

THESE MINTUES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF CHESTER, CONNECTICUT
BOARD OF SELECTMEN
REGULAR MEETING
Wednesday, February 13, 2019
Community Meeting Room
Chester Town Hall
Chester, Connecticut

CALL TO ORDER

First Selectwoman Gister called the meeting to order at 7:04 p.m. In attendance included First Selectwoman Gister, Selectwoman Janecek, and Selectman Grzybowski.

AUDIENCE OF CITIZENS – None.

APPOINTMENTS TO BOARDS AND COMMISSIONS

Charlene Janecek made a motion to appoint Kathy Merola, R, to a regular seat on the Citation Review Board with a term to expirer 11/19/19. James Grzybowski seconded the motion. The motion passed unanimously.

Charlene Janecek made a motion to appoint Francine Cornaglia, R, to a regular seat on the Retirement Board with a term to expire 12/16/20. James Grzybowski seconded the motion. The motion passed unanimously.

Lauren reported that she is working on a brochure outlining the open seats on Boards/Commissions including instructions on the protocol used to “seat” board/commission members. She has requested that Boards/Commissions update their web pages. In addition a “Board Member Manual” is being developed to be available for distribution in early March.

INITIAL BUDGET REVIEW

Budget binders were distributed to BOS members. The BOS reviewed proposed department budgets including revenue. In some instances, only revenue estimates were available; i.e. the on-going negotiations relative to the status of Masonicare. The municipal budgets are relatively flat and most increases are due to contractual obligations. Significant increases to the tree maintenance budget are due to the statewide crisis, as discussed at prior BOS meetings.

Lauren expressed concern with the BOE budgets. Overall, due to the ADM figures, the increase to Chester is approximately \$735,000.00. Also, health insurance estimates are very high for the schools. Contractual obligations are also a contributing factor to the BOE budgets. The regional school budget now has a Capital budget that does shows deferred maintenance items that need to be addressed. A Region 4 budget workshop is scheduled on Wednesday, 2/20 @ 6:00 p.m.

Storm repairs relative to Park & Rec. will be funded through the current budget.

At the Hose Company, data processing figures show an increase due to the new reporting programs (single reporting) required by state agencies. The Fire Marshal will be invited to a joint BOS/BOF

workshop to review his submitted budget. Also, it was noted that State Trooper costs continue to increase.

The Essex, Deep River and Chester First Selectmen are meeting to discuss Animal Control needs throughout the towns. A new Animal Control officer has been interviewed by the Selectmen. Chester pays Essex for the use of their Animal Shelter.

Lauren and Peter are currently developing the Town's Capital Plan.

BOS members were encouraged to review the budget book. Lauren will develop a spread sheet to include budget drivers and Capital.

The BOS scheduled a Special Meeting on 2/19/19 @ 11:30 a.m. for further review of the proposed 2019/20 budget.

SMALL CITIES GRANT AND TIMELINE

Lauren reported that she attended the mandatory Small Cities Grant Workshop and has met with Dale Kroop, grant writer. Mr. Kroop's proposal was available for BOS review.

Lauren reported that the grant writer is paid from the grant, not by the Town. The grant request will be \$500,000. Mr. Kroop has met with representatives from Cherry Hill. Draft plans, engineering, bid specs., etc. are due to Mr. Kroop, from Cherry Hill, no later than 3/15 to accommodate the 4/12/19 application due date. The Town Engineer must also "sign off" on the application. Mr. Kroop will facilitate the required Public Hearing on the proposal. This Public Hearing is scheduled on 3/27/19. It is anticipated that the results of the grant application will be released in September.

Lauren will research the status Small Cities Grant (low interest loan) for emergency repairs to qualified resident's properties. The BOS expressed interest in reactivating the program.

James Grzybowski made a motion to authorize the First Selectwoman to sign contract with Community Resources Management, LLC to assist the Town of Chester with the 2019 Small Cities Grant Application for the upgrades of utilities and sidewalks at Cherry Hill contingent upon confirmation that all fees of the grant writer/consultant shall be paid out of the grant award and not by the Town. Charlene Janecek seconded the motion. The motion passed unanimously.

DOWNTOWN PARKING ISSUES AND SIGNAGE

Lauren reported that she has not yet received the letter from the concerned resident regarding parking and signage in the downtown area.

The BOS discussed the current lack of uniformity on some of the parking signs downtown, visibility of signage and placement of signage. It was suggested that an inventory of signs be conducted to determine the next steps. The BOS discussed the possibility of developing a notice to residents to inform them that parking rules will be enforced.

The BOS also discussed the usage of the Maple Street parking lot and the Hose Company parking lot.

SELECTMEN'S REPORTS

Lauren updated the BOS on the status of the damages relative to the September storm. According to the Federal Highway Administration, Wig Hill Road, Goose Hill Road, in addition to Liberty Street, are also considered Major Collector roads and may be eligible for funding. At this time; however, the threshold for funding has not yet been met. The Federal Highway Administration will do a site visit next week. Lauren continues to work with FEMA and meets weekly with them. The claim is due to FEMA in 60 days and will require information from the Hose Co. relative to staffing, equipment, etc. used the night of the storm, Arborio invoices, etc.

The BOS discussed the results of the recent Town Meeting regarding the proposed ballot changes. The proposal called for appointing members to Inland Wetland, ZBA and WPCA. Currently these seats are elected positions. The Town voted to change Inland Wetland and WPCA to appointed seats and ZBA seats remained elected positions.

Additional items on the Town Meeting agenda, Stormwater Ordinance and Citation Ordinance passed minor “wordsmithing” revisions.

APPROVAL OF MINUTES

Charlene Janecek made a motion to approve the minutes from the 1/23/19 BOS meeting. James Grzybowski seconded the motion. The motion passed unanimously.

ADJOURNMENT

Charlene Janecek made a motion to adjourn the meeting at 9:19 p.m. Lauren Gister seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk