

**TOWN OF CHESTER
PLANNING COMMISSION
December 4, 2017
Draft Minutes**

Commission Members Present: Naomi Johnson, Tim Roper, Barre Pinske, Claudio Veliz.

Staff Present: Michael Normyle, Zoning Administrator, Cathy Hasbrouck, Recording Secretary.

Visitors Present: Frank Bidwell, Terry Christenson.

Agenda Item 1, Review minutes from November 20, 2017 meeting

Claudio Veliz moved to accept the minutes from the November 20, 2017 meeting. Tim Roper seconded the motion. There were a number of corrections and additions. A vote was taken and the minutes were accepted as corrected.

Agenda Item 2, Citizen Comments

Frank Bidwell asked if other citizens could have copies of the town plan chapters being worked on e-mailed to them. Terry Christenson said he would like the same thing. The Commission agreed that this would probably be possible.

Agenda Item 3, Continue reviewing working draft of Town Plan Chapter 3, Utilities and Facilities

Naomi Johnson said the goal is to work on this chapter and complete it during December 2017. Jeff Holden and Matt McCarthy had sent additional information to Michael Normyle after the November 20, 2017 meeting, but not in time to be sent out in the packet. Naomi read the piece from Matt McCarthy to the group. A copy of Jeff Holden's remarks was distributed. Tim Roper and Naomi Johnson provided translations for some of the acronyms Jeff used. VFD is Variable Frequency Drive and SCADA is Supervisory Control and Data Acquisition. Michael Normyle said he and Jeff had discussed his input and Jeff had added his vision for the future to the document. Barre Pinske marveled at the complexity of the system and the skill with which Jeff and his department keep it running well.

Naomi went over the list of sections from Chapter 3 which the Commission is reviewing and gave a quick status and a person who might be the best information contact for several. Dan Cook has not yet sent in his revised ambulance section. The Commission has not heard from anyone in the Fire Department and Naomi suggested that David Pisha would be the Commission backup source. Rick Cloud has given some input and Naomi suggested David Pisha could take a look at the Police Department section as well. Emergency Services Building planning is another area for which David Pisha could be a source. Jeff Holden has provided the information needed for Water and Wastewater. Naomi felt the Solid Waste section did not need much updating and David Pisha could cover it. Matt McCarthy had given some information about town operated recreational facilities and Michael Normyle said Matt would likely provide more

information about goals as soon as he had some time to spend on it. Naomi noted that the non-town operated recreation facilities had also been given to David Pisha to coordinate and she had asked him whether he could use some help with that. Barre Pinske said he was willing to talk to his neighbor Gary King, who was on the Conservation Committee. Frank Bidwell said the Conservation Committee would be meeting Tuesday December 5th if Barre wanted to attend the meeting. Tim Roper asked if there was no name by the Forest Lands entry because Naomi did not know whom to contact. Naomi said she wasn't sure of whom to contact, but she believed that the Forest Lands were town owned, so David Pisha would be a good person to talk to about that. Claudio asked if the Tomasso property should be listed here. Naomi said she thought it would be added to the list eventually. Frank Bidwell said there would be an update on the Tomasso property at the Conservation Commission meeting the next evening. Naomi said she would contact Dick Jewett. Michael Normyle said he would stay in touch with Derek Suursoo regarding Solid Waste. Claudio offered to contact Matt Wilson. He asked what the Commission wanted to know from Matt Wilson. Naomi said we have a narrative from the Fall of 2016 about the Fire Department and would like to update that. The Commission would also like information about the Emergency Services Building.

Terry Christenson asked whether Chester is thinking about a paid professional Fire Department. Claudio said the issue was raised during the feasibility study for the Emergency Services Building. There was a question of whether there is enough population in Chester to justify a paid department. Terry Christenson said data about calls, response times and number of people responding would be needed to make a decision about a paid department. Many people felt that collecting the data will be helpful, regardless of whether a paid department is actually under consideration.

Naomi asked if anyone had a contact in the Rod and Gun Club to get information from them. Michael Normyle said he would contact Harry Goodell. Naomi said David Pisha would be the logical contact for the electrical utilities section and that Cathy Hasbrouck, the PC secretary could cross check definitions of wireless utility terms with the bylaws and see if there were any conflicts. Frank Bidwell pointed out that MacKenzie field, the softball venue was missing from the list of recreational facilities.

Naomi turned to page 106 of the Municipal Plan aid published by the state of Vermont. She read the requirements for the Utilities and Facilities chapter. "A utility and facility plan, consisting of a map and statement of present and prospective community facilities and public utilities, showing existing and proposed educational, recreational and other public sites, buildings and facilities, including hospitals, libraries, power generating plants and transmission lines, water supply, sewage disposal, refuse disposal, storm drainage, and other similar facilities and activities, and recommendations to meet future needs for community facilities and services, with indications of priority of need, costs and method of financing;". Naomi said the Commission needs to talk about proposed facilities in addition to the facilities the town already has. The Commission also should discuss priorities, if possible. Naomi said David Pisha and Julie Hance should be able to help the Commission discuss costs and financing. Michael Normyle asked whether replacements of aging buildings and equipment should be included in this. Naomi said it should. Naomi added this task to the list with the contacts she mentioned. Tim Roper asked if historical buildings ought to be on the list as well. Naomi referenced the Municipal Plan book

which listed “A statement of policies on the preservation of rare and irreplaceable natural areas, scenic and historic features and resources” as a requirement for the Town Plan on page 106. She said the requirement meant we need to discuss the town’s policies on this. Tim Roper asked if the town owns a building, should the building be listed in the Utilities and Facilities chapter. There was general agreement that it should. Michael Normyle found a list of town owned properties in Table 3.1 of the updated chapter 3. Frank Bidwell said the list could also be found in the Town Report. Claudio asked if the Plan should address the architectural needs of the buildings. Naomi Johnson said a list of the needs of land and building asset needs to be developed and included in the plan. David Pisha would be the resource to consult for this. Frank Bidwell said David Pisha and Julie Hance had asked the Chester Historical Committee to inventory conditions of the town’s historical buildings.

Frank Bidwell asked about the process and requirements for updating the Town Plan and Naomi gave a quick summary of the process and the 10/30/17 list of tasks and dates. Barre Pinske asked how much detail would be included in the Town Plan and who would do all the writing. Naomi cited page 82 of the Municipal Plan book which gave tips on making the Town Plan user friendly. She read the following, “Highlight key data, concepts, and illustrations in easily updated charts, tables, figures or sidebars, rather than in the narrative or body of the plan.” Naomi said the information in the Town Plan would be highly summarized. She said graphic would make the Town Plan much more attractive than the current plain text document it is now and suggested a photo of a new firetruck as an example of a possible graphic. Discussion focused again on when the new Town Plan needs to be delivered and how it will be delivered. Naomi reiterated that the Town Plan is required to be updated every eight years, but that smaller updates over time instead of a full re-write was acceptable. Naomi’s plan is to do smaller updates over several years and the list of tasks she had been discussing was part of that plan.

Agenda Item 4, Review Tech Environmental notes from sound presentation

Naomi Johnson directed the Commission’s attention to a draft memo to the DRB discussing the revisions to the bylaws suggested by Tech Environmental. The memo had been e-mailed to the Commissioners and included in the packet. Naomi said she felt the DRB would have insight to what was needed for noise regulation. Barre Pinske asked if the public should be included in the discussion of a change to the bylaws. Should a press release about the discussion be issued? Naomi said the change to the bylaws would not be formulated during the meeting with the DRB. If the bylaw is re-written, it will be done at the second meeting. Naomi suggested that both meetings be announced in the press release. Naomi and Michael Normyle said the Chester Telegraph would not publish a press release without having edited it first. The conclusion of the discussion between Julie Hance and the Telegraph was that the town will buy space in the local newspaper and print their own unedited text.

Naomi asked if anyone had any changes to make to the memo to be sent to the DRB. Tim Roper said that the third item did not make it clear that we were asking which property line should be used when measuring sound. Naomi said she didn’t want to be very clear, so as not to put words in the DRB’s mouth. The board eventually agreed that the wording of the memo was acceptable.

Naomi Johnson then moved that the Commission go into executive session to discuss other matters. Barre Pinsky seconded the motion. A vote was taken and the motion passed. The meeting adjourned at the end of the executive session.

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