

TOWN OF CHESTER  
BOARD OF SELECTMEN

January 2, 2019  
Minutes

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

VISITORS: Julie Hance, Jeff Holden; Shawn Cunningham; Scott Kilgus; Leslie Thorsen; Derek Suursoo; Ed Grossman; Richard Giurtino.

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

WATER & SEWER COMMISSIONERS MEETING

1. CITIZEN'S COMMENTS:

There were no citizen's comments.

2. REVIEW WATER & SEWER DRAFT BUDGET:

David Pisha stated that the water and sewer budgets are stable. A tractor has been requested for both departments. This is needed for mowing and plowing. In addition, the first bond payments will become due on the water project in the amount of \$97,000. This will be the payment for the next 30 years. There are still increases that need to be done. This will happen in February and May billings as well as future billings.

Jeff Holden explained that in the past he has been using his own tractor for spring cleanup as well as mowing the field. He is looking to purchase one for the water and sewer departments to share. He stated that in both water and sewer, he has shaved some off of the budgets to help compensate for the tractor expense. Jeff Holden stated that he has obtained bids from both Kubota and John Deere which came in within hundreds of each other. He stated that Kubota is coming back with a cost for a plow as well. Jeff Holden explained that they mow every week and plow when there is a storm.

Jeff Holden stated that since the new main lines are running, the town is saving over 1 million gallons per month. He stated the town had been wasting approximately 30% of its water which is now down to 10%. This saves on the pumps, chemicals, labor, etc. It also helps improve compliance with the fire flows.

David Pisha stated that the sewer department is running smoothly. There are no drastic changes in this department either. Sewer is sharing the tractor with the water department. David Pisha stated that there may be a need for a small increase in the sewer fees as well. He stated that he will present this at the time we increase water rates in early February. It

was noted that there is an error in the amount of the bond payment. David Pisha will correct this on the final budget.

The Board agreed to approve these budgets at the next meeting when there is a full board.

3. ADJOURN:

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

SPECIAL SELECTBOARD MEETING

The meeting started at 6:49 p.m. There were no additions or deletions to the agenda.

1. APPROVE MINUTES:

A motion was made by Heather Chase to approve the minutes of the December 19, 2018 Selectboard meeting. Seconded by Lee Gustafson. The motion passed.

2. CITIZEN'S COMMENTS:

Leslie Thorsen and Scott Kilgus were present in follow up to a letter that was sent to the Selectboard a few weeks ago. Leslie Thorsen provided some history of the incident with Officer Jeff Holden. She stated that a complaint was filed with the Police Department. At that time, they learned that there was no formal process established by the town.

Arne Jonynas responded that the town has received letters that have been forwarded to the town's attorney. We are awaiting response from the attorney before the matter proceeds. He further stated that this is not an appropriate venue for this discussion. The Board agreed to wait until there is an opinion from Jim Carroll. Heather Chase requested that this be on the next agenda for an update to see where it stands in the timeline.

3. MASTER DESIGN CONTRACT FOR EMS BUILDING:

Arne Jonynas stated that this project began as a design/build over 10 years ago. The Board was provided documentation relative to the benefits of design/build. Heather Chase stated that it has been her understanding that this was not a design/build and that the project was going to be bid.

Lee Gustafson explained that there are several approaches. He stated that the industry is heavy in design/build projects because it is the most efficient and cost effective. The Contractor will bid all phases for the total project. Arne Jonynas also stated that to bid each section is more expensive and will require the town to hire a construction manager. Heather Chase stated that she feels strongly that this project should be bid. She stated that she has been led to believe that this project was not design/build all along and now the process has changed.

Lee Gustafson stated that he is not sure that the Board fully understands all the details about design/build and/or other options. He indicated that the Board now needs to decide the best way to move forward. Arne Jonynas stated his opinion that if the process starts over with a new contractor/architect it will cost significantly more money. David Pisha stated that the costs will be significant and there will be a need to hire a construction manager at a rate of 10% of the construction cost.

The Board discussed how to proceed. Discussion ensued regarding intellectual property and how the process will work if Centerline does the design and the town wants to bid the project out. It was believed that the town cannot do this. Should the town choose not to use Russell Construction, an architect would need to start over on the design.

Arne Jonynas stated that in his personal experience he has found that design/build projects run much smoother. Lee Gustafson stated that this has been experience as well. Heather Chase stated that this may be the case, but she again stated that the time for this decision was some time ago. She feels that this is a decision made by default.

Scott Kilgus stated that both processes have their advantages. Bidding will allow you to choose the lowest bid, but design/build usually produces a better project. He stated that the town can request that the design/build be an open book management.

The Board continued their discussion about the process to follow. Jim Carroll needs to answer the question about the ownership of the design. Lee Gustafson stated that the ownership does not matter. He argued that no architect is going to pick up a 50% set of drawings and finalize the design. Derek Suursoo stated that the town has spent a lot of money in this building and that it is time to make a decision.

Lee Gustafson suggested that the committee prepare talking points for discussion relative to what process to follow.

This will be an agenda item at the next regular meeting.

#### 4. GENERAL FUND BUDGET REVIEW:

David Pisha stated that the town is operating similarly to last year. Expenses are up approximately \$30,000. The bottom line is showing an increase of \$35,996.23.

General Government revenue was impacted by a decrease in penalty and interest and there is no property being sold this year. Derek Suursoo questioned the root of the \$47,000 surplus. David Pisha stated that this was from underspending in areas other than public works.

Administration. David Pisha reported that office supplies were reduced, outside auditing and tan interest were reduced. The Board agreed to reduce postage to \$7500. It was noted that the State Treasurer line shows no expense over the past 2 years.

Planning/zoning. David Pisha reported that salaries were adjusted. Training, town plan and legal were lowered slightly.

Insurance: David Pisha stated that Workers Compensation and Property Casualty Insurance has lowered for 2019.

Public Safety: David Pisha stated that Court fees revenue has increased. Equipment was reduced slightly by eliminating sign purchases. The Board agreed that Core fees should be decreased to \$2500. Travel fees should be reduced to \$3000. START payroll was questioned as to if it is needed and is neutral as there is an income. There are 2 “other payroll” lines in the budget. The MDU line was lowered to \$2000.

Fire: The Board agreed that the other income line should be questioned and potentially changed to \$25. Discussion ensued regarding uniforms. Arne Jonynas noted that the uniforms in the budget are dress uniforms and could be lowered. The Board discussed donations and again agreed to review this policy. The Utilities line was decreased to \$250. The Board asked to see a detail report of the equipment purchased in 2018.

Ambulance: The Board agreed to increase the revenue line to \$110,000. This is due to a trend of increasing revenue. Supplies were increased to \$15,000.

Communications: David Pisha noted that the tower rent is increased because Verizon and AT&T are now on the tower. US Cellular will be on the tower soon. Sprint has withdrawn their request. The telephone has increased due to a new phone system that is needed. Heather questioned the status of Andover’s increase. David will review the memo with Andover.

Public Works: David Pisha noted that the prior year surplus is down approximately \$68,000. Expenses are relatively flat. He noted that fuel was decreased by \$44,000. It was agreed to increase fuel back up to \$120,000. Lee Gustafson questioned the communications line in public works and how it is different than the communications department. David Pisha will find out.

Solid Waste: David Pisha stated that this line has increased to \$40,000. Derek Suursoo questioned the amount of revenue received in 2017 from the solid waste district.

Recreation: David Pisha noted that the budget is relatively flat. The Winter Carnival has increased. David Pisha will ask Matt McCarthy what this includes. Recreation Facilities utilities have increased. David Pisha will determine why.

Parks & Cemeteries: David Pisha noted that this department is relatively flat. The Board agreed to cut supplies to \$2000. Equipment was reduced to \$4000.

Library: This Budget remains unchanged.

Town Hall: David Pisha noted that the Utilities have been reduced as well as the cleaning.

Historic Facility: The Board agreed that the historic facility maintenance and miscellaneous maintenance should be brought back up to the original level of funding. Lee Gustafson questioned if there is a plan for building repairs. David indicated that the town works from the outside in to secure the building from weather first.

David Pisha stated that tree planting has been removed from the capital plan for 2019 and 2020. Heather Chase stated that she would like a little bit to go back into that line. There were no other changes to the Capital and Bond Plans.

Arne Jonynas stated that he would like to review the Capital Plan at some point to make sure that the equipment replacement process is still the best. Derek Suursoo stated that there are some issues with the calculations in the capital/bond plan starting in 2021 and forward. He indicated that the transfers are not reflected correctly.

5. NEW BUSINESS/NEXT AGENDA:

Next meeting has been scheduled for January 9 at 6:30 p.m.. David Pisha will check with all other board members. Monday and Tuesday, January 7 and 8 are available also.

6. ADJOURN:

A motion was made by Heather Chase to adjourn. Seconded by Lee Gustafson. The motion passed. The meeting adjourned at 8:58 p.m.

Julie Hance  
Secretary of the Select Board

Ben Whalen  
Clerk of the Selectboard