



**Town Board  
Special Meetings  
March 6, 2018**

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The Town Board of the Town of Chester convened at the Town of Chester Municipal Center, 6307 State Route 9, Chestertown, New York, at 5:00 pm.

**Roll Call:** Supervisor Craig Leggett, Karen DuRose, Mike Packer, Larry Turcotte and Steve Durkish.

**Special Meeting:**

Supervisor Leggett opened the Special Town Board Meeting at 5:00 pm.

Supervisor Leggett explained that with the retirement of John West and Glenn Redmond the Town currently has two vacancies in the Parks and Recreation Department which were not immediately filled due to budget constraints.

Supervisor Leggett asked Brett Hitchcock and Ed Wallace what would work best for the department. Brett stated that he would like to have John West's job and then have 2-MEOs and 1-laborer. Mr. Leggett asked about having a seasonal full time. Brett said that during the summer it would be very beneficial and also asked if the lifeguards could come in early to maintain bathrooms, garbage, raking the beach and filling pot holes. Brett stated that this winter they were not able to do maintenance and building picnic tables. Jason Monroe said he picked up John West's plowing. Mr. Leggett stated that many people are pleased with the sidewalks.

Supervisor Leggett stated that historically the Parks & Rec. Dept. runs a 3 person crew for grounds work and snow removal (2 MEOs and 1 FT Laborer). The PT Laborer helps with snow removal during some snow storms, waters plants, empties rubbish containers, cleans bathhouse, fills boat wash units. The LF keeps time sheets, plants seasonal planters, organizes purchases and distribution, oversees labor at beach and Dynamite Hill, plows certain areas, coordinates with Transfer Station labor and needs.

Supervisor Leggett also proposed hiring a seasonal employee during the summer to specialize in esthetics throughout the Town and two full time employees.

A lengthy discussion ensued about the summer workload and whether or not to hire one or two full time laborers along with one seasonal full time laborer.

**RESOLUTION NO. 48 OF 2018: AUTHORIZE TOWN CLERK TO ADVERTISE FOR A WORKING FOREMAN AND A SEASONAL FULL TIME LABORER.**

**WHEREAS**, the Town Board reviewed the workload and duties of the Park and Recreation Department including permanent and seasonal needs, and

**WHEREAS**, there are currently two positions open due to retirement, and

**WHEREAS**, the Town Board recognizes the need to evaluate the job descriptions for their applicability at this time, and

**WHEREAS**, the Town Board recognizes the need to staff the Parks and Recreation Department in time for spring and summer workloads,

**BE IT RESOLVED**, the Town Board directs the Town Clerk to post the open position of Working Foreman for 10 days before publically advertising the position with a deadline for application by Friday March 30, 2018 at 3pm, and

**BE IT FURTHER RESOLVED**, the Town Board establishes a new job position of Seasonal Full Time Laborer, and directs the Town Clerk to advertise the new position with a closing date to receive applications by Friday March 30, 2018 at 3pm.

On a motion by Supervisor Leggett, seconded by Mr. Durkish, Resolution No. 48 of 2018 was **ADOPTED**.

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On a motion by Supervisor Leggett, seconded by Mr. Packer, meeting adjourned at 6:39 pm.

Respectfully submitted,

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Town Clerk

DRAFT