

TOWN OF CHESTER
SELECTBOARD MEETING

April 19, 2017
Minutes

PRESENT: Arne Jonynas, Heather Chase, Ben Whalen; Dan Cote; Lee Gustafson;
David Pisha

VISITORS: Julie Hance; Cil Mathews; Shawn Cunningham; Frank Bidwell; William
Lindsay; Neil Allen; Tim Roper

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

There were no additions or deletions to the agenda.

1. APPROVE MINUTES:

April 5, 2017:

A motion was made by Lee Gustafson to approve the minutes from the April 5, 2017
Selectboard meeting as amended. Seconded by Ben Whalen. The motion passed.

Page 2, change to say Emergency Services Building
The Clerk is Ben Whalen not Lee Gustafson

2. CITIZEN'S COMMENTS:

Frank Bidwell asked if the paperwork for the Yosemite Fire House has been sent to the
Court. Julie Hance stated that the initial action has been filed. The town is waiting on
the Quit Claim Deed from one individual.

Frank Bidwell stated that he feels that Chester is at a crossroads. He stated that there
needs to be money invested in things that can be seen and enjoyed. He would like the
Selectboard to be more involved in the budget process. Frank Bidwell stated that he
would like the town to take a hard look at what it can afford and what is good for Chester.
He also discussed the tax exempt properties as well as the employees' co-payments for
insurance. He does not feel that these expenses are fair to the Town of Chester.

Frank Kelley stated that he is in charge of organizing Green Up Day which is scheduled
for Saturday, May 6. The Green Up bags will be in town within the next week and are
available at Town Hall, CAES and various places around town. He asked all parties
working on Green Up Day not to pick up any medical items or suspicious material. If
these items are found, they should contact the Police Department. There will also be a
place to leave tires that are found during clean up.

3. OLD BUSINESS:

Master Plan: David Pisha stated that the Steering Committee has met again and feels that things are starting to come together. He stated that the next meeting is Tuesday, May 9. David Pisha stated that the town has engaged an architect to begin drafting wayfinding signage concepts. There will be several options presented to the community for their vote.

Stormwater: David Pisha stated that the Coach Road project will be completed by the end of the month. The Transmission main line will be completed soon as well. Once completed, the water tank will begin. There is sufficient savings to allow the controls to be replaced at the existing well house.

Emergency Services Building: David Pisha stated that discussion has been taking place about the new building. He stated that the previous design is 10 years old at this time and it is his opinion that the design needs to be revisited. He anticipates that there will be a presentation at the May 17 meeting. Heather Chase stated that she would like to have a report from the Auditor as to the maximum amount of debt that the town should acquire. Ben Whalen stated that he agrees with David Pisha and that a new design should be reviewed. David Pisha stated that he wants the new building discussed in the public early on so that questions and concerns can come up early and be resolved. The Board discussed the history of the Emergency Services Building.

4. TIME CAPSULE UPDATE:

Frank Kelley was present representing the Chester 250th Committee as well as CAES. Frank Kelley was present to discuss the Time Capsule that is being put together. He reviewed the materials received to date. Frank Kelley stated that he has spoken with Debbie Aldrich about keeping the Time Capsule in the town vault. Bud Nadeau will be creating a box for the materials to be inserted in. David Pisha suggested that photographs be taken of town and inserted. Ben Whalen suggested a Fire Department helmet signed by the firemen.

Frank Kelley stated that if any community members have items to include, please contact him. He stated that presenting the project at Alumni Day may be a possibility.

5. SIGN LOCAL EMERGENCY OPERATIONS PLAN:

Arne Jonynas stated that it is time to adopt the Local Emergency Operations Plan which is signed every year. Dan Cote questioned if there are table top exercises to practice implementing this plan. Discussion ensued regarding what takes place during a disaster. Frank Bidwell stated that all of the shelters are located at one end of town and that they are all only warming shelters. He also questioned if there are procedures in place for when department heads retire. Following discussion, Julie Hance clarified that there are other emergency plans in place.

A motion was made by Dan Cote to authorize David Pisha to sign the Local Emergency Operations Plan dated April 19, 2017. Seconded by Lee Gustafson. The motion passed.

6. LIQUOR LICENSE:

The Selectboard signed the Second Class Liquor License for Meditrina.

The Selectboard signed the First Class Liquor License for Pizza Stone.

The Selectboard signed the First Class Hotel Liquor License for the Fullerton Inn.

7. OUTSIDE CONSUMPTION PERMIT:

The Selectboard signed the Outside Consumption Permit for Pizza Stone.

8. ENTERTAINMENT PERMIT

A motion was made by Heather Chase to accept the Pizza Stone request for an Entertainment License but not to exceed 3 days per week Sunday through Saturday. Seconded by Ben Whalen. The motion passed.

The Selectboard signed the Entertainment Permit for the Fullerton Inn.

9. FINANCIAL REVIEW:

David Pisha stated that the town has switched accounting programs so it is difficult to get a good comparison. One change made was to break out benefits into each department so that we can get an accurate picture of the cost to run each department.

David Pisha stated that actual vs actual shows revenues down \$139,000. This is due to the public works surplus from last year and is therefore a timing issue. The expenses are up in Public Works due to the winter and showing benefits in each department. David Pisha stated that as time goes by the timing issues will smooth out. Next year's comparison will be much easier.

Cil Mathews stated that the program is very different but will be great once learned completely. She stated that the time savings has been very beneficial and things are running much more efficiently.

David Pisha reviewed the other funds. He stated that the water and sewer departments are doing well and are slightly ahead of last year. Delinquent Tax collections are ahead by \$68,000 over last year. The town has also collected \$90,000 in the last 3 months.

David Pisha reviewed the solar field and savings earned. He stated that the town made \$5,200 this past year. Lee Gustafson questioned if there are contractual agreements that

require Green Lantern to maintain the property. David Pisha stated that he will find out about the maintenance rotation.

10. NEW BUSINESS FOR NEXT AGENDA:

Lee Gustafson asked if at a future meeting the Department Heads could come in and provide an update on what is happening in their department.

Lee Gustafson asked where the speed radar sign has been located as he has not seen it around. David Pisha stated that there are 3 new permanent signs that were purchased and will be installed soon. Arne Jonynas suggested that this be coordinated with the Master Plan Steering Committee.

Heather Chase stated that she would like to have the personnel policy and purchasing policy reviewed at a future meeting.

Heather Chase stated that it is time for David Pisha's 6 month review.

Heather Chase questioned the process and policy of the town receiving donations. David Pisha stated there is nothing existing at this time.

Frank Bidwell asked for there to be some form of Project Management format used when the Emergency Services Building is created.

11. EXECUTIVE SESSION:

A motion was made by Heather Chase to enter into Executive Session for the purposes of conducting interviews for Planning Commission members. Seconded by Dan Cote. The motion passed.

The Board entered Executive Session at 7:55 p.m. Tim Roper and William Lindsay were invited in.

A motion was made by Heather Chase to exit Executive Session at 9:10 p.m. Seconded by Dan Cote. The motion passed.

12. ADJOURN:

A motion was made by Heather Chase to adjourn. Seconded by Lee Gustafson. The motion passed. The meeting adjourned at 9:11 p.m.

Julie Hance
Secretary of the Select Board

Ben Whalen
Clerk of the Select Board