

TOWN OF CHESTER
BOARD OF SELECTMEN
WATER & SEWER COMMISSIONERS

April 17, 2019
Minutes

PRESENT: Arne Jonynas; Heather Chase; Lee Gustafson; Leigh Dakin; David Pisha

VISITORS: Shawn Cunningham; Sharon Huntley; Naomi Johnson; Joshua Lockhead;
Megan Young

The meeting was called to order at 6:30 p.m. by Arne Jonynas.

1. CITIZEN'S COMMENTS:

There were no citizen's comments.

2. ASSET MANAGEMENT PROGRAM:

Meghan Young and Joshua Lockhead from Agency of Natural Resources were present to discuss the Asset Management program approved for the Town of Chester. The town applied for funding to assist with mapping the water system and hydrants. This will also include digital mapping. It was discussed that the benefit of this digital mapping inventory is to capture and document the knowledge of the current employees.

The town will be working with Dufresne Group on the program and creating the inventory and survey work. It is anticipated that the project will likely take about a year to complete.

Leigh Dakin questioned what prompted this project. Naomi Johnson explained that this project has been a need for a number of years, identified by Jeff Holden. David Pisha further stated that the timing felt appropriate since we have just completed a large water upgrade. Meghan also explained that this mapping and inventory is a document that will help with the creation of a budgeting document.

Naomi Johnson stated that the project will begin with survey work that is expected to begin in May. Megan ___ stressed to the Board that they should be involved in the process regularly. Heather Chase suggested that the Board be updated during this process routinely. David Pisha and Julie Hance will work with Dufresne on a timeline that makes sense.

3. ADJOURN:

A motion was made by Heather Chase to adjourn. Seconded by Lee Gustafson. The motion passed.

SPECIAL SELECTBOARD MEETING
APRIL 17, 2019

There were no additions or deletions to the agenda.

1. APPROVE MINUTES:

A motion was made by Lee Gustafson to approve the minutes of the April 3, 2019 Selectboard Meeting and Executive Session as amended. Seconded by Heather Chase. Motion passed.

Leigh Dakin stated that it should be noted that she recused herself from the April 3, 2019 Executive Session relating to the Tomasso offer.

A motion was made by Lee Gustafson to approve the minutes of the April 5, 2019 Selectboard Meeting and Executive Session as amended. Seconded by Heather Chase. Motion passed.

Leigh Dakin was not present at this meeting.

A motion was made by Lee Gustafson to approve the minutes of the February 3, 2019 Selectboard Meeting. Seconded by Heather Chase. Motion passed.

2. CITIZEN'S COMMENTS:

There were no citizen's comments.

3. OLD BUSINESS:

Marketing: David Pisha stated that the marketing meeting has been canceled and moved to May. He is also working with Carol Lighthall on the Harley Davidson event that is coming up. He is thinking about forming a committee to work on this event and its impact to Chester.

EM S building: David Pisha stated that Jim Carroll has been working with Russell Construction on the Contract with Russell Construction. This should be to the Board soon.

Gravel Project: David Pisha stated that Jim Goss has been working with Fish & Wildlife regarding the boundaries of the extraction site. Jim Goss is also working with the Family Center and Draws on Easements. It is the intention to submit an ACT 250 permit within 4 weeks. Lee Gustafson questioned the limitations that Fish & Wildlife is imposing. David Pisha noted that the permit will be for 5 acres with the potential of an additional 3 acres. Lee Gustafson expressed his disappointment that only 8 of 139 acres can be used

for extraction. Lee Gustafson questioned the level of bondage that comes with the Conservation Easement from Fish & Wildlife. David Pisha will look into this. Heather Chase gave some history of the land and past permitting that may affect this discussion.

David Pisha stated that there will be a meeting with VTrans on May 30, 2019 at 10:00 regarding the speed limit at the High School. They will be here to collect public comment.

4. APPROVAL FOR USE OF GEEN:

Barry Bricirell from the Harley Davidson organization was on the telephone to answer questions regarding the upcoming event.

The Harley Davidson rally will take place on July 20, 2019. Barry Bricirell described the event. It will begin at Jackson Gore and end on The Green in Chester. The time will be from 5:00 – 8:00 p.m.

The Board asked David Pisha to work with the Harley group on the logistics such as parking and police needs. David Pisha stated that the Chamber is working on putting together a committee to work on the details.

A motion was made by Heather Chase to authorize David Pisha to continue coordination of the Harley Davidson event. Seconded by Leigh Dakin. The motion passed.

Leigh Gustafson mentioned that there are potentially 1000 people coming to the area. He suggested that the local businesses, including gas stations, be made aware that this is coming to town. David Pisha stated that Sharon Baker will be organizing vendor row on The Green as well as other events. The Board also discussed parking needs that may be able to be met by locations such as the Church, school and Newsbank.

5. APPOINT DRB MEMBER:

Arne Jonynas stated that Robert Greenfield was interviewed last month for a position on the Planning Commission. He was not appointed to that position but was interested in the DRB position that is open.

A motion was made by Heather Chase to appoint Robert Greenfield to the Development Review Board for a one year unexpired term to expire in March 2020. Seconded by Leigh Dakin. The motion passed.

6. GREEN MOUNTAIN POWER PINNACLE PLAN:

Arne Jonynas stated that Betsy Bosiak has responded relative to the Board's questions on the Pinnacle project. She stated in her letter that the additional pole cannot be removed at this time. In addition, the panel boxes are allowed to be screened but all screening needs to be at least 10 feet away from the box.

A motion was made by Heather Chase to sign the Easement Deed to Green Mountain Power for the Pinnacle Project #156738. Seconded by Leigh Dakin. The motion passed.

7. LOCAL EMERGENCY MANAGEMENT PLAN:

Arne Jonynas explained that this is a document that is adopted annually. This form is different from previous years.

It was requested that Ben Whalen be added as Assistant Fire Chief. In addition, Arne's cell number should be corrected. Heather Chase should be added as Vice Chair to the Selectboard as well as Leigh Dakin. Heather Chase requested that the Deputy Health Officer should be added as well.

A motion was made by Lee Gustafson to accept the Local Emergency Management Plan dated April 17, 2019. Seconded by Leigh Dakin. The motion passed.

8. TOWN PLAN:

The Board agreed to begin the review on the updates of the Town Plan at the next meeting. The Board will plan to set aside 30 minutes at each meeting for review.

9. PRIORITIZE POLICY LIST:

Arne Jonynas stated that Julie Hance is looking for the Board to identify the top 5 policies to begin reviewing. The Board agreed to review the 7 oldest policies first. Heather Chase stated that she would also like to review the Personnel Policy, Financial policy and Reserve Fund Policy.

The Board further discussed establishing a policy for future review of policies. Heather Chase mentioned that she would like a recommendation from VLCT regarding how often policies should be reviewed.

10. LOADER:

David Pisha stated that the Capital Plan voted in March shows the Loader payments beginning in 2020. However, it was not included in the items approved at town meeting. Graham has received estimates for repairing the loader to extend it one more year. These estimates have come in at \$18,000-\$20,000. Graham Kennedy indicated that this will not increase the trade in value of the loader next year. In addition, this loader will be a critical piece of equipment for the gravel project.

David Pisha stated that there are 2 options: The Board can wait and vote at town meeting in 2020 or call a special meeting now and make the repairs.

Arne Jonynas stated that he spoke with Graham Kennedy who indicated that the \$18,000 is just what is absolutely needed. To fix the loader completely, would be more like \$36,000.

Heather Chase questioned the need to have 2 loaders. Lee Gustafson mentioned the possibility of renting a loader for the gravel project. Lee Gustafson further stated that he does not think it wise to spend money to fix something that will be replaced next year anyway. He would rather go back to the voters. Heather Chase would prefer to look at all other options first before going back to the voters. The Board agreed to have Graham Kennedy come to the next meeting to discuss the needs of the loader.

Arne Jonynas mentioned that the money for the purchase is budgeted in 2020. The money for repairs and/or renting is not budgeted. He indicated his preference to go back to the voters. It was further clarified that this would not be an Australian Ballot vote, it is just from the floor.

11. FINANCIAL UPDATES:

David Pisha indicated that revenues are up slightly due to one-time revenues and ticket increase. He further indicated that expenses are up \$159,000 of which \$139,000 is in public works. He explained that is mostly from sand, gravel and overtime expenses due to mud season. David Pisha explained that the benefit of a town owned gravel site, it that the stockpiled is always enough to meet any demands that the season may bring.

The Board questioned the Budget to Actual report and the increase in administration and police that are showing. David Pisha explained this report and stated that he will review the detail and determine what is included in that cost.

David Pisha reported that water is up approximately 10% due primarily to rate increases. Overall it appears that expenses are increasing but this is a timing issue relative to the water project. Without the water project included, the water project is running well. David Pisha reported that the first bond payment will be made this summer. Discussion ensued. David Pisha will provide the Board with the repayment schedule.

David Pisha reported that sewer is down slightly in revenue and is down slightly in expenses. This has produced a bottom line down only slightly. The budget bottom line is where we want it to be.

David Pisha noted that he has received an update on the solar farm. He reported that the farm is producing a revenue sooner than expected this year. David Pisha explained that the top line – the negative – is money coming to the town. He further discussed the gains and losses throughout the year. He also explained that the town is earning a profit in April of this year as compared to last year in July. The Board discussed the solar farm further and the flow of the money/transactions. Discussion also ensued regarding the potential buyout of the solar farm. The Board asked to see the Contract for review.

Heather Chase asked for David Pisha to determine when the 7 years open is up. It was also agreed that David Pisha would do a financial analysis on the solar farm.

David Pisha stated that the Economic Development Fund has earned approximately \$30,000 in this past quarter.

David Pisha reported that the Forfeiture Fund is the same as last year as well as the other small funds. The Board reviewed the Balance Sheets for the funds.

12. NEW BUSINESS/NEXT AGENDA:

The Board agreed that the next agenda will include the Town Plan.

Lee Gustafson reminded the Board that there is a need to discuss the potential of a town Energy Committee. David Pisha stated that he completed an Energy Survey which he can share with the Board. Arne Jonynas suggested that this be discussed when the Board begins its review of the Energy section of the Town Plan.

13. ADJOURN:

A motion was made by Lee Gustafson to adjourn. Seconded by Leigh Dakin. The motion passed. The meeting adjourned at 9:09 p.m.

Julie Hance
Secretary of the Select Board

Ben Whalen
Clerk of the Selectboard