

**Town of Chester  
Board of Selectmen Meeting  
Thursday, February 7<sup>th</sup>, 2013  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

*1.1 Call to Order*

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:05pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Joseph Hagan  
Stephen Landau  
Richard LeBlanc  
Michael Weider at 7:20pm

Members of the Public present, at various times:

Rich Antoine - Fire Chief  
Bill Burke - Police Chief  
Phil Gladu - Director of Emergency Operations Management  
Donald & Christine Forsyth  
Mike Oleson - Road Agent  
Darrell Quinn  
Matt Rittenhouse, Tri-Town Times  
Leroy Scott  
And other persons unknown to the minute taker

*1.3 Agenda*

**OLD BUSINESS:**

Approval of Minutes  
John Colman - Citizen Recognition Committee, Center Monument

**NEW BUSINESS**

Mike Oleson -Town Truck  
Donald Forsyth - Permission for Farm Building

Department Budgets

- 48       Emergency Management
- EX & TA
- 50       Recreation Commission
- Benefits
- 52       Insurance

Rich Antoine - Fire Department

- 54 Roundtable
- Adjournment

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*1.4 Pledge of Allegiance*

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Chairman Landau led the attendees in the Pledge of Allegiance.

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*1.5 Additions and Deletions*

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Chairman Landau stated that the BOS will meet with Chief Burke and Marianne Duffy in Non-Public Sessions regarding compensation.

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66 *1.6 Public Comment - none*

68 *1.7 Member Comment - none*

70 **II Old Business**

72 *2.1 Appointments:*

74 **7:13pm**

76 **Citizen Recognition Committee** - John Coleman & Darrell Quinn

78 Mr. Coleman discussed the progress of the monument at the center of Town. The estimated cost  
80 for the monument stone is \$4875. Mr. Coleman has a contact that could do the foundation for the  
stone to sit on (approximately \$1200); the overall cost for the foundation could be covered by a  
82 grant and it depends on whether pavers are put in front of the monument as discussed. Overall the  
committee estimates the center stone placement and foundation to cost approximately \$10K  
84 including the walkway / circle as discussed in front of the monument. The committee asked for  
direction / input from the BOS regarding which direction the monument should face and whether  
86 any dead trees need to be cleared / trimmed. The committee plans to have the Town seal cut out of  
the stone; there should be enough space for plenty of names on the monument therefore the  
88 committee does not see the need for the side stones at this time. Selectman Cannon discussed  
setting up a trust fund for this project that would allow donations from the public. The BOS would  
90 need to create a warrant article first to establish the trust fund and transfer any existing funds  
into it and make sure it was set up to receive donations too. The BOS will ask the Finance Director  
92 to check into this; the fund must allow money to be spent from it not just the interest earned on  
the funds in there and the fund needs to be carried over each year. There needs to be an initial

94 investment into the fund of \$10K to get the project underway. The BOS and committee discussed  
95 the chance of the Town center road junction becoming a roundabout which would mean that the  
96 monument should be placed closer to the library in case this ever happens and the DOT needs to  
97 move the road layout. The BOS will discuss this further and get back to the committee. Mr. Quinn  
98 stated that they could put together an aerial plan and review it with the BOS re: placement of the  
monument.

100 **III New Business**

102 *3.1 Appointments:*

104 **Town Truck - Mike Oleson, Road Agent**

106 Mr. Oleson stated that the Town purchased a 2012 model Ford F550 in October 2010. The first  
107 issue they had was the truck getting stuck in idle - Ford fixed it; then a month later it happened  
108 again - Ford fixed it again. The truck was good over the summer 2011 then it happened again in  
109 March 2012 at which time it was towed to Londonderry Ford and they decided it was an emissions  
110 problem and they fixed it. Then in January 2013 the same warning light came on so the truck was  
111 driven straight over to Londonderry Ford and they changed the catalyst which is a very expensive  
112 item and they reprogrammed the system too. Two weeks later the warning light came on again - this  
113 time they found a loose module which was not grounded so they had the toolbox supplier come down  
114 and fix it because it was a fault from their aftermarket installation - at the contractor's cost. Last  
115 week, the same warning light came on so the truck went back to Londonderry Ford. Mr. Oleson has  
116 started a claim with Ford because it needs resolution; the Town cannot have it breaking down and  
117 being unreliable. The Town is using the truck now however if it breaks down again he will call them  
118 to tow it. Mr. Oleson thinks the problems started when the Town started purchasing fuel at the  
119 State Depot rather than locally. He plans to purchase fuel locally, add the additive Ford  
120 recommended and see if that helps rectify the problems. Mr. Oleson plans to talk with the fuel  
121 contact at the State to discuss their fuel and see if their fleet has had any of the same issues.  
122 There are two other local towns with the same problems with their truck. The Town has followed  
123 the maintenance plan on schedule for this truck. It will be used in the storm this weekend. Ford has  
124 paid \$16K in warranty repairs so far with \$1K paid by the toolbox contractor. If the problems  
125 continue, Mr. Oleson will hand everything over to the BOS. The truck cost the Town \$75K and the  
126 Town has made two lease payments so far out of a total of five payments. Mr. Oleson estimated  
127 that the cab / truck value is \$56K plus the extra equipment on top. The truck only has 14K miles on  
128 the odometer however it has been run with the lights and everything on during storms and it is  
129 probably nearer to 40K miles of usage on the entire system even though the odometer does not  
130 reflect this usage.

132 *3.2 Non-Public Session:*

134 **7:45pm**

136 *Appointments:*

138 **Police Department Compensation - Chief Burke**

**Finance Department Compensation - Marianne Duffy, Town bookkeeper**

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Chairman Landau moved that the Board go into two non-public sessions under RSA 91A:3 II (a) compensation. Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved. Chief Burke joined the BOS for the first non-public session and Mrs. Duffy joined the BOS for the second non-public session.

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146 **7:57pm**

148 Selectman LeBlanc moved that the Board come out of non-public sessions; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

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Selectman LeBlanc moved that the minutes from both non-public sessions be sealed for a period of six months; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; so moved.

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*3.3 Department Budgets:*

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**Emergency Management-Phil Gladu -Director of EOM**

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The BOS asked if the shelter would be open if the snow storm is bad this weekend - Mr. Gladu stated that the MPR room would be ready as a shelter if necessary. The State EOM is predicting cold temperatures with light fluffy snow however there is expected to be some strong winds up to 30mph which could lead to power outages. Chairman Landau reminded the public that the American Legion spaghetti dinner will be postponed.

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Mr. Gladu reviewed the proposed 2013-14 EOM budget with the BOS. Selectman LeBlanc stated that it is going to be very expensive to repair the freezer in the MPR room hence it could be used for EOM storage and another solution needs to be proposed for the frozen food supplies for the shelter. Mr. Gladu stated that the Town has 20 cots right now with fleece blankets; he would like to purchase 10 more cots and blankets plus some privacy screens so that the MPR room could be divided up as a sleeping area and social / eating area. The shelving units listed in the budget are for the shower rooms - this will give people a place to put their belongings / toiletries when they are using the bathroom. Selectman LeBlanc will have maintenance add some dividers and hooks too. Mr. Gladu asked about access to the kitchen so that they could use the coffee makers; the BOS will get him set up with a key and a new door code from Recreation. Mr. Gladu estimated the cost of 2 -3 meals per day for 30 people staying in the shelter at \$1K (based on figures from the food service staff at the school). He has to work out a frozen food plan once he establishes a freezer. The School Food Service stated that they can add on the EOM food order to their order so that the Town gets a better rate. The BOS recommended that Mr. Gladu add in \$500 for a freezer for the EOM supplies. Mr. Gladu will send his budget over to the Finance Director. The EOM has \$1500 left from the 2012-13 budget that could be utilized for the freezer / supplies too.

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182 **Recreation - Ed Karjala, Chairman & Corinna Reishus, Vice-Chair**

184 The BOS and Recreation discussed the proposed 2013-14 Recreation budget; there was a discussion  
186 about the funding of the summer program and the Town (taxpayers) subsidizing the summer  
188 salaries. The summer program is a Town service for Chester residents however it is not a daycare  
190 and it should be paying for itself; there was always a plan for Recreation to get the numbers up so  
192 that they could decrease the Town's supplement of the program, parents may need to volunteer  
194 their time in the afternoons to reduce the staffing costs and help Recreation out. The Recreation  
Commission will revisit this issue. The BOS asked about the \$1700 left in the current budget for  
supplies and equipment. Mr. Karjala stated that they expect to utilize this budget in the spring. The  
BOS discussed the water supply to the snack shack; the maintenance department will check if there  
is a septic system on site and the quality of the water and where it drains to. It would be useful for  
hand washing and providing coffee at the snack shack etc.

196 *3.4 Appointments:*

198 **8:30pm**

200 **Permission for a Farm Building - Donald & Christine Forsyth**

202 Mr. & Mrs. Forsyth came before the BOS to ask about the process of dividing up their 32 acre  
204 parcel of land into separate areas. Mr. Forsyth would like to have a small farm and build a 1700's  
206 replica farmhouse on one area (approx. 2 acres) and possibly set some of the other land aside for  
208 conservation land. Mr. Forsyth is not interested in a sub-division; the land is worth more to him and  
his family as a farm. Mr. Forsyth maintains now the class 6 road that allows the Fire Department  
access to the back area of the property as well as hunters and horseback riders. Selectman Weider  
outlined the step by step process for these matters; the Forsyths should meet with the PB first  
and complete an application then the PB and BOS will notify the abutters and once that is all set,  
the BOS and PB can sign off on the plans. The BI can then authorize the building permit -this does  
not mean that the road needs to be upgraded from a class 6 road. The CC will assess the current  
use fees and check the lot lines and check for any wetland areas on the proposed building area. If  
the road remains a class 6 road, then the Forsyths may have to sign a waiver with the Town stating  
that the Forsyths are responsible for maintaining and plowing the road etc. If the road is upgraded  
to a class 5 road, it may open it up to more development which the owners are not interested in.  
Selectman Weider stated that the Forsyth's would only need to see the ZBA if the PB and BOS  
deny the application. The PB is not too backed up with applications right now so the process should  
be relatively easy.

220 *3.5 Appointments:*

222 **8:50pm**

224 **Discussion of the proposed warrant article for a full-time firefighter -**  
Fire Chief Rich Antoine

226 Chief Antoine updated the BOS on an issue that the Joint Loss Management has been trying to  
228 resolve. The Town employees have expressed a need for panic alarm buttons especially if they are in  
the building by themselves. As Chair of the Joint Loss Management Committee Chief Antoine has  
talked with a few different vendors; the Town would have three different systems - Fire, Security

230 and Panic Alarms. The JLM committee has submitted a report to the BOS with their findings and  
232 why it is a problem. Chief Antoine needs some direction from the BOS on how to move forward. The  
panic alarms can be used if there is a medical emergency especially if they are the portable ones  
234 that people can wear on them. The BOS discussed that not every employee has exposure to the  
public and therefore they need to assess the need and get some idea of the cost involved with a  
solution. Selectman LeBlanc will follow up on this item and the BOS will review the JLM report.

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238 Selectman Cannon asked Chief Antoine about the proposed warrant article for a new full-time  
firefighter / EMT. The proposed salary and benefits would be \$77K. The BOS would like to hear  
the justification for this warrant article. Chief Antoine stated that the right candidate would be  
240 ranked above a basic EMT but below a paramedic with firefighter qualifications. Chief Antoine  
stated that there is a 2 in, 2 out rule for entering a building to do any operations and without  
242 additional help in the daytime they are breaking this rule because no-one is running the scene or  
calling for backup. During the day there are very few volunteer firefighters that respond to calls  
244 therefore Chief Antoine and Lieutenant Wunderly are the only responders to incidents. There  
should be two firefighters entering the building and two firefighters running the scene / operating  
246 the fire truck and maintaining incident command. The BOS asked how this has been working so far  
with only two full-time firefighters and how only one additional firefighter could make them  
248 compliant with the 2 in, 2 out rule. Chief Antoine stated that currently Lieutenant Wunderly and  
the Chief are entering the buildings and the truck is being "dead manned" which is not supposed to  
250 be happening but if there are no volunteer firefighters responding to the calls then this is their  
only option. Selectman Weider stated that he did not think there was a State RSA for the 2 in, 2  
252 out rule and that it is an OSHA requirement which municipalities are not obliged to meet. Chief  
Antoine expressed frustration that he had to propose a petitioned warrant article the last time he  
254 needed a full-time firefighter. Selectman Cannon asked what has happened to the volunteer  
firefighting base that used to live and work in Town during the day. Chief Antoine stated that this  
256 is nationwide issue with volunteer Fire Departments; he is trying to improve the volunteer response  
especially on weekdays. Selectman LeBlanc suggested bringing on board able bodied retired  
258 volunteers to help with the daytime calls during the week; Chief Antoine is open to this idea. Chief  
Antoine stated that in order to run the Rescue Truck for medical transport there should be two  
260 certified EMT's however he has been told not to leave the Town unprotected therefore the  
additional EMT would help in these situations. The BOS stated that they rely on the Chief's good  
262 judgment in these cases. Selectman Cannon asked what other responsibilities the additional full-  
time firefighter would have apart from call outs. Chief Antoine stated that there would be station  
264 maintenance, vehicle maintenance, etc. Chief Antoine could pass off some of the inspections to  
Lieutenant Wunderly and ease the Chief's current workload. The BOS asked if there is a part-time  
266 firefighter that could come on board and for 30 hours per week and help with these items and  
daytime call outs. Chief Antoine thinks there could be 6 qualified guys and potentially they could  
268 work out shift coverage between them. Chairman Landau opined that if the 2 in, 2 out rule is a  
State RSA then the Town needs two additional full-time firefighters to resolve the problem  
270 especially if the volunteers are not showing up in the daytime which would then mean the Fire  
Department looks more like a full-time Fire Department. Selectman Cannon asked on average how  
272 much time is spent on the duties that Chief Antoine listed (when they are not out on calls); Chief  
Antoine stated that they get 1 -2 calls / day (about 25% of their day); 2 hours of station  
274 maintenance; up to 4 hours of vehicle maintenance (possibly more if the front line trucks have been  
on big call outs); data entry to the State, potentially assisting with the inspections, vacation

276 coverage etc. Selectman LeBlanc suggested that Chief Antoine contact the volunteer firefighters  
278 that stay in Town during the daytime and see if they can cover certain shifts every week. Vice-  
280 Chairman Hagan asked if Chief Antoine can provide the BOS with a copy of the incident log for the  
282 weekdays (8 -4pm) versus the evenings and weekends to see the difference between the call out  
284 attendance. Chief Antoine stated that he and Lieutenant Wunderly stagger their daytime shifts to  
provide coverage as it is, an additional qualified firefighter would be a huge help and better protect  
the Town. Selectman Weider asked Chief Antoine to get a copy of the RSA showing the 2 in, 2 out  
rule to the BOS. Both parties will get back together soon on this matter.

284 Selectman Cannon advised the BOS that he is still trying to put together the meeting with Derry  
286 Fire Department re: the ambulance contract but he has not heard back from them; Ms. Martin will  
288 follow up on this. Chairman Landau stated that he spoke with the Town Administrator in Auburn and  
they are interested in this matter and joining the meeting with Derry Fire Department.

290 *3.6 Non-Public Session:*

292 **9:35pm**

294 Chairman Landau moved that the Board go into a non-public session under RSA 91A:3 II (a)  
296 compensation. Selectman Cannon seconded the motion. The vote was unanimous in the affirmative;  
so moved. Chief Antoine joined the BOS for the non-public session.

298 **9:50pm**

300 Selectman LeBlanc moved that the Board come out of non-public session; Selectman Cannon  
302 seconded the motion. The vote was unanimous in the affirmative; so moved.

304 Selectman Cannon moved that the minutes from the non-public session be sealed for a period of six  
306 months; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; so  
308 moved.

306 *3.7 Department Budgets continued:*

308 **EX / TA Budgets**

310 The BOS reviewed the proposed 2013-14 EX / TA budgets; the BOS will get a breakdown of what  
312 the miscellaneous line has been used for in the EX budget because there is an increase in this line.  
The Town employees need new badges at a cost of \$3K which is in the TA budget again for 2013-14.  
314 The BOS will find out why the current badges expired.

316 **Insurance** - Waiting for figures. To be discussed at a later date.

318 **Benefits** - Already discussed.

320 **IV Selectmen's Business**

322 *4.1 Roundtable*

Chairman Landau:

- 324 • Letter from SNHPC re: Chester College Building and Land Assessment; Peter Bronstein to handle.
- 326 • Weather Policy - re: snow storm set for tomorrow. Employees to leave once snow starts falling - approx. early pm. Okay with BOS.
- 328 • Town IT e-mail - request from a local Town for IT info; will send it on.
- 330 • Welfare Situation - discussion of a foreclosure on a property that has a lien on it; the Town has provided a considerable amount of money to this resident and as lien holder the Town is entitled to 6% per year from the date of the lien. The property is valued at more than the mortgage is for so there is likely some funds left for distribution to the interested parties.
- 332 Chairman Landau asked the BOS if they want to pursue this matter. There is the potential
- 334 to recover some of their costs.

336 Chairman Landau made a motion to follow the recommendation of the Welfare Administrator and advise the Town Attorneys that the Town will be pursuing the lien on this property. Selectman Cannon seconded; all were in favor; so moved.

340 *Selectman Cannon:*

- 342 • Nothing at this time.

344 *Selectman LeBlanc:*

- 346 • Selectman LeBlanc expressed frustration about the bidding process for the MPR roof and he felt that decisions have to be made by all of the BOS not just Selectman Weider. The BOS discussed the RFP proposal process and how having the Town engineer draft a scope of work means that the bids will be of equal scope and fair. The replacement of the MPR roof is a high risk project that needs to have all the liability aspects covered. Selectman LeBlanc was trying to help by taking the reins on this project however he felt that he was getting road blocks thrown in front of him; if the contractors work towards the Town engineers specs then all the BOS has to do is make a decision based on the cost and time-frame. Selectman Weider apologized if he seemed to be throwing roadblocks into the process; he wanted to make sure that an expert in the field creates the scope of work for the RFP. Selectman Weider appreciates the effort by Selectman LeBlanc; Chairman Landau acknowledged the volume of work as the GGB / Maintenance Liaison.

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*Vice-Chairman Hagan:*

- 360 • Nothing at this time.

362 *Selectman Weider:*

- Nothing at this time.

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*4.2 Public Comment - none*

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**The next meeting of the BOS will be Thursday February 14<sup>th</sup> at 7pm.**

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*3.8 Non-Public Session*

370

**10:20pm**

372 Chairman Landau moved that the Board go into a non-public session under RSA 91A:3 II (a)  
374 compensation. Selectman Cannon seconded the motion. The vote was unanimous in the affirmative;  
so moved.

376

**10:35pm**

378 Selectman LeBlanc moved that the Board come out of non-public session; Selectman Cannon  
seconded the motion. The vote was unanimous in the affirmative; so moved.

380

382 Selectman Cannon moved that the minutes from the non-public session be sealed for a period of six  
months; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; so  
moved.

384

**V. Adjournment**

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388 Chairman Landau moved to adjourn the meeting; Vice-Chairman Hagan seconded the motion. The  
vote was unanimous in the affirmative; so moved.

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The meeting was adjourned at 10:35pm.

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Respectfully Submitted,  
Sarah E Scanlan