

**Town of Chester
Board of Selectmen Meeting
Thursday, April 28th, 2016
Municipal Complex
Approved Minutes**

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I Preliminaries

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment
- Approval of Minutes
- Tony Amato
- John Dalrymple
- Police Chief Berube
- Roundtable
- Public Comment
- 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 7:07pm.

1.2 Roll Call

Selectmen present:

- Jack Cannon
- Joe Castricone
- Joseph Hagan
- Stephen Landau
- Dick Trask

Members of the Public present, at various times:

- Tony Amato, Maintenance Supervisor
- Aaron Berube, Police Chief
- John Dalrymple
- Erin Newnan, Acting Town Clerk
- Matt Rittenhouse, Tri-Town Times
- Leroy Scott
- And others 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

Three non-public sessions were added: one on negotiations, and two on reputation.

1.5 Public Comment

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As no Members of the Public wished to be heard, Public Comment was closed at 7:10pm.

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II. Old Business

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2.1 Approval of Minutes

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This subject was not addressed tonight. There is a sheet in the Selectmen’s Office on which Selectmen can note their approval of past minutes.

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III. New Business

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3.1 Tony Amato

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Maintenance Supervisor Amato appeared before the Board with Police Chief Berube to discuss protocols for the Rockingham County Jail inmate work program, which has been ongoing since July 2015.

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It was clarified that supervision of the inmates is the responsibility of a Correctional Officer from the Jail; supervision of the work itself is the responsibility of Maintenance Supervisor Amato; and responsibility of the program as a whole is Selectman Trask. Maintenance Supervisor Amato cannot always be present when the inmates are working, as he has other tasks, but he should make spot checks to ensure that their work and behavior meets Town standards.

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A situation arose last week where individual inmates were separating from the group to use the Men’s Room in the Municipal Complex without supervision. This problem was rectified immediately between Maintenance Supervisor Amato and Correctional Officer Evans to the satisfaction of Police Chief Berube once it was identified.

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Some of the jobs they have performed recently include painting parts of the Municipal Complex, clearing the trails and beach at Wason Pond, and assisting in the building one of storage shed and the conversion of another out of a pump house. On their own volition they retrieved a picnic table out of Wason Pond that had been thrown in and was up against the dam. Maintenance Supervisor Amato reported that they were getting many large jobs done in a timely fashion.

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They will be back in approximately three weeks, and some of the jobs planned for them then are road cleanup, rebuilding of cemetery walls, painting of the MPR and Back Annex, and digging trenches/installing stone to assist in drainage behind the Municipal Complex. Other suggestions were to paint/stain the Barn, repair/replace the storm doors and steps at the Cottage, seal the picnic tables, and assist in the decommissioning of the utilities at Wason Pond; all after consulting with the Wason Pond Commission. The decommissioning of the utilities might require the rental of a backhoe, which Maintenance Supervisor Amato would have to operate, as the inmates are not allowed to operate heavy machinery.

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This is not meant to indicate that the Maintenance Department will be taking over the maintenance at Wason Pond as a whole.

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Police Chief Berube departed the meeting table at 7:32pm.

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3.2 John Dalrymple

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Mr. Dalrymple, a Chester resident, recently retired from the Town of Londonderry where he was in charge of all of the field work for both the Town and Schools; he was also at one point in charge of a golf course in Rochester. He will be working for the Town as a part-time seasonal worker to handle the

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mowing of the Town’s fields.

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Apparently the Fire Association has purchased a John Deere lawnmower to mow their own lawn, and they will be asked if the Town may use it to mow the French Fields, thus allowing the other mower to remain at Wason Pond and not be transported back and forth.

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There was much discussion on how best to care for the Town’s fields - rolling, aerating, seeding, liming, fertilizing, irrigation, etc. Maintenance Supervisor Amato has various lawn care attachments, but no tractor; Chairman Landau has access to a tractor with a three-point hitch that can be made available.

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Mr. Dalrymple has a pesticide license which could be transferred to the Town, thus saving them money over using outside vendors such as Tru-Green. It is thought that the Rec Department signed a contract with Tru-Green to treat Wason Pond and French Fields, but the Town itself did not; this will need clarification.

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It takes ~4 hours to mow the 4 acres of French Fields, which is done once per week. It takes ~6 hours to mow the 8 acres at Wason Pond. Once the fence is installed, weed-whacking will need to be added. This is the first full year with the new Wason Pond fields; last year it was mowed only once per month, but this year it is more likely to need mowing once per week also.

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The Town has 26.5 acres of grass to mow every week. Selectman Cannon would like an analysis done to determine what it costs to maintain all of the Town’s fields (equipment, labor, supplies) so it can be determined whether it is more cost efficient to perform the work in-house, or to contract it out. Mr. Dalrymple shared the Town of Londonderry’s experience; they have ten Little League fields, and an outside vendor would charge ~\$32-34k to mow them once a week. As the Town irrigated and fertilized, the fields needed mowing twice a week, at a cost of ~\$70k. Maintenance Supervisor Amato noted that a few years ago, the mowing had been put out to bid with the lowest bid received being ~\$35k.

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Detailed records will be kept this season.

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Maintenance Supervisor Amato and Mr. Dalrymple departed the meeting table at 7:53pm.

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3.3 *Police Chief Berube*

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Police Chief Berube appeared before the Board to discuss the Police Department’s vehicles.

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The trade-in value for the 2008 Expedition, which had been estimated last week at ~\$2,500 - \$3,000, has instead been valued at ~\$6,000. It is in need of two intake manifolds, which will cost \$1,600. It currently has 70k miles on it, but as it constantly idles in its work as a Police Vehicle, one should double that mileage and consider that the engine really has closer to 140k miles on it. The question is: should it be traded in for that \$6,000, or should it be repaired and kept in service for another 2-3 years? It could be used as a Building Inspector vehicle, a Maintenance vehicle (as their pickup has body rot) or a Fire Department vehicle (as their pickup also has body rot and will not pass inspection).

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Selectman Cannon suggested retiring the worst of the Town’s vehicles and, if that is not the Expedition, keeping it for another function. Police Chief Berube noted that if the Expedition is used as other than a Police Car, all lettering must be removed, and this should cost ~\$300. Selectman Castricone opined that the Expedition would not be useful to the Maintenance Department, which is more likely to require a pickup. It was also noted that if the CIP Projects Warrant Article does not pass, the Police Department will need the Expedition.

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Chairman Landau reported that the Fire Department ‘Command Car’ that recently had \$3,000 worth of repairs now has a broken Power Steering hose. It also has come to light that it had been in several

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160 accidents that the Town was unaware of.

162 The entire transmission is being replaced in Chief Berube’s vehicle; as it is still under warranty, the most
that will cost will be \$500.

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166 The 2011 Crown Victoria cruiser will be replaced next year, and at that point, all cruisers will be the
same make and model.

168 The 2016 cruiser that was in the accident earlier this month is scheduled to be picked up tomorrow.
The final cost is unknown; however, as the Town was not at fault, the other driver’s insurance company
170 will be paying the bill.

172 On another subject, the Police Department’s perimeter burglar alarm is working, but their ‘panic buttons’
are not. There is a flat fee for monitoring, and the Police Department will not charge for ‘nuisance
174 alarms’. Police Chief Berube provided the 800 number to Rockingham Dispatch to be provided to the
alarm company.

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Police Chief Berube departed the meeting at 8:08pm.

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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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- Nothing to report.

Selectman Castricone:

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- Nothing to report.

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Selectman Trask:

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- The Fire Inspector had been on site during the installation of the burglar alarms. It was found
at that point that the Fire Alarms had not been inspected since September of 2013; deficiencies
192 had been found and they had been repaired by January of 2014. These inspections had been
handled by the Fire Department and should have been done annually. The sprinklers are under
194 the control of the Maintenance Department, and have been inspected annually by an outside
vendor. Selectman Castricone suggested that Maintenance Supervisor Amato procure bids to
196 find one vendor to inspect both the Fire Alarms and Sprinklers, and to contract with the lowest
bidder.

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Vice-Chairman Hagan:

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- All residents should remember that dog licenses expire on Saturday, April 30th. The Town Clerk’s
office will be open from 8am - 12 noon on Saturday for dog licenses only; proof of rabies
202 vaccination is necessary. If your dog is not vaccinated, Ark Animal Homecare will be on site and
will vaccinate dogs for \$20 each.

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Chairman Landau:

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- The printer has provided a draft of the Town Report. The Town will be saving ~\$2,500 this year
by only printing 700 of the full report, and mailing out (at a cost of \$293.09) a small booklet
208 containing only the Warrant and Budget to all households instead. It was deemed wasteful to
print and mail out the full report to all households, as in many cases they go straight to the
210 Transfer Station. Both spiral and regular bound copies of the full report will be made.

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- Last year the Girl Scouts provided child care during Town Meeting at no cost to the Town; they
will be asked to do so again, and will be able to use the Meeting Room.

- 214 • The New Hampshire Municipal Association will be having a conference on June 10th, 2016, from
9:00am - 12 noon, entitled “Avoiding the Road to Liability”. This will include real life scenarios
216 and a Q&A session with attorneys. Breakfast will be served at 8:30am. Interested persons may
see the flyer in the Selectmen’s Office.
- 218 • Tomorrow (Friday, April 29th, 2016) is ‘Tax Deed Day’. The LeClair’s property will not be taken,
and neither will a piece of land on Chester Street owned by California residents who have mailed
220 a check for the \$85 they owe. A parcel of wetlands, part of an Estate, owes \$350 and may be
taken, as will an empty property on Candia Road.
- 222 • The owners of the above-mentioned property on Candia Road cannot be located, and there has
been no assistance from their mortgage company. Chairman Landau moved to have Town
224 Counsel go forward with a legal eviction notice on this Candia Road property, which will take 30-
90 days to resolve; Selectman Cannon seconded the motion. The vote was unanimous in the
affirmative; so moved.
- 226 • The Town received a letter from a property owner, claiming that they had been charged
excessive fees on their unpaid taxes from 2013. Acting Town Clerk Newnan reported that she
228 had been attempting to contact these property owners since January; all Certified Mail had been
returned as undeliverable. After some research assistance from an experienced Town Clerk, she
230 finally found a different address for them and was able to make contact. The property owner
came in; it took two visits for them to bring sufficient funds to pay all monies due, but at this
232 point they are paid up through the 2014-2015 tax year. They would like the situation reviewed,
as they believe the fees charged were excessive. After some discussion the Board agreed that
234 they were not in favor of abating any of those fees.

236 *4.2 Public Comment*

238 As there were no Members of the Public who wished to be heard, Public Comment was closed at
8:27pm.

240 *4.3 Non-Public Sessions*

242 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public
244 Employees, (b) Employment, and (c) Reputation; Selectman Castricone seconded the motion. The vote
was unanimous in the affirmative; so moved.

246 The meeting room was closed at 8:29pm.

248 Mr. Dalrymple entered the meeting room at 8:41pm.

250 Mr. Dalrymple departed the meeting at 8:48pm.

252 The meeting room was re-opened at 9:21pm.

254 Chairman Landau moved that the Board come out of non-public session; Vice-Chairman Hagan
256 seconded the motion. The vote was unanimous in the affirmative; so moved.

258 Chairman Landau moved that the minutes to non-public session #1 on Employment be sealed for an
indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
260 affirmative; so moved.

262 Chairman Landau moved that the minutes to non-public session #2 on Public Employees be sealed for
an indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
264 affirmative; so moved.

266 Chairman Landau moved that the minutes to non-public session #3 on Reputation be sealed for an
indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
268 affirmative; so moved.

270 Chairman Landau moved that the minutes to non-public session #4 on Reputation be sealed for an
indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
272 affirmative; so moved.

274 Chairman Landau moved that the minutes to non-public session #5 on Reputation be sealed for an
indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
276 affirmative; so moved.

278 **V. Adjournment**

280 The next meeting of the Board of Selectmen is scheduled for Thursday, May 5th, 2016 at 7pm in the
Meeting Room.

282 Chairman Landau moved to adjourn the meeting; Selectman Trask seconded the motion. The vote was
284 unanimous in the affirmative; so moved.

286 The meeting was adjourned at 9:23pm.

288 Respectfully Submitted,

290 Debra H. Doda

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