

**Town of Chester
Board of Selectmen Meeting
Thursday, December 17th, 2015
Municipal Complex
Approved Minutes**

I Preliminaries

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment (10 minutes)
- Approval of Minutes
- Eagle Scout Project - Ryan Neal, Eagle Scout Candidate
- Jeff Bond, eCity Solutions - Online Building Permits
- Police Chief Berube and Todd Crumb, Candidate for Part-Time Officer
- 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 7:05pm.

1.2 Roll Call

Selectmen present:

- Jack Cannon (arrived at 7:08pm)
- Joseph Hagan
- Stephen Landau
- Dick Trask

Selectmen absent:

- Joe Castricone

Members of the Public present, at various times:

- Aaron Berube, Police Chief
- Jeff Bond, eCity Solutions
- Todd Crumb
- Jim Neal, Scoutmaster, Boy Scout Troop 163
- Ryan Neal, Eagle Scout Candidate
- 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

54 There was one non-public session added, on Reputation, to discuss former Town Clerk Gagnon’s
56 retirement party.

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1.5 *Public Comment*

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58 Leroy Scott stood and was recognized. He stated that he had spoken with numerous people about the
60 proposed Building Inspector share with a neighboring town, and that almost all of them did not believe
62 this would be beneficial for the Town of Chester. He added that the Board of Selectmen already had
62 enough on their menu without having to supervise that situation as well.

64 As no other Members of the Public wished to be heard, Public Comment was closed at 7:08pm.

66 **II. Old Business**

68 2.1 *Approval of Minutes*

70 This subject was not addressed tonight.

72 **III. New Business**

74 3.1 *Eagle Scout Project - Ryan Neal, Eagle Scout Candidate*

76 Eagle Scout Candidate Ryan Neal and Jim Neal, Scoutmaster, appeared before the Board to present
78 Ryan’s Eagle Scout project to them for acceptance on behalf of the Town.

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80 Ryan built, stained, and installed four benches on the Wason Pond property - one at the covered bridge,
82 one to the right of the beach, one at the four-way trail intersection, and one near the bridge where the
82 stream passes under. Each leg of each bench is sunk into the ground with rebar and 160 pounds of
82 cement.

84 The Board thanked him for the benches, agreeing that they were a great addition to the trails at Wason
86 Pond. Chairman Landau noted that Ryan had already appeared before the Wason Pond Commission,
86 that they were happy with the benches, and that they gave their approval.

88 Selectman Trask moved that the Town accept Ryan Neal’s Eagle Project of four benches at Wason Pond;
90 Vice-Chairman Hagan seconded the motion. The vote was four in favor with Selectman Castricone
90 absent; so moved.

92 The Board will send Ryan a letter.

94 Ryan and Scoutmaster Neal departed the meeting at 7:12pm.

96 3.2 *Jeff Bond, eCity Solutions - Online Building Permits*

98 Mr. Bond appeared before the Board to discuss the possibility of the Town partnering with his company,
eCity Solutions. eCity Solutions works with Building Inspectors to create and digitize applications for
100 building permits. As the software does not distinguish between types of applications, they can also
102 support permits normally generated by the Fire Department, such as burn permits. Payments go
102 through eb2gov.com, a company that is currently handling Chester’s online tax payments, vehicle
104 registrations, dog licensing, etc.

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106 There is no cost to the municipality, but there is a \$5 per permit application fee to the end user.

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108 Should the Town wish to go this route, it would take about a week to get a test site set up, which could
then be tweaked to suit. Building Inspector Roy has already met with Mr. Bond’s partner, and is in favor
of this plan.

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Chairman Landau asked Mr. Bond to provide a proposal and further information; Selectman Cannon
would like a copy of the standard contract.

114 Mr. Bond departed the meeting at 7:32pm.

116 *3.3 Police Chief Berube and Todd Crumb, Candidate for Part-Time Officer*

118 Police Chief Berube appeared before the Board to introduce Todd Crumb, his chosen candidate for the
open part-time Police Officer position.

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122 Mr. Crumb holds a Master’s Degree in Justice Administration and has worked for DCYF since 1998. He
will be attending the Part-Time Academy, which meets on Tuesday and Thursday nights, and Saturdays;
he will therefore be able to keep his full-time job, and his managers are supportive. He likes the
smaller-town atmosphere and believes that Chester is a good fit for him.

126 The remainder of the meeting with Police Chief Berube and Mr. Crumb will take place in non-public
session.

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IV. Selectmen’s Business

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4.1 Roundtable

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Selectman Cannon:

- 134 • He wished to express the thanks of Barbara Cannon and Erin Newnan in the Town Clerk’s Office
for the support shown to them from people in the building.

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Selectman Trask:

- 138 • He had heard that the Spring Hill Farm Trustees were planning on having their tenant perform
some electrical work. He would like to have a letter sent to the Trustees, informing them that
this should not be done.

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142 *Vice-Chairman Hagan:*

- Nothing to report.

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Chairman Landau:

- 146 • The Town printed 1,730 Town Reports last year at the cost of \$4.65 each. This year the number
of households is up to 1,760. Many of these Reports end up at the Transfer Station. It has
been suggested that the Town instead print 1,760 small booklets containing only the proposed
Budget and Warrant Articles, at a cost of 85¢ for a 30-page booklet, and mail these out to the
Residents. It would then only print 800 copies of the full Town Report (which is two-three times
as many as the number of residents who actually attend Town Meeting) and leave those in
strategic locations around Town such as the Library, the School, the MPR, etc. This would save
the Town ~\$3-4k. This idea will be shared with the Chairman of the Budget Committee.

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- A printer came into the Selectmen’s Office today; he would like the opportunity to bid on
printing the Town Report.
- An amended copy of the Bid & Purchase Policy has been drafted; Selectmen should read it over
and be prepared to discuss it in January.
- An audit was performed after former Town Clerk Gagnon’s transfer of duties on November 30th,
2015. The account has verified that the closing reports were accurate and backed up with

- 160 documentation, and that they accurately reported the Town’s general ledger.
- 162 • Recreation Director DeLuca has provided the Board with a Scope of Work for the Wason Pond fence. The Wason Pond Commission has yet to see this document. Selectman Cannon moved to approve this Scope of Work, pending concurrence of the Wason Pond Commission; Vice-Chairman Hagan seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.
 - 164
 - 166 • On Friday, January 8th, 2016 from 12pm - 1pm, a member of Senator Kelly Ayotte’s staff will be holding office hours in the Meeting Room.
 - 168 • The Town received a thank-you card from Mary Miriam O’Brien, the Chester Post Cane holder, for the flowers and card in remembrance of her 95th birthday.

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172 *4.2 Public Comment*

174 As no Members of the Public wished to be heard, Public Comment was closed at 7:53pm.

176 *4.3 Non-Public Sessions*

178 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment and (c) Reputation; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

180 The meeting room was closed at 7:55pm. Police Chief Berube remained in the meeting room.

182 Mr. Crumb entered the meeting room at 8:19pm.

184 Mr. Crumb departed the meeting room at 8:25pm.

186 The meeting room was re-opened at 8:40pm.

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

192 Chairman Landau moved that the minutes to the first non-public session, on Employment, be sealed for a period of one (1) month; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

196 Chairman Landau moved that the minutes to the second non-public session, on Reputation, remain unsealed; Selectman Trask seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

200 **V. Adjournment**

202 The next meeting of the Board of Selectmen is scheduled for Thursday, January 7th, 2016 at 7pm in the Meeting Room. Promotional pinning is on the agenda.

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

208 The meeting was adjourned at 8:42pm.

210 Respectfully Submitted,
212 Debra H. Doda

**Town of Chester
Board of Selectmen Meeting
Thursday, December 17th, 2015
Municipal Complex
Non-Public Session #2 – Reputation**

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220 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment
and (c) Reputation; Selectman Cannon seconded the motion. The vote was four in favor with Selectman
222 Castricone absent; so moved.

224 The meeting room was closed at 7:55pm. Police Chief Berube remained in the meeting room.

226 Former Town Clerk Gagnon’s retirement party is being catered by G&P; Chairman Landau has ordered a
cake. A letter of congratulation has been received from Senator Kelly Ayotte; Vice-Chairman Hagan will
228 be picking one up from Governor Maggie Hassan.

230 The meeting room was re-opened at 8:40pm.

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

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Chairman Landau moved that the minutes to the second non-public session, on Reputation, remain
236 unsealed; Selectman Trask seconded the motion. The vote was four in favor with Selectman Castricone
absent; so moved.

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Respectfully Submitted,

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Debra H. Doda

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