

11-14-18 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, November 14, 2018
Municipal Complex
Approved Minutes**

Members Present:

Brian Sullivan, Chairman
Evan Sederquest, Vice Chairman
Michael Weider, Member
Elizabeth Richter, Member
Dana Theokas, Alternate Member

Members Absent:

Richard Snyder, Member
Cass Buckley, Ex-Officio
Aaron Hume, Alternate Member

Others Present at Various Times:

Board of Selectmen:

Steve D'Angelo
Stephen Landau
Jeremy Owens

Budget Committee Members:

Rhonda Lamphere
Brennan Holmes

School Board Members/Staff:

Royal Richardson, Chairperson, Chester School Board
Dr. Darrell Lockwood, SAU 82 Superintendent

Fire Department

Fire Chief Greg Bolduc
Deputy Fire Chief Ben Clark

Highway Department:

Road Agent Michael Oleson

PACT Committee/Staff:

Chuck Heuer
Briana Demers

Chairman Sullivan opened the meeting at 7:02 pm.

Chair Sullivan noted Ms. Theokas as the alternate for Mr. Snyder.

Meeting Agenda

7:00 PM General Business

Review & Sign Invoices & Timesheet

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- Review & Approve minutes for the November 7, 2018 Meeting – Tabled

7:05 PM Appointments

Annual review of Capital Improvements Plan (CIP) projects with Departments, Committees, School District, Selectmen & Budget Committee in preparation of the upcoming annual update of the CIP.

1. **Chester School District** – School Board Chairman Royal Richardson & Superintendent Darrell Lockwood
2. **Fire Department** – Fire Chief Greg Bolduc & Deputy Chief Ben Clark
3. **Highway Department** – Road Agent Michael Oleson
4. **Cable TV Committee** – Chuck Heuer & Brianna Demers

Public Hearings

None Scheduled.

Future Meeting Dates

- November 28 – CIP, Gesel SPR
- December 5
- December 12

(Codes: PH – public hearing, PHC public hearing continuance, CD – conceptual discussion, HB – Home Business, LLA – Lot Line Adjustment, SPR – Site Plan Review, SUB – Subdivision)

Annual review of Capital Improvements Plan (CIP) projects with Departments, School Board, Committees, Selectmen and Budget Committee in preparation of the upcoming annual update of the CIP.

Mr. Hadik provided those present with a spreadsheet entitled Pre-Scoring Draft – Table 10 Schedule of Capital Improvement Projects and Annualized Costs Updated: 11-9-18.

A Capital Improvement Project (CIP) as defined by the Planning Board are those projects outside of normal operations and maintenance, and having the following characteristics:

- A gross cost of at least \$5,000;
- And a useful life of at least three (3) years;
- Is non-recurring (not an annual budget item);
- Or any project requiring bond financing.

Proposals are submitted with a detailed description and/or purpose of project, estimated cost and evaluation criteria (point score) from 0-5 relative to addressing an emergency or public safety need; correcting or preventing a deficiency in service; resulting in long-term cost savings; furthering the goals of the Master Plan; and Matching funds available for a limited time.

1. **Chester School District** – School Board Chairman Royal Richardson & Superintendent Darrell Lockwood

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Superintendent Lockwood presented the proposed FY 2019-FY 2026 CIP for Chester School District.

Chester Academy Projects:

Technology Firewall Upgrade - \$10,000 – 2019-2020

Superintendent Lockwood advised this jumped forward because the State passed law requiring the District protect data.

Technology Computer Leasing \$509,516: \$81,520 – 2019-2020; \$83,104 – 2020-2021; \$83,921 – 2021-2022; \$85,596 – 2022-2023; \$87,259 – 2023-2024; \$88,117 – 2024-2025; \$89,876 – 2025-2026)

This represents the annual lease costs for laptops and endpoint devices used by students and staff in a three-year fair market value lease.

Kindergarten Bathroom Addition - \$52,500 – 2019-2020

Superintendent Lockwood advised this would be required if the Warrant Article for full-day Kindergarten passes. Mr. Sullivan asked if they would submit that year after year until it passes.

Superintendent Lockwood advised the parents are for it but its hard to say whether the rest of the community will support the cost. Other Towns have funded Kindergarten with Keno.

Re-Shingle SAU Modular Building Roof - \$8,500 – 2019-2020

Superintendent Lockwood advised the modular building is ten years old. Selectman Landau asked: “and it already needs a new roof?” Superintendent Lockwood advised it needs to be reshingled. Flooring will be next. Mr. Richardson stated it was not likely new when the School acquired it. The cost to replace the building is \$175,000.

Wireless Network Upgrade & Expansion - \$35,000 – 2019-2020

Superintendent Lockwood advised this amount could be reduced by 50% if they get the grant.

Stage Curtain Upgrade - \$6,000 – 2019-2020

Superintendent Lockwood advised purchasing a new curtain which is already fire retardant would be a cost savings above having to apply fire retardant to the existing stage curtain, which is \$2,000, at regular intervals.

Sprinkler Tank Interior Epoxy Painting - \$25,000 – 2020-2021 and Sprinkler Tank Cathodic Protection System - \$10,000 – 2020-2021

The fiberglass, sprinkler system storage tank was discussed. Mr. Weider warned that with fiberglass when the flow tests are performed, the tanks can float up out of the ground because of buoyancy caused by groundwater and damage pipes. It was also noted the tank is partially under a building. Mr. Weider recommended using a custom bladder.

Superintendent Lockwood advised the work would be done a few days in the summer and they would have to coordinate a 24/7 fire watch while the system is down.

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Ms. Theokas asked if the system is shared with the Fire Department, why is the School District paying the full cost? Superintendent Lockwood advised it doesn't matter to the taxpayer. Mr. Richardson stated it has been brought up at the time of inspection.

Ms. Theokas asked if it had capacity if another building were added onto it. Superintendent Lockwood advised that recently they had a fire drill and it impacted both buildings and would lose capacity if too many were sharing the system.

Library Carpet Upgrade & Replacement - \$16,000 – 2021-2022 and Upgrade and Replace Cafetorium Tile - \$15,000 – 2022-2023

Mrs. Lamphere advised there is a fine line between capital improvement and maintenance. Chair Sullivan stated the amount plays in also. Superintendent Lockwood added, if its more than \$5,000. Mr. Hadik advised that SNHPC indicated if you can see it as an upgrade it belongs in CIP. Mr. Weider stated resurfacing is maintenance, tiles, etc., have a life expectancy.

Repair, Reseal and Re-Stripe Parking Lot - \$16,000 – 2022-2023

Superintendent Lockwood advised they would restripe the parking lot every five years. It was last done in 2018 so that would put it in 2023. Mr. Weider stated that this is a maintenance item. Selectman D'Angelo stated one criteria is whether it is a public safety need.

Gym & Cafeteria Re-Roofing \$225,000 – 2023-2024

Superintendent Lockwood advised there was a fund set aside with funds added the last four years. The roof has been inspected. Have spent \$12,000 patching minor pin hole leaks. Mr. Weider asked why is the roof repair in the CIP? Superintendent Lockwood responded to make up the difference. Mr. Weider advised its already been funded and cautioned that if its not going to be done in the seven- year cycle it will drive impact fee costs and could have to be turned back to developers.

Mr. Richardson stated its up to you to decide. Superintendent Lockwood added the School's portion is different. The School doesn't use Warrant Articles. It doesn't raise CIP the way the Town does, the formula is different. Chair Sullivan advised whether its budgeted or warranted, this is a planning tool that impacts new homes have on the Town.

Replace two (2) Boilers \$100,000 – 2024-2025

Superintendent Lockwood advised the HVAC folks say the boilers will reach the end of life 2024-2025. Has some specs but labor costs would be guessing that far out.

Hub Room Network Switches \$30,000 – 2023-2024 and Server Room Network Switches - \$20,000 – 2025-2026

Mr. Weider asked for more information on the switches, how many switches and what are they for? Why do they need to be replaced, capacity? Superintendent Lockwood stated he would get the information and email it to Mr. Hadik.

2. Fire Department – Fire Chief Greg Bolduc & Deputy Fire Chief Ben Clark

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Deputy Fire Chief Ben Clark presented the proposed FY 2019-2026 CIP for the Chester Fire Department.

Fire Department Equipment & Projects:

Portable Personal Radios \$69,000 – 2020-2021

Deputy Clark advised the Department would replace the second half of the radios next year. Mr. Weider clarified they were in last year's CIP spending? – yes. Mrs. Lamphere asked if they were \$4,600 each? – yes.

Personal Protective Equipment \$114,900: \$18,400 – 2019-2020; \$18,700 – 2020-2021; \$19,000 – 2021-2022; \$19,300 – 2022-2023; \$19,600 – 2023-2024; \$19,900 – 2024-2025; \$20,200 – 2025-2026

Deputy Clark advised they are looking to purchase 6 sets of turn-out gear annually (reduced from 7).

Firehouse Septic System Upgrade - \$22,000 – 2019-2020

The current system frequently freezes and requires pumping monthly and de-thawing in the Winter. Mr. Weider recommended checking the slope of the pipe.

Egress/Driveway - \$250,000 – 2019-2020

Deputy Clark advised the driveway egress project has been moved forward one year. The Fire Department needs to be able to get out during large scale events and when the shared driveway with Chester Academy is blocked at 8 am and 3 pm. Commuters are making three lanes where there is only room for two. Mrs. Lamphere recommended putting in a request for action with the Police Department. Deputy Clark advised they would have to be there every day. The egress would be exit only. Discussion was had if the proposed emergency egress could be relocated. Road Agent Oleson added there are major wetlands there which is why it can only be used as a single lane exit. Mr. Hadik asked if a traffic signal was required for the emergency egress intersection. Chief Bolduc advised that other Towns utilize them, and their equipment is already configured for the remote-control buttons to trigger the signals. Selectman Landau asked if they talked to DOT, a light is cheaper than a road. Chief Bolduc stated they would look at other options.

Digital Pagers - \$22,000 2019-2020

Derry is moving to digital. Chester has analog. One-time cost, 40 pagers at \$550 each with a potential discount for bulk purchasing.

2003 Engine One (#2) Pumper Replacement - \$702,000 2020-2021

Deputy Clark advised it takes a minimum of one year when you decide to replace the equipment for them to build it out. Mr. Weider asked about trade value, whether it is best to sell or run into the ground. Chief Bolduc advised they were successful with the sale of the old tanker and got twice what they were asking (\$30,000).

Thermal Imaging Cam (2) - \$25,000 – 2022-2023

Aid in structure fires, auto accidents, missing persons and investigations. Supplement to those acquired in SCBA grant.

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Roof Upgrade - \$35,000 – 2023-2024

Original roof circa 1999 is not leaking but has begun to lose shingles. Discussing whether to replace with metal or asphalt.

Gear Extractor- \$25,000 – 2022-2023

Chief Bolduc explained that the gear extractor is required to cleanse the turn-out gear of possible carcinogens or other cancer-causing agents once the firefighters have returned from a fire call or even a traffic accident involving chemicals.

The line item is a place holder. There could be grant funds available.

“Life Pack” Defibrillators (3) - \$60,000 – 2022-2023

This upgrade will make the defibrillators used by the Fire Department compatible with other Towns and additionally save money on pads which must be changed out on a call because they are not compatible.

Firehouse Kitchen Vent Hood & Renovation - \$25,000 – 2022-2023

It was recently brought to the attention of the Fire Department that they are required to have a hood over the cooktop to meet code. There could be some savings to moving it to an outer wall. Selectman Landau advised they priced them today. The Firefighters Association has offered to contribute to the cost of the kitchen upgrade if the hood is installed.

Communications Tower - \$150,000 – 2025-2026

Deputy Clark advised the rent is being raised on the existing tower and the Department would like to have their own Tower. Signals are lost when bounced off the tower on 121. Chief Bolduc advised the rent is \$1026/yr. now and increasing to \$5,800/yr. The Town of Derry has offered to put up all new digital equipment if Chester pays for maintenance costs.

Mr. Sullivan added the option may not present itself again. Selectman Landau suggested raising the rent to the company that leases the Town’s tower at the Transfer Station.

2009 Engine (#1) Quint Refurbishing - \$300,000 – 2025-2026

NFPA recommends refurbishment every ten years.

Automatic External Defibrillators - \$24,225 – 2019-2020

Chief Bolduc explained that the original defibrillators were purchased as part of a Heart Safe Community program grant ten years ago and need to be replaced as they are expired or due to expire. In addition to being in Fire Department vehicles, they are in Police cruisers, Chester Academy and Municipal buildings throughout Town. The existing defibrillators have no trade-in value.

Chief Bolduc advised teachers are trained how to use the defibrillators annually. There will be training coming up for Town employees.

2010 Rescue Truck and 1989 Forestry Tanker

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218 These items were not estimated or scheduled.

219 Mr. Weider advised the purpose of the CIP is to transfer debt-based financing to non.

2203. **Highway Department – Road Agent Michael Oleson**

221 Road Agent Oleson presented the proposed FY 2019-2026 CIP for the Highway Department.

222 **Highway Department Equipment & Projects:**

223

224 **Equipment:**

225

226 ***F-550 Type Plow Truck with Outfitting - \$85,000 – 2019-2020***

227

228 This truck is intended to replace the 2012 Ford F-550 snow plowing and Highway Department truck put
229 in service in 2011. If replaced, the 2012 Ford F-550 will be turned over to the Maintenance &
230 Groundskeeping Department to replace the recently retired F-150 pick-up which in turn allows the
231 planned replacement of the F-150 pickup to be moved out another 4-5 years in the CIP. Road Agent
232 Oleson advised they just put \$4,000 into it. Repurposing the old truck would allow Maintenance and
233 Groundskeeping to help out with the plowing. Otherwise they would have no truck all Summer.

234

235 Road Agent Oleson submitted estimates from Mr. Nightingale of Ford of Londonderry for the cost of the
236 chassis and from Donovan Equip. Co., Inc. for Highway Department equipment upgrade/use conversion.

237

238 ***Highway Shed Fire & Security System - ? - 2020-2021 and New Highway Office & Garage - \$750,000 –***
239 ***2020-2021***

240

241 Road Agent Oleson described his vision for a newly constructed 60'x80' Highway Shed (plus wings on
242 either side) to be built in the vicinity of the Salt Shed. The Shed would have a kitchen and radiant heat in
243 the floor and a place for workers to rest during big storm events. The purpose would be to get the
244 equipment under cover and be able to dry vehicles and equipment out and be able to work on
245 equipment on site, which would prolong the lifespan of the equipment and save on repair and
246 replacement costs. Currently he is able to bring them back to his garage but is concerned what the
247 Town will do when he is no longer able to do that.

248

249 Selectman Landau stated the Town cannot afford to build two buildings in three years and the Highway
250 Shed should take priority over the Police Department's new building and be done first. Road Agent
251 Oleson advised there has got to be some thought put in, it's a million dollars with site work. Selectman
252 Landau advised it needs to be on the radar. The Town can't keep buying equipment and letting it sit
253 outside. Mr. Weider disagreed citing that the military and dealerships leave the vehicles out of doors.
254 Mrs. Lamphere added she was reluctant to push this into this year's budget without having specifics. Its
255 too late this year.

256

257 **Roads:**

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Road Agent Oleson provided a comprehensive listing of roads and proposed schedules. Chair Sullivan asked Road Agent Oleson about road studies and variation in pricing. Road Agent Oleson advised that he expects to have the report from StreetScan in a couple of weeks, end of November.

Box Cut & Total Rebuilds;

Road Agent Oleson advised the increase to the average homeowner's tax bill to completely do one major road (North Pond Road or East Derry Road) in one year would be \$1,250-\$1,300.

Selectman D'Angelo asked if when the Exit 4A project begins, if any of these roads would qualify for upgrading from DOT as they are off Route 102. Road Agent Oleson advised they would only assist with roads that are relatively close to the project.

2724. Cable TV Committee – Chuck Heuer & Briana Demers

Mr. Heuer presented the proposed FY 2019-2026 CIP for the Chester Cable TV Committee with an accompanying written narrative. Mr. Heuer introduced Brianna Demers who is PACT's newest employee. She also works with Londonderry CCTV and Salem. Mr. Heuer recently got to see the Salem studio.

Public Access Cable TV (PACT) Equipment Upgrades - \$74,346 – 2019-2020

Purchase of a New Server/Schedule Control/On-Demand Unit - \$56,444

Mr. Heuer advised the company that services the server is no longer servicing the existing server and PACT is concerned that if it goes down and needs repairs, they will be unable to broadcast.

Selectman D'Angelo asked if that included emergency broadcasts. Mr. Heuer replied, yes.

Ms. Demers advised their long-term goals are in the digital direction.

Purchase new cameras and interface units for meeting rooms and school meetings - \$17,902

Mrs. Lamphere asked what determines what you can take out of franchise fees?

Ms. Demers answered content. Selectman D'Angelo advised the franchise fee percentage is now 2%.

Mrs. Lamphere asked about drawing down the franchise fee account balance.

Selectman Landau advised that one-third of the Town has Comcast and pay franchise fees to PACT already as part of their subscription. It would not be equitable to make those who are already paying franchise fees through their Comcast subscriptions to pay for this twice. He called this double taxation.

Mr. Heuer disagreed. He and Ms. Demers stated the franchise fees only cover the operating budget and Ms. Demers' salary, not equipment upgrades.

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297 Selectman Landau proposed negotiating with Comcast concerning collection of the franchise fees. Mr.
298 Heuer advised he would need to do research. It has come up at meetings, that with everyone's
299 accessibility to PACT's broadcasts via the internet, that everyone share the load (costs).
300

301 Selectman Landau suggested some items that are "wish list items" should not have priority over
302 repairing roads.
303

304 Mr. Sullivan reminded there are technology upgrades in every department annually at a cost to the
305 Town.
306

307 Mrs. Lamphere suggested splitting the costs into two years and replacing the server the first year and
308 the camera equipment the second.

309 **Adjournment**

310 Ms. Richter motioned to adjourn the meeting. Ms. Theokas seconded the motion. Motion approved 5-
311 0-0.

312 The meeting was adjourned at 10:13 pm.

313 Respectfully submitted,
314

315 Nancy J. Hoijer
316 Recording Secretary