

**CHESTER TOWN CHARTER
TRANSITION GUIDANCE**

April 23, 2024

The following provides transition actions following the effective date of the Chester Town Charter if it is adopted by referendum in the 2024 General Election.

January 2025

- **Board of Assessment Appeals**
 - Amend Ordinance to provide for change from an elected to appointed Board and for transition
 - Transition from elected to appointed members to occur on expiration of terms or resignation of current members, whichever occurs first

- **Chester Board of Education**
 - Amend Ordinance in accordance with Charter provisions
 - Board size to be reduced from 9 Members to 7 Members
 - Transition to 7 Member Board to occur in the 2025 Municipal Election
 - ✓ 3 Members have terms expiring in 2027
 - ✓ 6 Members have terms expiring in 2025
 - ✓ 2025 Election will include election of 4 Members with compliance with Charter provided minority representation requirements

- **Harbor Management Commission**
 - Currently 5 Members and 2 Alternates with 6 year terms
 - 2 Members have terms expiring in 2029
 - 3 Members have terms expiring in 2025
 - 1 Alternate has a term expiring in 2029
 - 1 Alternate has a term expiring in 2027
 - Actions
 - Amend Ordinance to change terms to 4 years. Change in terms from 6 to 4 years will occur upon expiration of current terms
 - Amend Ordinance to provide for elimination of Alternates per Charter. Options are:
 - Retain 5 member Board with current Alternates continuing to serve until expiration of terms (2027 & 2029). Provides for transition to 5-member Board
 - Expand Commission to 7 members with appointment of current members to fill the two new positions on the Boards, each with 4 year terms from date of appointment. This would most likely involve having the Alternates agree to resign with appointment of the new members being upon either the resignation or expiration of terms, whichever occurs first. Note: Current membership complies with minority representation requirements if transitioning to 7 member Board.

- **Library Board of Trustees**
 - Amend Ordinance to provide for change from an elected to appointed Board and for transition
 - Flexibility to revise size of board – currently 6 members
 - Transition from elected to appointed members to occur on expiration of terms or resignation of current members, whichever occurs first

- **Planning and Zoning Commission**
 - Amend Ordinance to change terms to 4 years. Change in terms from 6 to 4 years will occur upon expiration of current terms
 - Transition from elected to appointed members to occur on expiration of terms or resignation of current members, whichever occurs first

- Amend Ordinance to change size of Board to 7 members. Currently, 9 members and 3 alternates. 3 Members have terms expiring in 2029; 3 Members have terms expiring in 2027; 3 Members have terms expiring in 2025 - 2 of the 3 member positions will be eliminated and 1 member position will be retained; and 1 Alternate has a term expiring in 2029; 1 Alternate has a term expiring in 2027; 1 Alternate has a term expiring in 2025 - position will be eliminated. Transition option upon expiration of terms in 11/2025 include:
 - Appoint 1 of the remaining 2 Alternates to fill the 1 available member position while complying with minority representation requirements
 - Remaining 1 Alternate position will be eliminated upon expiration of term or resignation.
- **Zoning Board of Appeals**
 - Amend Ordinance to provide for change from an elected to appointed Board and for transition. Per Charter, Alternates will continue to be included per State Statute
 - Transition from elected to appointed members to occur on expiration of terms or resignation of current members, whichever occurs first
- **Codification Project**
 - Consider codifying the Town’s legislation – Charter, Ordinances, Regulations into an electronic code document that provides for online searchable access and periodic updating to maintain currency.

November 2025

- **Board of Selectmen**
 - Expanded 5-member Board of Selectmen elected in November 2025 Municipal Election - effective upon election.
 - Assumes responsibilities provided for by Charter
 - The Board of Selectmen, Financial Accountability Board, and Fiscal Advisory Committee upon election of the Board of Selectmen and the Financial Accountability Board in November 2025 shall assume the powers, duties, and functions formerly discharged by the Board of Finance and those as specified in this Charter.
- **Board of Finance**
 - The powers, duties, and functions of the Board of Finance are to be assumed by the Board of Selectmen and the Financial Accountability Board upon their election in November 2025
 - Rescind Board of Finance Ordinance as it shall cease to exist following the November 2025 Election per Charter.
- **Financial Accountability Board**
 - 5-member Financial Accountability Board elected in November 2025 election. Powers, duties and functions are specified in Article 9 of the Charter and effective upon election.
- **Fiscal Advisory Committee**
 - Appointed committee by Charter with responsibilities specified in Article 9 and effective upon election of Board of Selectmen and Financial Accountability Board in the November 2025 Municipal Election.
- **Tax Collector and Town Clerk**
 - Upon expiration of current terms ending in November 2025 the Tax Collector and Town Clerk become appointed Officials. These appointments shall be made by the Board of Selectmen in accordance with Article 8, Section 8.2 (c).
 - Review and revise ordinance regarding terms of the Tax Collector and Town Clerk as needed. Current ordinance is for four year terms. If these positions are changed to staff positions without a term, this ordinance should be revised.
- **Water Pollution Control Authority**
 - Consider having the powers, duties and functions of the Water Pollution Control Authority assumed by administrative staff, and overseen by the Town Administrator and the Board of Selectmen. If such action is taken:
 - Revise or rescind Water Pollution Control Ordinance, as appropriate on advice of the Town Attorney, as it shall cease to exist following the transfer of responsibilities to administrative staff.