

TOWN OF CHESTER  
WATER COMMISSIONER'S BUILDING

November 15, 2017  
Minutes

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

VISITORS: Shawn Cunningham; Ruth Batchelder; William Lindsay; Derek Suursoo;  
Dan Cook

1. CITIZEN'S COMMENTS:

There were no citizen's comments.

2. WATER RATE ADJUSTMENT:

A motion was made by Ben Whalen to increase the equivalent unit rate from \$50.00 to \$52.00. Seconded by Heather Chase. The motion passed.

David Pisha stated that he has spoken with Jeff Holden who is very pleased with all that is being completed in the Water Department.

3. ADJOURN:

A motion was made by Lee Gustafson to adjourn the meeting. Seconded by Ben Whalen. The meeting adjourned at 6:35 p.m.

TOWN OF CHESTER  
BOARD OF SELECTMEN

November 15, 2017  
Minutes

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

VISITORS: Shawn Cunningham,

The meeting was called to order at 6:35 p.m. by Chairman Jonynas.

1. APPROVAL OF MINUTES:

A motion was made by Lee Gustafson to approve the minutes of the November 1, 2017 Selectboard meeting. Seconded by Ben Whalen. The motion passed.

2. CITIZEN'S COMMENTS:

Ruth Anne Batchelder was present from the Chester Snowmobile Club who submitted a permission form to use town property. Dick Jewett stated there are no changes from previous years.

Arne Jonynas stated that this will be on the next agenda for approval.

3. OLD BUSINESS:

Master Plan: David Pisha stated that the Steering Committee had its last meeting as an official Steering Committee. The Committee is working on a close out document. There is discussion regarding how to proceed.

Water/Stormwater: David Pisha stated that there are a couple of remaining items but the project is almost complete.

Emergency Services Building: David Pisha stated that Claudio Veliz has heard from the State and is anticipating a letter from Wetlands sometime in December.

Yosemite: David Pisha stated that the advertisement has been submitted for publication.

Lister: David Pisha stated that resumes are due by the end of the month.

Zoning Audit: Julie Hance stated that she has selected a firm and is in negotiations to establish a Scope of Work and Cost. This should be settled by next week. Bill Lindsay questioned the reasoning for the zoning audit. David Pisha explained the history and that there are updates that need to be made to the base structure of zoning.

David Pisha stated that the Planning Commission is working with the department heads to update various sections of the Town Plan. There will be a meeting with department heads on November 20 at 7:00 p.m.

4. BUDGET COMMITTEE:

Arne Jonynas stated that there has been a budget committee in the past years. There has not been interest in the past years until recently. Frank Bidwell has expressed interest but was not appointed because there would be only 1.

Derek Suursoo stated that he had several questions about the Budget Committee. These questions include what is the quorum; are minutes required; are the officers to the

committee; etc. Discussion ensued. It was agreed that some research needs to be done to determine how the budget committee was established and the best way to proceed.

5. GENERAL FUND & CAPITAL BUDGET REVIEW:

General Fund: David Pisha stated that he cleaned up the errors and omissions from the last draft. In addition, a summary page was included showing an increase of \$107,000 at this time. Again, this is not the final number as the surplus/deficit numbers have not been identified and will not be known until the end of the year. The Capital Plan transfer has been increased by \$20,000.00.

Capital Plan/Bond Plan: David Pisha explained through the Capital Plan expenses anticipated for 2018. This leaves a carry forward of \$450.00. David Pisha reviewed through the Bond Plan. David Pisha stated the Bond Plan is showing the purchase of a compaction roller and a new sidewalk plow. The cost of the Compaction roller is expected at \$130,000.00. David Pisha also provided some documentation regarding compaction rollers and their benefit. Discussion ensued regarding the need for a compaction roller. Lee Gustafson asked that the amounts of the compaction roller and sidewalk plow be added to the plan.

David Pisha explained the revenue sources into the Capital Plan and how the two plans connect. He stated that the General Fund transfer into the Capital Plan is up slightly but is stable of the upcoming years. This plan allows necessary purchases to be made without spiking the budget each year.

Heather Chase questioned if the town is going to establish a reserve for the General Fund. David Pisha stated that there is not one budgeted for this year as the surplus/deficit situation has not yet been defined. Julie Hance explained that the Selectboard should adopt a fund balance policy first to establish the guidelines.

Shawn Cunningham questioned the match for the Bike/Ped Grant. David Pisha stated that the match will not be required until 2020 and is not shown. The Board asked that he indicate this somewhere on the Plan so that it does not get lost.

The Board discussed the budget process. Derek Suursoo and William Lindsay provided their opinion that the budget should show actuals from 2016 instead of budget figures.

William Lindsay questioned the line item of \$40,000.00 and how that is being used. Julie Hance explained that this line is for maintenance of historic facilities.

6. NEW BUSINESS:

It was agreed that the approval of road/bridge usage for the Chester Snowmobile Club will be on the next agenda.

It was agreed that the Budget Committee should be discussed at a future meeting after research has been done.

The Board indicated that they would like a discussion relative to the reserve funds to be on a future agenda.

7. ADJOURN:

A motion was made by Lee Gustafson to adjourn. Seconded by Ben Whalen. The motion passed. The meeting adjourned at 8:00 p.m.

Julie Hance  
Secretary of the Select Board

Ben Whalen  
Clerk of the Select Board