

10-16-19 These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

Town of Chester
Planning Board Meeting
Wednesday, October 16, 2019
Municipal Complex
Approved Minutes

Members Present:

Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Michael Weider, Member (arrived at 7:10 pm)
Aaron Hume, Alternate Member
Dana Theokas, Alternate Member
Charles Myette, Ex-Officio

Members Absent:

Brian Sullivan, Chairman
Richard Snyder, Member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times:

Board of Selectman

- Stephen D'Angelo
- Steph Landau

Chester Department Heads

- Chester Academy – Dr. Darrell Lockwood and School Board Chairperson Royal Richardson
- Fire Department – Fire Chief Greg Bolduc and Captain Ben Clark
- Government Buildings – Maintenance Supervisor Paul Kavanaugh
- PACT – Chairperson Robert Grimm and Briana Demers

Vice Chairman Sederquest opened the meeting at 7:07 pm.

Vice Chairman Sederquest noted that Ms. Theokas is the alternate for Mr. Snyder and Mr. Hume is the alternate for Chairman Sullivan.

Meeting Agenda

General Business

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- 1) Review and sign invoices and time sheets.
- 2) Review and approve Planning Board minutes for September 25, 2019 and October 2, 2019.
- 3) Reminder of 10-24-19 meeting date review of the Planning Board's budget with the BOS.
- 4) Discuss whether to meet on October 30, 2019 to CIP projects for Table 10.
- 5) Discuss noticing requirements for amending LifeWay Church's Conditions of Approval for Busche Academy.
- 6) Discuss Ms. Qualters' new work schedule.
- 7) Library's request for release of impact fees.

7:15 PM – CIP Project Reviews with Department Heads

- Chester Academy – Dr. Darrell Lockwood and School Board Chairperson Royal Richardson
- Fire Department – Fire Chief Greg Bolduc and Captain Ben Clark
- Government Buildings – Maintenance Supervisor Paul Kavanaugh
- PACT – Chairperson Robert Grimm and Ms. Briana Demers

7:30 PM - Public Hearings

None scheduled.

Future Meeting Dates:

- October 23 – PH SUB McLean, PH LLA, CUP – Eversource
- October 30 – Discuss CIP Table 10 project list?

2) Review and approve Planning Board minutes for September 25, 2019 and October 2, 2019

Mr. Hadik advised that the Board will review the minutes at the next meeting.

3) Reminder of 10-24-19 meeting date review of the Planning Board's budget with the BOS.

Mr. Hadik reminded the Board that they would be meeting on October 24, 2019 to review the Planning Board's budget with the BOS.

4) Discuss whether to meet on October 30, 2019 to CIP projects for Table 10.

Mr. Hadik noted that the Board would be having a meeting on October 30, 2019 to review CIP projects.

5) Discuss noticing requirements for amending LifeWay Church's Conditions of Approval for Busche Academy.

Mr. Hadik asked the Board about the noticing requirements if the LifeWay Church made an amendment to the Conditions of Approval. He said that the LifeWay Church group wanted to use a different building on Tuesday and Friday nights than they originally had noted on the Conditions of Approval.

The Board agreed that LifeWay Church would need to return to the Planning Board and have the Public Hearing, which would need to be noticed, to make this amendment to their Conditions of Approval.

6) Discuss Ms. Qualters' new work schedule.

Mr. Hadik advised the Board that this recording secretary, Molly Qualters, had a permanent change of schedule at her full-time job, from Fridays to Wednesdays, and will no longer be able to be the recording secretary for the Planning Board. This will be her last meeting.

Mr. Hadik and other Board members noted the excellent job she has been doing, and that she will be missed.

7) Library's request for release of impact fees.

Mr. Hadik explained had received a written request from Library Director Knowlton who had requested the total amount of accrued Impact Fees for the library renovation.

Ms. Richter made a motion to release \$22,172 in Library Impact Fees for the library renovation, Mr. Weider seconded the motion. Motion approved, 6-0-0.

7:15 PM – CIP Project Reviews with Department Heads

Mr. Hadik distributed CIP documents. He noted that, per Mr. Weider's request, the new items in the CIP are indicated with the word "new" in red, and the cost numbers for these new projects are also in red. Also he has added the word "Draft" in red twice to the top of each spreadsheet.

Chester Academy – Dr. Darrell Lockwood and School Board Chairperson Royal Richardson

Dr. Lockwood and Mr. Richardson had joined the Board at the meeting table before the beginning of the meeting. The Board, Dr. Lockwood, and Mr. Richardson reviewed the items listed.

Chester Academy CIP Projects:

- **Technology Computer Leases – 2021 - \$83,103**

Dr. Lockwood said that will be shown every year; they have a rotating three-year lease.

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123 • **Sprinkler Tank Interior Epoxy Painting – 2021 - \$25,000**

124 Dr. Lockwood said the steel tank needs to have the interior painting as recommended when it
125 was recently cleaned out and inspected.

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127 • **Air Conditioning for the HUB room and Special Education/ Guidance Offices –**
128 **2021 - \$17,675**

129 These two projects are combined as one. The current air conditioning for special education and
130 guidance offices is via window units that pose a safety and efficiency issue.

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132 • **Bathroom Refurbishment Cafeteria/ Gym – 2021 - \$45,000**

133 This is for a refurbishment of all three bathrooms in this area.

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135 • **Playground/ Softball Field Irrigation – 2021 - \$10,000**

136 This is for an in-ground system. Difficult to grow grass in this area because it gets a lot of use
137 between softball and recess play.

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139 • **Sprinkler Tank Cathodic Protection System – 2021 - \$10,000**

140 This was mentioned during the painting of the interior of the sprinkler tank.

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142 • **Upgrade and Replace Cafetorium Tile – 2022 - \$15,000**

143 The floor gets a lot of use and gets washed a couple of times per day, but needs an upgrade.

144

145 • **Bathroom Refurbishment Upstairs/ Middle School – 2022 - \$45,000**

146 A refurbishment of all three bathrooms on the second floor.

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148 • **Library Carpet Upgrade and Replacement – 2023 - \$16,000**

149 The School Board pushed this out a year because we believe it can go another year.

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151 • **Repair, Reseal, and Re-Stripe Parking Lot – 2023 - \$16,000**

152 The School Board is trying to do the parking lot every five years.

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154 • **Bathroom Refurbishment Elementary Downstairs – 2023 - \$45,000**

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156 • **Playground Equipment Replacement and Upgrade – 2023 - \$25,000**

157 This is a place holder for the playground equipment. The PTA is undertaking this project.

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- **Gym and Cafeteria Re-roofing – 2024 - \$225,000**

- **Network Switch, HUB Room – 2024 - \$30,000**

- **Boiler (2) Replacement – 2025 - \$100,000**

The School Board anticipates the boilers will be coming to the end of their life by 2025.

- **Main Office Reconfiguration and Safety Upgrades – 2025 - \$150,000**

This is a place holder. The School Board has asked us to bring someone in to look at how best to update and add safety upgrades.

- **Network Switch, Server Room – 2026 - \$20,000**

- **Shingled Roof Classroom Wings – 2026 - \$129,000**

This wing is the newer roof, but it gets the most sun.

- **Shingled Roof Main Building – 2027 - \$140,000**

- **Gym Floor Refurbishing – 2027 - \$25,000**

Mr. Weider asked for scores for the shingled roof and the gym floor refurbishing. Dr. Lockwood said it is a lower rating because of where it is placed. As the project moves closer, the rating will change.

Dr. Lockwood noted all the items that have been completed that were on the CIP from last year.

Dr. Lockwood and Mr. Richardson departed the meeting at 7:44 pm.

Fire Department – Fire Chief Greg Bolduc and Captain Ben Clark

Chief Bolduc and Captain Clark came before the Board at 7: 45 pm.

CFD CIP Projects:

- **Radios - \$69,000**

Captain Clark noted that this is the second half of a project started two years ago. He said that they anticipate the number being lower than the \$69,000. This will complete the project with all the radios being updated.

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- **Personal Protective Equipment - \$23,015**

Captain Clark said that this year there was an increase in cost because a part was discontinued.

- **Fire Department Parking Lot - \$75,000**

This is an estimate. It makes sense to do the parking lot while they complete the access road.

- **Rescue Engine - \$701,955**

This is the replacement for the current truck that is approaching 20-years-old. Chief Bolduc said that they are pushing it out a year, and will only push it out a year at a time as needed, based on its condition. Mr. Weider noted that the Town is looking at large numbers from various departments and said that he is good with them pushing it out a year. He said that the equipment is too new for fire department grants. Chief Bolduc said that they will push it out every year that they can. The Board had much discussion about possibly refurbishing the truck.

- **Thermal Imaging Camera - \$15,000**

Captain Clark said this is a place holder and he thinks the price will come down.

- **Mobile Dispatch Terminal - \$15,000**

This is a place holder.

- **Kitchen Ventilation Hood/ Renovation - \$25,000**

Captain Clark said that this will bring the kitchen stove hood in line with the building code requirements. This project is only for the hood.

- **Gear Extractor - \$25,000**

This is a place holder. The unit they have now is approaching its thirtieth year, but is working well.

- **Life Pack Defibrillators - \$60,000**

This is a place holder.

- **Engine 1 Refurbishment - \$300,000**

- **Communications Tower - \$150,000**

Chief Bolduc explained that the cost to lease the use of a communication tower went from \$1,000 to \$6,000, but he worked with two other Towns and is sharing the cost at \$2,000 each. This may be a cost savings in the long run if the Town has their own tower.

- **Digital Pagers - \$22,000**

- **Rescue 1 - \$325,000**

This is the most commonly used truck. It is an emergency response vehicle.

- **Roof Replacement**

The roof is almost twenty years old.

Mr. Weider asked if they had plans for the fire department's impact fees. Chief Bolduc said that they are having discussions about the options.

Chief Bolduc and Captain Clark departed the meeting at 8:32 pm.

Government Buildings – Maintenance Supervisor Paul Kavanaugh

Mr. Kavanaugh and Selectman Landau joined the Board at the meeting table at 8:33 pm.

Government Buildings CIP projects:

- **IT Hardware and Software Upgrades FY Ongoing - \$10,136**

Selectman Landau noted that the Town had changed vendors. He said that they are replacing workstations and updating to Windows 10.

Mr. Hadik said that the financial software had been taken out of the CIP and put into the BOS budget.

- **Ex-Mark 60" Gas Mower – FY 20/21 - \$15,600**

Mr. Kavanaugh said that the current mower is 13 to 15 years old. He noted that the person who did the most recent repair on the machine had said that this is possibly the last repair it could have. Selectman Landau pointed out that it is difficult to get parts for the machine.

The Board discussed a diesel versus gas mower. Mr. Hadik said that he had discussed the benefit of a diesel versus gas mower with the mower operator (John – not present) and John recommended a gas mower.

270 • **Cab for John Deere Tractor – FY 20/21 - \$5,500**

271 Mr. Kavanaugh said the tractor has no cab, no protection and this is a safety issue. Also the
272 tractor is used a lot to blow snow in winter and the operators get very cold without any
273 protection from the weather .
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275 • **Enclosed Work Trailer – 16' – 18' – FY 20/21 - \$6,000**

276 A cheaper option than buying a new truck or work van. Can be pulled by the F-550 and the
277 tractor. The Town has a trailer now but, it is not enclosed.
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279 • **Multiple HVAC improvements for different offices in the Town's Municipal Complex.**
280 **FY 20/21 - \$33,050**

281 Mr. Hadik said that there have been HVAC issues for at least 4 years.
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283 • **Replace the Boilers in the Municipal Offices Rear Annex Wing. FY 20/21 - \$27,500**

284 Mr. Kavanaugh said that the annex boiler just had a heat pump replaced. He noted that the
285 Town plumber had said that the boiler is starting to fail.
286

287 Mr. Hadik noted that these last two items have been in the CIP for at least three years.
288

289 Selectman Landau and the Board discussed future plans for possibly adding a building.
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291 Mr. Kavanaugh departed the meeting and Selectman Landau returned to the audience at 8:58
292 pm.
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294 **PACT – Chairperson Robert Grimm and Ms. Briana Demers**

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296 Mr. Grimm and Ms. Demers joined the Board at the meeting table at 9:00 pm.
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298 **PACT CIP Project:**
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300 • **Capital Improvements/System Upgrade Chester PACT - \$45,990**

301 Mr. Grimm said that they are finishing their phases for the rest of the equipment for the studio.
302 He reviewed the different phases of upgrades, some of which are completed.
303

304 Phase 1 – Cameras and non-server equipment – completed in 2018-2019 with use of franchise
305 fees.

306 Phase 2 – Video server for one channel – completed with 2019-2020 franchise fee budget.

307 Phase 3 – Video server for two channels and final pieces – **Proposed CIP funding.**
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309 The Board, Mr. Grimm and Ms. Demers discussed the equipment, purchased and requested,
310 and the improvements that have been made. The Board reviewed and discussed the numbers
311 for the project.

312

313 Mr. Weider asked about the cost shown on Table 10. Mr. Grimm and Ms. Demers confirmed
314 the total project cost was \$45,990; \$21, 400 of which would be covered by Comcast's franchise
315 fees. The remaining \$24,590 to be funded by the taxpayers.

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317 Mr. Grimm and Ms. Demers departed the meeting at 9:15 pm.

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319 **Adjournment**

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321 Ms. Richter made a motion to adjourn the meeting; Vice Chair Sederquest seconded the
322 motion. Motion approved, 6-0-0.

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324 The meeting was adjourned at 9:28 pm.

325

326 Respectfully submitted,

327

328 C. Molly Qualters

329 Recording Secretary