

11-09-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester**  
**Planning Board Meeting**  
**Wednesday, November 9, 2016**  
**Municipal Complex**  
**Approved Minutes**

**Members Present**

Brian Sullivan, Chairman  
Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member  
Richard Snyder, Member  
Michael Weider, Member  
Cass Buckley, Ex-Officio (arrived at 7:10)

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times**

Tony Amato, Town Maintenance Supervisor  
Police Chief Aaron Berube  
Jack Cannon, BOS  
Stephen D'Angelo, Budget Committee  
Aaron Hume  
Kandace Knowlton, Library Director  
Rhonda Lamphere, Budget Committee  
Michael Oleson, Town Road Agent  
Corinna Reishus, Recreation Commission Coordinator  
Dick Trask, BOS

Chairman Sullivan called the meeting to order at 7:05 pm.

**Agenda**

Meet with members of the Board of Selectmen, Budget Committee, and Department and Commission heads and representatives to review and discuss their proposed capital improvement projects and the scheduling of these projects, in preparation of the annual update of the Capital Improvement Program (CIP.)

7:00 – Kandace Knowlton – Chester Library

7:15 – Chief Aaron Berube – Police Department

7:45 – Michael Oleson – Chester Road Agent

8:15 – Kevin Kistler, Chairperson & Corinna Reishus, Director – Chester Recreation Commission

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8:45 – Tony Amato – Chester Maintenance Supervisor

9:15 – Chester SAU paperwork

**Other Business**

- Review & sign invoices.
- Review and approve minutes for 10/26/16
- Update Board on meeting with Josh Naughton re: Pipit Estates.
- Review abutter notification from Sandown Planning Board.

**Future Meeting Dates:**

- November 16, 2016 – CFD CIP Projects, CIP Project Scoring Review
- November 30, 2016 – meet?

**Review and approve minutes for 10/26/16**

The Board reviewed the minutes from 10/26/16. Mr. Snyder made a motion to approve the minutes dated 10/26/16 as reviewed; Mr. Sederquest seconded the motion. Motion approved, 3-0-2, Chairman Sullivan and Mr. Weider abstained.

**Meetings to review and discuss capital improvement projects**

Chairman Sullivan opened the meeting by reading from the agenda: “Meet with members of the Board of Selectman, Budget Committee, and Department and Commission heads and representatives to review and discuss their proposed capital improvement projects and the scheduling of these projects, in preparation of the annual update of the Capital Improvement Program (CIP.)”

The Planning Board members were joined at the meeting table by Selectman Cannon, Selectman Trask, Budget Committee members Rhonda Lamphere and Stephen D’Angelo.

Ms. Knowlton joined the Planning Board members at the meeting table at 7:09 pm to review and discuss the Chester Library.

Mr. Hadik explained that Ms. Knowlton is submitting the same two project items that were included last year in the CIP. He noted that at this meeting there are bids for the two projects, along with the project descriptions. Mr. Snyder stated that last time they had discussed the window project the Board was concerned that the estimate for the project was too low because it didn’t include the installation cost. Ms. Knowlton said the current bid of \$9,958 includes installation. She said completing the project as soon as possible would be best to save on heating costs. Mr. Hadik pointed out that the expenditure must be approved by the voters first, so the project could be done in the fall of the next fiscal year.

Mr. Hadik pointed out to the Board that the scheduling of projects for 2018-2019 and beyond was not as critical to the Planning Board’s review and discussion tonight, as that of the scheduling of the 2017-2018 projects. He said that the whole point of this process is to give assistance for the Town’s budgeting process for this coming fiscal year. Mr. Hadik noted that there is a limited amount of CIP funding from

which to draw. He explained that the CIP funds have already been raised and appropriated, and the Board of Selectman and Budget Committee will discuss what projects to include in a spending warrant article to propose to the voters at the next Town Meeting. The voters will ultimately decide which projects in the article to fund. Mr. Hadik said, for example, if the Board of Selectman and Budget Committee see fit to put the library replacement windows into a warrant article, the voters will have a chance to decide whether to replace the library windows. He further explained that that is how all the projects listed under the 2017-2018 column, if they make the scoring cut, will be considered.

Mr. Hadik said that after the Planning Board updates the projects listed on the CIP, then the Budget Committee and the Board of Selectman will reach a consensus to determine what projects are proposed in the CIP spending warrant article. He noted that there will be a new appropriating warrant article voted on at this year's meeting to put more money in the CIP for the following years' projects. Mr. Hadik said he would like to see enough money remain in the CIP accounts, which could then go towards the Highway CIP projects to allow Mr. Oleson to save some of the existing roads that only need a wearing course, from the costs of major reconstruction. Mr. Hadik said it is important to plan to bundle some road projects to be done at the same time in order to achieve an "economy of scale" for the bidding and expenditures. Mr. Snyder said that they will keep that mindset during the process.

Chairman Sullivan asked Ms. Knowlton to review the second item she has listed for the library on the CIP. Ms. Knowlton stated that the second item the library Board of Trustees have listed in the CIP is a rear patio-outdoor function area slated for year 2019-2020. She noted that this was a want, unlike the windows which are a need. Mr. Hadik said that this is at least three years out and that collected impact fees may be able to fund the majority of the cost of this project. He noted that items listed on the CIP beyond this coming fiscal year are only "place- holders" and have no commitment attached to them. Ms. Richter noted that the proposal was well done.

There was discussion about where to place items on the CIP; whether it was possible to push items out to a later fiscal year or pull the items into an earlier fiscal year. The ability to remove projects from the 7-year CIP cycle during the annual review process was discussed, as well. It was noted that during the review process, if circumstances change and projects are no longer necessary or wanted, projects can be removed from the CIP list. Mr. Hadik noted that the CIP is a starting point for the discussion and that projects can be rescheduled.

Chairman Sullivan asked if there were any questions specific to the library. No questions were asked. Ms. Knowlton was thanked. She departed the meeting table at 7:34 pm.

Chief Berube came to the meeting table at 7:34 pm to review and discuss the Police Department CIP projects.

Mr. Hadik noted that the Police Department's list had not gotten any longer. He said the F-250 pickup was purchased, so that it is off the list. Mr. Hadik stated that the only addition to the list of projects is the tactical body armor and helmets for the cruisers.

Mr. Hadik explained that the amount of \$5,000 per year in each column of the CIP for the Police Department, row #2 Police Protective Equipment and row #3 Tactical Body Armor & Helmets for Cruisers, meets the minimum threshold and is essentially a placeholder allocating money that would be used in the event of grant qualification. He said that the expectation is that only one-half to two-thirds of the \$5,000 per year would be spent because Chief Berube is good at applying for Homeland Security grants.

Chairman Sullivan asked if the equipment being requested is replacing Police Department existing equipment. Chief Berube said that they currently do not have any of the tactical equipment in the cruisers at all. He explained that the goal is to outfit the cruisers initially in the first year, and as they move forward they will request the funds each year to outfit each officer with their own individually fitted consistent tactical vest. Chief Berube noted that because they do not have this equipment, they have had to use equipment from other outside agencies for calls in Chester.

Mr. Weider asked if grants are available. Chief Berube replied that there are grants available. Mr. Weider suggested combining the two lines (row #2 Police Protective Equipment and row #3 Tactical Body Armor & Helmets for Cruisers), titling the line PPE (police protective equipment), and increasing the cost to \$10,000. Everyone agreed to this.

Further discussion was had about grants, life expectancy of the protective equipment including vests and what happens to the equipment after the life expectancy.

The Board addressed the Police Department's next three items: line 4, Design Plans, line 5, Site work, and line 6, Sally Port. Chief Berube said this is something he had just discussed with the Board of Selectmen. He noted that the sally port was something that had been considered in previous years, but, that now he is not sure that this will meet the needs of the Town, five plus years down the road. Chief Berube pointed out that it might be better to consider spending the money on a new Police Department building.

Mr. Hadik explained that there are two options being considered: add a sally port or create a larger Police Department. He said that before anything happens, initially there needs to be a proper and significant space-needs assessment. Mr. Hadik said that in his opinion the three items under the Police Department, line 4, 5, and 6, are only place holders.

The Board discussed the needs of the Police Department: the size of the current Police Department, the best location for a new department and how best to move forward assessing the needs of the Police Department in the CIP. Chief Berube stated that he is happy with the current Police Department. When

asked by Ms. Richter how close the Town is to out-growing the current Police Department space, Chief Berube said that if you go by Federal standards, they already have out-grown the space. He said that moving forward the best plan would not be a quick fix.

The Board discussed options for determining how best to do a space-needs assessment. Mr. Hadik said that from his experience, hiring an outside consulting firm to come in and tell the Town what to do is not effective in getting voter support. He suggested creating a space needs committee with members appointed from the Budget Committee, members of the Public, a member from the Planning Board and a member from the Board of Selectman, to consider all aspects of the project and keep everyone well informed. Everyone agreed to this. The Board also decided to change line 4 from Design Plans to Space Needs Assessment costing \$25,000.00 in 2017-2018, change line 5 from Site Work to Design Plans costing \$60,000 in 2018-2019, and change line 6 from Sally Port to Building costing \$500,000 in 2020-2021.

The Board and Chief Berube discussed the police cruisers and the equipment within the car, including the cameras, radios, and radar. Mr. Hadik asked Chief Berube about body cameras. The Chief said that that would be something he would bring to the CIP next year.

Chief Berube was thanked by the Board. He left the meeting at 8:03 pm.

Mr. Oleson came to the meeting table at 8:03 to review and discuss the Highway Department CIP.

Mr. Hadik said that he and Mr. Oleson had some discussions about the monumental category of Highway project expenses looming over the Town. He stated that the huge sum of \$25,000,000 over seven years could be even higher, however, after a certain point they stopped adding projects to the list. Mr. Hadik noted that he knows that the tax payers are not going to be willing to fund all of this, but, he explained that there must be some sort of an inventory plan from which to start and be able to prioritize the projects. He said that this CIP for the Highway Department is such a plan.

Mr. Hadik explained that the Highway Department CIP has four categories, the first of which is equipment. Mr. Hadik said that he and Mr. Oleson had discussed that the loader/backhoe is the most important piece of equipment the Town needs right now, the cost is listed at \$135,000.00. Mr. Hadik further explained that the other three categories are a breakdown of roads, separated into the three categories by the level of work needed to repair the roads listed on the CIP. He reviewed each category for the Board.

Mr. Hadik noted that the other item listed on the CIP for the Highway Department in the coming fiscal year of 2017-2018 is the Town wide Road Pavement Evaluation listed at a cost of \$75,000.00. He said that this evaluation would be a project done with the help of Dubois and King, UNH T-Squared, and the Southern New Hampshire Planning, to come up with a way to determine the most cost effective use of

projects in the short term. Chairman Sullivan asked why we haven't moved forward with the evaluation project. Mr. Hadik said that the hold-up is funding.

The Board and Mr. Oleson discussed the loader/backhoe item with a cost of \$135,000. Mr. Oleson explained that the Town currently rents his loader/backhoe. The Board and he also discussed the loader that is currently at the salt shed. Mr. Oleson said he didn't think that the old loader would last until the year 2020-2021. He suggested they replace the old loader in the 2018-2019 column with a used loader at an estimated cost of \$65,000.00. Mr. Oleson said he thought it would be a wise decision for the Town to start purchasing their own equipment, because they currently rent much of his own equipment. He stated that he believes, with the exception of the salt shed loader, the Town should buy the equipment new when they do buy equipment, because then you know the service history, and the equipment gives you better longevity which is better for the community.

Mr. Hadik asked the Board what they want to have in the 2017-2018 column for the Highway Department. Chairman Sullivan said the loader/backhoe. Mr. Snyder said the Town wide Road Pavement Evaluation and the Annual Surveying & Engineering Services. Mr. Hadik pointed out that that is a big chunk totaling \$220,000.00. He said that when he updates the CIP, he will not include the road work projects with the three other projects' total. Mr. Hadik explained that he would have a separate section for the road construction projects.

Mr. Weider said that at Town meeting last year, they voted in \$800,000.00 into the CIP and they voted in a warrant article 10 for \$137,300.00 for a highway block grant, for a total of \$937,300 from which to draw. He pointed out that they are purchasing a backhoe out of a block grant that was appropriated last year. Mr. Weider suggested that the selectmen could ask the legislative body to draw down \$135,000 for a highway backhoe, so then only \$85,000.00 would be taken out of the CIP, plus what is taken for road work projects. There was some discussion among the people at the meeting, with various opinions stated, about the exact number of the capital reserve amount. Mr. Buckley and Mr. Cannon both emphasized that it should be considered to not spend the entire amount of the capital reserve that has been approved. Mr. Hadik pointed out that this meeting is not to decide exactly which projects are being included in the warrant article. He said that they are just trying to decide what projects are worthy to be on the list of items to be considered during the upcoming budgeting process.

The Board discussed the road construction projects with Mr. Oleson, asking him what roads should be considered for inclusion into the list. Mr. Oleson said he wasn't picking the specific roads, that it was up to the Planning Board based on the breakdown he and Mr. Hadik had compiled in the CIP. Mr. Hadik stressed that the Town wide Road Evaluation should be done first, before choosing on which roads to work. Mr. Oleson said that some of the roads are in such need of repair that it may come to the point where certain roads will need to be closed. Mr. Snyder and Mr. Buckley both agreed that it was important to get the evaluation done to correctly prioritize the projects.

Further discussion was had regarding the prioritization of the road work, the future needs of the Highway Department including a new highway office and garage. Mr. Oleson said that regardless of which roads are chosen for the work, he believes it is important to complete each road from beginning to end. He also noted that the highway office and garage are not new CIP projects. Mr. Oleson stated that with all the new subdivisions being built, the Town is growing and will have a lot more need for these items, probably within the next five years. Mr. Hadik noted that some impact fees are available, however, the impact fees must be used in the quadrant of the Town where those impact fees were collected.

Mr. Oleson was thanked by the Board. He departed the meeting at 8:37 pm.

Ms. Reishus came to the meeting table at 8:38 pm to review and discuss the Recreation Commission CIP.

Mr. Hadik stated that there is \$26,493 in impact fees currently available for Recreation CIP projects.

Chairman Sullivan requested that the new items be highlighted on the Recreation section of the CIP. Ms. Reishus noted that nothing is new, that the projects are the same as last year, but now there is backup documentation for the projects. She distributed packets of information with all the backup information for the four projects listed in the 2017-2018 column to those present at the meeting table.

Mr. Trask asked Ms. Reishus for a demographic breakdown of the projects. She said that the fitness trails would be for all the Chester community, and the technology center at the Community Center would be for the Chester Seniors and many other groups, such as the Girl Scouts, that use the center.

Ms. Lamphere stated that she doesn't understand how a rural community with only homes to support the funding of the CIP projects can expect to have some of the items listed on the Recreation CIP included in the CIP at all. She pointed out that there are computers at the Library; she asked why they are needed at the Community Center. Chairman Sullivan said that this is not the night when these projects are being scored. Ms. Richter said that the background information packets are terrific. Ms. Reishus pointed out that these projects are items that the Recreation Commission has been requested to do by populations within the Chester community, including the Chester Seniors, Town organizations, and others. She noted the Technology Center at the Community Center is a request from the Chester Seniors.

Ms. Reishus was asked about the Multi-Purpose Room (MPR) sports netting, floor mats and wall pads. She said when the new floors were installed in the MPR, they were recommended by the flooring company to purchase floor mats. Ms. Reishus noted that the wall pads are old and need to be replaced for safety reasons, especially now that there are more basketball games being played at the MPR by the basketball recreation program, due to the lack of availability of Chester Academy's gym.

Ms. Lamphere asked Ms. Reishus why the Recreation Commission wasn't using their revolving account to fund some of the projects. Ms. Reishus explained that the revolving account is program specific. She said when she did research with the New Hampshire RSA, she found that the fees taken in for a specific program, unless specifically stated in the fees that those fees will be funding something else, must go to that specific program. Ms. Reishus said she has implemented a change, moving forward the fees will include a statement indicating that the funds paid for the fees will be going to various recreation programming.

Ms. Reishus stated that she is the Recreation Coordinator, not part of the Recreation Commission or the treasurer, who isn't here, and that she is present here tonight to discuss the proposed CIP, not to discuss the revolving account or Recreation Commission accounts. Mr. Buckley agreed that discussing the proposed CIP is the purpose of the meeting, he stated that the focus of the meeting is to evaluate the projects, not to determine how the project is going to be funded.

Chairman Sullivan asked Ms. Reishus what projects are wants versus what projects are needs. She said that the order of the items as numbered on the CIP is directly related to the project priority. The Board noted that the irrigation system at the Wason Pond ballfields is the Recreation Commission's top priority. They said that this will protect the investment already made into the existing ball fields.

Mr. Trask asked Ms. Reishus if the Recreation Commission background information on the projects could also include a breakdown of the user demographics.

The Board thanked Ms. Reishus. She departed the meeting at 8:58 pm.

Mr. Amato came to the meeting table at 8:59 pm to discuss Town Maintenance.

Mr. Amato noted that there is nothing new added to the proposed CIP from last year. Mr. Weider asked Mr. Amato why there are two mowers listed on the CIP. Mr. Amato explained that one piece of equipment is a utility tractor and the other piece of equipment is a mower. There was much discussion regarding the uses of the utility tractor, the specifications of the utility tractor, the ability of the utility tractor to remove snow, the need for timely snow removal from the Town offices' parking lot and the existing equipment the Town already owns.

Mr. Cannon departed the meeting at 9:11 pm.

Mr. Amato explained the utility tractor can be used to snow plow Town lots, in the other seasons it would be used for many uses from mowing, digging, brush hogging, to moving large heavy items such as seed and lime. The Board and he had much discussion regarding the utility tractor. Mr. Trask reviewed the many times the Town had to rent or borrow a utility tractor for a cost of about \$9,000 over the past few years. Mr. Amato said he can tow the utility tractor with his truck.



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Further discussion was had about the mowing capabilities of the utility tractor and the mowing needed to be done in Town. Mr. Buckley said that it seemed they had enough information to be able to evaluate the utility tractor.

Mr. Hadik explained that the only supporting documentation they have now is for the utility tractor and the X-Mark type zero turn mower. He noted that the mower is only a product like an X-Mark, they are not committing specifically to that brand. The Board and Mr. Amato discussed the current mower.

Mr. Amato was thanked by the Board. He departed the meeting at 9:28 pm.

Mr. Hadik reviewed the Chester School District proposed CIP with those at the meeting. He noted that their highest priority is the water well sediment separator. Mr. Hadik discussed the other items on the CIP. The Board's discussion was limited on this portion of the CIP.

Mr. Weider explained that the voters must decide at the School District meeting if they are going to fund the School's CIP. He noted that the Town side doesn't fund the School's CIP.

#### **Other Business**

##### ***Update Board on meeting with Josh Naughton re: Pipit Estates.***

Mr. Hadik updated the Board on Pipit Estates. He said that Mr. Josh Naughton, the owner, is now the point of contact person for the development. Mr. Hadik informed the Board that he and Mr. Naughton had a very productive meeting, and Mr. Naughton should now understand how he needs to proceed.

##### ***Review abutter notification from Sandown Planning Board.***

Mr. Hadik informed the Board that the Sandown Planning Board will hold a Public Hearing on November 22, 2016 regarding a 50-unit multi-family development on Wells Village Road.

##### ***Aaron Hume***

Mr. Weider made a motion to appoint Mr. Aaron Hume as an Alternate to the Planning Board; Mr. Snyder seconded the motion. Motion approved, 6-0-0. Mr. Hadik said he would write a letter to the Board of Selectman asking them to put Mr. Hume on the agenda to be appointed as an alternate.

#### **Adjournment**

Ms. Richter made a motion to adjourn the meeting; Mr. Buckley seconded the motion. Motion approved, 6-0-0. The Meeting was adjourned at 9:42 pm.

Respectfully submitted,

C. Molly Qualters

Recording Secretary