

12-13-17 – These minutes are subject to possible revisions/corrections during review at a subsequent Planning Board Meeting.

**Town of Chester**  
**Planning Board Meeting**  
**Wednesday, December 13, 2017**  
**Municipal Complex**  
**Approved Minutes**

**Members Present**

Evan Sederquest, Vice Chairman  
Elizabeth Richter, Member  
Aaron Hume, Alternate Member  
Cass Buckley, Ex-Officio

**Members Absent**

Brian Sullivan, Chairman  
Richard Snyder, Member  
Michael Weider, Member  
Jacob Weider, Alternate Member

**Staff Present:**

Andrew Hadik, Planning Coordinator

**Others Present at Various Times**

Tony Amato, Maintenance Department  
Aaron Berube, Police Chief  
Greg Bolduc, Fire Chief  
Ben Clark, Deputy Fire Chief  
John Dalrymple, Maintenance Department  
Stephen D'Angelo, BOS  
Kandace Knowlton, Library Director  
Darrell Lockwood, Chester SAU  
Mike Oleson, Road Agent  
Jeremy Owens, BOS  
Corinna Reishus, Recreation Director  
Dick Trask, BOS Chairman  
Michelle Trask, Recreation Commission Chair  
Penny Williams, Tri-Town Times  
Others unknown to this recording secretary

Vice Chairman Sederquest called the meeting to order at 7:09 pm.

Mr. Hume was the alternate for Chairman Sullivan.

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Mr. D'Angelo, Mr. Owens, and Mr. Trask joined the Board at the meeting table.

### **Meeting Agenda**

#### **7:00 PM – Appointments with representatives to review proposed CIP projects.**

**Library** – Director Kandace Knowlton

**Police Department** – Police Chief Aaron Berube

**Fire Department** – Fire Chief Greg Bolduc, Deputy Fire Chief Ben Clark

**Recreation Department** – Director Corinna Reishus

**Chester SAU** – Superintendent Darrell Lockwood

**Municipal Buildings/Grounds Keeping** – Maintenance Supervisor Tony Amata & John Dalrymple

**Highway Department** – Road Agent Michael Oleson

#### **6:30 PM - General Business**

- Review and sign invoices and time sheets.
- Review and approve minutes for 11/29/17.
- Review draft of annual budget for the Planning Board.
- Discuss and approve contract for SNHPC Road Surface Management Study (RSMS).
- Approve PD request for the expenditure of \$1,005.10 for PPE.
- Review spreadsheet of Offsite Improvement Accounts.
- FYI: D&K Construction Completion letter re: Isaac Foss Road.
- Discuss purchasing a battery backup and surge protector to protect the office workstation.
- Cable TV question, re: Candia, Crowley Woods meetings.

#### **Future Meeting Dates:**

December 20, 2017 – tentative date – CIP Project Reviews & Scoring?

*December 20, 2017 – Candia Planning Board meeting, re: Crowley Woods Subdivision*

January 10, 2018 – Crowley Woods CPH, CIP Project Scoring, Draft Zoning Amendment Reviews?

January 24, 2018 – PH to adopt updated CIP, Draft Zoning Amendment Reviews

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**7:00 PM – Appointments with representatives to review proposed CIP projects.**

Mr. Hadik noted that the Board is not scoring the proposed CIP projects tonight; he explained that they are having discussions with the department heads to understand the justifications for having their projects included in the CIP.

- ***Library – Kandace Knowlton***

Library Director Ms. Knowlton came before the Planning Board at 7:09 pm to review the proposed Library CIP projects.

Ms. Knowlton said new windows had been on the Library CIP project list last year. She noted that the installation would be completed very soon.

Ms. Knowlton and the Board discussed the Library CIP projects which included a generator (which has been moved to the number one priority), a patio area listed for the coming year, and a possible walkway from the second floor of the Library to the Post Office building's second floor for the Library's future space needs. Ms. Knowlton said that the Library needs a generator because currently during power outages the Library is forced to close. She pointed out that the library serves the Public in more ways than just reading material. Discussion was had among the Planning Board and the BOS that if the Library has a generator, during power outages the Library could serve as a secondary warming place for the Public.

After more discussion, the generator was moved from the Library CIP section to the General Government Buildings CIP. The Board and the BOS members discussed purchasing and installing a larger generator to provide enough power to include the Library, Stevens Hall, and the Post Office.

The Board and Ms. Knowlton discussed a possible walkway connecting the Library to the Post Office; Mr. Trask suggested the walkway noting the large unused space on the second floor of the Post Office. When asked by the Board if she thought that the Library would need the extra space, Ms. Knowlton said that they would need the space. She said that at the last Library event, Caramel Coating Apples, over 70 Chester residents attended. Ms. Knowlton said that she would schedule the connecting walkway as a priority over the patio area.

Mr. Hadik pointed out that extra parking is also necessary in that area to make more off-street parking available within the existing parking lot.

Ms. Knowlton explained to the Board about a smaller renovation that the Library has planned. She said that after the addition was put on the building, the shelving wasn't put in the way that it had been shown on the plans and is taking up much space. Ms. Knowlton said that the Trustees have been working for the last seven years to redesign and reconfigure the space. She said that the stairs must be

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completely redesigned to meet code, some walls may be moved, but that the brunt of the work is moving the large volume of books while keeping them in order. She noted that this is not a project that is going into the CIP; the Library has created a fund-raising program for the renovation.

Ms. Knowlton departed the meeting at 7:20 pm.

- ***Police Department – Police Chief Aaron Berube***

Police Chief Berube joined the Board at the meeting table at 7:20 pm.

Mr. Hadik reviewed the Police Department CIP project list. He noted that the list was shorter than last year.

Mr. Hadik said that the cruiser with outfitting is an annual item, the Personal Protective Equipment (PPE) hasn't changed. There was no discussion of those items.

Mr. Hadik noted that Chief Berube will be hiring a consultant to do a Space Needs Assessment for the Police Department. Mr. Hadik said that based on that assessment, the BOS must decide if the assessment will lead the Town to a new, stand-alone police station or an addition to the current police station. He asked Chief Berube if the BOS would be reviewing the RFP for the Space Needs Assessment.

Chief Berube explained that he is currently working on the RFP for the Space Needs Assessment. He noted that there are many agencies in this area that have done recent police department builds. Chief Berube said that after researching four other towns, he is almost complete with the RFP for Chester that fits the needs of the community. He said that no money has been expended for this, yet.

Chief Berube and the Board discussed the space needs for the Police Department. It was noted that the plan predicts what the needs will be for Chester out twenty-five years.

The Board discussed the line item for design plans. Selectman Trask said that the figure should be \$80,000. They said that the figure should not be over-estimated or under-estimated, but should be realistic. The Board agreed that the CIP figure for the design plans of \$60,000 should be amended to \$70,000. Mr. Hadik noted if there was a minor shortfall, then the additional cost might be covered by impact fees.

**Approve PD request for the expenditure of \$1,005.10 for PPE.**

Mr. Hadik and the Board reviewed and discussed the letter from the Chester Police Department regarding impact fees and the Taser 60 program. (See attached letter.)

Ms. Richter made a motion to approve the expenditure of impact fees for the Chester Police Department for Personal Protective Equipment (PPE) in the amount of \$1005.10, Mr. Hume seconded the motion. Motion approved, 3-0-1, Mr. Buckley abstained.

There was discussion regarding the heavy use and mileage of the police cars. Chief Berube explained the heavy use was the reason the police car is on the CIP every year versus every other year.

Police Chief Berube departed the meeting at 7:37 pm.

**Fire Department – Fire Chief Greg Bolduc, Deputy Fire Chief Ben Clark**

Fire Chief Bolduc and Deputy Fire Chief Clark joined the Planning Board at the meeting table at 7:38 pm.

The Board, Fire Chief Bolduc and Deputy Fire Chief Clark reviewed and discussed their list of projects.

- **Portable Radios:** Deputy Fire Chief Clark explained that there are not enough radios for every person. This means if a crew is sent into a building and a member gets separated, they may not have a means to communicate they are in trouble. He noted that the radios that they do have are getting older, they are from 2002 and are outdated and at the end of their serviceable life. He said that they are proposing to add a total of 30 radios with the cost split up into two sets of 15 radios.
- **SCBA Air Packs:** Deputy Fire Chief Clark said that (if they do not receive a grant) they must replace these by April of 2020 which means they must be on the 2018 -2019 CIP project list. The total cost will be \$310,000.
- **Personal Protective Equipment (PPE):** Deputy Fire Chief Clark said they never had a replacement plan for gear; they are trying to get “caught up.” He said the plan is to purchase seven sets a year until all the active members have a primary and a back-up set of gear, and for all the new members to have compliant gear.
- **Septic System:** They are waiting on a cost estimate for a new septic system.
- **Thermal Imaging Cameras:** One has been replaced. The second camera is older and unreliable. Keep this project as a placeholder.
- **Engine #2 Pumper Replacement (2021-2022):** Deputy Fire Chief Clark said this engine is the department’s secondary apparatus that is used to go to car accidents, medical calls, and as the water supply.
- **Gear Extractor:** This is a placeholder. The current gear extractor is in good shape but already had been refurbished when it was donated to the Fire Department.
- **Life Pack Defibrillators:** They just purchased the life packs a couple of years ago and they are in great shape. This piece of equipment is credited for saving the life of a heart attack victim at this year’s Wason Pond Pounder.
- **Engine #1 Quint Refurbishing:** This is a place holder.
- **Emergency Response Egress Driveway with Security Gate:** Deputy Fire Chief Clark said part of the discussion at the Highway Safety Committee meetings was about better Fire Department vehicle access to Rte. 102 during school hours and special events such Town Fair. They have discussed refurbishing the former driveway on the property as a dedicated, emergency access to Rte. 102 for the Fire Department. The driveway would be gated. Mr. Hadik asked Mr. Oleson if someone has surveyed the driveway yet. Mr. Oleson noted that this will be done but hasn’t been finalized yet.

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Mr. Hadik noted that the funds will come out of the CIP surveying funds and Mr. Oleson can move forward with this.

- **Roof Upgrade:** It was noted the roof is original to the building, and in the last couple of storms shingles have come off the roof. The Board said the roof should be good for another 10 years. It was noted the roof is a placeholder.

There was discussion of Chester Academy's and the Fire Department's shared water tank.

#### ***Recreation Department – Director Corinna Reishus***

Ms. Reishus and Ms. Trask joined the Board at the meeting table at 8:05 pm.

Ms. Reishus noted that the Recreation Department CIP project list is relatively the same as last year. She said items were removed that they spent monies on this year, but, nothing new was added.

Mr. Hadik explained that for the 2018-2019 column the cells that are highlighted have been reduced by the \$30,500 for previously approved expenditures, though these expenditures have not been completed yet.

Ms. Reishus said that the Wason Pond beach area pavilion has been moved to an earlier year because of the doubling in size of the Summer Recreation Program. She said the Wason Pond Commission would also like to see the pavilion built because it was part of the Wason Pond Master Plan. She said presently Recreation's top priority is to get the ballfields up and running.

Ms. Reishus said that they are in the process of discussing with the Fire Department what the person capacity is of the buildings at Wason Pond. She said she will know those numbers by the end of the year.

Ms. Reishus said that she is making do with the Boy Scout tent and existing buildings and the portable bathrooms for the Summer Program, but, the situation is not ideal. Mr. Hadik stated his concern that there be a proper shelter for the kids in the Summer Program in the event of a thunder storm, and the tent being used was inadequate for this purpose.

The Board discussed that making improvements to the area increases the amount of trash and other issues that happen at Wason Pond.

Ms. Reishus and Ms. Trask departed the meeting at 8:14 pm.

#### ***Chester SAU – Superintendent Darrell Lockwood***

Dr. Lockwood joined the Board at the meeting table at 8:15 pm.

Mr. Hadik noted that the School CIP project list is generally the same; there is an addition of accounting payroll software, and the upgrade of the heating and cooling systems was reprioritized by the School Board to the top of the list.

Dr. Lockwood noted the heating in the library is the major issue.

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Mr. Trask, Dr. Lockwood, and the Board discussed the Master Plan for the Town, what the projections for student populations are, and the school building's capacity. Dr. Lockwood noted that there are around 500 students currently. He said that they could grow to 650 students with reorganization. Mr. Hadik said that when the school had the addition built, he thought that the capacity of the building became 800 – 850 students.

Dr. Lockwood departed the meeting at 8:26 pm.

***Municipal Buildings/Grounds Keeping – Maintenance Supervisor Tony Amato & John Dalrymple***

Mr. Amato and Mr. Dalrymple joined the Board at the meeting table at 8:27 pm.

Mr. Amato said the top priority for the Maintenance Department CIP is a zero-turn type mower. There was discussion about the mower. It was stated by a Board member that the mower should have been purchased last year, instead of the tractor.

The Board removed the two CIP renovation projects at Spring Hill Farm.

Mr. Amato and the Board discussed the need for HVAC for five different sections of the municipal building. He said that the systems are very old and dying. Mr. Amato said that the price of the discontinued Freon is going to double next year.

Mr. Buckley and Mr. Trask discussed the costs of repairing and maintaining the systems versus replacing the systems. Mr. Trask said that it is more cost efficient to replace the old system.

Mr. Amato said that he would do the BOS, Finance, PD, Recreation, and Building Inspector/Planning Board offices air conditioning in one project as the first priority. He said that the annex boiler would be the second project.

Mr. Amato said Stevens Hall must be repainted. He noted that the building had been painted in 2009, but, is peeling in large strips. Mr. Amato said that he has one company coming out to give an estimate who will guarantee the work for five years. He said that the estimate of \$85,000 is reasonable.

Mr. Amato and the Board agreed to move Stevens Hall painting project to 2019 – 2020.

Mr. Amato and the Board reviewed the rest of the list of CIP projects for the Maintenance Department.

Mr. Amato noted that he is actively gathering estimates for purchase and installation of a generator for the Post Office, Library, and Stevens Hall.

Mr. Amato and Mr. Dalrymple departed the meeting at 8:52 pm.

***Highway Department – Road Agent Michael Oleson***

Mr. Oleson joined the Board at the meeting table at 8:54 pm.

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Mr. Hadik said that the top of the list for the Highway Department is the purchase of a twelve-inch wood chipper. Mr. Hadik noted that the purchase of a chipper is an opportunity for the Town to start small in purchasing and owning their own equipment if the Town decides to move to a public works department.

Mr. Oleson and the Board had much discussion about the Town renting equipment versus buying their own equipment. Mr. Oleson said that there is a lot of maintenance on a chipper.

Mr. Buckley said that the Town should do less chipping; he noted other Towns do less chipping. Mr. Oleson said that keeping the trees back from the roads keeps the roads safer.

Mr. Oleson and the Board had much discussion on chipping, the costs of renting a chipper, the costs of buying a chipper, if there are any cost savings, and the long-term vision for the Highway Department.

Mr. Oleson and the Board discussed the loader/backhoe for the Highway Department CIP.

The Board discussed an addition to the Highway Garage in which to house any new equipment.

Mr. Oleson noted that he needs the Planning Board to let him know, as soon as possible, on what roads they want him to work this year.

Mr. Oleson departed the meeting at 9:22 pm.

Mr. D'Angelo, Mr. Owens, and Mr. Trask departed the meeting at 9:22 pm.

#### **December 20, 2017 – tentative date – CIP Project Reviews & Scoring**

Mr. Hadik asked the Board if they would be willing to attend a meeting on December 20, 2017. No decision was made.

#### **Review draft of annual budget for the Planning Board.**

Mr. Hadik and the Board reviewed and discussed the Planning Board budget.

There was discussion of the number of hours an additional Planning Board assistant should work. Mr. Hadik said that this person is very much needed for six hours per week. He pointed out that the last time the Planning Board was this busy, the office had part-time clerical help for 10 hours per week, and spreadsheets and large document formatting were outsourced to a third party. Mr. Hadik said that currently he is so busy that he often stays late, but, he noted that he can't maintain that schedule.

Mr. Buckley asked if the Board was managing Mr. Hadik's activities effectively; he noted that the Board should possibly prioritize Mr. Hadik's functions before adding additional support position hours to the budget. Mr. Buckley emphasized that this in no way reflects on Mr. Hadik's performance. He said that Mr. Hadik is a great employee.

Mr. Hadik said that the work load is very high and that he is only asking for six hours a week of support, and that he would only use it on an as-needed basis.



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The Board said that the budget line for 6 hours of clerical support should be left in the budget.

**Discuss and approve contract for SNHPC Road Surface Management Study (RSMS).**

Mr. Buckley made a motion to approve the contract for Professional Planning Services Between the SNHPC and the Town of Chester for the Road Surface Management Study (RSMS), dated December 6, 2017; Mr. Hume seconded the motion. Motion approved, 4-0-0.

**FYI: D&K Construction Completion letter re: Isaac Foss Road.**

The Board reviewed the construction completion letter from DuBois and King regarding the Isaac Foss Road.

**Discuss purchasing a battery backup and surge protector to protect the office workstation.**

Mr. Hadik requested approval to purchase a surge protector/battery back-up in the amount of \$120.00 using the IT funds for the Planning Board.

The Board gave their approval.

**Cable TV question, re: Candia, Crowley Woods meetings.**

Mr. Hadik informed the Board that Chester Cable TV (Joe Castricone) had asked if he could record the Candia Planning Board meetings which dealt with the Crowley Woods subdivision and then air the meeting on Chester Cable.

The Board said that they thought this is a good idea, if Candia is okay with the idea.

**Other**

Mr. Buckley said that he was planning to go to the Candia Planning Board meeting on December 20, 2017.

Ms. Richter noted that she had attended the Candia Planning Board meeting in November, in which Crowley Woods was discussed.

**Adjournment**

**Ms. Richter made a motion to adjourn the meeting; Mr. Hume seconded the motion. Motion approved 4-0-0.**

**The meeting was adjourned at 9:54 pm.**

Respectfully submitted,  
C. Molly Qualters  
Recording Secretary