

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS MEETING

TOWN OF CHESTER, CONNECTICUT  
BOARD OF SELECTMEN  
REGULAR MEETING  
May 24, 2023  
Chester Town Hall and  
via TEAMS

CALL TO ORDER

First Selectman Janecek called the meeting to order at 7:00 p.m. In attendance included: First Selectman Janecek (via TEAMS), Selectman Meehan, Selectman Englert, Teri Englert, Cindy Lignar, Erica Udolf and approximately 12 audience members.

Tom Englert made a motion to add to the agenda the NAA application submitted by the Goodspeed Opera House and Public Works job descriptions. Ed Meehan seconded the motion. The motion passed unanimously.

AUDIENCE OF CITIZENS

Erica Udolf reported that she met with RiverCOG relative to Affordable Housing and the Regional Housing Committee hosted by the COG. A Power Point presentation developed by Carol Lewitt will be forwarded to BOS members. The presentation includes the history of the Plan of Conservation and Development vis a vis Land Use/Housing, and the need for Affordable Housing. The POCD recommended the establishment of a 5-member Housing Partnership/Committee. Charlene reported that this committee was originally established to administer the Cherry Hill Small Cities Grant and when the grant was closed out, the Committee was to be dis-banded. However, the Committee was not dis-banded, and Charlene will ask Jenny to solicit volunteers to serve on the Housing Committee.

APPOINTMENTS TO BOARDS/COMMISSIONS – None.

APPROVAL OF MINUTES – May 10, 2023

Ed Meehan made a motion to approve the minutes from the May 10, 2023 BOS meeting as amended. Tom Englert seconded the motion. The motion passed unanimously.

Correction: Page 1 – under “Audience of Citizens” – should read maintain, not main as reported.  
Page 3 – spelling “Good” not “Goode” as reported.

AUTHORIZATION/APPOINTMENT – Nathan Jacobson and Associates – Engineer – N. Main Street Project  
As previously reported, a STEAP Grant is funding the N. Main Street Reconstruction project. Jacobson will facilitate the engineering and design of the project. Jacobson has been the Town’s engineer for many years and was recently re-appointed to the position.

Ed Meehan made a motion to appoint Nathan Jacobson and Associates as the N. Main Street Project Engineer for street reconstruction and sewer line projects. Tom Englert seconded the motion. The motion passed unanimously.

APPOINTMENT OF INTERIM TREASURER

The Ordinance to change the Treasurer position from an elected position to an appointed position was passed at the May 23, 2023 Town Meeting. The change becomes effective when published; note, that the legal notice of the change will be in the 6/1/23 Valley Courier. Ms. Christine Nelson was appointed the Interim Treasurer until 5/26/23.

Ed Meehan made a motion to extend the term of Christine Nelson, Interim Treasurer, until June 14, 2023. Tom Englert seconded the motion. The motion passed unanimously.

APPOINTMENT OF TREASURER - No action; will be discussed further at the June 14th BOS meeting.

#### PUBLIC WORKS – Job Descriptions

Draft job descriptions for the Assistant Highway Foreman and Highway Superintendent were included in the BOS packet. A recommendation was made to create an Assistant Highway Foreman position because of an employee being out on disability. The Highway Superintendent includes supervision and administrative responsibilities, and it is anticipated that a current crew member will assume this role. Note that the job description will be amended to reflect that the Highway Superintendent reports to the First Selectman.

The BOS will discuss further at the next meeting. In addition, the revised Account Manager and Treasurer job descriptions will also be discussed at the next BOS meeting.

#### NEIGHBORHOOD ASSISTANCE ACT (NAA) – Goodspeed Operation House Foundation

The Goodspeed Opera House Foundation submitted an application relative to the NAA Tax Credit Program. C Corporations are eligible to participate in this program. The Goodspeed Opera House is proposing energy conservation projects as outlined in the submission (\$13,044 – installation of water bottle refilling stations and replacement of an existing neon sign with LED tubes).

Ed Meehan made a motion to approve Form NAA-01 as submitted by the Goodspeed Opera House and to authorize First Selectman Janecek to sign all appropriate documents. Tom Englert seconded the motion. The motion passed unanimously.

#### SELECTMEN REPORTS

Selectmen reports included:

- Selectman Meehan will be out of town from 5/30 to 6/11/23.
- The Memorial Day parade will take place on Monday, May 29<sup>th</sup>.

#### AUDIENCE OF CITIZENS

Cindy Lignar updated the BOS on EDC initiatives (coordination of the Advisory Council, communication with Chairmen and Department heads, researching potential grant funding for projects, potential for cell tower etc.). Her report will be forwarded to BOS and BOF members.

#### ADJOURNMENT

Tom Englert made a motion to adjourn the meeting at 7:35 p.m. Ed Meehan seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski, Clerk