



COMMONWEALTH OF MASSACHUSETTS  
TOWN OF CHESTER  
2025 ANNUAL TOWN MEETING WARRANT

**HAMPDEN, SS.**

To any of the Constables in the Town of Chester in the County of Hampden:

**GREETINGS:**

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the inhabitants of the Town of Chester qualified to vote in Town affairs to meet in the **Chester Town Hall, 15 Middlefield Road, Chester, Massachusetts on Monday, the 9<sup>th</sup> day of June, 2025, A.D. at 7:00PM**, then and there to act on the following articles:

**ARTICLE 1:**

**APPOINTMENTS**

*To authorize the Board of Selectmen to appoint such other Town Officials as are not required to be chosen by ballot, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 2:**

**COMPENSATION**

*To see if the Town will vote to fix the annual salaries of all elected officials for the period of July 1, 2025 to June 30, 2026 as indicated below, or to take any other action relative thereto.*

Elected Official's Salary	FY2025	Proposed FY26
Selectboard Member	\$2,580	\$2,657
Selectboard Member	\$2,580	\$2,657
Selectboard Member	\$2,580	\$2,657
Water Commissioner	\$700	\$700
Water Commissioner	\$700	\$700
Water Commissioner	\$700	\$700
Town Moderator	\$200	\$200
Health Board Member	\$1,607	\$1,655
Health Board Member	\$1,607	\$1,655
Health Board Member	\$1,607	\$1,655

**Majority vote required**

**ARTICLE 3: FISCAL YEAR 2026 OPERATING BUDGET**

*To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum \$3,800,789 to defray charges and expenses of the Town, including debt service (principal and interest) and to provide a Reserve Fund, for the period July 1, 2025 to June 30, 2026 and further, to hear the report of the Finance Committee and act thereon, or to take any other action relative thereto. (Please see separate budget sheet)*

**Majority vote required**

**ARTICLE 4:****REVOLVING FUND CAPS**

*To see if the Town will vote to set FY2026 caps for each of the Town's previously established revolving funds that have been authorized under Chapter 44, Section 53E1/2 of the Massachusetts General Laws as indicated below, or to take any other action relative thereto:*

Board of Health	\$8,000.00
Building Inspector	\$30,000.00
Plumbing Inspector	\$3,000.00
Wiring Inspector	\$2,000.00
Tax Collector	\$2,000.00
Deputy Collector	\$1,000.00
Police Detail Fees	\$15,000.00
Transfer Station	\$57,000.00
Cemetery	\$30,000.00
Fire Department	\$5,000.00

**Majority vote required**

**ARTICLE 5:****INVOICES FROM PREVIOUS FISCAL YEARS**

*To see if the Town will vote to authorize payment from Free Cash of the following invoices from prior fiscal years, or to take any other action relative thereto.*

Pioneer Valley Planning Commission for Pioneer Valley Municipal IT Collaborative FY23 membership			\$ 250.00
GIR	Highway Dept. Garage Hosted Software Fees		\$ 623.06
White Wolf	Water Treatment Plant Portapotty	13164	\$ 100.00
White Wolf	Water Treatment Plant Portapotty	15138	\$ 135.00
White Wolf	Water Treatment Plant Portapotty	17317	\$ 135.00
			<u>\$1,243.06</u>

**Four fifths vote required**

**ARTICLE 6:****GATEWAY REGIONAL SCHOOL BUDGET**

*To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$1,705,106 for the Gateway Regional School District for the period July 1, 2025 through June 30, 2026, or to take any other action relative thereto. (Last year's number \$1,644,903).*

**Majority vote required**

**ARTICLE 7:****VOCATIONAL TUITION AND TRANSPORTATION**

*To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$276,100 to pay for vocational tuition (\$234,793) and transportation (\$41,307) for Chester*

*students for the period July 1, 2025 through June 30, 2026, or to take any other action relative thereto. (Last year's figure – \$209,307).*

**Majority vote required**

**ARTICLE 8:**

**ACCEPTANCE OF CHAPTER 90 FUNDS**

*To see if the Town will vote to accept and expend without further appropriation funds being provided by the Commonwealth of Massachusetts under the provisions of Mass. General Laws Chapter 90, to pay for such costs as allowed by appropriate legislation in connection with the maintenance, repair, and construction of Town ways and bridges, with such funds to carry over from year to year until expended by the Town, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 9:**

**CMELD OPERATIONS**

*To see if the Town will vote to appropriate the income from the sale of electricity to private consumers, municipal building and jobbing for the Municipal Electric Light Department, for the fiscal year beginning July 1, 2025 to June 30, 2026, and to authorize that the whole be expended under the direction and control of the Board of Electric Light Commissioners and Manager, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 10:**

**MASSACHUSETTS MUNICIPAL WHOLESALE ELECTRIC COMPANY(MMWEC)**

*To see if the Town will vote to: (1) accept St. 1975, c. 775, the act creating the Massachusetts Municipal Wholesale Electric Company (MMWEC); (2) apply to MMWEC for admission as a member thereof pursuant to St. 1975, c. 775(3)(a); and (3) agree to comply with the terms and conditions of membership fixed by the By-laws of MMWEC and with other terms and conditions of membership as the MMWEC By-laws may fix from time to time, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 11:**

**CHESTER WATER DEPARTMENT ENTERPRISE FUNDS**

*To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$209,236 to operate the Chester Water Department Enterprise, or to take any other action thereto.*

**Majority Vote Required**

**ARTICLE 12:**

**TRANSFER FROM CHESTER WATER DEPARTMENT (CWD)  
RETAINED EARNINGS TO CWD OPERATIONS EXPENSE**

*To see if the Town will vote to appropriate by transfer the sum of \$10,000 from the Chester Water Department Retained Earnings account to the Chester Water Department Operations Expense account, or to take any other action relative thereto.*

**Majority Vote Required**

**ARTICLE 13:**

**TRANSFER FROM CWD RETAINED EARNINGS TO CWD  
STABILIZATION FUND**

*To see if the Town will vote to appropriate by transfer the sum of \$74,048 from the Chester Water Department Retained Earnings account to the Chester Water Department Stabilization Fund, or to take any other action relative thereto.*

**Majority Vote Required**

**ARTICLE 14:**

**CEMETERY REVOLVING ACCOUNT**

*To see if the Town will vote to amend the Town's Departmental Revolving Fund Bylaw as set forth below, or take any other action relative thereto:*

**Cemetery Department Revolving Fund:**

There shall be a separate fund called the Cemetery Department Revolving Fund, authorized for use by the Cemetery Department

**Revenues:** The Town Accountant shall establish the Cemetery Department Revolving Fund as a separate account and credit to the fund all of the revenue generated from Burial Fees, earnings on perpetual care fees, and interest earned on perpetual care fees.

**Purposes and Expenditures:** During each fiscal year, the Cemetery Department Head/Board of Commissioners may incur liabilities against and spend monies from the Cemetery Department Revolving Fund for the general care, materials, labor costs, and expansion costs of the Town Cemeteries. While labor costs for the internment of caskets and cremated remains or for the expansion of Town Cemeteries may be paid through this fund, no salaries or other benefits will be paid to any Cemetery Department officer from this fund. All Cemetery Department officer salaries or payments will continue to be made through the budgeting process.

**Fiscal Years:** The Cemetery Department Revolving Fund shall operate for fiscal years that begin on or after July 1, 2025.

**Majority Vote Required**

**ARTICLE 15:**

**TRANSFER STATION REVOLVING ACCOUNT**

*To see if the Town will vote to amend the Town's Revolving Account Bylaw as set forth below, or take any other action relative thereto:*



Transfer Station Revolving Fund:

There shall be a separate fund called the Transfer Station Revolving Fund, authorized for use by the Board of Health.

Revenues: The Town Accountant shall establish the Transfer Station Revolving Fund as a separate account and credit to the fund all of the revenue generated from Transfer Station yearly permit fees, proceeds from recycling operations, and any fees related to Transfer Station activities.

Purposes and Expenditures: During each fiscal year, the Board of Health may incur liabilities against and spend monies from the Transfer Station Revolving Fund for the general care, operating costs, materials, service costs, maintenance, and capital expenses for the Town Transfer Station. No salaries or other benefits will be paid to any Board of Health officer or employee from this fund. All Board of Health officer and employee salaries or payments will continue to be paid through the budgeting process.

Fiscal Years: The Transfer Station Revolving Fund shall operate for fiscal years that begin on or after July 1, 2025.

**Majority vote required**

**ARTICLE 16:**

**EDUCATION STABILIZATION FUND TRANSFER**

*To see if the Town will vote to appropriate by transfer from the Educational Stabilization Account the sum of \$50,380 to pay part of the Town's assessment for the Gateway Regional School budget, or to take any action relative thereto.*

**Majority vote required**

**ARTICLE 17:**

**PRINCIPAL PAYMENT FOR NEW FIRE TRUCK**

*To see if the Town will vote to appropriate by transfer from the Real Estate Sales Account the sum of \$85,500.00 to make the second of five payments on the loan for the new fire truck, or to take any action relative thereto.*

**Majority vote required**

**ARTICLE 18:**

**STIPEND FOR ON CALL FIREFIGHTERS**

*To see if the Town will vote to appropriate by transfer from Free Cash a sum of money to pay stipends of \$400 per year to eligible call firefighters and \$750 per year for eligible officers, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 19:**

**REMOVED FROM WARRANT**

**ARTICLE 20:      PAYOFF OF HIGHWAY TRUCK NOTE**

*To see if the Town will vote to appropriate by transfer from Free Cash the sum of \$87,500 to pay the principal on the current Highway Truck note, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 21:      PAY OFF OF HIGHWAY TRUCK NOTE LEASE INTEREST**

*To see if the Town will vote to appropriate by transfer from Free Cash the sum of \$3,741.60 to pay the outstanding interest on the current Highway Truck note, or to take any other action relative thereto.*

**Majority vote required**

**ARTICLE 22:      PAYMENT FOR HIGHWAY TRUCK LEASE**

*To see if the Town will vote to appropriate by transfer from Free Cash the sum of \$29,000 to pay the initial sum on the new Highway Truck lease, or to take any action relative thereto.*

**Majority Vote Required**

**ARTICLE 23:      HUMAN RESOURCES BENEFITS CONSULTING**

*To see if the Town will vote to appropriate by transfer from Free Cash the sum of \$5,400 to pay the balance remaining for human resources benefits services rendered by Kinch Benefit Consulting, or to take any action relative thereto.*

**Majority Vote Required**

**ARTICLE 24:      FIRE DEPARTMENT REPAIR AND MAINTENANCE**

*To see if the Town will vote to appropriate by transfer from Free Cash the sum of \$18,000 to pay for necessary repairs and maintenance for Fire Department buildings and infrastructure, or to take any action relative thereto.*

**Majority Vote Required**

**ARTICLE 25:      AGE-RESTRICTED RESIDENTIAL DEVELOPMENTS**

*To see if the Town will vote to adopt the following amendment to the Zoning Bylaw for the Town of Chester, Massachusetts by adding the following new Section 5.5 "AGE-RESTRICTED RESIDENTIAL DEVELOPMENTS" or take any other action relative thereto.*

**5.5 AGE-RESTRICTED RESIDENTIAL DEVELOPMENTS**

**5.5.1 Purpose**

The purpose of this bylaw is to allow for the economically efficient development of variety of housing types and supporting infrastructure as designed to meet the needs of individuals aged 55 and older while preserving open space, preventing sprawl, promoting environmental sustainability, and providing recreational opportunities. This bylaw seeks to balance the needs of residents with the interests of the surrounding community.

#### 5.5.2 Special Permit Required

The Planning Board shall be the Special Permit Granting Authority for an Age-Restricted Residential Development ("Development") and may grant a Special Permit in accordance with the provisions of this zoning bylaw for the construction and occupancy of such a development in zoning districts specified for such use in *Table 1: Chester Schedule of Use Regulations* of Chapter 3.0.

#### 5.5.3 Permitted Uses

The following uses may be permitted in an Age-Restricted Residential Development:

1. Single-family dwellings;
2. Two-family dwellings;
3. Multifamily dwellings, not to exceed six (6) attached dwelling units;
4. Recreational uses and community facilities;
5. Any mixture of the above-listed structures; and
6. Accessory uses customarily incidental and subordinate to the principal uses listed above, but expressly excluding any commercial or retail enterprises.

No structure designed or intended for business use, except for the development office, shall be a part of any Age-Restricted Residential Development.

#### 5.5.4 Age Restriction

The age-restricted residential development shall provide dwellings limited to use and occupancy primarily by persons at least 55 years of age or older and primarily able to maintain their lifestyle without the help of additional on-site support services.

1. Not more than three (3) residents shall occupy any dwelling unit.
2. All occupants of a dwelling unit shall be age 55 or older except as follows:



- a. A spouse or cohabitating partner of an occupant age 55 or older.
  - b. An occupant who survives his or her spouse or partner.
  - c. Not more than one child residing with his or her parent(s), provided that said child is 18 years of age or older.
  - d. A required home health aide provider of the primary resident.
3. The owner of the development shall publish and follow policies and procedures that demonstrate the intent to be housing for persons 55 and older, including federal Housing and Urban Development (HUD) rules for verification of occupancy.

#### 5.5.5 Application & Procedure

1. The special permit application, public hearing, and decision procedures shall be in accordance with this Section 5.5, any Planning Board rules and regulations as may be promulgated, and Section 6.5.
2. The Special Permit Application shall be accompanied by a site plan set, developed by and carrying the seal of a certified professional engineer, registered land surveyor, registered landscape architect, or a combination thereof. The plan set shall include sufficient information to adequately convey, at a minimum, the existing site conditions, the proposed site layout and materials, the proposed site grading and drainage, the proposed site utilities, the proposed site erosion and sedimentation controls, the proposed site landscaping and illumination, construction details, and architectural renderings, including floor plans and elevations. The site plan set shall also be accompanied by a stormwater drainage report prepared by a Massachusetts-registered professional engineer, which shall describe conformance of the designed stormwater management system to the requirements set forth in the Massachusetts Stormwater Handbook and Stormwater Standards, latest editions. Green Infrastructure and Low-Impact Development standards shall be utilized to the maximum practicable extent.
3. The Special Permit Application shall include a development impact statement, providing detail on projected impacts to the environment, to existing transportation and utility infrastructure, and other town services. The statement shall describe how waste, including sewerage, shall be managed at the site. A traffic study prepared by a Massachusetts-registered professional engineer may be required at the discretion of the Planning Board but shall in any case be required where traffic control devices are proposed or needed at any point of access. Any traffic control devices serving the development shall be designed, funded, and constructed at the project proponent's expense.
4. The Special Permit Application shall include information pertaining to the development's management and marketing, including projected unit prices,

- construction schedule, and draft policies and procedures for establishing the age restriction for occupancy.
5. The Special Permit Application shall include adequate information so that the Planning Board can determine conformance to the following items:
    - a. Consistency with the Master Plan of the Town of Chester;
    - b. Enhancement and preservation of Town character, including protection from excessive traffic, and minimized impacts to utilities, town services, and aesthetics;
    - c. Minimized environmental impact to the Town; and
    - d. Conformance to the requirements of this chapter, including site and architectural design requirements.
  6. As detailed in Section 6.5, the Planning Board may impose reasonable conditions to ensure compliance with the purpose of this bylaw.

#### 5.5.6 Dimensional and Density Standards

An Age-Restricted Residential Development shall comply with the following dimensional requirements:

1. The minimum parcel size shall be ten (10) acres.
2. The minimum parcel frontage shall be 150 feet.
3. The minimum yards to all external property lines, including street lines, shall be 50 feet.
4. Side and rear yards shall include a minimum 15'-wide landscaped buffer strip. The Planning Board may modify or waive the buffering requirement where variations in topography, natural features, vegetation, and compatible land uses allow, at the Board's discretion, for such change to the buffering requirement.
5. The minimum yards to internal features shall conform to the following:
  - a. The minimum distance from structures to internal streets shall be 25 feet.
  - b. Structures shall be separated by a minimum of 20 feet.
6. The maximum building height shall be 35' or two stories.
7. The maximum allowable density shall be four (4) units per acre, subject to open space requirements.

#### 5.5.7 Development Requirements

1. The Age-Restricted Residential Development shall be designed and constructed in conformance to the historic rural residential design features found in the Town of

Chester and typical to a rural New England community. All structures shall adhere to an overarching architectural theme based on common elements, including building materials, color palette, exterior details, rooflines, etc. Site amenities shall also be selected with a common and complementary theme. All of these elements shall be identified in the permit application to the Planning Board in a narrative and graphic format and shall require Planning Board approval.

2. The Development shall have adequate water supply capacity to allow for connection to the public water supply (or well water supply if town water lines are not preexisting for the parcel), providing domestic water for use by residents as well as the installation of fire hydrants and/or well as interior fire suppression systems as may be required by building or fire code.
3. The Development shall have an adequate septic disposal system with engineered drawings and permits presented to the Chester Board of Health for approval.
4. The Development shall provide adequate parking for its residents and their visitors. At least two parking spaces shall be provided at each dwelling unit. Visitor parking areas shall be provided and adequately designated with signage. Temporary parking at mail kiosks and other common features shall be provided when intended to be accessed by motor vehicles.
5. All electrical and telecommunication services for the Development shall be installed underground, except for necessary above-ground features such as electrical transformers, utility pedestals, and similar features.
6. Interior vehicular and pedestrian circulation shall be designed to provide for the safe movement of people, vehicles, and equipment in and around the site. Access shall be provided from an existing public way which, in the opinion of the Planning Board, is adequate to service the proposed Development. Additional access may be required as a matter of public safety. Pedestrian ways shall connect to existing sidewalks when in existence at the time of construction. Interior roads shall be 24' in width and shall be constructed in conformance to the requirements set forth in the Town of Chester, Massachusetts Subdivision Regulations. Ownership and maintenance of sidewalks and interior vehicular ways shall be the responsibility of the Development and/or its agent.
7. Landscaping Requirements

The Development shall utilize a comprehensive landscape plan for the entire project area, including but not limited to foundation plantings, street trees, parking areas, walkways, and buffer strips. Existing vegetation shall be retained when practicable and integrated into the landscape design. Landscape maintenance, including ensuring

the adequacy of buffer plantings, shall remain the responsibility of the Development and/or its agent.

8. Common Open Space & Recreational Space Requirements:

At least 40% of the total parcel shall be designated as common open space. Said open space calculation shall exclude constructed impervious cover and designated private yards, patios, or gardens. Such open space shall have a shape, dimension, character, and location suitable to assure its use for park, recreation, conservation, or agricultural purposes by all Development residents. At least 1,000 square feet per dwelling unit shall be provided as "usable open space," which shall exclude wetland resource areas within the jurisdiction of the Conservation Commission, and may provide walking trails, community gardens, fitness areas or clubhouses, pickleball or bocce courts, or similar facilities. No further subdivision or transfer of ownership of Common Open Space and Recreational Space shall be allowed. Provision shall be made so that the common open space shall at all times be readily accessible to all residents of the units in the development.

9. Community Association

An owners' association shall be established requiring membership of each unit owner in the active adult community. The association shall be responsible for the permanent maintenance of communal water, sewage, recreational and thoroughfare facilities. An association agreement or covenant shall be submitted with the application guaranteeing the continuing maintenance of such common utilities, land and facilities, assessing each unit a share of maintenance expenses.

Such agreement shall be subject to the review and approval of legal counsel representing the Town of Chester and the Planning Board and shall be recorded in the Hampden County Registry of Deeds.

Such agreements or covenants shall provide that in the event that the association fails to maintain the common facilities in reasonable order and condition in accordance with the agreement, the Town may, after notice to the association and public hearing, enter upon such land and maintain it in order to preserve the taxable value of the properties within the development and to prevent the common land from becoming a public nuisance. The covenants shall also provide that the cost of such maintenance by the Town shall be assessed ratably against the properties within the development.

5.5.8 Enforcement



1. As a condition of its approval, the Planning Board may establish time limits for any development or phases thereof.

#### 5.5.9 Waivers

The Planning Board may waive or modify any requirement of this section for compelling reasons of safety, aesthetics or site design.

*Submitted by the Planning Board*

**Majority vote required**

### **ARTICLE 26:                    ZONING BYLAW AMENDMENT: CHESTER SCHEDULE OF USE REGULATIONS**

*To see if the Town will vote to adopt the following amendments in boldface type as depicted in the portion of "Table 1: Chester Schedule of Use Regulations" of Chapter 3.0 "Schedule of Regulations" below, or take any other action relative thereto.*

**Majority vote required**

BY LAW NUMBER	LAND USE CLASSIFICATION	STANDARDS & CONDITIONS	R  (Residential)	AR  (Agricultural Residential)	B  (Mixed Use Village Business)	I  (Industrial)
3.0.5	RESIDENTIAL					
	Single Family Homes		Y	Y	Y	Y
	Multi-Family Homes (No age restriction)		N	N	Y	N
	<b>Age-Restricted Residential Development</b>	<b>See Section 5.5</b>	<b>SP</b>	<b>SP</b>	<b>SP</b>	<b>N</b>
	Two-family Homes		SP	SP	Y	N
	Common Access Driveways Detached One-Family Dwelling	See Section 5.2 for additional standards	Y	Y	Y	N
	Renting of Rooms or Furnishing  of Board	For not more than (4) persons in a dwelling regularly  occupies for residential purposes for a period not less  than 30 consecutive days.	Y	Y	Y	N
	Dwelling Conversion	Conversion of a one-family dwelling existing at the  time of the adoption of this Zoning Bylaw in 1968 into a  two-family dwelling	SP	SP	N	N
	Mobile Home	See Section 3.1 for additional information	N	N	N	N
	Creative Development	See Section 5.3 for additional standards	N	SP	N	N



**ARTICLE 27:**

**ZONING BYLAW AMENDMENT – CHAPTER 3.3  
INTENSITY REGULATIONS**

*To see if the Town will vote to adopt the following amendments to Chapter 3.3 Intensity Regulations, Section 3.3.1 as depicted below, with additions shown in boldface type, or take any other action relative thereto.*

- 3.3.1 A dwelling hereafter erected in any district shall be located on a lot having not less than the minimum requirements set forth in the Table 2, and no more than one dwelling shall be built upon any such lot **except by Special Permit for age-restricted residential developments**. No existing lot shall be changed as to size or shape so as to result in the violation of the requirements set forth in Table 2.

*Submitted by the Planning Board*

**Majority vote required**

**ARTICLE 28:**

**FINANCE AND CAPITAL PLANNING COMMITTEE BYLAW**

*To see if the Town will vote to adopt the following amendments in the underscored text to the Finance Committee Bylaw adding capital planning duties to the committee, or take any other action relative thereto.*

**Finance and Capital Planning Committee Bylaw**

**Section 1. Composition**

There shall be a Finance and Capital Planning Committee consisting of five to seven members. No member of the Selectboard shall be eligible to serve on said Committee. The Moderator shall make appointments. All appointments shall be for a term of three years. The members of the Committee shall serve without salary. The Committee shall choose its own Chairman, Vice Chairman, and Clerk.

**Section 2. Powers**

The Finance and Capital Planning Committee shall consider matters relating to the appropriation, the borrowing, and the expenditures of money by the Town; its indebtedness; the methods of administration of its various officers and departments; property valuation and assessments; and other town affairs, and may make recommendations to the town, to any town board, officer, or committee, relative to such matters.

The Finance and Capital Planning Committee shall study and make recommendations to the Selectboard and Town Meeting with respect to proposed capital projects and improvements involving Town property having a useful life of at least five years and costing over \$10,000. These recommendations shall also include recommended sources of funding, including grant



funding, for each project. In the event that an opportunity arises to apply for a Capital Grant, or a grant has been awarded, the Town Administrator or his/her designee shall notify the Finance and Capital Planning Committee.

The Finance and Capital Planning Committee shall also draft and update the Capital Improvement Plan detailing anticipated capital expenditures for the next five fiscal years on an annual basis. The Capital Improvement Plan shall be available on the Town website and implemented by the Town Administrator or designee, including notification to the Finance and Capital Planning Committee of completed projects, changes of cost estimates or adjusted needs, new requests, and other related information.

### Section 3. The Budget and Capital Improvement Plan Process

Beginning in September, the Finance and Capital Planning Committee shall work to submit a Capital Budget and Capital Improvement Plan to the Selectboard at least ninety days prior to the Annual Town Meeting, recommending a Capital Budget for the next fiscal year and an updated Capital Improvement Plan.

In addition to making recommendations, the Capital Budget and Capital Improvement Plan shall include recommended sources of funding. Projects funded by grants shall be included in the Capital Budget and Capital Improvement Plan. The Selectboard shall submit any Capital Budget and Capital Improvement Plans for adoption at Town Meeting.

Beginning on January 1st of each year, the Town Administrator will request from all town offices, boards, and commissions, detailed estimates of the amounts deemed by them to be necessary for the administration of the respective offices for the ensuing fiscal year. These Budget Requests will be collected by the Town Administrator and then forwarded to the Finance and Capital Planning Committee for their review on or around February 1st of each year. The Committee shall duly consider said estimates and may confer with said officers, boards, commissions, and committees, and may hold a public hearing, if deemed desirable. After further deliberation, the committee shall issue its recommendations to the Selectboard. It is the responsibility of the Selectboard to finalize the budget and prepare the Warrant for the Annual Town Meeting.

The committee shall issue a report detailing the matters it has considered and include the recommendations or suggestions relative to the departmental requests. The committee shall also highlight any alternate recommendations they may have in relation to the recommendations of the Selectboard. The Capital Budget and Capital Improvement Plan shall be published and made available in a manner consistent with the distribution of the Town operating budget.

The report shall be published and distributed at least seven days before the business session of the annual town meeting. This report shall also contain a statement of the doings of the committee during the year and may include recommendations on any matter pertaining to the welfare of the town.

The committee shall also consider the proposed fiscal requests of all officers, boards, commissions, and committees to be made at any special town meeting. The committee shall make a report on all said requests and issue recommendations relative thereto. Said report shall be published or distributed at least three days before any special meeting. In the event that any



capital expenditure falling within the jurisdiction of the Finance and Capital Planning Committee is requested for appropriation at a Special Town Meeting, a supplemental Capital Budget and Capital Improvement Plan Report will be submitted to the Selectboard by the Finance and Capital Planning Committee prior to the Special Town Meeting.

Any proposed article for any town meeting which anticipates an expenditure of town funds shall be referred to the finance committee at least 15 days before the posting of the warrant. The finance committee shall consider all such articles and shall issue its recommendations to the town meeting to approve and or disapprove in whole or in part of the proposed expenditure and shall notify the board, officer, committee, or individual(s) which submitted the request.

**Majority vote required**

**ARTICLE 29: TOWN VEHICLE STABILIZATION FUND**

*To see if the Town will vote to create a Town Vehicle Stabilization Fund pursuant to G.L. c. 40, § 5B for the purpose of funding one or more replacements for Town Vehicles, and to appropriate thereto from the Stabilization Fund the sum of \$28,000, or take any action relative thereto.*

**Two thirds vote required**

**ARTICLE 30: TOWN BUILDING MAINTENANCE STABILIZATION FUND**

*To see if the Town will vote to create a Town Building Maintenance Stabilization Fund pursuant to G.L. c. 40, § 5B for the purpose of funding the maintenance costs of Town-owned buildings and to appropriate thereto from the Stabilization Fund the sum of \$28,000, or take any action relative thereto.*

**Two thirds vote required**

**ARTICLE 31: FIRE DEPARTMENT REVOLVING ACCOUNT**

*To see if the Town will vote to amend the Town's Departmental Revolving Fund Bylaw as set forth below, or take any other action relative thereto:*

Fire Department Revolving Fund: There shall be a separate fund called the Fire Department Revolving Fund, authorized for use by the Fire Department.

Revenues: The Town Accountant shall establish the Fire Department Revolving Fund as a separate account and credit to the fund all of the revenue generated from inspection and permit fees, and fire watch detail fees.

Purposes and Expenditures: During each fiscal year, the Fire Department Chief/Head Financial Officer may incur liabilities against and spend monies from the Fire Department Revolving Fund for the general care, materials, equipment, maintenance, and operating costs of Fire Department activities. No salaries or other benefits will be paid to any Fire Department officer from this

fund. All Fire Department officer salaries or payments will continue to be paid through the budgeting process.

Fiscal Years: The Fire Department Revolving Fund shall operate for fiscal years that begin on or after July 1, 2025.

**Majority vote required**

**Town of Chester 2025 Annual Town Meeting**

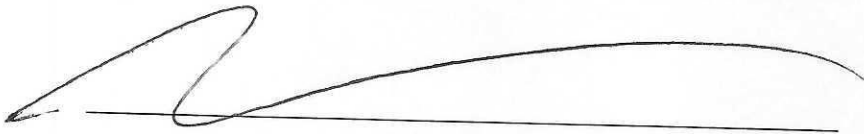
**June 9, 2025**

**7:00PM**

You are hereby directed to serve this Warrant by posting true and attested copies thereof, in three public places within the Town of Chester, seven (7) days at least, before the day and hour of holding said meeting.

Therefore, fail not and make due return of said Warrant with your doing thereon to the Town Clerk of the Town of Chester, at or before the day and hour of holding said meeting.

Given under our hands at Chester, this 2<sup>nd</sup> day of June, 2025



John Baldasaro, Chairman

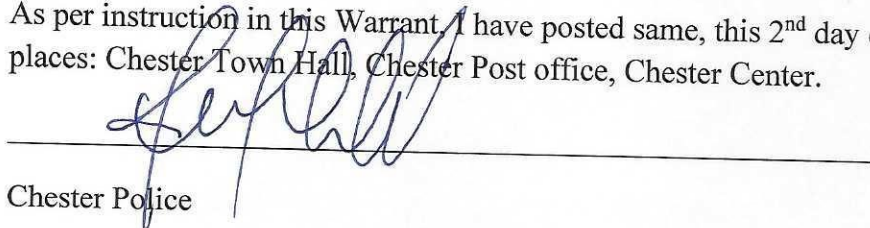


Richard "Andy" Sutton, Vice-Chairman



Craig Gauthier, Clerk

As per instruction in this Warrant, I have posted same, this 2<sup>nd</sup> day of June 2025 in three public places: Chester Town Hall, Chester Post office, Chester Center.

  
Chester Police