

**Town of Chester
Board of Selectmen Meeting
Thursday, July 18th, 2013
Municipal Complex
Approved Minutes**

I Preliminaries

7:00 PM Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment (10 minutes)
Approval of Minutes
Elizabeth Richter – Planning Board Appointment
Recreation Commission - Baseball Shelters Town Field
Joanne Smith, Finance Director
Roundtable
Public Comment (10 minutes)
Non-Public Sessions
Adjournment

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
Joe Castricone
Stephen Landau
Richard LeBlanc

Selectmen absent:

Joseph Hagen

Members of the Public present, at various times:

Tony Amato, Maintenance
Elizabeth Richter, Planning Board
Matt Rittenhouse, Tri-Town Times
Leroy Scott
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

1.4 Additions and Deletions

The Recreation Commission will not be attending; Finance Director Joanne Smith will be available via telephone, if needed. There were two non-public sessions added, both on Reputation

54 *1.5 Public Comment*

56 Leroy Scott stood and was recognized. He asked for an update on the removal of trash cans from
58 Wason Pond as discussed last week; this will be addressed later tonight.

60 Mr. Scott also reported that he has seen people sitting in the side openings of the Wason Pond Bridge,
62 facing 102; this could be dangerous should the person fall. He has ideas to remedy this, should the
64 Board be interested in hearing them. He also reported that the rope swing is back at Wason Pond.

66 As no members of the public wished to speak, Public Comment was closed at 7:09pm.

68 **II. Old Business**

70 *2.1 Approval of Minutes*

72 This subject was not addressed tonight.

74 **III. New Business**

76 *3.1 Elizabeth Richter – Planning Board Appointment*

78 Elizabeth Richter appeared before the Board for her reappointment to the Planning Board.

80 Ms. Richter has been on the Planning Board as an alternate since 2008, and is now being appointed as a
82 regular member. Chairman Landau thanked her for her impressive service to the Planning Board; she
84 responded that she is pleased to serve on such an able, collegial board that fits her skill set and
86 schedule so well.

88 Chairman Landau moved to reappoint Elizabeth Richter to the Planning Board; Selectman LeBlanc
90 seconded the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.

92 Ms. Richter departed the meeting at 7:11pm.

94 *3.2 Recreation Commission - Baseball Shelters Town Field*

96 The Recreation Commission did not attend tonight’s meeting.

98 *3.3 Joanne Smith, Finance Director*

100 Finance Director Smith will be available via telephone should she be needed for this discussion.

102 The Board perused the closing report for Fiscal Year 2012-2013. With current expenses of \$3,117,563,
104 there is 4.6% of the original Budget remaining before Debt Service, and 4.09% after. Selectman
106 Cannon stated that the remaining funds which had been encumbered would be used for meaningful
work; the Board is pleased with the results.

108 The Board also perused the draft Cash Receipt policy. Some changes that Selectman Cannon had
110 recommended had been made. He would also like Finance Director Smith to explore creating a
112 standardized receipt procedure that the entire Town would follow; Chairman Landau suggested that
114 each department should utilize sequentially numbered two-part receipt books, with damaged or voided
116 receipts being retained for accounting and audit purposes. Finance Director Smith will be asked to add
this procedure to the draft policy and provide a final copy for signature.

3.4 *Post Office*

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Selectman LeBlanc had asked Administrative Assistant Martin to draw up RFPs for painting and vinyl siding the Post Office; he wished to review these.

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Selectman Cannon would prefer that any necessary repairs before painting or siding are quoted on a time and materials basis rather than being rolled into the quote. Maintenance Man Amato, who would be managing this project, would need to stay on top of any T&M work.

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Chairman Landau suggested that any window replacement work be under a separate RFP; Selectman Cannon stated that a construction company would be better suited to perform that kind of work rather than a painter or vinyl sider. Window replacement could cost anywhere from \$16 - \$20k.

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Selectman Castricone agreed with Chairman Landau on the separation of RFPs, stating that should funds run low, windows could be replaced in a subsequent year. He also suggested that a representative from Dubois & King, perhaps Engineer Jeff Adler, and Maintenance Man Amato be brought in to discuss this work; Selectman Cannon agreed, stating that Dubois & King should be asked for their expert opinion on the merits of painting vs. vinyl siding, and then asked to write the RFPs once the Board has decided which technology to follow.

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Selectmen should give their schedules for the next few meetings dates to Administrative Assistant Martin so that she can determine which meeting to invite Maintenance Man Amato and Dubois & King to attend.

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IV. Selectmen's Business

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4.1 *Roundtable*

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Selectman Cannon:

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- Selectman Cannon noted that he had made an error in last week’s discussion about returning trash cans to Wason Pond; the cans had been recently removed from the ballfields, not Wason Pond. He asked that the directive to ‘return’ cans to Wason Pond be countermanded until the Wason Pond Commission and Recreation Department could be consulted. Chairman Landau, liaison to the Wason Pond Commission, stated that the Caretaker Cottage tenant has been asked to patrol the trails beyond the bridge on the tractor and remove trash; this land is Wason Pond Commission responsibility. The land this side of the Bridge is the responsibility of the Recreation Commission. Selectman Castricone, as liaison, stated that he had spoken with the Recreation Department, and that they had instructed their coaches to pick up trash and put it in the dumpster. He believes that the Recreation Department and Maintenance Man Amato should work this out amongst themselves.

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- Selectman Cannon visited the ballfields and noted some trash had been run over while mowing and was in pieces. He would like the trash cans returned to that location. Selectman LeBlanc stated that he had also visited the ballfields and found them a mess. He had spoken to a group using them, and discovered upon his return on Saturday that they had been cleaned. The persons using the Snack Shed should be emptying the blue can of trash; they are not, merely compressing it to add more each time. Selectman LeBlanc emptied this can into the dumpster and removed it. This is the responsibility of the Recreation Department.

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Selectman Castricone:

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- The Recreation Department received an email from a Raymond family that had been at Wason Pond at the same time as a Recreation program; they praised the Counselors for their handling of the children.
- Fire Chief Antoine has the Derry Ambulance Contract in hand.

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Selectman LeBlanc:

- 162 • The Meeting Room air conditioner filters had been replaced, but it did not make the A/C any quieter.
- 164 • A book normally kept in the BOS office about Wason Pond Rules and Regulations has disappeared.
- 166 • Maintenance Man Amato reported to him that someone had been ‘doing donuts’ on the prospective Wason Pond ballfields, on which the Town plans to spend \$90k. The Police were down there at 9pm one night removing kids; they also discovered unclothed people on the beach. Recreation Director Sharon Mulrennan and the Police Department are in favor of placing gates across the entrance.
- 168 • The Multi Purpose Room roof is almost completed. Maintenance Man Amato, who had arrived at the meeting, joined the Board at the meeting table. He reported that Skyline would be putting on the finishing touches tomorrow (Friday, July 19th, 2013); they had removed 52 tons of stone from the roof, which is worth \$47/ton. This stone is in the back parking lot on the pavement, where it is surveyed by security cameras. It can be used around town. The new roof is tan, which is expected to keep the room cooler in the summer (by 20-30 degrees) and warmer in the winter.
- 172 • Maintenance Man Amato is caught up with the mowing, and working with Recreation Coordinator Mulrennan on trash issues.
- 174 • The storm drains will be cleaned next month, and hopefully the missing septic tank located.
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182 *Chairman Landau:*

- 184 • He passed along two update letters from the Building Inspector, as well as an email with photo about the placement of the stone at Wason Pond, for the other members of the Board to peruse. The BOS Office also received a letter from a consultant wishing to work with the Town on Emergency Management exercises; this will be handed off to Phil Gladu.
- 186 • Chairman Landau stated that large amounts of trash are discovered every year by Road Agent Oleson when he performs the Spring Road Cleanup. He mentioned Harry Roberts, Paul Faxon, and Leroy Scott as those he sees picking up trash on a regular basis.
- 188 • The Wason Pond permit application has gone to DOT.
- 190 • There is apparently some material that the Wason Pond Commission has yet to present to DES; this is minor.
- 192 • The Conservation Commission has been doing some work with easements and timber cuts; this may bring in some money. They also may be receiving some land donations.
- 194 • The fireproof cabinets discussed at last week’s meeting have been purchased; the Records Retention Committee will be readdressed in September.
- 196 • The Cemetery Trustees have a Bylaw Review Meeting scheduled for Tuesday, July 30th, 2013.
- 198 This was noticed in the Tri Town Times.

200 *4.2 Public Comment*

202 As no members of the public wished to speak, Public Comment was closed at 8:31pm.

204 *4.3 Non-Public Session*

206 Chairman Landau moved that the Board go into non-public session for two items under RSA 91-A:3 II (c), Reputation; Selectman Castricone seconded the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.

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210 The meeting room was closed at 8:32pm.

212 The meeting room was re-opened at 9:00pm.

214 Chairman Landau moved that the Board come out of non-public session; Selectman Castricone seconded
the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.

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Chairman Landau moved that the Board seal both non-public sessions for an indefinite period;
218 Selectman Castricone seconded the motion. The vote was four in favor with Vice-Chairman Hagan
absent; so moved.

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V. Adjournment

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Chairman Landau moved to adjourn the meeting; Selectman LeBlanc seconded the motion. The vote
224 was four in favor with Vice-Chairman Hagan absent; so moved.

226 The meeting was adjourned at 9:02pm.

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230 Respectfully Submitted,

232 Debra H. Doda