

10-2-19 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, October 2, 2019  
Municipal Complex  
Approved Minutes**

**Members Present:**

Brian Sullivan, Chairman  
Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member (arrived at 7:04 pm)  
Richard Snyder, Member  
Michael Weider, Member  
Aaron Hume, Alternate Member  
Dana Theokas, Alternate Member  
Charles Myette, Ex-Officio

**Members Absent:**

None

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times:**

**Board of Selectman**

- Stephen D'Angelo
- Steph Landau

**Chester Department Heads**

- Aaron Berube, Police Chief, Police Department
- Candace Knowlton, Library Director, Public Library
- Mike Oleson, Road Agent Highway Department
- Corinna Reishus, Recreation Director, Recreation Commission
  - Michelle Trask, Commission Chair, Recreation Commission
  - Kevin Kistler, Recreation Commission

Chairman Sullivan opened the meeting at 7:00 pm.

Chairman Sullivan noted that Mr. Hume is the alternate for Ms. Richter.

10-2-19 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

## Meeting Agenda

### General Business

- 1) Review and sign invoices and time sheets.
- 2) Review and approve Planning Board minutes for September 25, 2019 meeting.
- 3) Discuss a meeting date for review of the Planning Board's budget with the BOS.
- 4) Discuss whether to meet on 10-8-19?

### 7:15 PM – CIP Project Reviews with Department Heads

Highway Department – Road Agent Michael Oleson  
Public Library – Library Director Candace Knowlton  
Police Department – Police Chief Aaron Berube  
Recreation Commission – Recreation Director Corinna Reishus

### 7:30 PM - Public Hearings

None scheduled.

### Future Meeting Dates:

- October 9 – PB meeting?
- October 16-CIP project reviews
- October 23 - SUB McLean

Mr. Hadik distributed the CIP project review forms and the draft of CIP Table 10.

Mr. Snyder suggested that the Board use laptops and WIFI to review the documents at future meetings.

### 7:15 PM – CIP Project Reviews with Department Heads

#### Highway Department – Road Agent Michael Oleson

##### *Highway Department Equipment*

- *Asphalt Hotbox for Road Patching - \$40,000 (2020 – 2021)*

Road Agent Oleson joined the Board at the meeting table at 7:02 pm.

Mr. Oleson said that he is requesting a 3 cubic-yard capacity asphalt hotbox for road patching. He explained that real, hot asphalt will last longer and is only half as expensive to buy than cold patch. Mr. Oleson noted that the hotbox will allow them to use real, hot asphalt, use fewer people to do the patching, and reuse the unused asphalt the next day.

Mr. Myette asked if he had done a cost estimate for the year of the cost of cold patch and how much the Town purchases versus asphalt. Mr. Oleson said that he should have brought that information, but didn't. Mr. Myette suggested that Mr. Oleson do a cost evaluation with the cold patch cost to asphalt and the manpower needed for cold patch and asphalt.

The Board discussed the CIP process, the CIP document, and the layout of the document – what is included and when a new project is put into the CIP or how the new project is identified. The Board suggested annotating the new projects on the CIP Table 10. Mr. Hadik said that he will add the word “new” to the document next to a new project and also add the words “Draft” to each page of Table 10.

Mr. Snyder said that the hotbox sounds like a good project and is worthy of Mr. Myette's suggestion of a cost analysis to justify the cost.

The Board discussed having requested projects “sitting” in the CIP for seven years, if the project is never completed.

The Board discussed how Impact Fees are calculated and to what the Impact Fees can be applied.

Mr. Hadik explained that the CIP is a planning document, used as a tool for predicting for the Town's needs and long-term goals.

The Board discussed the Highway Department's pieces of equipment listed on the CIP. They requested that Mr. Oleson fill out the detailed forms for two pieces of equipment listed on the CIP (a Loader- Backhoe, and the Articulating Loader at the Salt Shed).

Mr. Hadik advised the Board that the roads on the CIP and the costs attributed to them are calculated on formulas of cost-per-mile from the NH DOT that have proven to be a good estimate based on the East Derry Road work bids and last year's actual road work costs.

Mr. Hadik noted that Mr. Oleson is proposing to work on North Pond Road as the next two projects; North Pond Road is divided into two parts: grind and repave the Candia Road end, and box cut and rebuild the Route 102 end.

Mr. Oleson stated that he has rethought the classification of many of the roads in the “box-cut, total reconstruction” category, and will be moving some to the “grind & repave” category (\$1,250,000 vs. \$400,000 per mile costs).

Mr. Oleson departed the meeting at 7:48 pm.

**Public Library – Library Director Candace Knowlton**

10-2-19 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

- *Computer Upgrades - \$7,600 (2020-2021)*
- *Two Handicap Ramps and Walkways - \$21,100 (2020-2021)*
- *Rear Patio – Outdoor Function Area - \$30,550 (2021-2022)*

Library Director Knowlton joined the Board at the meeting table at 7:49 pm.

Ms. Knowlton said that the library currently has Windows 7 on their workstations and next year Microsoft will no longer support Windows 7.

The Board suggested that the library upgrade to Windows 10. Ms. Knowlton responded the hardware is also dated.

It was noted that the Impact Fees listed on the CIP for the library are earmarked for the library renovation. Mr. Weider requested that the earmarked impact fees for the Library not be listed on the current CIP.

Ms. Knowlton said that the library must repair the two handicap ramps and walkways. Chair Sullivan pointed out that the two handicap ramps and walkways are not optional. The Board discussed options for the ramps, railings, and walkways.

Ms. Knowlton noted that she is working to get the best option to do the ramps, railings, and walkways, and that the amount on the CIP could change.

The Board reviewed the 2021-2022 CIP project of the patio.

Ms. Knowlton pointed out that although it has been on the CIP for three years, next year there should not be any other items from the library.

Ms. Knowlton departed the meeting at 8:08 pm.

#### **Police Department – Police Chief Aaron Berube**

- *Cruiser w/ Outfitting (+3.5%/year) - \$364,385: \$55,630 (2020-2021), \$57,577 (2021-2022), \$59,592 (2022-2023), \$61,678 (2023-2024), \$63,837 (2024-2025), \$66,071 (2025-2026)*
- *Police Protective Equipment - \$70,00: \$10,000 (every year for next seven years)*
- *Evidence Room Ventilation - \$20,000 (2020-2021)*
- *Body-Worn Cameras - \$15,445 (2021-2022)*
- *4x4 Pickup Truck - \$45,000 (2023-2024)*
- *Design Plans for New Facility - \$500,000 (2022-2023)*
- *Construction of New Facility - \$7,000,000 (2025-2026)*

Police Chief Berube joined the Board at the meeting table at 8:08 pm.

- *Cruiser w/ Outfitting (+3.5%/year) - \$364,385: \$55,630 (2020-2021), \$57,577 (2021-2022), \$59,592 (2022-2023), \$61,678 (2023-2024), \$63,837 (2024-2025), \$66,071 (2025-2026)*

Chief Berube said that as of 2020 none of the equipment will be able to be transferred over from an old cruiser to a new cruiser because of the updates to technology. Chief Berube and the Board discussed new cruisers, maintenance warranties, and number of cruisers the department has and needs.

Chief Berube explained that since 2008, he has not asked for additional vehicles (a larger vehicle fleet). He said that all he is asking for is for his officers to have the most up-to-date equipment so that the officers, when responding to calls, do not have to worry about the cruisers breaking down.

- *Police Protective Equipment - \$70,00: \$10,000 (every year for next seven years)*

Mr. Hadik and Chief Berube discussed covering the costs of the Police Protective Equipment with impact fees this year.

- *Evidence Room Ventilation - \$20,000 (2020-2021)*

Chief Berube explained that the evidence room ventilation does not have to be OSHA (Occupational Safety and Health Administration) certified, which is what the original number in the CIP reflects, so the amount for the CIP will come down possibly by up to half the original amount.

The Board and the Chief discussed the best year to have the ventilation work done. They agreed to keep it in the 2020 – 2021 year.

- *Body-Worn Cameras - \$15,445 (2021-2022)*

The Board and the Chief discussed keeping the body-worn cameras in the year 2021 – 2022.

Selectman Landau noted that the Town cannot afford to do all the of the three big items (Fire Engine 2 replacement, new Highway Garage and new Police Station) that are listed in the CIP in the coming few years. He suggested not doing some of the maintenance items and putting that money towards the planning (for a new police station?).

Selectman Landau said that the three Boards, the Planning Board, Board of Selectman, and the Budget Committee, need to meet and prioritize Town projects. Mr. Weider agreed that those Boards need to meet, but to also discuss how to fund the projects.

The Board discussed funding and costs of the big items that are listed on the CIP, and the best way to plan for these projects.

Chief Berube noted that he is in the process of applying for grants for the body-worn cameras, but it is more challenging for a small town to get a grant. He said he is in the process of talking with other towns to create a pool of other towns to get a grant.

- *4x4 Pickup Truck - \$45,000 (2023-2024)*

Chief Berube explained that the truck will be eight years old in 2023-2024, at which time an eight-year-old vehicle is usually recycled to the Town for other uses. He said that the intent of the vehicle was to pick up larger items in the back, but they purchased a F-250 truck with a trailer tow and snow plow package for the same cost as an F-150 truck, which could be recycled to be used for the Town Highway or Maintenance departments.

Mr. Weider asked if the pick-up truck is a need for the department.

Chief Berube said that this vehicle was the only vehicle in Town that during the floods could drive people around. It has a four-wheel drive, unlike the patrol cars that are all-wheel drive.

- *Design Plans for New Facility - \$500,000 (2022-2023)*

Chief Berube said he has no way to give an exact number for this project, and this number is an estimate.

The Board noted that the number is a place holder.

- *Construction of New Facility - \$5,500,000 (2025-2026)*

Chief Berube pointed out that this number is also just an estimate. Mr. Weider suggested noting on the CIP that the number is an estimate.

Chief Berube departed the meeting at 9:00 pm.

## **Recreation Commission – Recreation Director Corinna Reishus**

### ***Parks, Recreation & Conservation***

- *Beach Area 20'x40' Pavilion - \$40,000 (2020-2021)*
- *Picnic Tables - \$5,000 (2020-2021)*
- *Ballfields Irrigation - \$15,000 (2021-2022)- completed- ?*
- *Ballfields – Two 20' x 20' Equipment Sheds - \$10,000 (2023-2024)*
- *Refurbish Playground - \$50,000 (2024-2025)*
- *Ballfields Goals, Field Lining Equipment Etc. - \$10,000 (2023-2024)*
- *Ballfields – Toilet Facility - \$50,000 (2024-2025)*
- *Ballfields – Finish Grading & Reseeding*
- *Ballfields – Benches & Bleachers*

**Other Recreation Projects**

- *Fitness Trail- \$20,000 (2020-2021)*
- *Mobile Concession Stand - \$25,000 (2021-2022)*
- *Gravel Entrance / Parking Area @ Spring Hill Farm – on Lane Road – \$10,000 (2021-2022)*
- *Town Tennis Courts - \$50,000 (2023-2024)*
- *Construct New/ Second Playground - \$100,000 (2025-2026)*
- *French Ballfields Reconstruction – Waiting on estimates.*
- *MPR Netting, Floor Mats, Wall Pads, Water Fountain*

Recreation Director Reishus, Recreation Chairperson Trask, and Mr. Kistler joined the Board at 9:00 pm. Ms. Trask said that they have removed items from the list they submitted this year, but added a new item – *Construct New/ Second Playground - \$100,000 (2025-2026)*.

There was discussion about the Beach Pavilion.

Mr. Hadik noted that the Recreation Department (REC) has impact fees totaling \$107,000 but only \$43,000 is unallocated. He reviewed the REC impact fees spent, allocated, and unspent for projects listed on the CIP.

There was discussion about the needs versus wants for the REC department.

Mr. Weider said that the REC has circumvented the decision making of the legislative body by finding a funding mechanism through impact fees. Ms. Richter said that other departments use their impact fees. Mr. Snyder said that the legislative body has delegated these decisions to the Recreation Commission.

Mr. Hadik said that he needed to interject to discuss the spending of the allocated impact fees. The Board discussed the REC and other departments' ability to spend impact fees.

Mr. Kistler said that the REC took the advice the Planning Board gave last year and removed items from their CIP list of projects and focused the list on things the REC feels are important.

There was discussion about the funds allocated to REC that are unspent. Ms. Reishus said that the funds will be spent for what they are allocated by the end of the fiscal year.

There was discussion about the irrigation of the fields, and to which fields the irrigation was referring; it was said that the French Fields do not need irrigation, but they need work on the drainage.

Mr. Myette noted that there are conservation easements on the various areas that the REC is suggesting creating a fitness trail. Ms. Reishus pointed out that Mr. Myette had recommended

one of the areas to the REC. Mr. Myette said that they should be sure to review the areas and the easements on them and determine the best location for a fitness trail and for a second playground.

Ms. Reishus said that the REC has walked all the Town properties and is working to determine the best location for REC projects that will benefit the residents.

There was discussion about the irrigation/drainage of the French Fields.

Mr. Myette pointed out that the Spring Hill Farm at Lane Road also has a conservation easement, on which the Rockingham County Conservation Commission must approve projects.

There was much discussion about the REC impact fees, contracts for work, encumbrances of funds, completion of projects, information the Finance Director (not present) has conveyed to Ms. Reishus, and what invoice receipts Mr. Hadik has received from projects.

Mr. Weider suggested the Finance Department, the Town Finance Director, Ms. Reishus and Mr. Hadik meet to clear up the confusion on which REC projects have been completed and paid.

Ms. Reishus, Ms. Trask, and Mr. Kistler departed the meeting at 9:50 pm.

## **2) Review and approve minutes for September 25, 2019 meeting.**

The Board agreed to review and approve minutes for September 25, 2019 meeting at the next Planning Board meeting.

## **3) Discuss a meeting date for review of the Planning Board's budget with the BOS.**

The Board discussed the best day to review the Planning Board budget with the BOS.

## **Adjournment**

Ms. Richter made a motion to adjourn the meeting; Mr. Snyder seconded the motion. Motion approved, 6-0-0.

The meeting was adjourned at 9:55 pm.

Respectfully submitted,

C. Molly Qualters

Recording Secretary