

**Town of Chester
Board of Selectmen Meeting
Thursday, January 22, 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

Budgets:

Supervisors of the Checklist

Treasurer (Add Proposed Non-Public, Appointment)

Budget Committee

Ambulance

Fire

Forest Fire

Emergency Management

Executive

Executive-TA

Welfare – Direct & Intergovernmental

Health Agencies

Landfill

Cemeteries (Village and Great Hill)

Roundtable

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:

Joe Castricone
Stephen Landau
Richard LeBlanc

Selectmen absent:

Jack Cannon
Joseph Hagen

Members of the Public present, at various times:

Mr. Scott
Joanne Smith, Finance Director
Richard Antoine, Fire Chief
Michael Weider, Budget Committee Chair
Dianna Charron, Chair of Supervisors of the Checklist

50 Cathy Burke, Supervisors of the Checklist
51 Leslie Packard, Supervisors of the Checklist
52 Cemetery Trustees
53 Matt Rittenhouse, Tri-Town Times Reporter
54 Rhonda Lamphere, Town Treasurer

56 *1.3 Pledge of Allegiance*

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

60 *1.4 Additions and Deletions:*

62 Agenda additions included: library elevator; vacation discussion (to be discussed during Round Table); vote
63 on budgets that were already approved; and a legal matter to get approved during non-public session.
64 Great Hill Cemetery budget will not be reviewed tonight.

66 *1.5 Public Comment: There was no public comment.*

68 **II. Old Business**

70 *2.1 Approval of Minutes: This subject was not addressed tonight.*

72 **III. New Business**

74 Mr. Landau noted for Town Meeting in May 2015, the first day to accept petitions to amend zoning
75 ordinances, historic district ordinances or building codes for consideration was January 12, 2015. The last
76 day to accept this will be February 11, 2015. He will post this information.

78 *3.1 Budgets*

80 *3.1.1 Supervisors of the Checklist*

82 Cathy Burke, Dianna Charron, and Leslie Packard reviewed the budget of the Supervisors of the Checklist
83 (4140), which covers July 1, 2015 – June 30, 2016. There would be extra people helping with the
84 Presidential primary in January 2016. Other than this, there would be Town elections and meetings.
85 Worksheets for Supervisors and ballot clerks were given out. The biggest expense was \$1,400 for the
86 calibration of the voting machines for the Primary election. The budget decreased 14.33% (from \$15,424
87 to \$13,198). It was based on when elections were held and type of election. Ms. Smith noted that
88 Department Heads did not have potential raises yet. Mr. Castricone noted that usually there was \$2,700
89 allotted for equipment maintenance but that this was dropped to \$2,100. Ms. Charron replied that this
90 amount included voting machine calibration for the Primary and Town Meeting, as well as the maintenance
91 contract on the voting machine and general computer repair maintenance.

92
93 A concern was voiced over paying a computer technician \$105/hr. to spend 2 hours changing/resetting the
94 computer password where it could be done in-house. Ms. Charron was told that this was not covered in
95 the contract and that a technician had to come to the facility to change the password. Ms. Smith said she
96 could help do this. The IT budget had a line to cover this (EL Equipment had moved to the IT budget).
97 Ms. Charron put \$200 for computer maintenance and she wondered if that should be taken out now. Mr.
98 Landau suggested leaving this as it was in the Supervisors of the Checklist budget. He suggested having
99 this password resetting charge in the contract for Boston Systems (IT Contract) during negotiations. Ms.
100 Charron explained that the computer went down and froze up but the Representative told her this was a
101 "billable offense". Ms. Smith noted that the company called it "user error" and asked Ms. Charron to send
102 her what happened in writing so she could follow up on it.

104 There was discussion about voting on budgets as they were presented or waiting to vote on them at the
106 end, after potential changes were made. The Board decided on the latter.

108 3.1.2 Treasurer

108 Rhonda Lamphere reviewed the Treasurer budget (4150-5 and -6). Bank service charges were reduced to
110 \$2,500 since Citizens Bank was nervous about the Town leaving them and was generous about reducing
112 the charges. Since November 2, 2014, Ms. Lamphere has been making the deposits which has worked out
114 well; so, for next year, she would like to collect mileage for trips she made on Town business (she put a
mileage calculation in the budget). During tax season, the trips would be more often.

116 Ms. Lamphere noted that the revenue report showed that last year the Town made over \$400 in interest
118 revenue; this year in only 6 months, the Town had made over \$3300 in interest revenue. She asked to
budget the revenue portion of the budget to \$2,800 next year (up from \$2,500) to be safe and not short
120 on revenue. She left software in the budget until it was decided what to do. Fraud prevention was at a
cost, but it was necessary to have.

122 Mr. Castricone asked if the scanning software would help reduce trips to the bank. Ms. Lamphere replied
124 that she still needed to take cash to the bank. She did not see the scanning work succeeding, as it took
rescheduling time to do and sometimes the scanning does not work. She said going to the bank twice a
week was working out well.

126 Mr. Landau said that he understood why Ms. Lamphere wanted to appoint someone to help her. He had an
issue that would be discussed during non-public session.

128 *NON-PUBLIC SESSION I (7:25-7:35 PM)*

130 3.1.3 Budget Committee

132 Budget Committee Chairman Michael Weider reviewed the Budget Committee budget (4150-3). He noted
134 that the bottom line was \$1,677 and \$300 was spent so far. They overspent the office supply line for
136 books that were made. Mr. Landau asked why the Budget Committee had a legal expense line (\$1.00).
Ms. Smith said that it was there since she has been working in Chester. Mr. Weider said that there was
\$10,000 there at one point. Ms. Lamphere explained that if there were a serious dispute (between the
138 Budget Committee and Board of Selectmen) an outside counsel would be needed as opposed to the Town's
counsel.

140 3.1.4 Cemeteries (Village)

142 The Cemetery budget was down a bit but raises were given to employees. Contracted services and
144 equipment maintenance were level-funded. Flag cost decreased by \$250 because the flags were of better
quality and lasted longer.

146 The loam/gravel/mulch line was used to repair the road that entered the main cemetery where there was a
148 lot of wash. Hearses and mini-vans had difficulty getting up into the back where new ceremonies would
take place.

150 The gas/oil amount would remain the same since they did not know if the cost would increase or decrease.
152 They hope to be able to return money to the Town if oil prices stayed low. Richard Bellmore decided to re-
staff Sanborn, Birch and North Chester Cemeteries. \$2,000 of rock wall would be measured each year.

154 The equipment line would be used to replace two leaf vacuum/mowers and weed-whackers.

There was a contract to get ten trees (ordered through the Cemetery budget but could go on any Town

156 property). It was important to stay active because when the large Sugar Maple tree dies off in the Town
Center, the face of Chester would change. The extra trees would make up some of that future loss. The
158 trees would be 12'. Liberty Trees were planted in front of the Sanborn Cemetery and in North Chester
between the old and new.

160

A hearse house would be built in N. Chester as part of an Eagle Scout Project.

162

Ms. Smith confirmed that the cemetery capital reserve was removed. A card was presented from a couple
164 who were married in the cemetery.

166 Mr. Castricone requested a narrative to explain the Cemetery budget, which would help him present the
information to the Budget Committee. Narratives could be sent to Ms. Smith for distribution.

168

3.1.5 Ambulance

170

Fire Chief Richard Antoine presented the Ambulance budget, which was contractual and not much could be
172 done about it. The contracted cost increased from \$63,000 to \$69,000 and would be up to \$100,000 by
the end of the contract. There were 3 more years left on the contract. Mr. Antoine noted that the
174 Department might not use all the transport fee money from Derry (they usually did not go over \$2,000) – it
depended on emergency. To date, they have used \$1,600.

176

3.1.6 Fire

178

The Fire Department budget (4220) had an increase of 9% (about \$9,000) due mostly to supplies. Chief
180 Antoine budgeted the operating budget (\$280,670), since he had no say in salaries. Including salaries, the
increase was 6.7%. Overtime was increased since it was overspent in the past. Overtime was just for the
182 Deputy Fire Chief. Ms. Smith said that wages for the next 6 months were estimated to be similar to the
first 6 months, but this was unsure.

184

Mr. Castricone inquired about the radio equipment line. Chief Antoine said that \$25,000 was for
186 programming and maintaining the pagers, and \$9,000 was to replace 2-way radios/apparatus. All mobile
radios in the trucks were becoming obsolete. The portables were purchased through a State grant ten
188 years ago and one recently failed. They could purchase two similar radios for the price of one. There were
a few grants available (e.g. for the base that was replaced at the station last year). There was a new
190 antenna at the Station. Homeland Security was not supporting Fire Department radios/equipment at all.

192 Mr. Castricone inquired about EMS supplies. He noted the cost increased from \$6,000 to \$8,000, and he
thought that the contract said the Department was supposed to pick up supplies from the company. Chief
194 Antoine remarked that the company did not replace certain things like medication, oxygen masks, IV
needles, tubing, collars, boards, blood pressure cuffs, and other equipment. Mr. Antoine noted that the
196 revenue side was 3 times more than what was spent. Mr. Castricone asked for narrative to explain this
increase (e.g. increased supply cost) – what money was being spent on that was not covered under the
198 contract. Mr. Landau thought it was mentioned at a meeting that the Department could go to the station
with a list to replenish supplies, but Mr. Antoine said this was not the case (could not shop at their
200 expense). Chief Antoine mentioned that if they went on a call, they could get replenished with what they
used up (one for one). Where \$5,049 was actually spent, Mr. Castricone asked why \$6,000 was budgeted.
202 Chief Antoine said there were supplies such as a pulse oximeter that they needed to purchase.

204 Mr. Castricone asked about building maintenance. Chief Antoine explained the water issue at the Fire
Station that needed to be addressed. There was no adequate hot water on the second floor. He was
206 waiting for a written estimate for pump circulation; he would give this to the Board.

208 Year to date expenses for EMS was about \$842/month so \$10,000 might be spent instead of \$8,000. This

came to an increase of about \$1500.

210 Mr. LeBlanc inquired about the pump truck. Chief Antoine replied that they got a grant for equipment for
212 that truck to modernize it; this came out of the forestry line. Truck maintenance, such as oil changes,
214 brakes, etc. was under the Vehicle Repairs line and would be done at the end of January. Inspections were
216 due in March. Some unexpected things happened last year (catalytic converter and torque converter) so
218 they went over budget. He noted that he was proposing \$13,000 for 7 vehicles where some Departments
had \$10,000 per vehicle. He said they tried to do minor repairs in-house. A mechanic came to the Station
to do work to avoid overhead.

220 Medical Services included yearly physicals, shots, and testing. \$300 increase due to D.O.T exams. Chief
222 Antoine mentioned that their resource hospital, Parkland Medical Center, had proposed a package deal that
was less expensive, better service, and more local.

224 3.1.7 Forest Fire

The Forest Fire budget was for repairs for forestry equipment only (e.g. on trucks, not trucks themselves).
226 Ms. Smith noted that Ambulance Billing was a separate item and was the same amount as last year.
Comstar did billing for this and the Town was on an extended contract with them. There was discussion
228 about the good rate and making sure the contract was current. Re-negotiating would raise the rate; but
for now, the contract was extended and the rate was still good. Mr. Landau asked Chief Antoine to include
230 in his narrative the increase in the number of calls (EMS vs. Fire, etc.; e.g. there were more
residents/homes, etc.). Chief Antoine will supply narrative. There was discussion about the poor road
232 conditions off Fremont Road.

234 3.1.8 Emergency Management

236 Ms. Smith noted that the Emergency Management budget was the same amount (\$3,500). Mr. Castricone
said that there was a Warrant Article for the hot water system that should be in the budget for emergency
238 management. Mr. LeBlanc said last year, there was discussion about needing to deal with the 200-gallon
water heater, either on-demand vs. replacement if it failed. On-demand would cost a bit more but would
240 save on fuel. Tony Amato had put \$5,000 in the maintenance budget so there was no need for a Warrant
Article. Mr. Landau mentioned issues he had with grit in the on-demand system at his house. He said it
242 depended on the well system. He mentioned a system that could store water that could be switched to
when needed (e.g. in emergency situations). Mr. LeBlanc said that, talking with the plumber, it was
244 thought that there could be 3 on-demand systems (one for each of the two bathrooms and one for the
kitchen). Mr. Landau suggested that we ought to be sure there were no hard water/calcium problems if
246 the water sat there. The Emergency Management budget remained left as-is.

248 3.1.9 Executive

250 Ms. Smith said the Executive budget was based on current expenses. Security was \$5,000 and was
reduced to \$3,000. Mr. LeBlanc spoke about work that was done on the camera system. More cameras
252 still needed to be installed at a cost of \$3500. The least expensive way would be for volunteers to pull
wires in the building some weekend. Mr. Landau suggested raising the amount to \$4,000. Ms. Smith
254 would update the budget sheets and would note any changes in the front of the budget books as they
went along. She said she used worse case scenario where everyone got a 5% raise for full-year staff.

256 3.1.10 Executive – TA

258 The Executive-TA budget had an increase of 2.94% and was at \$67,381. Mr. Landau mentioned that the
260 Town Report cost was placed at \$7,550. He reasoned that the amount could decrease by \$50 if there was a
waiver for the \$5,000 bid requirement. The company who did the reports last year (TXC) offered to print

262 this year's books at the same \$7,500 cost as last year.

264 *Stephen Landau made a motion to waive the bid requirement for \$5,000 and accept the \$7,500 bid for the*
266 *Town Report. Richard LeBlanc seconded the motion. Motion passed 3:0.*

268 Mr. Castricone asked why there was an increase of \$150 in postage. Mr. Landau said this was due to the
270 number of homes that mailings go to. Mr. LeBlanc noted that, since the office supplies line went down
272 \$200, it was a wash.

3.1.11 Health Agencies

274 Ms. Smith said there was substantial information on agencies so she did not reprint it, but anyone could
276 ask her for the information. Mr. Landau spoke about CART (362: Regional Transit), which provided trips to
278 Chester. He read the letter from CART, \$6,019. Averages 35-60 trips per month, mostly for medical
280 purposes. Some trips needed to be denied for those who request trips outside time parameters. They
282 hoped to amend the time parameters. Mr. Landau spoke about having a liaison attend CART meetings and
284 report back to the Board of Selectmen. There was discussion about getting volunteers.

280 Mr. Landau mentioned an agency that provided assistance in regional housing. Pat Martin would like to
282 recognize this agency for their services as having much more value than the amount budgeted. (Mr.
284 Landau is referring to Rockingham County Community Action, on the IG CAP budget line.)

284 General Assistance (4442) was down 2%. The biggest part of this was rent, which decreased a bit due to
286 Rockingham Community Action. Mr. LeBlanc said that there have been a lot of electric bill shut-off calls,
288 but there was a standard form people had to go through to prevent shut-off.

288 There was a decrease in food (food pantry). Mr. Landau noted that Scouting for Food did not get as much
290 food as before but there was less waste. Also, Brandon's Bounty and other places had got some food.

3.1.12 Welfare: Direct & Intergovernmental

292 The Welfare: Direct & Intergovernmental budget was level-funded. A lot of food assistance was done
294 through the church and via the Girl Scouts. This line also included Meals on Wheels (prepared food) and
296 CAP (Community Action)

3.1.13 Landfill

298 The Landfill budget (4325) included the Nobis bid of \$9500. If solar units were considered on the landfill,
300 that would be covered by the contractor (there would be no increase if this was considered. This would be
302 over \$13,000 off this budget. Nobis would maintain the site. If a lease were signed for more than one
304 year, it would have to go to Town Meeting.

304 **IV. Round Table**

306 Ms. Smith was working with Ms. Martin on the Warrant Article procedure. She said the DRA developed a
308 new mechanism on their Website to get Warrant Articles to them.

310 *Joe Castricone a motion to change the vacation schedule to go from July 1 to June 31 to coincide with the*
312 *fiscal year in Chester. Richard LeBlanc seconded the motion. Discussion.*

312 *Joe Castricone amended his motion to include that the change would go into affect after the required*
314 *notice period. Richard LeBlanc seconded the motion. Motion passed 3:0.*

316 Mr. Castricone noted that the Police Department had a 90-day vacation notification policy. Mr. Castricone
318 felt that having a 30-day advance notice would help Managers find replacements. There was discussion
320 about vacation time vs. taking a day or two personal leave. Mr. LeBlanc said that Department Heads would
like to be able to talk to staff about arranging vacation time around quieter times such as summer. Mr.
Landau said he was used to using personal leave for vacation time. Mr. Castricone noted that people have
been interchanging personal, sick and vacation time.

322 *Joe Castricone made a motion to have a 30-day vacation request policy (vacations must be requested of*
324 *Supervisors 30 days or more in advance). Richard LeBlanc seconded the motion. Discussion. Vote was*
tabled for further review.

326 Mr. Castricone mentioned that the elevator was broken and the budget for library maintenance was over
328 due to the library repair (\$1,695 for new repair). The elevator worked but someone needed to reset it and
shut the door every time. Mr. LeBlanc noted that they could no longer get parts for the electric eyes since
330 the elevator is too old. Someone could manufacture these parts. It was not dangerous to use at this
point. Mr. Castricone felt that they did not have the money for this. Mr. Landau suggested holding off on
the elevator and see what the end-of-the year budget looked like.

332 Mr. Castricone said that the studio was starting to come together and that people were watching Channels
334 20 and 21.

336 Mr. LeBlanc said that Spring Hill Farm water tested clean after the pump went and filled the well with
338 water.

340 The Girl Scout request to paint the food pantry room and clean shelves was approved.

342 Mr. LeBlanc spoke about putting solar panels at the old landfill/transfer station. A company gave a
presentation on what the Town could realize in rent on the property (\$13,000-\$15,000/year), without
344 incurring cost to the Town. He read a letter from David J. Preece, Executive Director of Southern NH
Planning Commission, about a grant for the solarization of the Southern NH project. The grant was for
346 \$45,000. The goal was to reduce the cost of solar power systems for individuals and spread the solar
campaign State-wide. Southern NH Planning would be partnering with Smart Power out of Washington
348 D.C. A transfer of funds was made in December. For Chester homeowners who would like solar power
added to their homes, there was a 15-20% discount through the John Merit grant.

350 Mr. Landau mentioned that the parents of Kayla Bertolami are doing a fundraiser and putting together a
352 scholarship in her name for students. They requested approval to do a raffle for a motorcycle as part of
their fundraiser and a dance on May 30, 2015. There would be no liability on the Town's part.

354 *Stephen Landau made a motion to allow the Bertolami family to proceed with the the permit from the*
Board of Selectmen for the sale of raffle chances for a motorcycle. Joe Castricone seconded the motion.
356 *Motion passed 3:0.*

358 Mr. Landau mentioned that over the past few years, a number of young people from Chester have lost their
360 lives. He cited a Greek saying: *Old men plant trees, so young men can harvest them.* He suggested
looking into developing a program planting blight-resistant Chestnut trees in strategic areas, such as
362 Wason Pond, etc. to "re-tree" the community and "memorialize" those who have been lost over the years.
Mr. Landau would get more information.

NON-PUBLIC SESSION: 9:17 – 9:33 PM

364 **V. Non-Public Session/s**

366 **Non-Public Session I**

368 *At 7:25PM, Stephen Landau made a motion to enter into non-public session I per RSA 91-A II (c). Joe*
370 *Castricone seconded the motion. Motion passed 3:0.*

372 *At 7:35 PM, Joe Castricone made a motion to return to general session. Richard LeBlanc seconded the*
374 *motion. Motion passed 3:0.*

376 *Richard LeBlanc made a motion to indefinitely seal session I non-public minutes of January 22, 2015. Joe*
378 *Castricone seconded the motion. Motion passed 3:0.*

Non-Public Session II

380 *At 9:17 PM, Stephen Landau made a motion to enter into non-public session II per RSA 91-A: 3 II (c). Joe*
382 *Castricone seconded the motion. Motion passed 3:0.*

384 *At 9:35 PM, Stephen Landau made a motion to return to general session. Joe Castricone seconded the*
386 *motion. Motion passed 3:0.*

388 *Stephen Landau made a motion to indefinitely seal session II non-public minutes of January 22, 2015. Joe*
390 *Castricone seconded the motion. Motion passed 3:0.*

VI. Adjournment

392 *Stephen Landau made a motion to adjourn at 9:38 PM. Richard LeBlanc seconded the motion. Motion*
394 *passed 3:0.*

Respectfully Submitted,

Susan Perry