

1 **TOWN OF CHESTER**
2 **PLANNING COMMISSION**
3 **February 17, 2025, Minutes**

4
5 **Commission Members Present:** John Cummings, Barre Pinske, and Hugh Quinn at Town Hall;
6 and Cathy Hasbrouck via Zoom. Absent: Jeff Holden.

7
8 **Staff Present:** Preston Bristow, Zoning Administrator/Town Planner, and Susan Bailey, Recording
9 Secretary, via Zoom.

10
11 **Citizens Present:** None.

12 **Call to Order**

13
14
15 Chair Hugh Quinn called the meeting to order at 6:35 p.m.

16
17 **Agenda Item 1, Approve November 18, 2024 Meeting Minutes**

18
19 Cathy moved and John seconded a motion to approve the November 18, 2024 minutes. Hugh asked
20 if there were any changes to the minutes and there were none. Hugh noted they were likely a record
21 for the shortest meeting minutes, as well as the meeting. A vote was taken, and the minutes were
22 approved, as written.

23
24 **Agenda Item 2, Citizens' Comments**

25
26 There were none.

27
28 **Agenda Item 3, Nominate Assistant Zoning Administrator for SB Appointment**

29
30 Statute that says whenever an administrative officer, and in this case, a zoning administrator, is
31 going to be appointed, the position must be nominated by the Planning Commission. A copy of
32 the statute was included in their packet, along with a document that describes policy and guidelines
33 in which the position would have its authority as assistant zoning administrator. This agenda item
34 was to nominate an assistant zoning administrator to take to the Select Board and they could
35 appoint so Preston could go on vacation in March. John nominated Hugh Quinn for assistant
36 zoning administrator. There were no other nominations. A vote was taken and the motion carried,
37 unanimously. Preston said not only did an assistant need to be nominated by the Planning
38 Commission but there had to be a clear policy, which he drafted, and Julie approved. Preston didn't
39 think it required the commission's approval but wanted them to see it. March 7 to March 31 is
40 Preston's vacation and they thought having Hugh in place as assistant was a good idea. Cathy
41 wondered if the commission was able to make policy. Preston said they could recommend it, and
42 it would be in the packet for the Select Board to see it was straightforward and nothing radical.
43 Preston thought the statute didn't want confusion about who could issue permits. There was a point
44 where the zoning administrator tells the assistant they're it and then where they tell them they're

1 not anymore. Barre wondered if Preston would be available if they had an emergency. Preston said
2 he would have internet access while away, but Hugh hoped he would not need to call Preston.

3
4 **Agenda Item 4, Overview of upcoming PC initiatives.**

5
6 Jeff Holden and John Cummings are up for reappointment in March. Jeff will re-up, but John will
7 not be due to other commitments. John apologized and noted he enjoyed his time on the
8 commission. Hugh said they would miss his level-headed logical thinking.

9
10 Hugh said they would be looking at town plan updates which didn't need to be updated for a couple
11 more years. Preston agreed that the plan didn't need to be approved until the fall of '28 which takes
12 a year to go through the whole process of public hearing and approval by the Planning
13 Commission; public hearing and approval by the Select Board; and public hearing and approval
14 by the Regional Planning Commission, so it felt like the time that they needed to get going.
15 Municipal Planning grants from the state pay the Regional Commission to assist Chester. Chester
16 has discussed applying for it and it probably won't be launched until this fall, giving them two
17 years to work on the town plan. Preston said the current plan was minimal and he wanted it to be
18 nicer and thought getting it out sooner than later was a good thing. Hugh and Preston had discussed
19 improving the town plan in a way that could make it more meaningful for the community in terms
20 of its content and presentation, so it was more relevant. Preston said, in theory, it should be about
21 the aspirational things they want to do in town. Preston said some towns have done a magazine
22 format with two columns, photographs, and illustrations and Chester could make it more exciting
23 if they chose to. Barre said he was part of the last town plan and thought it was more cut and paste
24 oriented and involved emergency services. Barre said it was nothing aspirational and was more
25 matter of fact. Barre thought having something on the website that was more exciting, and like a
26 country club, would be helpful because people join for what it has to offer. Barre noted people
27 who aren't born in a town choose to live there for what it has to offer. If they were thinking of
28 moving to Chester, they could read about what it has to offer in the town plan or on the website.
29 Hugh agreed. John compared it to a sales presentation or pamphlet. Barre wondered if there were
30 kids at the technical school who were into graphics and would want to be involved. Hugh said both
31 he and Preston had discussed with Julie whether the town plan could be more about what the town
32 has to offer and how to draw people in, which is related to a discussion they've all had about how
33 Chester is approaching economic development and attracting people. Julie has been pressured by
34 people in the community about what is being done for economic development. In response, Julie
35 is considering establishing a dedicated economic development group that would report to the
36 Select Board and include financing, marketing, and businesspeople. Julie didn't view that as being
37 the responsibility of the Planning Commission. Preston agreed and said the Planning Commission
38 and statute has broad discretion and most commissions update zoning and the town plan. Preston
39 said an economic commission would include legal, banking, and economic development expertise.
40 Preston didn't disagree with it and thought having two years to work on the town plan would result
41 in a good plan, but they wouldn't end up being Chester's next economic development commission.
42 Hugh agreed. Preston compared it to why the Housing Commission was formed rather than having
43 the Planning Commission be responsible. Barre wondered if they had the depth of resources on
44 the Planning Commission to address economic development and thought it might be better to bring
45 people in and add onto the Planning Commission rather than start something new, but he noted he
46 wasn't the Town Manager and didn't know who might want to be involved and agreed it could be

1 a be a better way to do it. Barre didn't know what was happening with the Housing Commission
2 and wondered if they were gaining ground. Hugh said he doesn't possess the skills nor desire in
3 economic development and wasn't good at it and thought the same may apply to others on the
4 Planning Commission. Hugh thought they needed another set of skills to make it successful. The
5 next step in moving forward was to get the right set of skills engaged. Hugh said the different
6 commissions have a relationship with each other to accomplish things. Barre mentioned a town he
7 was familiar with in Minnesota and visited recently which had been redone and said someone with
8 a vision and a plan made it happen. Since Barre has lived in Chester, he hears a lot of talk but
9 didn't think anything ever happened. Barre saw economic development as a diamond on a facet
10 for part of the town. Barre suggested parking could be reconfigured in front of the Town Hall and
11 gave that as an example of things that could change. John said he and his wife used to regularly
12 go downtown to shop, eat, and go to the bookstore when they first moved to Chester but now, they
13 go to Bellows Falls, which has everything they're looking for. John said someone was doing
14 something right in Bellows Falls that was attracting people and he mentioned some people were
15 thinking of moving there because they spend so much time there. John didn't see a lot of interest
16 happening on the Green. Barre said Robert McBride has a ton of money from the arts council to
17 bring arts and culture to Bellows Falls and said there was so much more money riding down Route
18 103 than going through Bellows Falls but Bellows Falls can get people to go there. Barre said it's
19 frustrating because he lives right on Route 103. Barre said he has good ideas but somewhat lacks
20 follow-through and saw economic development as a facet of a bigger plan. Barre said if they don't
21 make the leap, he may have to go out on his own. Hugh didn't think there was any good idea that
22 could help Chester, that is something they can't work on because it can only be tackled in economic
23 development. Hugh thought they could identify good things for Chester and help move them
24 forward. Hugh said since they've gotten the bylaws done, there's time to do those things. Hugh
25 said he didn't have any good ideas so someone else would need to. Barre said when they have a
26 functional team, they need people to do different things. Hugh agreed. Barre said Hugh has good
27 communication and leadership skills. Barre said some people think Chester is too artsy and tourists
28 aren't needed, which he disagrees with and pointed out that tourists spend money locally but aren't
29 a tax burden on the town. Barre couldn't understand why Chester didn't take advantage of the
30 tourism that comes through and had contacted Johnson & Wales to see if a building and housing
31 were provided, if they would send their students here to operate a restaurant and he was told they
32 would. Barre pointed out that Chester would need to have a building and housing to offer. Barre
33 thought with some effort, Chester could address what was lacking. Barre said Springfield is
34 blasting Facebook and there's a program in the old school that receives \$3 million annually and
35 thought Chester could do something like that. Grafton has a Foundation. Weston has arts and
36 culture and arts council money. Bellows Falls is benefitting, and Springfield is too, and Chester is
37 missing out was the way Barre saw it. Preston said they would need to do a bylaw update this
38 summer because Act 250 law requires it and told Barre the town plan was a way to get at some of
39 the things that Barre wanted to do. Barre thought the Planning Commission should have a vision
40 for the town and if Hugh wasn't a visionary guy, it didn't mean they couldn't do those things.
41 Barre thought he was doing a better job controlling himself but said he wasn't getting heard and
42 being respected. Barre thought some people were arrogant and thought they were better or were
43 too slow to keep up and he found it frustrating. Hugh didn't think anyone disagreed with the facts
44 that Bellows Falls and Springfield had something happening. Hugh said there were towns doing
45 things and some people may say the same wasn't happening in Chester and Hugh didn't think even
46 Julie would disagree with it fundamentally. Hugh wondered what it took to start doing the same

1 things in Chester. Hugh thought if they could figure it out, people would like that. Hugh said there
2 was a group of constituents who believe they don't need to worry about tourism but rather build
3 up light industry and trades. Hugh questioned if they survive on building and trades or tourism and
4 thought it was probably both and there were people who would argue for both sides. Barre offered
5 \$100 more a year than previous renters and rented the field by the Legion, had his festival there,
6 and then people were upset because he didn't clean it up. Now nobody was utilizing it. Barre said
7 in a town the size of Chester, you deal with a lot of different personalities, and it seemed the people
8 who complained the most got what they wanted. Barre said if they were going to do something,
9 they should be considerate of people's opinions but still able to run things through. Barre wasn't
10 sure they could do much. John mentioned the Starry, Starry Night event in December and how
11 much his wife was looking forward to next year's event. Barre wasn't sure how things like that
12 were communicated and John thought they relied on word of mouth, which was a problem. John
13 didn't think there was any official communication, and his wife had stumbled on it. Barre said the
14 Fall Festival made him upset because it was now non-profit with closed board meetings and he
15 feared that if experienced board members stepped down from the board, they would lose that
16 experience. John added that it was a great event. Barre said if they're able to have more success in
17 any way, the next Lee Whiting may pop out of the group and people like that are able to give more.
18 Barre said he wanted people to be successful and would help them get there.

19
20 Hugh wanted to make it clear that the Planning Commission wouldn't be the economic
21 development hub but added that they were also not relegated to only work in the traditional
22 Planning Commission Lane. Hugh wanted the commission to have enough latitude to take on a
23 good idea and see where it could go and didn't want to limit them. Barre thought having an open
24 mind to possibilities was all he wanted, and Hugh agreed. Hugh said they covered all the economic
25 development-related ideas.

26
27 Act 181 is all about some of the work being done to think about refactoring Act 250. They have
28 been in discussions with Jason at Regional Planning, and they must update regional plans along
29 with the future land use maps, which are part of their mandate. That work will make some changes
30 to Chester's potential future land use map, who is mandated to update regional plans, and that
31 work will make changes to Chester's maps and maybe town plan and bylaws because they will
32 look at things as they relate to categorizing different parts of town to reduce the Act 250 regulations
33 in the spirit of additional housing.

34
35 It's also possible the Select Board will ask the Planning Commission to do a deep dive on quarrying
36 in Chester and whether they want to do that. Nothing in the bylaws is ever perfect or done, so Hugh
37 maintains a list of updates and things they missed or should be tweaked and what he identifies as
38 routine maintenance rather than waiting years to address it. Barre said the reality of turning an idea
39 into something that can happen isn't easy and the opportunity to kick an idea around would be
40 welcomed. Barre thought he may have the next real factory that produces a product in town and
41 that was what he was attempting to do. Hugh said ideas can form how they want the town plan to
42 shape up and is a way to get grant money and support. Barre said he's also putting performance
43 space in his building and there were a lot of things happening culturally. Barre said Robert
44 McBride ended up purchasing a lot of buildings with grant money that he now owns, and he
45 wondered how legal that was, but Robert had amassed a lot of wealth from it and it also helped the
46 town. Barre said they needed someone like Robert who would do that.

Agenda Item 5, Adjournment

1
2
3 Barre moved to adjourn, and John seconded the motion. A vote was taken, and it passed
4 unanimously. The meeting was adjourned at 7:38 p.m.

DRAFT

Rules of Procedure for the Town of Chester Planning Commission

A. PURPOSE.

The Planning Commission of Chester, is required by law to conduct its meetings in accordance with the Vermont Open Meeting Law. 1 V.S.A. §§ 310-314. Meetings of the Chester Planning Commission must be open to the public at all times, except as provided in 1 V.S.A. § 313.

B. APPLICATION.

This policy setting forth rules of procedure shall apply to the Chester Planning Commission, which is referred to below as “the body.” These rules shall apply to all regular, special, and emergency meetings of the body.

C. ORGANIZATION.

1. The body shall annually elect a chair and a vice-chair. The chair of the body or, in the chair’s absence, the vice-chair shall preside over all meetings. If both the chair and the vice-chair are absent, a member selected by the body shall act as chair for that meeting.
2. The chair shall preserve order in the meeting and shall regulate its proceedings by applying these rules and making determinations about all questions of order or procedure.
3. A majority of the members of the body shall constitute a quorum. If a quorum of the members of the body is not present at a meeting, no meeting shall take place.
4. No single member of the body shall have authority to represent or act on behalf of the body unless, by majority vote, the body has delegated such authority for a specific matter at a duly-noticed meeting and such delegation is recorded in the meeting minutes.
5. Motions made by members of the body require a second. The chair of the body may make motions and may vote on all questions before the body. A motion will only pass if it receives the votes of a majority of the total membership of the body.
6. There is no limit to the number of times a member of the body may speak to a question. A member may speak or make a motion without being recognized by the chair. Motions to close or limit debate will not be entertained.
7. Any member of the body may request a roll call vote. Pursuant to 1 V.S.A. § 312(a)(2), when one or more members attend a meeting electronically, a roll call vote is required for votes that are not unanimous.
8. Meetings may be recessed to a time and place certain.
9. These rules may be amended by a super majority (meaning 4 of 5 Commission members) vote of the body, and must be readopted annually.
10. The chair may be removed at any time by a super majority vote of the seated commissioners.

D. AGENDAS.

1. Each regular and special meeting of the body shall have an agenda,. Those who wish to be added to the meeting agenda shall contact the chair to request inclusion on the agenda. The chair shall determine the final content of the agenda.
2. At least 48 hours prior to a regular meeting, and at least 24 hours prior to a special meeting, a meeting agenda shall be posted on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov. The agenda must also be made available to any person who requests such agenda prior to the meeting.
3. All business shall be conducted as it appears on the noticed agenda, except that any deletion from the noticed agenda must be made as the first act of business at the meeting. No deletions from the agenda shall be considered once the first act of business at the meeting has commenced. Any other adjustment to the noticed agenda, for example, changing the order of business, postponing or tabling actions, may be made by a majority vote of the body.

E. MEETINGS.

1. Regular meetings shall take place on the first and third Mondays of the month at 6:30, at the Chester Town Hall and/or electronically.
2. Special meetings shall be publicly announced at least 24 hours in advance by giving notice to all members of the body unless previously waived; to an editor, publisher or news director, or radio station serving the area; and to any person who has requested notice of such meetings. In addition, notices shall be posted on the interior and exterior bulletin boards at the town hall and on the town website, chestervt.gov.
3. Emergency meetings may be held without public announcement, without posting of notices, and without 24-hour notice to members, provided some public notice thereof is given as soon as possible before any such meeting. Emergency meetings may be held only when necessary to respond to an unforeseen occurrence or condition requiring immediate attention by the body.
4. A member of the body may attend a regular, special, or emergency meeting by electronic or other means without being physically present at a designated meeting location, so long as the member identifies him or herself when the meeting is convened, and is able to hear and be heard throughout the meeting. Whenever one or more members attend electronically, voting that is not unanimous must be done by roll call. If a quorum or more of the body attend a meeting (regular, special, or emergency) without being physically present at a designated meeting location, the agenda for the meeting shall designate at least one physical location where a member of the public can attend and participate in the meeting. At least one member of the body, or at least one staff or designee of the body, shall be physically present at each designated meeting location.

F. SOCIAL MEDIA.

Social media can take many different forms, including Internet forums, blogs and microblogs, online profiles, wilds, podcasts, pictures and video, email, instant messaging, to name just a few.

When you are participating in social media, you are representing yourself, personally, and the Planning Commission. It is not the intent to restrict your ability to have an online presence or to mandate what you can and cannot say rather this is a set of guidelines for the appropriate use of social as a member of the

- Personal use of social media should not be associated with Planning Commission business.
- Do not post any financial, confidential, sensitive, or proprietary information about the Planning Commission.
- Many social media platforms blur the lines between business and personal. When posting content related to Planning Commission initiatives, members must use a disclaimer which establishes that their content represents their own opinion and does not represent those of the Planning Commission.
- Members must not attribute personal statements or opinions to the Planning Commission when using social media. If through their identification or posts, any confusion arises they must clarify that their posts are their own and not those of the Planning Commission.
- Members using social media in their personal capacity are expected to be truthful, courteous and respectful towards the Planning Commission and the Town.

Personal use of use of social media that adversely or negatively affects or impacts the Planning Commission or Town is prohibited.

G. PUBLIC PARTICIPATION.

1. All meetings of the body are meetings in the public, not of the public. Members of the public shall be afforded reasonable opportunity to express opinions about matters considered by the body, so long as order is maintained according to these rules.
2. At the end of each agenda item, but before any action is taken by the body at each meeting. The chair may limit the time allotted for public comment. By a majority vote, the body may increase the time for open public comment and its place on the agenda.
3. Comment by the public or members of the body must be addressed to the chair or to the body as a whole, and not to any individual member of the body or public.
4. Members of the public must be acknowledged by the chair before speaking.
5. If a member of the public has already spoken on a topic, he or she may not be recognized again until others have first been given the opportunity to comment.
6. Order and decorum shall be observed by all persons present at the meeting. Neither members of the body, nor the members of the public, shall delay or interrupt the proceedings or the peace of the meeting or interrupt or disturb any member while speaking. Members of the body and members of the public are prohibited from making personal, impertinent, threatening, or profane remarks.
7. Members of the body and members of the public shall obey the orders of the chair or other presiding member. The chair should adhere to the following process to restore order and decorum of a meeting, but

may bypass any or all steps when he or she determines in his or her sole discretion that deviation from the process is warranted:

- a. Call the meeting to order and remind the members of the applicable rules of procedure.
- b. Declare a recess or table the issue.
- c. Adjourn the meeting until a time and date certain.
- d. Order the constable to remove disorderly person(s) from the meeting.

ADOPTED: May 3rd 2025

_____ Hugh Quinn, Chair

_____ Catherine Hasbrouck

_____ Jeff Holden

_____ Scott MacDonald

_____ Carl Henshaw

Conflict of Interest Policy

TOWN OF CHESTER

Article 1. Authority. Under the authority granted in 24 V.S.A. § 2291(20), the Town of Chester hereby adopts the following policy concerning conflicts of interest.

Article 2. Purpose. The purpose of this policy is to ensure that the business of the Town will be conducted in such a way that no public officer of the Town will gain a personal or financial advantage from his or her work for the Town and so that the public trust in Town officials will be preserved. It is also the intent of this policy to ensure that all decisions made by Town officials are based on the best interest of the community at large.

Article 3. Application. This policy applies to all public officers as that term is defined below.

Article 4. Definitions. For the purposes of this policy, the following definitions shall apply:

A. **Conflict of interest** means any of the following:

1. A direct or indirect personal or financial interest of a public officer, his or her spouse, household member, child, stepchild, parent, grandparent, grandchild, sibling, aunt or uncle, brother- or sister-in-law, business associate, or employer or employee in the outcome of a cause, proceeding, application, or any other matter pending before the officer or before the public body in which he or she holds office or is employed.
2. A situation where a public officer has publicly displayed a prejudgment of the merits of a particular quasi-judicial proceeding that inhibits impartial judgment by the public officer. This shall not apply to a member's particular political views or general opinion on a given issue.
3. A situation where a public officer has not disclosed ex parte communications with a party in a quasi-judicial proceeding.

A "conflict of interest" does not arise in the case of votes or decisions on matters in which the public officer has a personal or financial interest in the outcome, such as in the establishment of a tax rate that is no greater than that of other persons generally affected by the decision.

B. **Emergency** means an imminent threat or peril to the public health, safety, or welfare.

C. **Ex Parte Communication** means direct or indirect communication between a member of a public body and any party, party's representative, party's counsel or any person interested in the outcome of a quasi-judicial proceeding, that occurs outside the proceeding and concerns the substance or merits of the proceeding.

D. **Official act or action** means any legislative, administrative, or quasi-judicial act performed by any public officer while acting on behalf of the Town.

E. **Public body** means any board, council, commission, or committee of the Town.

F. **Public interest** means an interest of the community as a whole, conferred generally upon all residents of the Town.

Conflict of Interest Policy

TOWN OF CHESTER

- G. **Public officer** means a person elected or statutorily-appointed to perform executive, administrative, legislative, or quasi-judicial functions for the Town. This term does not include any municipal employee.
- H. **Quasi-judicial proceeding** means a case in which the legal rights of one or more persons who are granted party status are adjudicated, which is conducted in such a way that all parties have opportunities to present evidence and to cross-examine witnesses presented by other parties, and which results in a written decision, the result of which is appealable by a party to a higher authority.

Article 5. Prohibited Conduct.

- A. A public officer shall not participate in any official action if he or she has a conflict of interest in the matter under consideration.
- B. A Selectboard member shall be prohibited from serving as a member on either the Planning Commission or Development Review Board. This prohibition does not include Selectboard membership on any committee or subcommittee of the foregoing public bodies.
- C. A public officer shall be prohibited from serving as a member simultaneously on the Planning Commission and Development Review Board. However, if after reasonable efforts the Selectboard is unable to fill vacancies on either the Planning Commission or Development Review Board that exist for more than 3 months the Selectboard may appoint a member of the Planning Commissioner to serve as a member to the Development Review Board and vice versa.
1. Nothing in Article 5C shall prohibit a Planning Commission member from serving as a member on any committee or subcommittee of the Development Review Board and vice versa.
- D. A public officer shall not personally – or through any member of his or her household, business associate, employer or employee – represent, appear for, or negotiate in a private capacity on behalf of any person or organization in a cause, proceeding, application, or other matter pending before the public body in which the public officer holds office.
- E. A public officer shall not accept gifts or other offerings for personal gain by virtue of his or her public office that are not available to the public in general.
- F. A public officer shall not use resources unavailable to the general public – including but not limited to municipal staff time, equipment, supplies, or facilities – for private gain or personal purposes.

Article 6. Disclosure. A public officer who has reason to believe that he or she has or may have a conflict of interest in a particular matter shall, prior to participating in any official action on the matter, publicly disclose at a public meeting or public hearing that he or she has an actual or perceived conflict of interest in the matter under consideration and disclose the nature of the actual or perceived conflict of interest. Alternatively, a public officer may request that another public officer recuse him or herself from a matter due to a conflict of interest.¹

¹ Such request shall not be considered an order for the officer to recuse him or herself.

Conflict of Interest Policy

TOWN OF CHESTER

Article 7. Consideration of Recusal. Once there has been a disclosure of an actual or perceived conflict of interest, other public officers may be afforded an opportunity to ask questions or make comments about the situation. If a previously unknown conflict is discovered during a meeting or hearing conducted by a public body of the Town, the public body may take evidence pertaining to the conflict and, if appropriate, adjourn to an executive session to address the conflict.

Article 8. Recusal.

- A. **Recusal of Elected Officers.** After taking the actions listed in Articles 6 and 7, an elected public officer should declare whether he or she will recuse him or herself and explain the basis for that decision. If the public officer has an actual or perceived conflict of interest but believes that he or she is able to act fairly, objectively, and in the public interest, in spite of the conflict, he or she shall state why he or she believes that he or she is able to act in the matter fairly, objectively, and in the public interest.²
- B. **Recusal of Appointed Officers.** The failure of an appointed public officer to recuse himself or herself in spite of a conflict of interest may be grounds for discipline or removal from office.³

Article 9. Post-Recusal Procedure.

- A. A public officer who has recused himself or herself from serving on a public body in a particular proceeding shall not sit with the public body, deliberate with the public body, or participate in that proceeding as a member of the public body in any capacity, though such member may still participate as a member of the public.
- B. The public body may adjourn the proceedings to a time certain if, after a recusal, it may not be possible to take action through the concurrence of a majority of the total membership of the public body. The public body may then resume the proceeding with sufficient members present.

Article 10. Enforcement.

- A. **Enforcement Against Elected Officers; Progressive Consequences for Failure to Follow the Conflict of Interest Procedures.** In cases where an elected public officer has engaged in any of the prohibited conduct listed in Article 5, or has not followed the conflict of interest procedures in Articles 6 through 9, the Chester Selectboard may take progressive action to discipline such elected officer as follows:

² Each member of an elected public body is independently elected and answers only to the voters. Therefore, unless there is a local ordinance or charter provision that states otherwise, the remaining members of the body may not force recusal. They may only express their opinion about the subject and/or privately or publicly admonish a fellow member who fails to handle conflicts appropriately.

³ Certain appointed officials such as a Zoning Administrator and a Town Manager may only be removed for cause and after being afforded with procedural due process protections including notice and a reasonable opportunity to be heard.

Conflict of Interest Policy

TOWN OF CHESTER


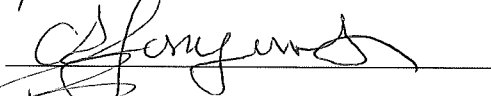
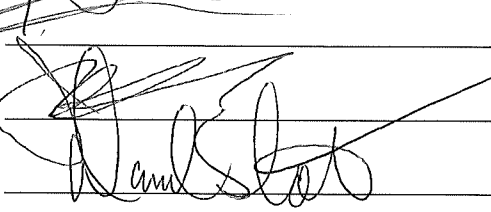
1. The chair of the Chester Selectboard may meet informally with the public officer to discuss the possible conflict of interest violation. This shall not take place in situations where the chair and the public officer together constitute a quorum of a public body.
2. The Chester Selectboard may meet to discuss the conduct of the public officer. Executive session may be used for such discussion in accordance with 1 V.S.A. § 313(a)(4). The public officer may request that this meeting occur in public. If appropriate, the Chester Selectboard may admonish the offending public officer in private.
3. If the Chester Selectboard decides that further action is warranted, the Chester Selectboard may admonish the offending public officer at an open meeting and reflect this action in the minutes of the meeting. The public officer shall be given the opportunity to respond to the admonishment.
4. Upon majority vote in an open meeting, the Chester Selectboard may request (but not order) that the offending public officer resign from his or her office.

B. Enforcement Against Appointed Officers. The Chester Selectboard may choose to follow any of the steps articulated in Article 10A. In addition to or in lieu of any of those steps, the Chester Selectboard may choose to remove an appointed officer from office, subject to state law.

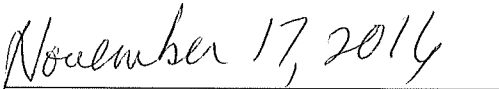
Article 11. Exception. The recusal provisions of Article 8 shall not apply if the Chester Selectboard determines that an emergency exists and that actions of the public body otherwise could not take place. In such a case, a public officer who has reason to believe he or she has a conflict of interest shall disclose such conflict as provided in Article 6.

Article 12. Effective Date. This policy shall become effective immediately upon its adoption by the Chester Selectboard.

Signatures:

Date:



Chester Housing Site Analysis Map

JANUARY 2025

Legend

- Water Tower Setback
- Primary Existing Access Road
- Potential Secondary Road Connection
- Potential Future Road
- Maintenance Road Access (Town Access Only)
- Potential Recreational Trail Connection
- Primary Development Area
- Secondary Development Area

List of Site Assumptions

1. Single access point **A** is compliant; secondary access **B** desirable if possible with Remington development
2. Assuming that all housing development on site will have access to water, sewer, and electricity via town infrastructure
3. New development pattern on areas formerly disturbed (gravel extraction) will have minimal site impact

Prepared by:



Site Detail

Cadastral

Parcel 144-045-11260

Parcels Boundary

Right of Way Lines

State ROW (MRS)

Town ROW (MRT)

Building Footprints

- Residential
- Other Residential
- Multi-Family
- Single Family
- Energy/Utilities/Waste Management
- Industrial & Manufacturing
- Mixed - Commercial w/ Residence
- Commercial
- Other

Utilities

Municipal Hydrants

Private Wells

Stormwater

Handhole

Manhole

Pad Foundation

Vault

Existing Stormwater Points

Existing Stormwater Lines

Electric Transmission (GMP)

Pole

Primary Overhead

Primary Underground

Soils, Surface, Geology

Bedrock Outcrop Polygons

Significant Wetlands

Lakes and Ponds

Rivers and Streams

Slope

<15%

15 - 30%

30 - 50%

>50%

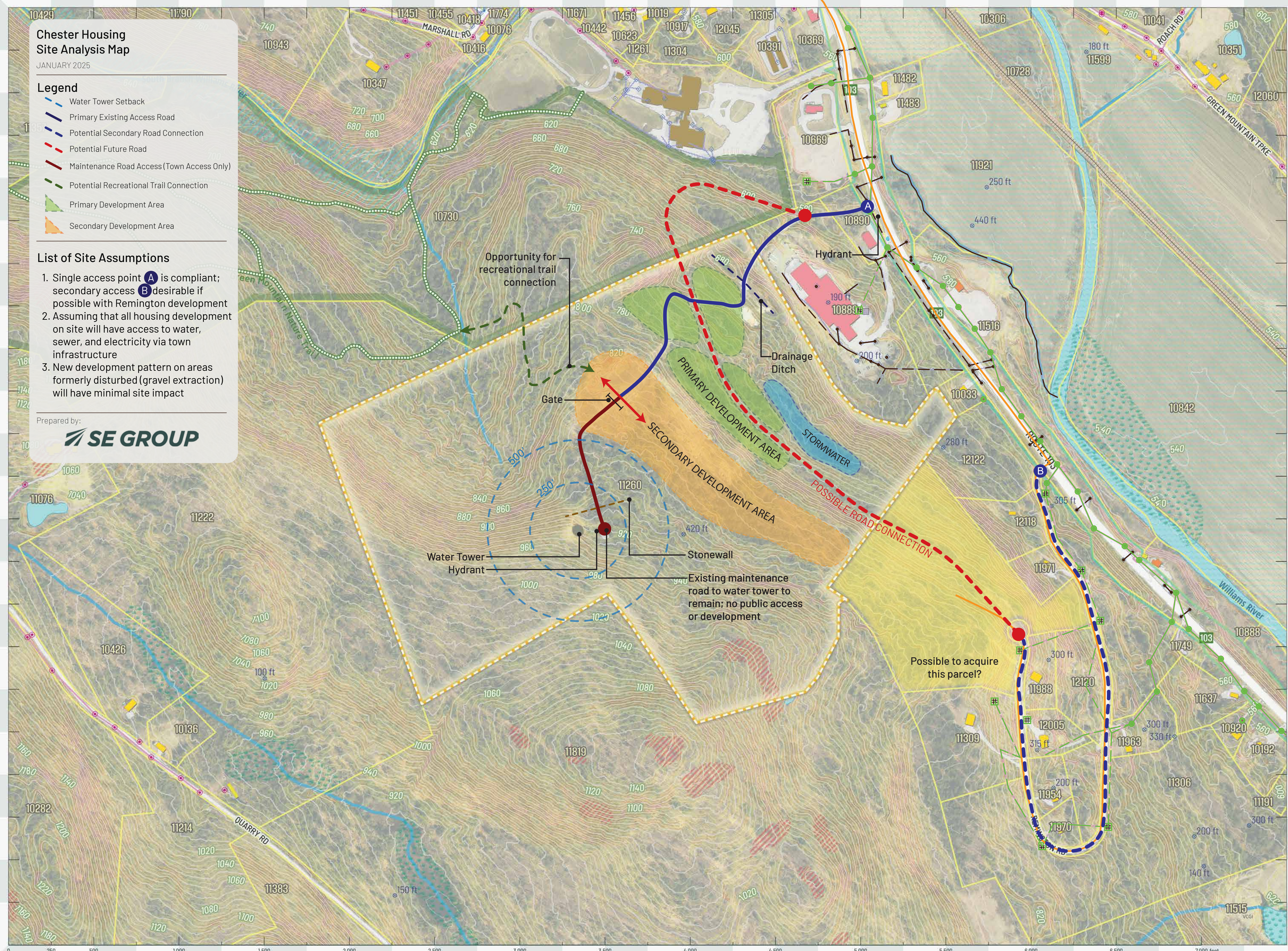
FEMA Special Flood Hazard Areas

Zone type

A

AE

AH



1 inch = 250 feet

