

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT BOS AND BOF MEETING(S)

TOWN OF CHESTER, CONNECTICUT
BOARD OF FINANCE
BOARD OF SELECTMEN
SPECIAL MEETING
March 22, 2023
Chester Town Hall

CALL TO ORDER

Chairman O'Hare and First Selectman Janecek called the meeting to order at 7:01. In attendance included: First Selectwoman Janecek, Selectman Englert and Selectman Meehan.

Board of Finance members seated: Roger Labreque (seated for Michael Joplin), Deb Vilcheck, Steve Cline, John O'Hare, Andrew Gardner and Bill Bernhart.

Also in attendance: Richard Tsou, Chief Grzybowski

BUDGET DISCUSSION

Fire Department

The budget requests in the Fire Department's proposal are staff driven (EMS staff and a part-time, 20 hours per week, Administrative Assistant).

The Fire Department's Capital requests for funds to facilitate a parking lot project and apparatus replacement were discussed. The potential use of remaining Main Street funds for the parking lot request was discussed. The status of these funds will be investigated to determine the potential for re-allocation to facilitate the parking lot at the Fire Department.

Chief Grzybowski provided a detailed overview of the Fire Department budget, including Capital, and was available to address questions/comments posed by board members.

The BOS/BOF discussed the budgets as submitted by Department Heads.

Of note:

- Additional legal expenses will be necessary for a Charter Study – placed in Selectman's budget.
- Registrar – extended/early voting – will be funded via the Secretary of State's office.
- Finance – staffing – potential for assigning Treasurer duties to the Finance Director under consideration. The Treasurer and Finance budgets will remain separate.
- Service Contracts – still waiting to hear back from CT Comp – Charlene will follow-up.
- Treasurer – will be re-visited.
- Tax Collector Assistant – part-time position – help is necessary in June, July and October – recommendation for a 15-week part-time position to be used as necessary – this payroll line was reduced.
 - Potential for Quality Data to facilitate tax billings.
- Assessor – consensus - make full-time (30 hours) salaried position – clarification is needed on appropriate salary.

- P&Z – Contract - \$3,600 per month – lack of ZEOs throughout the state is an issue. Town has posted the position but has to date been unable to hire. State mandates that towns have a ZEO.
- Park & Rec – Director resigned, effective May. Budget includes funds that are due for unused vacation and sick time. Moving forward a part-time, 25 hours per week, \$25 per hour position will be posted. Note that Park & Rec does generate revenue for camps, beach passes, etc.
- Public works - reduced by \$60,000 – will be discussed further at the next meeting.
- Bulky Waste – Brush disposal is not part of the \$70,000 contract with DR. Charlene recommends adding funds to the Transfer Station contract – Chester will pay for 2 of the 4 necessary chippings to facilitate Chester brush. Each chipping event costs \$15,000.
- Hydrants – CT Water Company increases reflected in budget.
- Emergency Management – Director does not take the stipend. The consensus of the Boards was to zero out the line.
- Animal Control – Chester portion of the shared (Essex/Deep River) ACO is \$16,500. Charlene will research ACO duties and options.
- Social Services – budget request includes change from part-time to full-time. The consensus of the Boards was to leave the position part-time.
- CES budget is still under development and will be presented to the BOF when complete.

As previously discussed, all job descriptions will be studied and updated as appropriate.

The BOF and BOS will meet again on 3/30 @ 6 p.m. to review the budget.

ADJOURNMENT –

Deb Vilcheck made a motion to adjourn the BOF meeting at 9:21 p.m. Bill Bernhart seconded the motion. The motion passed unanimously.

Ed Meehan made a motion to adjourn the BOS meeting at 9:21 p.m. Tom Englert seconded the motion. The motion passed unanimously.

Respectfully Submitted,

Suzanne Helchowski
Clerk