

11-30-16 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester
Planning Board Meeting
Wednesday, November 30, 2016
Municipal Complex
Approved Minutes**

Members Present

Evan Sederquest, Vice Chairman
Elizabeth Richter, Member
Michael Weider, Member
Cass Buckley, Ex-Officio

Members Absent

Brian Sullivan, Chairman
Richard Snyder, Member
Aaron Hume, Alternate member

Staff Present:

Andrew Hadik, Planning Coordinator

Others Present at Various Times

Chief Greg Bolduc, Chester Fire Department
Deputy Chief Ben Clark, Chester Fire Department
Jerome Gesel
Michael Oleson, Chester Road Agent
Michelle & Michael Stein
Penny Williams, Tri-Town Times

Vice Chairman Sederquest called the meeting to order at 7:20 pm.

Agenda

General Business

- Review & sign invoices & time sheet.
- Review and approve minutes for 11/16/16.
- Score CIP projects in preparation of the annual updates of the CIP.
- Response to invitation for Alternate position

Appointments

- Mike Oleson, Road Agent – Discuss CIP equipment substitution

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Public Hearings

- Application by Michelle & Michael Stein, property owners at 20 Chester Street (Map 16 Lot 20,) to amend the Site Plan for the Bittersweet Blessings antiques/primitives shop, for conversion of the barn into a single-family dwelling as allowed by a ZBA variance granted September 21, 2015.

Future Meeting Dates:

- December 7, 2016 – Work on annual CIP Update, review 1st draft PB Budget.
- December 14, 2016 – Work on annual CIP Update, review 2nd draft PB Budget
- January 4, 2017 – meet?
- January 11, 2017 –
- January 25, 2017 –
- January 26, 2017 -

Review and approve minutes for 11/16/16

The Board reviewed the minutes from 11/16/16. A correction was made to line 23, the word “Deputy Chief” was changed to “Captain.” Ms. Richter made a motion to approve the minutes dated 11/16/16 as amended; Mr. Weider seconded the motion. Motion approved, 4-0-0.

Mike Oleson, Road Agent – Discuss CIP equipment substitution

Mr. Oleson joined the Planning Board at the meeting table at 7:20 pm.

Mr. Oleson informed the Board that there is a shortage of the big trucks to plow the snow. He noted that the Town of Chester is three trucks short this year. He recommends swapping the CIP vehicle requests, moving the Highway Department CIP request of the backhoe/loader in the 2017-2018 fiscal year to the 2018-2019 fiscal year, and bringing the plow truck for 2018-2019 fiscal year to the 2017-2018 fiscal year. When asked by Mr. Buckley why it was difficult to get snow plow trucks this year, Mr. Oleson responded that many people are no longer plowing snow because it is a big investment for not a lot of money. Mr. Oleson said that he thought it would be smart for the Town to purchase another large plow truck to have to plow snow.

Mr. Buckley pointed out that whatever ends up in the CIP will not have an effect on this winter. He asked Mr. Oleson if there was any possibility the shortage could change in the coming winters. Mr. Oleson said the chances could be for an even worse shortage. He said that the two gentlemen that he convinced to stay with Chester this winter, that are owner/operators of big plow trucks, told him that they would probably not return to plowing next winter. Mr. Oleson said that Chester is not alone. He noted that all the Towns, as well as the State, are down plow trucks.

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Mr. Hadik added that he and Mr. Oleson had attended a lengthy Highway Safety Committee meeting the previous day. He said that they discussed all the safety priorities. Mr. Hadik pointed out that Mr. Oleson's biggest priority during the winter is safe roads for the school busses to get to and from the school, and that Chester residents can get safely to and from work.

Mr. Weider reviewed the Highway Department vehicle purchases from previous years and the requests for the coming years. He asked Mr. Oleson what the Town is going to do with two large trucks. Mr. Oleson said that his concern is to plow the snow, to make sure the roads are clear of snow. Mr. Oleson said that he will make due this winter, but, he anticipates having even fewer available drivers in the following year. Mr. Weider asked Mr. Oleson when he advertised for snow plows. Mr. Oleson said that he advertised two months ago and received two responses from two men who did not meet the criteria because they are unwilling to pay the million-dollar liability insurance. He noted that other than those two, he received no other interested responses.

Mr. Oleson left the meeting at 7:30 pm.

Score CIP projects in preparation of the annual updates of the CIP.

Mr. Hadik reviewed the CIP material he had given to the Board members, including the scoring sheets.

The Board members discussed how best they would organize the scoring.

CIP Scoring - General Government

The Board members individually worked on scoring the CIP items.

Mr. Hadik noted that there were no informational back-up sheets for the General Government CIP request to "Rewire Municipal Buildings-VOIP Phones." The Board members said they had no information on which to base their scoring. Mr. Hadik said that this was something he had been asked to include on the CIP by the Selectmen. He stated that there is an IT committee looking at upgrading the computer and voicemail services in the building. Mr. Hadik said that the various companies that have consulted with the Town have said that the building needs to be rewired at a "ballpark" cost of \$20,000. The Board members agreed that the issue needs more information and should be better thought out. Mr. Weider asked what long-term cost savings the project would save the Town. Mr. Hadik said he has no quotes or cost breakdowns. Mr. Buckley pointed out that the project doesn't address an emergency or public safety issue. He said that the Board doesn't know if the project corrects a deficiency in service or facility. Mr. Buckley said that it is premature to put this project in the CIP for the 2017-2018 fiscal year.

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The Board had much discussion about scoring projects that are set out in future fiscal years. They discussed the various items on the CIP that have no back-up information, as well as, how best to score items without back-up information and items that are for future fiscal years.

Mr. Buckley said that the CIP cannot be a “wish list” that is extremely inflated. He said that the CIP needs to be a functional funding mechanism with the total of the CIP reflecting what will actually get funded. Mr. Buckley suggested that the Board’s scoring should cause items to be removed from the CIP. Mr. Hadik said that the Board has removed items from the CIP, but, then the department comes back with the project with more back-up information.

Public Hearings

Mr. Hadik distributed copies of the Site Plan and the application to amend the Site Plan for the Bittersweet Blessings shop to the Board members.

Mr. Buckley made a motion to accept the application by Michelle & Michael Stein, property owners at 20 Chester Street (Map 16 Lot 20,) to amend the Site Plan for the Bittersweet Blessings antiques/primitives shop, for conversion of the barn into a single-family dwelling as allowed by a ZBA variance granted September 21, 2015 and open the Public hearing; Ms. Richter seconded the motion. Motion approved, 4-0-0.

The Public hearing was opened at 8:04 pm.

Mr. Hadik explained that when Bittersweet Blessings originally received its variance from the ZBA to become a commercial enterprise, one of the conditions set was for “no residences on the property.” He said that they went back to the ZBA to get that condition removed to allow for a single -family dwelling.

Ms. Richter asked Ms. Stein about parking. Ms. Stein said that they have much parking. She noted that they repaved the tennis court converting it into a parking lot creating parking in the back of the property. Ms. Stein said that they are not changing the footprint of the building.

Vice Chairman Sederquest asked for Public comment. Mr. Gesel, 27 Chester Street, came before the Board and he said that he supports the Steins and their project.

Mr. Weider made a motion to close the Public hearing; Mr. Buckley seconded the motion. Motion approved, 4-0-0.

The Public hearing was closed at 8:10 pm.

Mr. Weider made a motion to give a conditional approval based on the final approval of the final review on December 7, 2016, to accept the application by Michelle & Michael Stein, property owners at 20

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Chester Street (Map 16 Lot 20,) to amend the Site Plan for the Bittersweet Blessings antiques/primitives shop, for conversion of the barn into a single-family dwelling as allowed by a ZBA variance granted September 21, 2015; Ms. Richter seconded the motion. Motion approved, 4-0-0.

The Steins and Mr. Gesel departed the meeting at 8:12 pm.

The Board returned to the work of scoring the CIP.

The Board noted they had no information regarding the project “Replace Municipal Building Annex Boiler.” Mr. Hadik said that this may be removed pending the Police Department space needs assessment study.

The Board discussed how to score an item for which they have no information. They agreed that if they have no information for a project, that project should be removed from the CIP.

CIP Scoring – Library

Ms. Richter suggested that the presenters of a project reference the Master Plan and how the project ties into the Master Plan. Mr. Weider said that the Master Plan references the Library and Recreation stating that the Town needs both departments.

CIP Scoring - Police

The Board discussed the CIP project traffic cones listed under Police. Mr. Hadik noted that within their information packet is a CIP project request and evaluation form for Safety Road Cones prepared by Police Chief Aaron Berube. Mr. Weider asked Fire Chief Bolduc and Deputy Chief Clark how many cones they have. Deputy Chief Clark said that this issue was discussed at the Highway Safety Committee meeting, pointing out that every time they set out the cones they lose about five to 10 percent of cones. Deputy Chief Clark said that since the Town had received a grant to replace the cones, they have lost about fifty percent of the cones. Mr. Hadik said that the Fire Department and the Police Department have pooled their cones and those cones are stored at the Fire Department. He said that Chief Berube had researched the purchase and said that the cones are cheaper purchased in bulk, which is why they are asking for the \$5000.

Mr. Weider asked why the purchase of cones is in the CIP, and isn’t considered a consumable that is in the Budget. Mr. Hadik said he would call Jack Munn and ask him for advice regarding safety road cones and the CIP. Mr. Weider suggested since the cones had been stolen that an insurance claim should be filed.

Fire Department

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Ms. Richter asked for clarification on the need for the Structural Tanker with Outfitting. Deputy Chief Clark explained the pump deficiencies, as well as, why the design of this tanker no longer works well for the Town that no longer has most of their volunteers in Town, able to respond almost immediately to a fire.

The Board reviewed the Master Plan for the Fire Department and continued to score the Fire Department projects.

Mr. Weider explained to Deputy Chief Clark that the Planning Board only vets the projects.

Fire Chief Bolduc asked the Board for specific written guidelines that outlines the Boards scoring process. He explained that they are learning as they go and that they would like something back from the Board that makes it clear what the procedure is, so that the Fire Department is following the process as the Board would like, moving forward. Chief Bolduc said he is very disheartened as a department head and a taxpayer watching the Board's process scoring, saying that he doesn't see a clear process that all members are following. He said that department heads are hired for their expertise in their field, but then it is unclear how you are prioritizing the projects based on their advice. Ms. Richter noted that the Fire Department had done a great job prioritizing their projects, but that the Planning Board has a different job than the Fire Department in prioritizing projects. Mr. Buckley agreed with Ms. Richter stating that they have to look at all the departments as a whole, and factor what is feasible to bring to the Town in the CIP.

Mr. Hadik suggested that there may be too much over-analyzing of each project.

The Board and Chief Bolduc and Deputy Chief Clark had discussion about how best to score the projects.

Chief Bolduc pointed out that the Fire Department Tanker will take two years to get it in Town once the funding has been approved. Mr. Weider said that they had prepared the Town last year for the coming purchase of a tanker.

Fire Chief Bolduc and Deputy Chief Clark departed the meeting at 8:58 pm.

FYI –

Mr. Hadik informed the Board that the bridge on Shepard Home Road has been red-listed by the State. He said that about nine years ago the Town spent \$400,000 plus to rebuild the headwalls but at the time, the culverts were not replaced. Mr. Hadik said that Mr. Oleson was notified by the State last week that it had been red-listed.

CIP Scoring – Recreation, Chester SAU

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244 The Board members continued to score the various CIP projects.

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246 Mr. Buckley said he is going to consolidate the project scores on a spreadsheet.

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248 **Adjournment**

249 Ms. Richter made a motion to adjourn the meeting; Mr. Weider seconded the motion. Motion
250 approved, 4-0-0. The meeting was adjourned at 9:32 pm.

251

252 Respectfully submitted,

253 C. Molly Qualters

254 Recording Secretary