

**Town of Chester  
Recreation Commission Meeting  
Monday, March 26, 2018  
Municipal Complex  
Approved Minutes**

**I. Preliminaries**

**1.1 Call to Order**

Chairperson Trask called the meeting to order for the Town of Chester Recreation Commission (RC) at 7:34 pm.

**1.2 Roll Call**

RC members present:

Michelle Trask, Chairperson  
Leslie Hammond, Vice Chairperson  
Kevin Kistler  
Maria Oakley  
Rick Pike  
Jeremy Owens- BOS Liaison (arrived at 8:29 pm)

RC members absent:

Melinda Mafera

Staff present:

Corinna Reishus, Recreation Director

Others present:

Dick Trask, BOS Chairman  
Andrew Hadik, Planning Coordinator

**II. Review and Approve minutes from March 12, 2018 meeting.**

The Commission reviewed the minutes from March 12, 2018.

Line 123 had "Mafera" corrected to "Oakley."

Chair Trask made a motion to accept the March 12, 2018 minutes as amended; Mr. Kistler seconded the motion. Motion approved, 3-0-2, Vice Chair Hammond and Mr. Pike abstained.

Mr. Pike made a motion to accept the revised July 10, 2017 minutes as amended at the March 12, 2018; Ms. Oakley seconded the motion. Motion approved, 3-0-2, Vice Chair Hammond and Mr. Pike abstained.

**III. Reports - None**

**IV. Old Business**

**4.1 Planning Board – revisions to CIP Project Requests**

The Commission reviewed and discussed the revisions to the CIP Recreation Commission projects removed from the CIP by the Planning Board. These are the cuts made by the Planning Board taken from the

54 meeting minutes of the Commission's last meeting:

56 Item 10 - \$50,000.00 – Year 20/21 – Town Tennis Courts

Item 11 - \$50,000.00 – Year 21/22 – Ballfields – Toilet Facility

58 Item 13 - \$25,000.00 – Year 23/24 – Refurbish Basketball Court/Skating Rink

Item 14 - \$50,000.00 – Year 24/25 – Refurbish Skateboard Park

60 Item 15 - \$15,000.00 – Year 25/26 – Ballfields – Scoreboard

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64 The Commission expressed concerns that the Planning Board removed many future projects from the CIP,  
which the Commission said have been requested by Town residents, without any discussion with the  
Commission. The Commission discussed the use of the CIP, and funding of Town Recreation projects with  
66 impact fees without the projects being a part of the CIP. They noted that projects not listed on the CIP  
cannot be built with impact fees if the projects are not present on the CIP the previous year.

68

70 Ms. Reishus explained that the proposal which will be brought to the Town in May for the 2018-2019 CIP  
Recreation projects' funding currently totals \$59,500: \$30,000 for the balance of the ball fields, \$9,500  
for the balance of the ballfields' goals and field lining equipment, and \$20,000 for the balance of the MPR  
72 floor mats and sports netting. She said that the Budget Committee is concerned about bringing this  
amount to the Town voters in May.

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BOS Chair Trask joined the Commission at their meeting at 7:45 pm.

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78 BOS Chair Trask explained the CIP funding to the Commission. He said that the CIP, which stands for  
Capital Improvement Program, is a long-term financial planning tool for the Town. Trask noted that there  
are two ways in which to fund the CIP: Impact fees, which is a one-time fee to a builder who builds a  
80 new building in Town, and the CIP fund (from taxation or the unexpended fund balance) which is voted  
on by the Town voters at the May Town meeting.

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Mr. Kistler asked if a project could be funded with impact fees if the project is not listed in the CIP.

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BOS Chair Trask said that a project absolutely must be in the CIP to be funded with impact fees.

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88 Mr. Kistler asked how the Commission specifies the funding source for the Recreation Commission's  
projects in the CIP.

90 BOS Chair Trask said that this is done by their request.

92 Vice Chair Hammond said that the Commission spends six months of every year, a lot of time and energy,  
coming up with ideas that the Town of Chester would like for recreational activities, which they fund  
94 through impact fees. She noted that this year the Planning Board cut many of their projects that they had  
on the CIP listed for future years, without any discussion or explanation. She noted that these cut projects  
96 had been requested by residents, or were projects that would save the Town money.

98 BOS Chair Trask said that the Commission can put the items back on the list next year.

100 Vice Chair Hammond pointed out that a project must be in the CIP for a full year before it can be funded  
at all; she said that the Planning Board took items out of the CIP for the 2019-2020 year leaving the  
102 Commission unable to fund those projects in any way until the following year, if they get them back into  
the CIP next year.

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106 BOS Chair Trask said that a solution for the Recreation Commission, if they believe that the Planning Board  
has been too over-reaching, subjective, or arbitrary, would be for the Commission to come forward with a

warrant article to set up a separate CIP committee, taking the process out of the Planning Board's hands.

The Commission expressed concern over the number of boards and committees in Town.

The Commission said that they don't understand why the Planning Board would remove projects five years out, for which the community asked the Recreation Commission to provide. Vice Chair Hammond said that they have done much research with the Town through questionnaires and polls to find out what the community wants in Town. She said that the basketball court and skating rink were all asked for by the Town, and the projects were on the list previously. Vice Chair Hammond said that the port-a-potties cost the Town \$10,000 a year.

Ms. Reishus noted that the Planning Board meeting, at which she came before the Board and presented the Recreation Commission CIP projects, had no questions asked of her. She said that they did not consult with the Commission at all when they, seemingly, arbitrarily cut all the projects which had been on the CIP for a number of years.

BOS Chair Trask reiterated that this may be a reason to create a separate CIP committee.

The Commission had more discussion about impact fees, the CIP, the timing to getting projects on the CIP, and when they can use the impact fees.

BOS Chair Trask and the Commission discussed the projects still on the CIP that are a part of the 2018-2019, what portion of the projects are being funded by impact fees and the amount of funding needed from the CIP fund.

Mr. Andrew Hadik, Town Planning Coordinator, joined the Commission at their meeting at 7:58 pm.

Mr. Hadik noted that the Commission has \$30,500 in approved for expenditure impact fees, and \$18,000 that have not been requested for release.

BOS Chair Trask said that when the Planning Board took out all the Commission's projects and pushed the time frame back for other projects, they restricted the Commission's flexibility of how they can even use their impact fees. He said that the Conservation Commission was discussing plans for beginning the Wason Pond beach pavilion in the fall and the Planning Board pushed the project back two years forcing the Recreation Commission to use their impact fees on that project and to buy a tent for the coming summer recreation program. BOS Chair Trask said that the process lacked communication.

Vice Chair Hammond noted that after 2018-2019 there are almost no projects for Recreation projected.

BOS Chair Trask, Ms. Reishus, and the Commission revised the Commission's projects on the CIP that will be part of the funding by the warrant article put before the Town in May. The projects are not being removed from the CIP. After discussion, the Commission agreed to revise the \$20,000 for the MPR flooring pads and netting to \$10,000, and remove the \$9,500 for ballfield lining equipment.

BOS Chair Trask departed the meeting at 8:14 pm.

Mr. Hadik stated that he was at the meeting on behalf of the SNHPC, regarding the age-friendly assessment. He noted that Chester has been chosen as one of three Towns for the second phase of the assessment as the rural community. Mr. Hadik explained that Chester has been chosen to be assisted in developing an age-friendly strategy to address the issues of transportation and age-friendly housing, to allow for people of all ages to live and stay in Chester.

Mr. Hadik said that he is requesting the help from organizations in Town to find "community champions,"

people, of diverse ages, who would be willing to volunteer to work on this three to five-month project to work towards tangible community goals.

The Commission agreed to help find volunteers.

Mr. Owens arrived at the meeting at 8:29 pm.

Mr. Hadik departed the meeting at 8:33 pm.

#### **4.2 Gym Usage**

The Commission had discussed at previous meetings, in December and January, that they would proactively work with Chester Academy regarding the coming year's gym usage for the Recreation's basketball program to discuss prioritizing the Town sponsored teams' gym availability, during this spring.

Ms. Reishus reviewed the gym schedule that was used for the 2017-2018 basketball programs. She explained that the Recreation program had seven teams and were given three nights' access to the gym and that the other group had two teams and were given two nights' access to the gym. Ms. Reishus noted that the Town sponsored Recreation program should have prioritization of the gym.

The Commission agreed that Mr. Owens, Mr. Pike, BOS Chair Trask, and Ms. Reishus would be the group who would meet with the Chester Academy School Board.

Mr. Owens said that the meeting should be arranged as soon as possible.

Ms. Reishus said that she would reach out to set up a meeting.

Mr. Kistler noted that the prioritizing of Town sponsored programs throughout Town buildings has become an important consideration.

### **V. New Business**

#### **5.1 Fitness Programs**

Ms. Reishus gave a review of the fitness programs to the Commission.

**Next meeting scheduled for April 9, 2018**

### **VI. Adjournment**

Chairperson Trask adjourned the meeting at 8:53 pm.

Respectfully Submitted,  
Recording Secretary,  
Molly Qualters