

**Town of Chester
Board of Selectmen Meeting
Thursday, February 12, 2015
Municipal Complex
Approved Minutes**

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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
- Budgets:
- Agricultural
- Government Buildings
- Spring Hill Farm
- Library
- Benefits
- Roundtable
- Non-Public Session
- 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
- Joseph Hagan
- Stephen Landau

Selectmen absent:

- Richard LeBlanc

Members of the Public present, at various times:

- Leroy Scott
- Joanne Smith, Finance Director
- Tony Amato, Maintenance Supervisor
- Gary Van Geyte, Agricultural Commission Chair
- Tim Sheehan, Library Director
- Kandace Knowlton, Library Trustee
- Deborah Munson, Library Trustee
- Matt Rittenhouse, Tri-Town Times Reporter

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

1.4 Additions and Deletions:

One non-public session was added to the agenda (RSA 91-A: 3, II (a) – Compensation)

54 *1.5 Public Comment: N/A*

56 **II. Old Business**

58 *2.1 Approval of Minutes:* This subject was not addressed tonight.

III. New Business

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3.1 Budgets

62

3.1.1 Agricultural #4620

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66 The Agricultural budget was level-funded. Gary Van Geyte explained that the increase in printing cost was due to the printing of the pamphlets, which were printed by TXC in Salem and distributed in custom boxes made locally by Chestnut Cabinetry.

68

70 Mr. Landau mentioned that February 11, 2105 was the last day to accept petitions to amend zoning ordinances, historic district ordinances or building codes for consideration at Town Meeting. March 13, 2015 will be the last day to post/publish notice for first hearing of the proposed adoption/amendment of the ordinances/codes. March 13 is also the first day to hold a public hearing on a bond or note over \$100,000 or to extend polling hours at elections.

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3.1.2 Government Buildings #4194

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78 Maintenance Supervisor Tony Amato reviewed the Government Buildings budget. A line item was added to the budget for either a part-time or full-time worker. A part-time worker (52 weeks, \$21,000) would assist Mr. Amato with snow removal, etc., and he would be able to operate equipment such as the mower (seasonal workers cannot operate equipment per policy). The Seasonal line was supposed to be \$5,000 (painting needed to be done inside and outside of the post office and Community Center).

82

84 In line 430: Government Repair and Maintenance, the increase included a new asphalt roof at Town Hall, to replace the one that was over 30 years old and decaying (estimated at \$30,000).

86 In line 432: Stevens Hall, the increase was for elevator repairs.

88 Line 641: Library repair/maintenance covered work on the new roof and gutters. The elevator needed work, as the electronic eyes were not working properly, and would be added if there were money left at the end of the year. Mr. Landau requested that backup be written (to present to the Budget Committee) to say this was the last major maintenance repair of the building for a while. The elevator was outdated and it was necessary to comply with the Disabilities Act. There will be a proposal to bring elevator car to the third level, should the need ever arise.

94

96 Mr. Cannon asked about the extra \$1,000 for the Police Department line and why the water and heating system was going down. Mr. Amato replied that there should not be an increase for the Police Department and that the water/heating system for the multipurpose room was in this year's budget and would not need to be in next year's budget. They were working on a more cost-effective system for that as well. They were down 30% in consumables (toilet paper, trash bags, ice melt).

100

102 In line 650, Grounds keeping went up \$2,000 (he wanted to put topsoil, grass seed, etc. at common areas at Town Hall).

104 Line 851 (\$3,000) was changed from Wason Pond/Community Center to Wason Pond Properties (repair/maintenance) since Mr. Amato would be taking over maintenance of the garage and

106 store/recreation building. \$1,000 was for the garage, \$1,000 was for the Community Center and \$1,000

108 for the store. The lights needed cages over them for safety since children use the buildings during the
110 summer program (e.g. on rainy days). Mr. Cannon said that the summer program did not create revenue
112 and he was concerned about adding money in the budget to support the program. There was discussion
114 about alternatives such as using tents, charging more for the program, etc. The barn was not included.
The pump house before the bridge was at a loss and Mr. Amato had screwed doors shut. The store needed
replacement of lights, as they were outdated/obsolete for 10-15 years. Mr. Amato put motion sensor lights
inside and outside there.

116 Mr. Cannon wondered why three years ago the pest control for the whole town cost was \$150 where it
118 was \$5,000 in the FY15 budget. Mr. Amato explained that the cost was \$125 per building per quarter
120 (rodents, bees, termites); the store, garage were added for the summer program this year. Liability was a
122 concern with the pest problems. Mr. Cannon and Mr. Landau spoke about tearing the building down rather
124 than spending money on it. Mr. Landau thought that buildings that were not used much should be
126 considered regarding worthiness of being maintained or not. He mentioned that, per easements, if a
building were to be removed, any re-built one would need to be on the same footprint. He noted that the
buildings were not historical. Mr. Castricone mentioned that Town employees could not dispense any
chemical killer. He was concerned about paying for pest control for quarters when the buildings were not
being used. Mr. Cannon asked Mr. Amato to put an RFP together for Pest Control Services, with detail per
building on what needed to be done.

128 Mr. Landau brought up the idea of having a plan to make the barn (vs. the store) suitable for use (e.g. for
the summer program). Mr. Castricone was concerned about the amount of usage.

130 As of July 1, 2015, Mr. Amato would be taking over maintenance of Spring Hill Farm. An inspection report
132 was made from the building inspector, electrician and plumber addressing concerns there. The building
134 had not been properly maintained since the Town acquired it. The well had been shocked and bleached
136 and the water sample was now clean. If some issues were fixed before July 1, some of this line item cost
138 (\$4,000) would be reduced. Mr. Amato figured costs of the following: \$1,500 for electrical, \$1,500 for
140 plumbing and \$1,000 for unexpected items. Doctor Hagan mentioned that Chester residents directed this
142 action at Town Meeting. Mr. Amato said that once the building was compliant, it would be easier to
144 maintain. Mr. Castricone mentioned that at the meeting of September 12, 2013 with the Spring Hill Farm
146 maintenance person, it was reported that it would cost \$15,000-\$20,000 to get the building up to code.
He asked if \$4,000 was enough to keep it maintained and Mr. Amato said no. Ms. Smith pointed out that
last year's Town Meeting gave the Farm \$15,000 and the other Warrant Article said it would be maintained
by the Town. To date, \$565 has been spent (for paint and insulation). Mr. Landau suggested rolling that
over and use \$4,000 on a regular basis to maintain the building. The Warrant Article did not specify areas
to maintain e.g. silo, barn, etc. Mr. Castricone felt it would be beneficial to work out an agreement on who
would take care of what because the Board members change. Mr. Amato said that certain things should
be done soon for safety/liability.

148 Mr. Van Geyte had operated the farm part and he mentioned that it was mentioned at a meeting two years
150 ago, that a new heating system was put in the house and half a roof on the barn. Mr. Amato said the
152 heating system was not permanent or inspected through the building inspector or Fire Chief, as was Town
procedure. Mr. Amato said he gave a copy of the inspection report to the Chair of the Spring Hill Farm
Commission. Mr. Amato said that a licensed electrician should install the smoke and carbon monoxide
detectors.

154 There was discussion about having a p/t or f/t assistant and the issue of seasonal workers not being able
156 to work Town equipment. The assistant would help pick up the slack when Mr. Amato was out, etc. also.

158 General Repairs/Maintenance – Stevens Hall (line 432), went from \$2,000 to \$3,000 for elevator repairs.
In the Stevens Hall line, the cost went up from \$255 to \$1,000. Mr. Castricone wondered if the elevator

160 was being double charged. Mr. Amato said the annual cost to inspect the elevator was \$255, which would be removed from that line and put into the inspection line. Line 432 should be \$2,000.

162 Line 4194-2-430 Stevens Hall-Restoration was increased by \$19,999 to repair the front porch and railing,
164 etc. Two proposals were for the lower section to be done next year (\$8,136.85) and the upper section
166 later on (\$6,377.27). There was a grant (up to \$4,500) to help defer the cost but restoration would need
168 to be done as original in 1922. The stairs were rotted and posed safety concerns. The work would finish
170 the work at the center of town. Mr. Landau suggested putting this work as a Warrant Article, where this
172 was a new project, and maintain it to be safe in the meantime (fix the stairs and railing for under \$1,000).
He suggested removing the \$20,000 from line 430 and putting \$1,000 back to line 4194-432 to make it
\$3,000 and fix the stairs and porch temporarily for \$1,000. Mr. Landau suggested putting the \$20,000
Stevens Hall Restoration cost in a Warrant Article under the C.I.P. He also wondered if the building would
qualify for the grant since the elevator structure on the side was not original.

174 Ms. Smith said that the Warrant Article would go in as a straight Article (not C.I.P.) to raise and
176 appropriate \$20,000 for the restoration. Mr. Landau favored putting it as an Article for the C.I.P. Mr.
Cannon said that the project would need to be submitted to the Planning Board if it was for the C.I.P.;

178 3.1.3 Library # 4550

180 Library Director Tim Sheehan, and Trustees Kandace Knowlton and Deborah Munson reviewed the Library
182 budget. The FY16 library budget proposal was for \$167,430, but they were asking the Town for \$158,700.
184 Fines of \$1,980 would be raised to offset cost (10 cents/day for overdue books, \$1.00/day for overdue
186 DVDs); \$6,000 was predicted to come from Trust Fund income; \$1,000 income from various sources e.g.
copying, faxing, printing from Internet, fundraising activities, etc. As of now, the library had received \$600
in gifts, but this was difficult to predict annually.

188 Mr. Sheehan announced that he would be leaving the library on March 6, 2015, as he would be taking a
job in Lebanon, NH. The Board wished him luck.

190 There was discussion about the library elevator. Ms. Knowlton said that the elevator was not working
192 properly (it stalls at the second floor and required someone to go downstairs to start it up). Mr. Landau
194 mentioned that a company was looking at this and could recreate the electronic eyes and he was looking
196 to look to see if there was money at the end of the year to use for this. The cost would be between \$1700
- \$2000. There was discussion about finding where to get the money and restricting people (in
wheelchairs) from using the elevator until it was fixed (but not conflicting with ADA rules). Ms. Munson
noted that staff used the elevator also.

198 3.1.4 Spring Hill Farm

200 Ms. Smith thought that Spring Hill Farm representatives felt that, per the Warrant Article, the Town
(General Government Building) would be taking over the buildings.

202 *Stephen Landau made a motion to place \$1.00 in the Spring Hill Farm budget. Jack Cannon seconded the*
204 *motion. Motion passed 4:0.*

206 3.1.5 Street Lights: already done

208 3.1.6 Benefits: 4155

210 Mr. Cannon asked what the increase would be if Benefits were budgeted properly by the Budget
Committee. He said it looked like an 11% increase but it really wasn't. Ms. Smith said the health

212 insurance was budgeted \$19,000 less, so it would have been almost \$593,000 vs. \$636,000 currently
214 (10%).

216 **IV. Round Table**

216 There was an email from Melcher and Prescott Insurance provided municipal clients with competitive
218 benefit products. Mr. Landau suggested he give information to Ms. Smith rather than meet with the Board.
220 Ms. Smith said that the Budget Committee wanted to have budget books by February 20th. The Board of
222 Selectmen would be reviewing Warrant Articles next Thursday.

222 Thus far, there was a 2% budget increase from last year.

224 There was discussion about having the seasonal maintenance person go part-time (same rate, no
226 benefits), to go from \$2,500 to \$5,000. Mr. Cannon did not see the need for a part-time maintenance
228 assistant, but he felt fine raising the \$2,500 seasonal position to \$5,000 (eliminating the \$15,000 head).

228 Mr. Landau suggested, in Recreation line 4520, putting the full-time position as a Warrant Article (salary
230 for one year; then budgeted the next year). Mr. Cannon agreed.

230 Mr. Cannon agreed with the part-time Planning Board Clerk proposal (\$10/hr.), but he did not favor
232 changing the recording secretary line from \$1,000 to \$4,000. He suggested reducing Buildings line 650
234 (Gov. Bldgs.) by \$1,000 (bring it to \$6,000). Mr. Castricone suggested line 110 Salary Maintenance –
236 increase by \$3,000 to bring up to standard pay rate. Mr. Landau suggested taking \$2,000 off Seasonal
238 and leave the part-time position. Mr. Cannon had issue with the \$15,000 part-time cost. Mr. Landau said
240 they were paying someone to come in each day already but it was unclear from which line that was being
242 paid. Ms. Smith would look into that.

240 Mr. Cannon wondered why the Cemetery salary line increased. Ms. Smith replied that she had not seen
242 backup documentation yet. Mr. Cannon suggested reducing that line by \$200 to bring it back to where it
244 was until backup was presented.

244 Even though the Highway budget was brought down to 2.19, Mr. Landau was concerned that the all lines
246 increased for C.I.P. For example, he mentioned that the loader's actual spent amount in FY13-14 was
248 \$191.05, \$10,000 was budgeted for FY14-15, and repairs on the loader was now \$10,170. \$2,750 was
250 spent, so he wondered what the justification was for the additional \$170.

248 Animal Control Officer (44141) Warrant Article was to create special revenue fund for dog licensing fees.
250 The fees would be used to offset the cost of the position (8 hrs. /week).

250 Mr. Castricone clarified some items in the Recreation budget. The \$4,500 for the playground was
252 supposed to be reduced to \$1,000 so they actually had \$3,300 extra in their account. There was a mistake
254 in the budget last year and \$4,400 was put in again. The dumpster cost was for an additional dumpster at
256 Wason Pond to assist the carry in, carry out. Mr. Landau preferred that a maintenance person take the
258 trash in the trashcans to the transfer station. He remembered the mulch costing more. He said the
260 playground maintenance cost no more than \$150/year. Mr. Castricone said that nuts/bolts and swings
262 have broken but he couldn't justify what was being asked for.

260 In the Wason Pond bath house maintenance line (4541), Mr. Castricone said he did not favor \$5,000 for
262 windows/doors, noting he had no documentation on what the quote was, kind of doors, windows, labor
264 cost, etc. He suggested reducing the line to \$2,000 to make it a storage shed, but he did not favor
266 spending extra money this year and next year to make it into a bathhouse again (just for the summer
268 program). Mr. Landau said another reason was to use them instead of the port-a-potties. Mr. Castricone
270 wondered who would clean the toilets. There was discussion about making the whole project a Warrant

266 Article and taking the money from the unexpended fund balance, which would have no tax impact. This way, the Town would decide to support the project or not.

268 He also had an issue with having no documentation on the duties of the proposed Park Attendant position for \$4,000. He requested having a plan put in writing since the Budget Committee will ask for rationale.

270 Mr. Cannon liked the idea of the attendant and said the hours would be staggered (when the summer program was not there) to keep it policed as best they could.

272 The Cemetery representatives were supposed to provide documentation to Mr. Castricone.

274 Since it was not clear from what line the part-time Government Building Maintenance person was being paid, the \$15,000 would be left as it was presented and the Budget Committee could be given any changes if made.

278 Mr. Landau mentioned that, according to the D.O.T, the bridge over the Exeter River on Hanson Road was red-listed (structurally deficient, but stable for extreme flood, etc.).

280 The Cell Tower Warrant Article would be removed. The company wanted to make a one-time payment of \$30,000 to extend the lease, but the Town did not have to do anything until 2033.

284 There were (Zoning Board) public notices to consider permitting a 19.24-acre lot to be subdivided under article 6 to create 2 new lots and to take a 2-family dwelling to a 4-family dwelling on Fremont Road.

286 The TV studio recorded the first program of Your Town Chester this week. A recorder was placed in the back room as well.

290 Ms. Smith would email updated numbers to the Board members by Monday, and she requested they send her any clarifications/affirmations by Tuesday.

292 The attorney would be in next week regarding what to do with Dump Road.

294 **V. Non-Public Session per RSA: 91-A: 3 II (a) Compensation**

296 *At 9:21 PM, Stephen Landau made a motion to enter into non-public session per RSA: 91-A: 3 II (a). Joe Castricone seconded the motion. Motion passed 4:0.*

300 **VI. Return to General Session**

302 *At 9:40 PM, Stephen Landau made a motion to return to general session. Joe Castricone seconded the motion. Motion passed 4:0.*

304 **VII. Adjournment**

306 *Stephen Landau made a motion to adjourn at 9:42 PM. Joe Castricone seconded the motion. Motion passed 4:0.*

310 Respectfully Submitted,
Susan Perry

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