

Town of Chester Facilities Department has 1 full time employee.

This is a tough position to describe, because our facilities director does so much throughout all departments. This is our attempt in describing the majority of what his work entails.

The Facilities Department provides the following services for our residents:

- Manages and performs maintenance on all town buildings which includes:
 - Public Safety Building
 - Town Hall
 - Town Garage
 - Whiting Library
 - Academy Building
 - Sewer Plant
 - Recreation

- This management includes:
 - walking through and assessing all buildings daily;
 - responds to alarms for all buildings
 - does contractor & carpentry work for the town to include painting, electrical trouble shooting, plumbing trouble shooting to include small repairs
 - Assists contractors who have been hired to do work for the town to help minimize costs on the overall projects
 - organizing all contracts for the town
 - coordinating all contractors for work to be completed in any town building; operates as clerk of the works on town building projects
 - maintains equipment and vehicles for fire and ambulance as well as schedules equipment and vehicle repair and maintenance, and completes engine repair when able
 - works with VLCT loss prevention team to ensure compliance and a safe work environment
 - Responds to Fire and Ambulance calls throughout the daytime hours
 - Reviews all departments with an eye towards how we can reduce operational expenses in our buildings

- Assists all departments as needed. Some examples include:
 - Assists with bridge layout, fabrication and installation
 - Assistant Fire Warden
 - Installs and maintains the town's signage system
 - Traffic control when needed
 - Welding and fabrication where needed
 - Works with highway to help flush culverts with fire trucks
 - Helps winterize pool and start up in the spring

Large Projects that have been managed by the Facilities Director:

- Public Safety Building (Steve joined us while this construction was under way)
- Highway Garage upgrades
- Electrical installation on the Green
- Christmas Lighting on the Green
- Energy Grant which includes major upgrades to Town Hall, Academy Building and Whiting Library

Facilities Budget

Account		2026 Budget	Budget Notes
01-14-55 Library			
01-14-55-21.00	Library Expenses	1,000.00	
01-14-55-30.00	Utilities	5,000.00	
01-14-55-31.00	Water/Sewer	1,000.00	
01-14-55-32.00	Fuel	3,500.00	
01-14-55-69.00	Repairs/Maint.	7,000.00	
01-14-55-90.00	Library Fund	114,330.00	Annual transfer
01-14-55 Library Total		131,830.00	
01-14-56 Town Hall			
01-14-56-21.00	Supplies	3,000.00	
01-14-56-30.00	Utilities	6,000.00	
01-14-56-31.00	Water/Sewer	1,000.00	
01-14-56-32.00	Fuel	5,000.00	
01-14-56-37.01	Cleaning Service	2,000.00	
01-14-56-37.02	Rubbish	6,000.00	
01-14-56-69.00	Repairs/Maint.	8,000.00	
01-14-56-69.01	Renovations	1,000.00	
01-14-56 Town Hall Total		32,000.00	
01-14-57 Revitalization			
01-14-57-69.01	Website Maintenance	-	
01-14-57-69.02	Historic Facility Mainte	10,000.00	This included Hearse House Painting as well as painting at the tomb
01-14-57-69.03	Misc Maintenance	6,000.00	
01-14-57-69.04	Landscaping	1,400.00	This goes to Townscape each year
01-14-57-69.05	Info Booth Expense	5,000.00	
01-14-57-69.06	Spring. Reg. Dev. Corp.	10,000.00	They assist our local businesses with free business & financial guidance; serve on the CEDC
01-14-57-69.07	Marketing Exp	2,500.00	Maintenance and advertising that comes up
01-14-57-69.08	Chester Events	4,000.00	1000 winter carnival; 1000 fall festival; 1000 volunteer day; 1000 national night out
01-14-57 Revitalization Total		38,900.00	
01-14-58 Recreation Facilities			
01-14-58-21.01	Supplies	3,500.00	
01-14-58-21.02	Food Supplies	150.00	
01-14-58-22.00	Lifeguard Exp	500.00	
01-14-58-23.00	Equipment Purchase	-	
01-14-58-29.00	Computer	-	
01-14-58-30.00	Utilities	4,500.00	
01-14-58-31.00	Water/Sewer	2,500.00	
01-14-58-34.00	Telephone	1,500.00	
01-14-58-60.00	Pool Maintenance	5,000.00	
01-14-58-66.00	Pool Improvement	3,500.00	bathrooms were enlarged, added more picnic tables and umbrellas for shade
01-14-58-68.01	Vehicle Expense	4,000.00	Matt uses hiw own vehicle and we pay a mileage xtipend
01-14-58-69.00	Facility Repair	8,000.00	this included the first round of fencing, rest to budget in 2027
01-14-58-69.01	Skating Rink Maintenan	500.00	
01-14-58-69.02	Disc Golf	3,500.00	in 2026 the baskets were replaced. The local club fundraised 3500 & the town matched
01-14-58-69.03	Tennis Court	-	

Facilities Budget

01-14-58-70.00	Batting Cage	-	
01-14-58-76.00	Capital Expenses		
01-14-58 Recreation Facilities Total		37,150.00	
01-14-59 Emergency Services Building			
01-14-59-21.00	Supplies	2,000.00	
01-14-59-30.00	Utilities	16,000.00	
01-14-59-31.00	Water/Sewer	2,000.00	
01-14-59-32.00	Fuel	8,000.00	
01-14-59-37.01	Cleaning Service	1,000.00	
01-14-59-33.00	Catalis notification Syst	-	
01-14-59-69.00	Repairs & Maintenance	4,500.00	rewiring AC controls
01-14-59-69.01	Grounds Maintenance	2,000.00	
01-14-59-69.02	Initial Start Up Expense		
01-14-59 Emergency Services Building T		35,500.00	
01-14-60 Facilities Director			
01-14-60-10.00	Salary	103,157.00	This department will come in under budget as we eliminated the PT facilities position in April.
01-14-60-11.00	Social Security	8,252.56	
01-14-60-14.00	Medical Insurance	30,910.00	
01-14-60-15.00	STD, LTD, Life insuran	791.00	
01-14-60-16.00	Retirement	7,608.00	
	Mileage	3,250.00	Not needed as we eliminated the PT position
01-14-60-17.00	Uniforms		
01-14-60-21.00	Supplies	1,500.00	
01-14-60-22.00	Equipment/vehicle purc	1,500.00	
	Fuel	2,000.00	
01-14-60-68.00	Vehicle Maintenance	3,000.00	
01-14-60 Facilities Director Total		161,968.56	
Total Facilities Expenses:		437,348.56	