that downtown residents have requested to be “exempt” from the 2-hour parking limit on the street in the Village. The signs state particular times for the 2-hour provision (it does not apply in the later evening or for overnight parking). Further research has indicated inconsistent signage in downtown areas. Lauren updated the BOS on several conversations with downtown residents regarding parking tickets. A parking pass for home owners actually living in the premises (not renters) was requested by several homeowners near the intersection of Maple and Main Street.

An audience member expressed concern about the “catering” to tourists vs. town residents (tax payers) vis a vis downtown parking and related matters. This gentleman also commented on the “undervaluing” of downtown buildings for tax purposes. He suggested P&Z and other town commissions may have a role to play in this discussion. It was brought to his attention that Chester uses a third party agency for revaluations partly to prevent indications of bias in taxation.

It was suggested that a letter/reminder be sent to downtown businesses, landlords and residents reminding them that the parking regulations will be enforced. Downtown parking issues will be discussed further by the BOS and suggestions relative to parking are welcomed by the BOS.

#### ADDITIONS TO THE AGENDA

Lauren reported that the State House and Senate passed, and Governor Lamont signed, legislation for Federal Employee Relief as a result of the Federal shut-down. The Tax Collector Association has developed a format for tax relief. A draft of the form and a copy of the recently passed legislation was available for review by the BOS. The number of Chester residents affected by the shut-down is unknown.

Lauren Gister made a motion to adopt the procedures passed by the Legislature to defer the due date of specific property taxes for residents affected by the Federal Shutdown in accordance with the Bill. Charlene Janecek seconded the motion. The motion passed unanimously.

Lauren was in receipt of a list of resources available to those affected by the shutdown. This information will be distributed via a town-wide e-mail. The BOS discussed the effect that the shutdown will have on SNAP recipients. Chester does have money to assist residents that is funded via donations.

The CT Comp detailed quote #18245 (estimate for server in the amount of \$18,338) was discussed by the BOS. Funding for the project is currently in the budget.

Charlene Janecek made a motion to approve the work listed in the CT Comp quote #18245 relative to the replacement of the server. James Grzybowski seconded the motion. The motion passed unanimously.

#### SELECTMEN'S REPORTS

Jamie reported that the solar project at CES is nearing completion (99% complete) and the monitor has been installed. Jamie has uncovered a leak in the roof (under the solar array) and he is addressing same with the contractor. Additional tree work is necessary. Jamie will request an itemized breakdown of tree work.

Jamie reported that the RFP for the cab and chassis (ambulance) has been sent out.

Lauren updated the BOS on the following:

- Appropriate applications for funding relative to the September flooding incident are being developed.
- Lauren attended the mandatory Small Cities Workshop in Hartford. The RFP for a grant writer has been issued. Lauren will meet with Cherry Hill representatives regarding the status of the design work, etc.
- An updated Boards/Commissions vacancy list was distributed.

#### APPROVAL OF MINUTES

James Grzybowski made a motion to approve the minutes from the 1/9/19 meeting. Charlene Janecek seconded the motion. The motion passed unanimously.

#### ADJOURNMENT

James Grzybowski made a motion to adjourn the meeting. Charlene Janecek seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski  
Clerk