

**Town of Chester
Board of Selectmen Meeting
Thursday, October 24th, 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
Barbara Gagnon, Town Clerk –Non-Public Session
Richard Antoine, Fire Chief – New Association Member
Michael Oleson, Road Agent – Snow Plow Contracts
Michelle Trask & Corinna Reishus – Recreation Commission
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 7:00pm.

1.2 Roll Call

Selectmen present:

- Jack Cannon
- Joseph Hagen
- Stephen Landau
- Richard LeBlanc

Selectmen absent:

- Joe Castricone

Members of the Public present, at various times:

- Richard Antoine, Fire Chief
- Barbara Gagnon, Town Clerk
- Michael Oleson, Road Agent
- Matt Rittenhouse, Tri-Town Times
- Leroy Scott
- Brad Simmons
- And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance, which was followed by a moment of silence in honor of Boston Post Cane holder Gladys Nicoll, who passed on October 15th, 2013. She will be greatly missed.

54 1.4 *Additions and Deletions*

56 There were three non-public sessions added: one on Compensation, one on Reputation, and one on
58 Pending Litigation.

60 1.5 *Public Comment*

62 Chairman Landau noted that the new holder of the Boston Post Cane will be Mary Miriam O’Brien of
64 Halls Village Road. Ms. O’Brien will be 94 on November 19th, 2013. She will be presented with the cane
on Tuesday, October 29th, at 7:00pm at Stevens Hall. All are welcome, and refreshments will be served.

66 No other Public Comment was solicited at this time.

68 **II. Old Business**

70 2.1 *Approval of Minutes*

72 This subject was not addressed tonight.

74 **III. New Business**

76 3.1 *Barbara Gagnon, Town Clerk – Non-Public Session*

78 Town Clerk Gagnon requested to meet with the Board in non-public session.

80 Chairman Landau moved to go into non-public session under RSA 91A:3 II (a), Compensation;
Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent;
so moved.

82 The meeting room was closed at 7:06pm.

84 The meeting room was re-opened at 7:30pm.

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

90 Selectman Cannon moved that the Board seal this non-public session, on Compensation, for an
indefinite period; Chairman Landau seconded the motion. The vote was four in favor with Selectman
92 Castricone absent; so moved.

94 Town Clerk Gagnon departed the meeting at 7:31pm.

96 3.2 *Richard Antoine, Fire Chief - New Association Member*

98 Fire Chief Antoine appeared before the Board with Brad Simmons, a new member of the Fire
Association.

100 Mr. Simmons, a new resident of The Villages, is a Paramedic and Firefighter who works for a private
102 ambulance company in Massachusetts. He has been through the Department’s hiring process, and
brings the total number of members to 38 of the allowable 40.

104 The Board welcomed Mr. Simmons to the Department.

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Mr. Simmons departed the meeting at 7:36pm; Fire Chief Antoine remained at the Meeting Table.

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Fire Chief Antoine asked the Board why the Fire Department members had not been included in the recent COLA raises. He stated that the Town’s full time and part time employees had been included, but not his Department; however, his Department members were also considered part-time employees.

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Chairman Landau noted that many questions had been received about the COLA raises and that the Board would be addressing the subject.

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Fire Chief Antoine departed the meeting at 7:39pm.

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3.3 Michael Oleson, Road Agent – Snow Plow Contracts

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Road Agent Oleson appeared before the Board to discuss the upcoming winter season’s Snow Plow contracts.

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He distributed a chart prepared by the State that addresses fuel adjustments. The use of this chart, rather than the previously used CPI adjustment method, would allow fuel rates to be calculated per storm, which is more accurate. He and Selectman Cannon had discussed this method, and find it preferable to the previously used method. Selectman Cannon added that the previous fuel metric hasn’t changed in two years. Road Agent Oleson noted that this chart allows for 5 gallons an hour rather than the 6/gal/hr that the Town had previously used in its calculations, and also allows for a 15% downtime.

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Should this method be used, the calculations are easier; annual base rates are simply adjusted by CPI. The only change needed to the contracts is to remove the fuel calculation verbiage.

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The Town would be using the “Low Sulfur” rate, and this rate is untaxed. Vice-Chairman Hagan asked to clarify that the Town Truck uses Town Fuel, which is also untaxed; this is true. This is an advantage to using Town-owned vehicles.

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Road Agent Oleson’s proposed rates for this year are:

Vehicle	2013-2014 Rate
6-wheeler with plow, wing, & sander	\$86.12
6-wheeler with plow & sander, no wing	\$80.87
1-ton with plow & sander	\$70.34
1-ton with plow, no sander	\$65.08
Backhoe	\$75.60

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Vice-Chairman Hagan moved to approve the 2013-2014 plowing rates; Selectman LeBlanc seconded the motion. The vote was three in favor with Chairman Landau abstaining and Selectman Castricone absent; so moved.

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Road Agent Olson reported that one of his employees has resigned; he gave a copy of the letter to the Board, and will give a copy to Ms. Duffy. His schedule right now makes it a difficult time to interview and hire, so although he is willing to advertise the position, he plans to use some of the Town’s current Seasonal Workers until the position is filled. He expects this to continue for 4-6 weeks. These workers will not be used for activities for which their youth might be an issue; he plans to use them to run leaf blowers, remove rocks, etc., on a project on Shatigee Road as well as some road grading.

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Vice-Chairman Hagan asked Road Agent Oleson if his road cleanup costs would bring him over budget, and if next year’s line needed to be increased; they will, as this year there was much mowing and tree removal, especially on Birch Road. However, as this is a bottom-line budget, he is not concerned, and

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158 does not think that the line will need increasing next year.

160 Road Agent Oleson also wished to note that a member of the Budget Committee has apparently accused
162 him of inappropriately buying a sander at Town expense. He stated that he has bought two sanders
during his term, both of which were disclosed in advance and approved by the Board of Selectmen.

164 Chairman Landau asked him if Ash Street, which had be redone at the Board’s behest, was done well;
166 Road Agent Oleson reported that it was, and that furthermore while they were on the premises he had
asked Remi-Sons to pave an apron at the entrance to the Senior Center, and it was being paid for out of
the Asphalt line.

168 Road Agent Oleson will work with Administrative Assistant Martin on the Snow Plow contracts as well as
170 arranging to have his open position posted on the free LGC site.

172 Road Agent Oleson departed the meeting at 8:01pm.

174 *3.4 Corinna Reishus & Michele Trask, Recreation Commission*

176 Ms. Reishus and Ms. Trask appeared before the Board to address the nails protruding from the ceiling of
the Multi-Purpose Room.

178 Some balls have been popped after coming in contact with the nails, and recently a broken nail was
180 discovered on the floor of the MPR. Basketball will be starting in December, and she is concerned not
only with the balls being popped but with broken nails possibly falling on the children.

182 Selectman LeBlanc stated that he had contacted the contractor about these nails, and was informed that
184 they could not be cut nor removed; as there is no ballast on the roof, these nails are what hold the roof
down. The insulation on the roof is ~5-1/2”; the nails appear to be ~8” long, 30d screw shank nails,
186 which twist back and forth with the heat and cold.

188 There was some discussion about installing some sort of cover at the truss line; netting would not be
190 useful, but a false ceiling could do double duty by shielding the nails as well as adding a layer of
insulation.

192 Selectman LeBlanc will ask Maintenance Supervisor Amato to contact the contractor about this issue,
and Recreation Coordinator Sharon Mulrennan will be updated.

194 Ms. Reishus and Ms. Trask departed the meeting at 8:13pm.

196 **IV. Selectmen’s Business**

198 *4.1 Roundtable*

200 *Selectman Cannon:*

- 202 • Nothing to report.

204 *Selectman LeBlanc:*

- 206 • Nothing to report.

208 *Vice-Chairman Hagan:*

- 210 • Vice-Chairman Hagan attended the Budget Committee meeting this week, and came away with
a few notes. The first was about the Town Fair; if this is going to be a Town Function in the
future, it should have its own line in the budget. It appears that this is the consensus. A profit

212 of \$1,500 remains, and should be deposited into the General Fund. Selectman Cannon opined
213 that perhaps those funds could be encumbered at the end of the Fiscal Year in order to use
214 them next year.

216 • The Budget Committee also stated that the Warrant Article process is not efficient and needs
217 improvement; they believe that they do not have enough information on purchases to make an
218 informed decision whether to support or not. Unfortunately, projects will not be put out to bid
219 before being approved, so the most information that can be provided is budgetary guidance.
220 Chairman Landau noted that in the past Warrant Articles for projects have been approved at a
221 certain dollar figure, only to discover after passage that the project costs much more in reality;
222 he noted the recent Wason Pond field project as well as the upcoming Edwards Mill Dam
223 project. Selectman Cannon stated that should estimates prove to be too low, the Board will
224 need to explain this to the Town and request more funds. Perfection is simply not possible;
225 Vice-Chairman Hagan stated that recommendations were done in good faith.

226 • The Budget Committee would like a joint meeting with the Board of Selectmen to discuss mutual
227 expectations. They are welcome to request a spot on the Agenda at any time.

228 • The Town’s revenue is up; this is apparently due to increased Motor Vehicle and Building
229 Permits.

232 • Apparently there is a group at UNH-Manchester that can provide expert assistance to the yet-to-
233 be-formed Ambulance Committee, much as Better Future Alliance (BFA) is expected to provide
234 expert advice to the Planning Board.

236 *Chairman Landau:*

238 • Although there was no official meeting last week, representatives from BFA were in attendance
239 and went over their proposal. Selectman Cannon would prefer that any agreement with BFA be
240 on an hourly rate, not to exceed basis – not a fixed fee. Vice-Chairman Hagan agreed, and
241 suggested that 20-hour increments be specified. The Planning Board would be handling
242 updates after these increments, however; the Board of Selectmen does not need to be involved.

244 Vice-Chairman Hagan moved that BFA be authorized to expend twenty (20) hours at \$85/hour
245 with the possibility of renewing as the Planning Board updates the Board of Selectmen with
246 quality information; Selectman Cannon seconded the motion. The vote was four in favor with
247 Selectman Castricone absent; so moved.

248 • Each member of the Board should have copies of the Boston Systems handouts in his folder;
249 copies can be provided to the Budget Committee if desired. The Board will be making the
250 decision on either or both of these proposals.

252 • The Health Trust has provided a rate exhibit for the upcoming year. There is no increase in
253 dental or LTD insurance, but there is an increase in medical and STD. Copies will be provided to
254 all Selectmen.

256 • He asked about the annual Christmas Party for the employees this year; all are in favor.

258 • Room 20 holds the Town Records; there are some that need to be destroyed. Per RSA 33-A:3, a
259 Committee must be formed to determine the disposition before anything can be done. This
260 Committee should be comprised of “municipal officers or their designee together with the clerk,
261 treasurer, an assessor, and tax collector”. He volunteered to be part of this Committee, and
262 suggested Administrative Assistant Martin as well as Town Clerk Gagnon and a representative of
the Finance and Assessing Departments.

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Chairman Landau moved to establish, in line with RSA 33-A:3, a Records Committee and create a retention policy for the Town; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

- As part of an ongoing grant, the Health Trust has proposed a program entitled “Health for the Holidays” that will focus on weight management, stress management, physical activity and healthy eating. Administrative Assistant Martin would manage this program, which is mostly communication and would require a small amount of working hours.

Vice-Chairman Hagan moved to support the Health Trust initiative for wellness with the Board of Selectmen’s Administrative Assistant to manage; Chairman Landau seconded the motion. Selectman Cannon wished to ensure that the number of working hours invested would be temperate. The vote was four in favor with Selectman Castricone absent; so moved.

- The Annual meeting of the New Hampshire Municipal Association will be at 2:45pm on November 7th, 2013 at the Radisson in Manchester. All members of the Board of Selectmen and Administration are welcome to attend and be voting members.
- He has received sealed bids from two of the contractors who were invited informally to submit for snow plowing at the Transfer Station this winter. Selectman Cannon would prefer to use a formal bid process with a written scope of work; Chairman Landau will consult with Transfer Station Operator Lloyd Healey to work up this SOW. The RFP will be posted and the two bidders will be asked to rebid using this scope of work.
- There are eleven (11) positions on the LGC Health Trust board, should the Town wish to nominate anyone.
- The Town has received a solicitation to sell advertising on its website; the Board is not interested.

4.2 *Public Comment*

Leroy Scott stood and was recognized. He suggested that a response date be added to the Transfer Station plowing contract bid process; Selectman Cannon stated that this was normal procedure.

Mr. Scott also thanked Chairman Landau and Vice-Chairman Hagan for handling the removal of the waste on a Town Road that he had mentioned at last week’s meeting.

Mr. Scott stated that ‘other things’ were not measuring up to his expectations, but did not elaborate.

Mr. Scott asked if the Town had received any update from the State on the 102/121 intersection, as there was some sort of issue there earlier this week. Chairman Landau stated that they had not, but that the issue at that intersection had nothing to do with Chester per se – a fugitive had hit parked cars in Hampton and had been chased, ending up there.

Mr. Scott noted that the temporary fence erected at Wason Pond to keep people off the fields had fallen down, either by accident or on purpose, and was not fulfilling its duty. Selectman LeBlanc stated that Maintenance Supervisor Amato and Road Agent Oleson had installed this fence, which the Wason Pond Commission had purchased; he will alert Maintenance Supervisor Amato.

As no other members of the Public wished to speak, Public Comment was closed at 8:57pm.

4.3 *Non-Public Sessions*

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Chairman Landau moved to go into non-public session for two items, one under RSA 91A:3 II (c), Reputation and one under RSA 91A:3 II (e), Pending Litigation; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

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The meeting room was closed at 9:00pm.

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The meeting room was re-opened at 9:27pm.

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

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Chairman Landau moved that the Board seal this second and third non-public sessions, on Reputation and Pending Litigation, for an indefinite period; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

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V. Adjournment

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The next meeting of the Board of Selectmen is Thursday, November 7th, 2013 at 7pm in the Meeting Room.

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

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The meeting was adjourned at 9:29pm.

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Respectfully Submitted,

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Debra H. Doda