

TOWN OF CHESTER
SELECTBOARD MEETING

May 17, 2017
Minutes

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

VISITORS: Julie Hance; Derek Suursoo; Claudio Veliz; Cathy Hasbrouck; Meghan
Greene; Bob Pollard, Jr., Julie Pollard; Steven Davis; Neil Allen; Phil
Perlah; Tory Spater; Jeffrey Sheldon; Matt Wilson; Lillian Willis; Barre
Pinske; Deb Daniels

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:

May 3, 2017:

A motion was made by Lee Gustafson to approve the minutes from the May 3, 2017
Selectboard meeting as amended. Seconded by Ben Whalen. The motion passed.

Furnace work is for the library

May 3, 2017:

A motion was made by Lee Gustafson to approve the minutes from the May 3, 2017
Executive Session Meeting Record. Seconded by Ben Whalen. The motion passed.

2. CITIZEN'S COMMENTS:

There were no citizen's comments.

3. OLD BUSINESS:

Economic Development: David Pisha stated that the Steering Committee is meeting
tomorrow at 10:00 at the Free Range. They will be reviewing the Implementation
Chapter.

Water Project: David Pisha stated that the water project is proceeding.

Sidewalk: David Pisha stated that the construction of the sidewalks is finally beginning.
They will begin the work on Grafton Street first.

EMS Building: David Pisha stated that the EMS building is on the agenda for this evening to discuss the process.

Yosemite Fire Station: David Pisha stated that the Quit Claim Deed is now circulating for signatures. In addition, we are now advertising for the unknown heirs.

Lee Gustafson commented that Frank Bidwell had submitted a list that he would like reviewed. David Pisha will review for the next meeting. Heather Chase asked for David Pisha to make sure to look at items 4, 10 and 11.

David Pisha stated that he has received an opinion from the Auditor who has indicated that there are no concerns with the current debt load. Heather Chase would like to have detail regarding how much is advisable. David Pisha further explained how the bond plan and capital plan are connected so that the payments and debt balance are managed and cannot get out of control. He also explained how the use of the bond program helps to stabilize the cash flow and expenses.

Arne Jonynas stated that he has heard from the Vermont River Conservancy regarding Rainbow Rock. They have indicated that they will be in town to do a site visit at 12:00 on Friday. They are meeting at town hall and going to Rainbow Rock from there. The fundraising efforts have begun.

4. SOLID WASTE UPDATE:

Tom Kennedy was present from the Regional Planning Commission to update on the Solid Waste District.

Tom Kennedy stated that ACT 48 is now in effect. He stated that haulers are now required to provide recycling services. Tom Kennedy further discussed the backyard composting events that are coming up. If you attend a workshop, you can receive a composter for \$25.00.

Tom Kennedy stated that there is potentially money coming back from the Solid Waste District in the amount of \$35,000.00. There is a vote on this at the end of July. Derek Suursoo stated that there will be a letter coming, which explains the entire process. He will then be coming before the Board to discuss.

Tom Kennedy stated that there will be funding coming from the Clean Water Fund, which will need to be spent quickly. He encouraged the town to be thinking of projects that will fit into this program.

5. INFORMATION BOOTH:

Steve Davis was present from the Chester Economic Development Committee. He provided the Board members with a copy of the 2017 business brochure which has just

been released. Steve Davis explained the history of the business brochure. He also stated that here is a new business website which is www.meetchestervermont.com.

Steve Davis stated that the CEDC has been discussing the Information Booth. He indicated that the maintaining of the Information Booth has become a burden on the CEDC and the businesses on The Green. They have spent time and money fixing the building and keeping it operating. The CEDC would like to pay a small stipend for an individual to take the responsibility to open and close the Information Booth every day. They tried to find a senior citizen who would be willing to take this on. However, there has been nobody interested. They then opened the offer to others in the community. They would like to offer \$1200.00 for the summer. However, the CEDC does not have the funds available to pay this. Therefore, the CEDC would like to ask the Selectboard to pay \$1200 from the Chester Development Fund to keep the information booth open.

A motion was made by Ben Whalen to authorize the expenditure of \$1200.00 from the Chester Development Fund to fund the operation of the Information Center for 2017. Seconded by Lee Gustafson. The motion passed. This would include May through October.

Arne Jonynas stated that he would like to see this be a budget item in future years. Tory Spater stated this would also include the opening and closing of the Hearse House.

6. SIGN VERIZON LEASE:

Arne Jonynas stated that there are changes to the current Verizon Lease. This has been reviewed by Carl Noe and the town's attorney. It was discussed that this is a 20 year lease which has payment increases throughout.

The new tower will be completed soon. David Pisha explained the history of the new tower. The new tower will allow more capacity going forward. Once the tower has been completed, it will be given to the Town with Velco having free rent for a number of years.

A motion was made by Heather Chase to authorize David Pisha to sign the final Lease documents with Bell Atlantic Mobile Systems of Allentown, Inc. d/b/a Verizon Wireless. Seconded by Dan Cote. The motion passed.

7. EMS BUILDING PROCESS:

Ben Whalen recused himself from the Selectboard during the EMS building discussion since he is the Assistant Fire Chief.

David Pisha stated that he has employed Claudio Veliz and his partner to identify the steps necessary to continue with the design and construction of the new EMS Building. All suggestions are on the table at this time as we are at the beginning of the process. He indicated that this process will take time and we want to make sure that it is done right,

Claudio Veliz presented a power point discussion on the process to be followed. A copy of the power point is attached.

Pre Design would be the first step followed by programming, which is essentially prioritizing. Claudio Veliz then broke down the design phase into schematic design, design development and construction documents. This is then followed by Construction Administration which is ensuring that the building is constructed as designed.

Robert Bucham explained the feasibility study portion of the project. This is the phase that discusses permitting and legal issues that need to be taken care of. During this phase the town would discuss where the structures would be located and on what parcels and to ensure that we want done can actually be done.

Arne Jonynas stated that there are many decisions to be made. He stated that he does not even know where to begin. David Pisha stated that the first step might be to employ Claudio Veliz to conduct a Feasibility Study. Claudio Veliz stated the first step of a feasibility study would be to work with the employees who use the buildings, as well as to determine the location of the structures. The feasibility study will also determine the need. Claudio Veliz would provide a proposal for the cost of the feasibility study and what it would consist of. The Board discussed the process of how this project gets to the voters. Lee Gustafson stated that he feels that the Feasibility Study will answer a lot of the questions and provide the options that are available.

Claudio Veliz stated that the level of the feasibility study is up to the Board. In addition, the architects can report back monthly.

Dan Cote stated that he wants to make sure that we are looking at town garage, ambulance and fire. Derek Suursoo asked if the services being provided are contracted and suggested that the feasibility study be put out to bid. Claudio Veliz stated that he is here because the town asked him to be. He also stated that it is difficult to bid architectural services against each other as there are many different approaches. Barre Pinske stated that would like to see this building move forward. However, he would like to make sure that the firemen are involved in the creation of this building. Barre Pinske suggested a small committee be formed to sift through this process. Phil Perlah asked if the Police Department should be considered in this process as well.

Derek Suursoo stated that in the past process the project started small but grew very quickly. Ben Whalen stated that he would really push for the feasibility study as it will reveal a lot of information necessary for moving forward. Ben Whalen stated that they are not looking at a Cadillac building - they are looking at something simple and just what is needed.

Lee Gustafson stated that he would like to see a cost proposal from Claudio Veliz on the feasibility study. The Board discussed the possibility of putting the feasibility study out to bid. David Pisha encouraged the Board to skip the RFP process at this time as there

will be ample opportunity for bidding the process later during the design and construction portion of the project. It was also discussed that the town has to know what it wants before it can put out an RFP, which it currently is not sure of. Julie Hance indicated that she does not typically go out to bid on feasibility studies.

It was agreed that Claudio Veliz will provide a cost estimate for performing a Feasibility Study for the next meeting.

8. CEMETERY SURVEY:

Deb Daniels provided a hand out to the Board. Deb Daniels reviewed the site plan which she feels is at a position ready for lot lines. She provided a history of the project and the issues that have come up during the layout of the cemetery plots. One of the main issues that arose was the pedestrian and vehicular pathway to the lots. In addition, concerns have developed regarding flood plain and river corridor boundaries.

Due to the flood issues, Deb Daniels has broken the project into 2 phases. She is comfortable that the town can proceed with Phase 1 at this time. Phase 2 will require a determination regarding the river corridor requirements. Deb Daniels stated that Lots A-D will provide 109 full burial lots. Lot E will allow for above ground burials. Phase 2 will allow for an additional 130 full burial lots.

Deb Daniels stated that she is still working on determining the access for the new cemetery. This will also set forth a path that would connect back to the school which will provide an educational opportunity. Tom Charlton from the Chester Baptist Church has also indicated his desire to connect to this pathway. This would be a standalone project for the future.

Dan Cote discussed the cemetery beautiful concept. He would like the character of the existing cemetery to be taken into consideration when designing the new space. Deb Daniels explained that there are space constraints which do not allow for excessive plantings. Dan Cote stated that he would like for the Board to consider that there should be continuity between the old and new cemeteries.

Lee Gustafson questioned the existing capacity. Jeff Sheldon stated that there are about 6-8 lots left in Brookside Cemetery. He stated that there are probably about 60 lots total available which would last the town approximately 10 years. Ben Whalen stated that he would be interested in moving forward with Phase 1 allowing more plantings and beautification. There was consensus of the Board that design and blending architectural surroundings is more important than the number of lots.

Lillian Willis stated that she likes the idea of a road. She also encouraged that there be only 1 or 2 structures so that maintenance is easy. David Pisha stated that the columbarium location has to be identified. Phil Perlah questioned the bridge and if it is pedestrian or vehicular. Deb Daniels noted that it could be either.

Deb Daniels stated that she will take the information she has received tonight and come back with some further suggestions. Dan Cote suggested that she contact Ken Barrett and Hugh Henry regarding the historic aspects of the cemetery. She will report back in 3 weeks at the next meeting.

9. NEW BUSINESS/NEXT AGENDA:

Lee Gustafson asked if the Board will be discussing Class IV roads in the future. The Board provided the history. Lee Gustafson would like Graham Kennedy to come speak about these roads in the future.

Lee Gustafson stated that he would like the budget and finance discussion to take place in the near future. This will be an agenda item in June. Julie Hance has been asked to advertise the budget committee again.

Ben Whalen asked for the LaFrance to be an item on the agenda.

Ben Whalen announced that the ambulance will be hosting a bone marrow drive on June 17, 2017 from 10:00 a.m. until 4:00 p.m. for the benefit of Irwin Post.

Dan Cote would like the philosophical budget discussion to be on the next agenda. He will get together with David Pisha to discuss prior to the meeting.

10. EXECUTIVE SESSION:

A motion was made by Heather Chase to enter into Executive Session for the purpose of performing the mid-year review of the Town Manager. Seconded by Ben Whalen. The motion passed. The Board entered Executive Session at 9:00 p.m.

A motion was made by Heather Chase to exit the Executive Session. Seconded by Lee Gustafson. The motion passed. The Selectboard exited Executive Session at 9:34 p.m.

11. EXECUTIVE SESSION:

A motion was made by Lee Gustafson to enter Executive Session for the purpose of discussing the appointments to the Planning Commission. Seconded by Dan Cote. The motion passed. The Selectboard entered Executive Session at 9:34p.m.

A motion was made by Ben Whalen to exit Executive Session. Seconded by Lee Gustafson. The motion passed. The Selectboard exited Executive Session at 10:34 p.m.

12. ADJOURN:

A motion was made by Lee Gustafson to adjourn. Seconded by Dan Cote. The motion passed. The meeting adjourned at 10:34 p.m.

Julie Hance
Secretary of the Select Board

Ben Whalen
Clerk of the Select Board