

10-30-19: These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester  
Planning Board Meeting  
Wednesday, October 30, 2019  
Municipal Complex  
Approved Minutes**

**Members Present:**

Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member  
Michael Weider, Member  
Richard Snyder, Member  
Selectman Chuck Myette, Liaison  
Aaron Hume, Alternate Member

**Members Absent:**

Brian Sullivan, Chairman  
Dana Theokas, Alternate Member

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times:**

Penny Williams, Tri-Town Times  
Selectman Stephen O. Landau

Vice-Chairman Sederquest opened the meeting at 7:01 PM. Vice-Chair Sederquest indicated Alternate Mr. Hume is active for tonight's meeting.

**Meeting Agenda**

**7:00 PM General Business**

- 1) Review & Sign Invoices & Timesheet
- 2) Review & Approve minutes for the 9-25-19, 10-2-19, 10-16-19 and 10-23-19 meetings
- 3) Review the proposed projects to the annual update of the CIP.

**7:15 PM Appointments**

None Scheduled

**Public Hearings**

None Scheduled

**Future Meeting Dates**

- November 6 –

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- November 13 - PH Eversource, PH Life Way Church?
- November 20? PH to adopt CIP.

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

#### **Review & sign invoices & time sheet**

Vice-Chair Sederquest circulated the invoices and time sheet for signature.

Vice Chairman Sederquest noted that Mr. Hume is the alternate for Mr. Sullivan.

#### **2. Review & Approve minutes for the 9-25-19, 10-2-19, 10-16-19 and 10-23-19 PB meetings**

***Mr. Weider motioned to approve the minutes of the September 25, 2019 meeting. Ms. Richter seconded the motion. Voting were: 3 in favor, with Mr. Weider and Mr. Hume abstaining, approved 3-0-2.***

***Mr. Weider motioned to approve the minutes of the October 2, 2019 meeting. Ms. Richter seconded the motion. Voting were: 5 in favor, approved 5-0-0.***

***Mr. Weider motioned to approve the minutes of the October 16, 2019 meeting as amended. Ms. Richter seconded the motion. Voting were: 4 in favor, with Mr. Snyder abstaining, approved 4-0-1.***

***Mr. Weider motioned to approve the minutes of the October 23, 2019 meeting. Ms. Richter seconded the motion. Voting were: 3 in favor, with Mr. Weider, Mr. Snyder abstaining, approved 3-0-2.***

Ms. Richter passed Mr. Hadik copies of the above minutes with a few corrections for punctuation and typos.

#### **3. Review the proposed projects to the annual update of the CIP**

Mr. Snyder noted FY 2021-22 is on the high side with totals for new Fire Vehicles.

Mr. Hadik noted Departments can go to the BOS if they absolutely need something that the Planning Board happens to reject (*from the CIP*).

Selectman Myette noted our obligation is to move projects around if numbers stack up in a certain (*fiscal*) year.

Mr. Weider conceptually discussed a proposed way of funding the CIP for the long term.

Mr. Hadik noted we would have to be conservative with projected numbers and cannot assume we can pull as much CIP funding from the undesignated fund balance every year as has been done the last two years.

Selectman Myette noted to “focus on what we need and what can be pushed off until another year”.

Ms. Richter noted Police & Fire are getting very good with the CIP process.

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### General Government/Administration CIP Projects

**1. IT Hardware & Software Upgrades** – Mr. Weider questioned why there is \$0.00 in FY 2022-23? Mr. Hadik responded that this will be the first year when the cycle of upgrading outdated workstations will be completed, and no purchases are necessary that fiscal year.

**3. Zero-Turn Lawnmower** – Mr. Hadik recommended funding a gas mower instead of diesel, which would reduce the cost to \$15,600. This is based on the recommendation by John Dalrymple that the extra cost for a diesel motor isn't worth it because it would far exceed the lifespan of the rest of the machine. The Board agreed.

**4. Tractor Cab for Snow Plowing (new)** - Mr. Weider recommended deleting this project because it didn't meet the minimum \$5,000 CIP project cost threshold. The Board agreed.

**5. 16-foot Enclosed Work Trailer (replaces F-350) (new)** – Mr. Weider questioned this project. Mr. Hadik noted the F-350 truck isn't likely to pass another inspection. The trailer could be pulled by the tractor or the F-550 to the job sites. Selectman Landau agreed he was fairly certain the F-350 won't pass another inspection. He said also at some point Maintenance expects to inherit a pickup from the PD.

Mr. Hadik noted that instead of deleting the trailer, it could be pushed out a year. Mr. Snyder recommended moving it to 2021-2022. The Board agreed.

**6. Upgrade Municipal Building & PD HVAC** - Mr. Weider questioned this project. Mr. Hadik noted there are heating and cooling problem with numerous offices and the PD. He noted this would address four separate HVAC issues.

Mr. Weider recommended moving or deleting the project, and does not think it is needed. It is working but needs upgrading. Mr. Weider recommended deleting this project, \$33,000 is too much. Heating is more important. \$5,000 would reconfigure the existing system.

Mr. Snyder recommended deleting Project 6. Selectman Landau suggested it is unnecessary because the building may be reconfigured in a few years if a new Police Station is built. The Board agreed to delete the project.

**7. Upgrade Municipal Building Annex Boiler** - Selectman Landau noted the boiler in the Annex is on borrowed time. Mr. Hadik agreed saying the project has been in the CIP for many years. Ms. Richter recommended leaving #7. The Board agreed.

### Library CIP Projects

**1. Computer Upgrades (new)** – Mr. Hadik noted a new estimate was received (as requested by the Board). Mr. Weider questioned whether the IT work would be done by Block5? Mr. Hadik said it would be done by Granite State because the Library had a longstanding IT work history with them. Mr. Weider questioned whether to push this project out? The Board agreed to leave it as is.

**2. Handicap Ramps & Walkways (new)** - Mr. Hadik noted the highest bid was list and the cost could be decreased. Mr. Snyder recommended leaving #2. The Board agreed.

**3. Rear Patio – Outdoor Function Area** - Mr. Weider recommended removing this project. It should be covered by fundraising. Mr. Snyder noted it has been moved a lot (*in the past*). Selectman Myette

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recommended moving it to 2026 to see how fundraising does. Mr. Snyder recommended moving to 2023-2024. The Board agreed.

#### **PACT CIP Projects**

**1. Equipment Upgrades (new)** - Mr. Weider recommended moving this project out. Selectman Landau noted they asked for \$56,000 to be in their budget.

Mr. Hadik noted the actual net requested amount is \$24,590 because \$21,400 would come from franchise fees. There was much discussion about what happened last year when the project was dropped from the CIP. He noted that after it was dropped from the CIP, PACT went to the BOS and got funding via a warrant article. Mr. Weider noted the amount was \$36,000.

Mr. Weider discussed PACT's proposed budget funding. PACT will work this out with the BOS.

Mr. Hadik recommended having them back for additional explanation. Mr. Weider agreed, leave this in until we get an answer. Selectman Myette noted they have told us what they need. Mr. Hume noted he was curious of the long-term savings. Mr. Snyder noted they want to move toward streaming everything but will still need equipment. After further discussion the project was retained as is.

#### **Police Department CIP Projects**

**1. Cruiser with Outfitting (+3.5%/year)** – The Board did not address this project.

**2. Police Protective Equipment** – The Board did not address this project.

**3. Evidence Room Ventilation (new)** – There was much discussion about this project. Mr. Hadik recommended leaving project #3. The Board agreed.

**4. Body-Worn Cameras (new)** - Mr. Weider noted the other projects were fine, however this project could come from their revolving account. The project was retained.

**5. 4x4 Pickup Truck (new)** – The Board did not address this project.

**6. Design Plans for New Facility** – The Board did not address this project.

**7. Construction of New Facility** – The Board did not address this project.

#### **Fire Department CIP Projects**

**1. Portable (Personal) Radios (2<sup>nd</sup> 15 of 30)** – The Board did not address this project.

**2. Personal Protective Equipment (42 – 6 sets/year)** – The Board did not address this project.

**3. Expand & Repave Parking Lot** – The Board did not address this project.

**4. 2003 Engine (#2) Pumper Replacement** - Mr. Weider recommended pursuing grant qualifications, and would prefer to refurbish and keep for another ten years. Mr. Hadik noted he made inquiries about grants at the 2017 Annual NHMA meeting. He was told that Chester was not considered a poor community. Mr. Weider demurred citing Hampstead as an example.

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Vice-Chair Sederquest noted the engine was already due for refurbishing (*if on a 10-year refurbishment plan*). Mr. Snyder recommended putting \$250,000 in that objective for refurbishment. The Board agreed.

**5. Thermal Imaging Camera** – The Board did not address this project.

**6. Mobile Dispatch Terminals** – The Board did not address this project.

**7. Firehouse Kitchen Vent Hood & Renovation** – The Board did not address this project.

**8. Gear Extractor** – The Board did not address this project.

**9. “Life Pack” Defibrillators (3)** – The Board did not address this project.

**10. 2009 Engine (#1) (Quint) Refurbishing** – The Board did not address this project.

**11. Communications Tower** – The Board did not address this project.

**12. Digital Pagers** – The Board did not address this project.

**13. 2010 Rescue Truck (#1)** – The Board did not address this project.

**14. Roof upgrade** - Mr. Weider opined the roof has not failed yet and while shingles come off, they can be patched. Mr. Hadik noted the roof was towards the end of its life. Ms. Richter noted she was fine with leaving #14. The Board agreed they didn’t want to wait until the roof had failed.

#### **Highway Department CIP Projects**

**1. Asphalt Hotbox for Road Patching (new)** - Mr. Hadik advised Road Agent Oleson did a cursory cost review as requested. Mr. Oleson indicated the additional costs for fuel would negate the savings between hot mix vs. cold mix, however, hot patch mix repairs would last longer than cold mix repairs. The Board agreed the Hotbox was worthwhile.

Mr. Weider recommended budgeting \$35,000 instead of \$40,000. The Board agreed.

**2. Loader-Backhoe** – The Board did not address this project.

**3. Salt Shed Articulating Loader** – The Board did not address this project.

**4. Class 8 Plow Truck, Plow & Sander** – The Board did not address this project.

**5. Highway Shed – Fire & Security System** – The Board did not address this project.

**6. New Highway Office & Garage Design** - Mr. Weider was in favor of moving this project out as it is not currently necessary. Mr. Snyder questioned how we would fund it? Mr. Weider noted the Town has moved away from bonding.

**7. New Highway Office & Garage Construction** - Mr. Weider recommended moving projects #6 and #7 out a year. The Board agreed.

**8. Annual Surveying & Engineering Services** – The Board did not address this project.

**Box-Cut & total Rebuild – 25 Year Lifespan – Estimated cost \$1,250,000 per mile**

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**9. North Pond Road (Route 102 end)** - Mr. Weider asked Mr. Hadik to find out what remains in the CIP capital reserve accounts that has not been drawn down yet.

Mr. Hadik noted that box cut construction is necessary when roads are over wetland soils. Mr. Weider recommended seeing how well grinding and overlay would last vs. the box cut & fill method. Selectman Myette recommended having Road Agent Oleson look to see if he can split this project over two years.

#### **Wason Pond Conservation & Recreation Area CIP Projects**

**2. Beach Area 20'x40' Pavilion** – The Board did not address this project.

**3. Picnic Tables** - Mr. Weider recommended removing this project as it is not a capital expenditure. The Board agreed.

**7. Ballfields – Two 20'x20' Equipment Sheds** – The Board did not address this project.

**8. Refurbish Playground (new)** – The Board did not address this project.

**10. Ballfields, Goals, Field Lining Equipment Etc.** – The Board did not address this project.

**11. Ballfields – Toilet Facility** – The Board did not address this project.

#### **Other Recreation CIP Projects**

**1. Fitness Trail** - Mr. Weider recommended removing this project as not enough information has been provided about an approved location.

**4. Mobile Concession Stand** - Mr. Weider recommended removing this project. The Board agreed.

**5. French Ballfields – Irrigation (new)** - Mr. Weider recommended having Recreation come back to the Board with a plan. He believes this is a drainage and not an irrigation issue.

Mr. Hadik noted Recreation's impact fees need to be spent before they expire. Ms. Richter recommended retaining the project. Mr. Snyder recommended clarifying it. The Board retained the project.

**6. Gravel Entrance/Parking Area @ Spring Hill Farm Lane Road** - Selectman Myette noted parking would take some of the agricultural field away just for winter sledding. Mr. Weider asked if there was anywhere there to swim. Selectman Myette said just a muddy little pond, and he noted the parking area would have to go to SHFAC and Rockingham County Conservation for approval. Selectman Myette recommended moving the project to 2024-2025. The Board agreed.

**9. Town Tennis Courts** – There was a discussion about impact fees. Mr. Hadik noted the BOS can say no to the expenditure of impact fees even for projects listed/retained in the CIP by the Planning Board.

Selectman Myette would like to see a planned location with a proper cost estimate. Mr. Weider recommended deleting project #9. The Board agreed.

**12. Construct New/Second Playground (new)** - Mr. Weider noted this project also had no proposed location. The Board agreed to remove the project.

#### **Chester School District CIP Projects**

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208 The Planning Board agreed the school CIP projects were fine.

209 **Adjournment**

210 Mr. Weider motioned to adjourn the meeting at 9:03 PM. Ms. Richter seconded the motion, with all in  
211 favor, so moved.

212 The meeting was adjourned at 9:01 pm.

213 Respectfully submitted,

214 Daniel Hoijer

215 Recording Secretary