

**Town of Chester
Board of Selectmen Meeting
Thursday, February 5, 2015
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

Deborah Munson – SNHPC Appointment

Budgets:

Town Clerk

Tax Collector

Recreation/Wason Pond – Community Center

Town Fair

Wason Pond Commission/Bath House/Cottage

Conservation

Transfer Station – Solid Waste

Patriotic, Historical, PACT, Senior Citizens

1.1 Call to Order

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:01pm.

1.2 Roll Call

Selectmen present:

Jack Cannon

Joe Castricone

Joseph Hagan

Stephen Landau

Richard LeBlanc

Members of the Public present, at various times:

Leroy Scott

Joanne Smith, Finance Director

Richard Antoine, Fire Chief

Barbara Gagnon, Town Clerk

Deborah Munson

Leslie Hannon

Beth Swanson

Kevin Kissler

Ed Karjala

Chuck Myette

Patrick Connelly

Chris Hadik

Bonnie Healey

Matt Rittenhouse, Tri-Town Times Reporter

54 *1.3 Pledge of Allegiance*

56 Chairman Landau led the attendees in the Pledge of Allegiance.

58 *1.4 Additions and Deletions:*

60 Two non-public sessions were added to the agenda (RSA 91-A: 3, II (a) – Compensation)

62 *1.5 Public Comment: N/A*

64 **II. Old Business**

66 *2.1 Approval of Minutes: This subject was not addressed tonight.*

68 **III. New Business**

70 *3.1 Deborah Munson: SNHPC Appointment*

72 There was discussion about the request for Deborah Munson to represent Chester at the S. NH Planning Commission, which was helping the Town with its Master Plan. The Planning Board voted in favor of this appointment on January 14, 2015.

76 *Richard LeBlanc made a motion to approve Deborah Munson as Chester Representative to the Southern NH Planning Commission. Joe Castricone seconded the motion. Motion passed 5:0.*

78 *3.2 Budgets*

80 *3.2.1 Town Clerk (#4140-1) – Barbara Gagnon*

82 Tax Collector Barbara Gagnon reviewed the Tax Collector budget. She explained that the 100% increase in the Office Supply line was due to the fact that the State no longer provided title applications for motor vehicles; the Town had to buy them now. Consequently, extra paper and ink cartridges (\$300 each) were required. The Computer Equipment line increased 20% from \$500 to \$600 to cover potential paper jamming, etc. due to the extra printing (the Lexmark printers belonged to the State and needed to be up kept). She said the State felt that the \$3 Town registration fee was adequate.

90 *3.2.2 Tax Collector (#4150-4) – Barbara Gagnon*

92 Salaries mainly drove the Tax Collector budget. Ms. Gagnon mentioned an issue with the slow connection she had to Granite State to process registrations, tax bills, etc. when people are all at the building working online. She was concerned about citizens waiting a long time while documents uploaded, etc. She was told there was not enough bandwidth coming into the building (currently at 56). Mr. Castricone said there would be a cost difference to increase to business class but he was not sure of the amount. Ms. Smith also reported having problems with freezing while doing data entry, etc. The question was if the issue was due to a slow server (Boston System) or with the Internet. Ms. Gagnon said that Boston Systems checked the problem and concluded that it was not they. Mr. Castricone would get together with Ms. Gagnon and Ms. Smith next week and review the issues.

102 *3.2.3 Recreation/Wason Pond – Community Center (4520 and 4530)*

104 Leslie Hannon (?), Beth Swanson (Chair), Kevin Kissler (V. Chair) and Ed Karjala reviewed the Recreation/Wason Pond – Community budgets. Ms. Swanson explained that the increase to the Recreation budget was due to the increase of the Recreation Coordinator (Sharon DeLuca) to full-time. Ms. Swanson spoke about the good work that Sharon did for the Town, stating that she put in more hours than she was

108 paid for (30), including being available after hours. She was awarded best part-time Town employee last
110 year and was an asset to the Town (Town Fair work, overseeing the Wason Pond fields process, help with
112 programming such as adult basketball, and new interest in a Moms' group, etc.). She emphasized the
114 need to recognize the benefit of strong employees and said Sharon worked above and beyond. Ms. Smith
noted that only wages were in this budget (FICA, etc. went into Benefits); \$29,829 would bring her to full-
time (up from \$20,358), (\$44,101 including all benefits elsewhere in the budget).

116 Mr. Cannon cautioned about an hourly worker working hours without compensation. Mr. Landau noted
that the benefits package amounted to \$14,272 and he suggested making this a salary position since the
118 benefits and hours were known. He mentioned that if hours increased, the benefits would increase as
well. He said that Committee had spoken about retaining quality personnel in Town and he felt the Town
should start to look away from hourly and towards salary.

120 Mr. Castricone asked about the Athletic Fields line (1-768). Ms. Swanson said that True Grain had done
122 fertilization and maintenance at a reasonable price. She said that the field near Murphy Drive was highly
used by the school, Recreation Department, and Community and was a pride of the Town. Last year, the
124 budget was dropped for fertilization (only poison ivy control was covered). She said that it was necessary
to do fertilization/maintenance, otherwise, the field would fall apart and there would be a huge cost to
126 repair it. True Green gave an estimate of \$2,690 for 5 treatments (early spring to early fall). Mr. Karjala
mentioned that they did not have money to do the proper maintenance course for the fields last year. Mr.
128 LeBlanc mentioned there used to be a person who volunteered to fertilize the field for less money and
wondered if he could be contacted again. Mr. Karjala said that there was a person who used to lime, but
130 not weed or do crab grass control. He noted that the quote was part of a merger quote that included
maintenance at Wason Pond that was paid by the Field of Dreams, so it was bid at a bigger package with a
132 significant discount and was a good deal. Ms. Swanson preferred that professionals do the fertilization
where chemicals were used and where liability was concerned. She encouraged taking care of properties
134 the Town had. She would get the quote to Ms. Smith for the budget books. Doctor Hagan asked if
organized groups other than from Chester used the fields; Ms. Swanson said no. She said that the
136 baseball/softball program in Town helped a lot with the maintenance of the in-fields.

138 Mr. Landau referred to the increase in the Trash Removal line (570). Ms. Swanson replied that the
Recreation Commission took over the trash responsibilities of Town Fair so there was additional trash. She
140 mentioned that people were using the dumpsters inappropriately and that the cost went up to cover this
use. Mr. LeBlanc agreed. Mr. Landau expressed concern about the dumpster, calling it an "attractive
142 nuisance" and noting that the "carry in, carry out" policy did not work well at Wason Pond. He said he
would have no problem supporting the field fertilization (noting he preferred more natural fertilizer as
144 opposed to chemicals) if the dumpster was removed at Wason Pond. He said the transfer station brought
the cost down. Ms. Swanson agreed about the poor use of the dumpster but her concern was that many
146 people/organizations used the field and if there were no dumpster, there would be a trash problem that
would not be contained. She suggested looking at other ways to reduce the dumpster cost such as having
148 a smaller dumpster or to have barrels that maintenance would need to clean, or having a dumpster there
for only part of the year. Mr. Landau mentioned that the school had dumpsters, with 7 maintenance
150 personnel and could look at recycling as well. He said there was a \$1400 difference to get rid of garbage
and he preferred using that money for fertilization. He suggested trying it this year without the dumpster.
152 Mr. Karjala said he would like to have a discussion with the school and cautioned that the dumpster should
not be taken away without a plan, as this might be discouraging for the volunteer base, etc. Mr. Landau
154 said there was time to review this. Ms. Swanson asked the Committee not to be short-sided in a "this for
that" attitude. She said that they were all working to consider how best to be fiscally responsible.
156

158 The cost of the port-a-potties was increased a bit due to company cost. The cost includes usage from April
1 to November 7, for one regular and one handicapped.

160 There were two new line items: training (e.g. QuickBooks class etc.) and dues/subscriptions (NH Rec. and
162 Parks Assoc.: helps find out about available grants, and ways to expend programs).

164 There was review of the Wason Pond (4530-1) budget. The portables increased 90% due to the timing of
166 doing over the fields/increase usage (port-a-potties were put back). In the 2014-15, one was removed
168 due to the decrease use of the fields). The plan is to have one at the playground, 2 at the beach for a
170 shorter amount of time and 2 in August 2015 to accommodate the return of traffic to the field being open.
Mr. LeBlanc did not think it was justifiable to be paying \$75/month for waste removal of the port-a-potty in
the playground, especially in the winter. Ms. Swanson spoke about the benefit of having the port-a-potty
at the playground even during the winter when people park there to while people use the field for
recreational purposes such as snowshoeing, etc.

172 The 2014-15 budget showed \$4,300 for bark mulch that was not able to be done last year (\$4,400 was
174 kept in the budget from last year, amounting to \$8,500 to be used this year. \$1,100 was for the
176 maintenance of the playground equipment (of which the average annual cost was \$700 - \$1,000). The
playground got inspected by the State every 5 years and by the town regularly.

178 Mr. Castricone asked about the \$9,000 cost for fencing. Ms. Swanson said that fencing was an integral
180 part of keeping the field's maintained/protecting the investment of resource, and she said that they were
182 limited to the type of fence due to the easement that was created for Wason Pond. They got two quotes,
184 which would most likely exceed \$5,000. Mr. Cannon felt this should be a Warrant Article for the Town to
decide on. Mr. Landau said they had agreed with the Budget Committee that maintenance items would be
put in the budget and anything new would be put on a Warrant Article. Mr. Castricone suggested reducing
this line to \$1 and using a Warrant Article. Ms. Smith could help Ms. Swanson with drafting a Warrant
Article.

186 The \$7,000 for the Town Fair budget was for fireworks.

188 3.2.4 Wason Pond Commission/Bath House/Cottage (4541))

190 Ed Karjala, Kevin Kissler, Chuck Myette, and Patrick Connelly reviewed these budgets. There were no
192 changes to the caretaker's cottage budget.

194 The budget for the Bath House covered Phase II of the build-out project, to include windows, doors, lights,
196 etc. to bring it back to use. Mr. Castricone thought the building was going to be for storage only. Mr.
198 Connelly said that the Commission deliberated for about a year and came up with this proposal. Mr.
200 LeBlanc was concerned about the Bath House being out of sight/not handy and requiring people to leave
202 the beach to supervise it. Mr. Connelly said that Phase II also included making the building structurally
sound and defining changing areas. He noted the white tents currently being used for changing (summer
program) were just as far away. Mr. Cannon clarified that this was primarily used for the children's
recreational swim program. Mr. Karjala said that families were interested in this also; Mr. Cannon did not
feel the Town was responsible for that. Mr. Karjala noted that if the full program went through with
toilets, it would eliminate the cost of port-a-potties.

204 Mr. Landau said that 2/3 would remain for storage. He said the Wason Pond Commission, who were
206 elected to run the facility, laid out the plan. He was concerned about micro managing. Mr. Myette said the
208 three phases were: 1. weather-tight roof 2. changing facilities, and 3. toilets/facilities. He said the building
could be easily refurbished for not much money.

210 Mr. Castricone was concerned about the building being isolated in the woods and who would maintain the
212 toilets. He noted someone had previously taken the copper out. Mr. Landau said there was a conservation
easement on this building that could not be moved. Mr. Cannon suggested putting this as a Warrant
Article for \$5,000. Mr. Myette was concerned that if it got voted down, no work could be done. Mr.

214 Landau said that this was maintenance and not a new development. Mr. Castricone said he would need
216 bids/documentation to show the Budget Committee. Mr. Myette was concerned about the Board of
218 Selectmen going to the Budget Committee in a biased way; Mr. Castricone said he went however the Board
220 of Selectmen decided.

218 A Wason Park Attendant position was added to the Commission budget to address complaints last year
220 about goings-on at Wason Pond. The attendant would be at Wason Pond at the height of the summer
222 (June 1-September 1), during the day and at dusk, and would let the Town know of goings-on and call
224 police if need be. The pay would be \$10-15/hr. There was no budget for a caretaker. Mr. Landau spoke
226 of problems with previous caretakers. Mr. Myette noted the cost of a caretaker would be about \$20,000-
\$30,000. Mr. Cannon felt the attendant cost was short money, especially for weekend and high-volume
coverage, to eliminate issues that happened last year; he cautioned that the cost not increase each year.

226 Mr. LeBlanc suggested the idea of selling tickets/stickers. Mr. Myette said this would be a good idea for
228 revenue. He said they got a \$100,000 grant for the property (\$1.55 million) and they had to keep open
230 access, not just to Chester residents. He said they could issue passes. Mr. Leblanc thought this could
232 offset the \$4,000 for the attendant position. Mr. LeBlanc spoke about the bridges and cost associated with
234 repairing them. He was not sure if culverts could be used instead. Mr. Myette said there was a
236 conservation easement (culverts could be done if there was no change in the easement intent) and
238 management plan (use natural materials as much as possible).

234 3.2.5 Conservation

236 The Board had no questions about the Conservation budget.

238 3.2.6 Transfer Station – Solid Waste (4324)

240 Andrew Hadik and Bonnie Healey reviewed the Transfer Station – Solid Waste budget. Half of the 9%
242 increase was due to salary. The Facility Maintenance line for \$3200 was to replace two old (low quality)
244 doors. Mr. Hadaka would get a copy of the quote for the budget book. In the Facility Improvement line,
\$2,000 was for the roof (they would use the better panels of the old doors to create a vertical wall). They
will get a written quote.

246 The Hazardous Waste collection line was up \$200 (which was what last year's cost came in at).

248 In the Transport/Tipping line, \$67,000 was placed to cover it at best; they were on track to spend at least
250 \$66,000 this year (a 6-month number). Rates go up in March/April. Mr. Cannon guessed that \$67,000
might be enough where fuel cost had gone down. Mr. Hadik said they saw a 20% drop since July.

252 Snow removal increased. Mr. LeBlanc wondered if Lloyd Healey was removing more snow (with the
254 skidder) than should be. Mr. Castricone thought maybe he was working with the contracted person (they
might help each other).

256 The Dues line was the actual number billed this year.

258 Overall, the budget increase was \$13,000 (\$6,200 in salaries and \$3,200 in door
260 replacement/maintenance).

262 Mr. Hadik spoke about the decrease in newspaper coming in due to the weighty cat litter. He said
264 household recyclables cost \$112.61/ton to throw in the hopper; over 242 tons of this was recycled (there
was a net profit of \$3,200/\$30,500 in savings that they got through the recycling program this year.) Mr.
LeBlanc suggested putting signs at each of the recyclable areas, noting what savings and revenue were, to
make people more conscious of recycling. Mr. Hadik said about half of the commodities were handled by

266 Northeast Resource Recovery Association, whose bookkeeping was antiquated, as they tracked many
268 commodities in 3 states. As such, there was some disconnect in how some commodities were recorded.

270 3.2.7 Patriotic, Historical, PACT, Senior Citizens

272 The Patriotic budget (4583) remained at \$1,500. The Historical budget was at zero. The telephone was
274 shut off. The PACT used to be in the budget but was now in a Warrant Article. The Senior Citizens budget
remained at \$10,000.

IV. Round Table

276 There was a letter from Nobis to review. Jeff Adler had submitted a contract for ongoing inspections, as
278 verbally discussed, totaling \$15,000 for phase II and I.

280 Joe Castricone made a motion to approve the signing of Jeff Adler's contract for Phase I and II, totaling
282 \$15,000. Richard LeBlanc seconded the motion. Motion passed 5:0.

284 There was a letter from Deb Doda.

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

286 *At 9:03 PM, Stephen Landau made a motion to enter into non-public session per RSA: 91-A: 3 II (a). Joe*
288 *Castricone seconded the motion. Motion passed 5:0.*

VI. Return to General Session

292 *At 9:44 PM, Joe Castricone made a motion to return to general session. Richard LeBlanc seconded the*
294 *motion. Motion passed 5:0.*

VII. Adjournment

296 *Richard LeBlanc made a motion to adjourn at 9:46 PM. Joe Castricone seconded the motion. Motion*
298 *passed 5:0.*

300 Respectfully Submitted,

302 Susan Perry