

**Town of Chester
Board of Selectmen Meeting
Thursday, January 29, 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

Rhonda Lamphere, Treasurer and Michele Newman

Budgets:

Assessing

Planning Board

ZBA

Building Inspector

Highway

Street Lighting

Police/Animal Control

Roundtable

Adjournment

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

William F Burke, Police Chief

Police Lieutenant Aaron Berube

Michael Weider, Planning Board

Brian Sullivan, Planning Board

Evan Sederquest, Planning Board

Andrew Hadik, Planning Board

Cass Buckley, Planning Board

Cynthia Robinson, Planning Coordinator

Jean Packard, Assistant Assessor

Matt Rittenhouse, Tri-Town Times Reporter

52 Rhonda Lamphere, Town Treasurer
Michele Newman
54 Mike Oleson
Thom Roy

56 *1.3 Pledge of Allegiance*

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

60 *1.4 Additions and Deletions:*

62 *1.5 Public Comment:*

64 Jack Cannon thanked the Board, the public, appointed officials, employees and residents for their kindness
and support on the passing of his daughter Holly. He said he was very appreciative. Mr. Landau gave
66 condolences to the Cannon family on behalf of the Board and Town.

68 **II. Old Business**

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

72 **III. New Business**

74 *3.1 Rhonda Lamphere, Treasurer, and Michele Newman*

76 Rhonda Lamphere introduced Michele Newman to the Board. Ms. Newman will be the new Deputy and
would take over in Ms. Lamphere's absence. There were no questions. The Board signed the paperwork
78 and will give it to the Town Clerk. The Board thanked Ms. Newman for volunteering to be Deputy
Treasurer

80 *3.2 Budgets*

82 *3.2.1 Assessing (2151)*

84 Jean Packard, Assistant Assessor, reviewed the Assessing budget. There was an increase of \$20 in MISC.
86 (inventory penalties) due to there being more houses. There was an increase in the Tax/Maintenance line
of \$200 due to the increase in the contract with Cartographics. She added an extra \$700 in the Contracted
88 Service Line to cover the \$150/hour fee for MRI's legal expertise in cases (the previous year was over-
budget due to their use in two cases). There was a decrease in Dues/Subscription. She kept the re-
90 valuation at \$1,800. Postage increased due to the increase in postage cost. Mileage decreased by \$50 due
to past history of not using all the money allotted. There was discussion about contracted service (2152-
92 2391) where she added \$700. Mr. Landau asked about considering taking this out of the legal line. Ms.
Packard said that utility cases were paid through the legal line but for the smaller things it was suggested
94 using the Assessing Contracted Service line. Mr. LeBlanc said Ms. Packard needed to have backup to go to
when unplanned cases came up so he thought it best to leave this as it was.

96 Mr. Landau asked about updating maps, noting that there had been new development and some parcels
98 that were questionable. The current mapping company did not research parcels. Chester used to have a
mapper who did that work. Ms. Packard said people usually waited until someone did something with the
100 property because then the parcel would need to be surveyed but Mr. Landau was concerned that the Town
would not be doing the surveying. Ms. Packard said they could budget to have a title search done on a
102 property. She said Chester used paper maps that were sent to Cartographics to digitize and put on discs.
The format they use for this took too long to convert for Southern NH Planning to use. Mr. Landau asked

104 Ms. Packard to get a price on doing a search on some of the parcels such as in the Southwoods section.

106 3.1.2 Planning Board

108 The Planning Board members reviewed their budget. Differences included: addition of a Recording
110 Secretary (5910) to support minute taking; and a Planning Board Planner (\$4,125) to finish the CAP that
started (it was funded the first year and needed to be completed at \$2,625: update traffic at \$375,
112 recreation at \$375 and finalization of fire and police at \$750).

114 Joe Castricone asked about recreation impact fees. Mr. Weider clarified that the original \$3,000 was not
for the bond for Recreation; it was for Conservation, where the Wason Pond purchases were funded.

116 Brian Sullivan noted that the Town Mapper line was zero. The Part-time Clerk line (\$4,888) would support
the training of someone to potentially replace Cynthia Robinson's position. This would represent filling in
118 for the time that Ms. Robinson had off plus the hours spent in training. This would ensure a smooth
transition. The position would be 376 hours at \$13/hour. The time frame was within two years.

120 Mr. Landau was concerned that \$1,000 was taken out of the Town Mapper line. He asked about having the
122 Town Mapper do assessing. He was concerned about the maps, which were not always on point because
they were done by subdivision. He said that Chester was in a major growth area in Southern NH due to
124 the widening of Rte. 93, etc. and the economy. As a result, there would be more subdivisions and maps
would be changing. He wanted to be sure that Town and individual parcels were protected. Ms. Robinson
126 said they no longer used a mapper and they had not used that money for about 5 years. Instead,
Assessing sent subdivision plans to Cartographic. Mr. Hadik said that the majority of the land was in the N.
128 Woods. He said it was worth it for the Town to know where parcels were. For example, properties with
easements on them were under the Conservation Commission supervision and if delineation was necessary,
130 they could have a line for surveying but estimates would be necessary since they were costly. For
information, Mr. Hadik said that GBN bought out the Remillard Property and would build a main access off
132 Rte. 102. The Town would need to know about that work in a year or two but he thought survey work
could be done now. Mr. Landau thought the Conservation suggestion for was good.

134 Mr. Cannon said that there were knowledgeable employees in Town who were on the precipice of leaving
136 their positions. Filling these positions should be considered and he favored a transition plan. Mr. LeBlanc
agreed that the Part-time Clerk position should have the understanding that there was potential to move
138 up if Ms. Robinson retired. Mr. Sullivan said people couldn't know what to expect. Mr. Sullivan explained
that taking minutes as well as being an integral part of the meeting was difficult and time-consuming. The
140 Planning Board was the only Town group where an employee both worked full-time for the Board and took
minutes. The Board had not discussed a long-term plan yet for the part-time position. There was
142 discussion about rates (\$20 through the service vs. \$14-\$15 individually). The person would not be an
employee; just for recording. Mr. Castricone referred to the \$10,000 increase and wondered which way to
144 go this year. Mr. Buckley said that Ms. Robinson would take one day a week to work with the part-time
person to train and this eliminated 8 hours/week for Ms. Robinson to do the minutes and this compounded
146 things. If someone were hired at \$14 - \$15/hour, the cost would be about \$4,000/year (about half of the
contract rate). Ms. Robinson mentioned that with the service (\$21.85/hr.), she was guaranteed to get
148 someone to attend the meetings. It was noted that minute taking was a requirement. Mr. Landau noted
that the Executive line had \$10,000 for minutes so if more than \$4,000 was necessary, there was some
150 movement in the line. He said there was a possibility to have a pool of several people contracted by the
Town to be available to take minutes for Town board meetings.

152 Mr. Landau asked what the purpose of the Planner was. Mr. Hadik replied that, in order for the impact fees
154 and growth management ordinance, there was a surge in building and limiting subdivisions. Criteria had to
be legally met and a professional Planner would do an analysis of numbers that could be defended in court.
156 This had to be updated on an annual basis. Impact fees helped pay for this. If growth had to be stopped,

it would need legal footing.

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Ms. Robinson reminded residents to fill out and submit the Master Plan Update Survey.

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3.2.3 Building Inspector

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Thom Roy distributed rationale on the Building Inspector budget (4240), which was flat-lined from last year. Mr. Castricone asked about the Office Equipment/Maint. Line. Mr. Roy said this line dealt with things that might happen to the printer, memory chip, etc. Mr. Castricone asked if house numbering was still in the budget. Mr. Roy said yes but that the Fire Department controlled/spent that.

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3.2.4 Highway (4312)

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Mike Oelson reviewed the Highway budget, noting that it was mostly flat-lined except for the CIP, which was 1.7% across the board. There were some increases, including heating fuel and electricity for the new building and salaries. He said it was difficult to predict weather and other conditions so he used the budget as a guide and he felt the 1.7% was a fair and modest increase. He said electricity rates were supposed to increase so he wanted to have enough. Mr. Landau asked if it would be better to centralize everything in one building. Mr. Oelson suggested building a Highway garage (about 55 x 80) for \$1million. He said there was enough space for it and it was an ideal location. The salt shed was there and was not near residential homes. Mr. Oelson said he put money in the CIP for this but it was removed for an unknown reason. Mr. Cannon's opinion was that the CIP increase worked well for most programs but not for ones such as OT lines, roadside cleanup, crack filling, etc. He suggested that Mr. Oelson rework some of these increases, taking out about \$4,000 (reducing the budget to about \$696,000). Later, Mr. Landau suggested trying to get the budget down \$6,000 to \$694,000. Mr. Oelson said he would do this and come back to the Board.

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Mr. Oelson reported that the black truck became out of service today due to an electrical issue. A new truck would be picked up next week. There needed to be a decision what to do with the black truck. Mr. Cannon said that the Town got an incredible value for what was spent in this budget.

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Mr. Oelson talked about the Warrant Article (up to \$225,000) on paving the dump road to the salt shed. He said that there was extra truck traffic and trucks were getting stuck and creating a hazard. Public service was also going to/from there. He discussed with the Remillards (property owners), who verbally agreed to do the excavation, site prep, compacting and installation of culverts. The Town would just need to buy material. The engineering (by Jeff Adler) would cost \$10,000, plus building permits. Any leftover money could go in the CIP account for roadwork; Mr. Cannon suggested the Warrant be just for the necessary amount and he would support it if the Remillards formalized a contract for their scope of work.

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Mr. Landau said that that section of road was Class VI and it would need to be opened to make a Class V road to the salt shed. He thought there was a section owned by someone else. A concern was what this did to properties there. Mr. Landau said they could limit the footage of what opened up, but property owners would wonder why more could not be opened up. The reason for opening it was to access the salt shed, which was for the whole community. The road would be built Class IV (higher standard). Mr. Cannon suggested laying out the plan in draft form before the Town Meeting, noting the cost up to \$225,000 (engineering, wetlands, culvert design, etc.), and that there was no cost to the Town, which would benefit from this road. Dr. Hagan asked what the property owners' contribution would be roughly; Mr. Oelson said it might be about \$75,000-\$80,000.

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He also mentioned the idea of putting this on a Warrant Article with the idea of having a new Highway building in that location for more room and height, which would benefit the Town. He favored having the building back on the CIP. Mr. Oelson said the Town should have a Highway Department and a Road Agent as the Town continued to grow. Mr. Landau said the Board had the capability to open a Class VI road but

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210 the concern was establishing precedent.

212 Mr. Landau suggested inviting counsel (Diane Gorrow) to the meeting on February 12 when Warrant
Articles would be reviewed. Mr. Cannon suggested the Board discuss with counsel what should be in the
214 contract and the attorney would approach the other party with a draft so people clearly knew their
responsibilities. The Board supported the Warrant for the road to the salt shed.

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3.2.5 POLICE/ANIMAL CONTROL

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Police Chief William Burke and Lieutenant Aaron Berube presented the Police/Animal Control budgets.
220 There was an increase in the Conferences/Classes line. Some classes were free but others had a cost,
such as the National Academy training program that Lt. Berube recently did in NY (training for the highest
222 level of law enforcement on the local level). Mr. Landau noted that few people go to this training and that
the Town benefited from Lt. Berube having done this training. Mr. Castricone asked if training was also for
224 full-timers. Chief Burke said yes, many of the Federal Agencies run classes for them. He said that Chester
was one of the most trained/certified Departments and that other Departments called on Chester to do
226 training. Chief Burke encouraged officers to do as much free training as possible. There were also online
training courses to get CPUs for.

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Hiring/Psychological Exams used to be under MISC. but the hiring process was lengthy and took time,
230 energy and financial strain on the Department, so it was made into a new line. Recently, as happened in
other small Departments, money was spent on a candidate going through the hiring process, only to find a
232 red flag at the end. It was necessary to weed out those with red flags.

234 Chief Burke said that Manchester was having similar problems and were looking for Veterans.
Psychological exams almost doubled in cost. They were looking for less expensive alternatives.

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There was discussion about the Cruiser Repair line. Chief Burke explained that as vehicles got older, the
238 maintenance increased, so he put \$500 increments into the budget until the vehicle was out of warranty.
The new cruisers had extended warranties. The 2011 Crown Vic would be the last one of that model that
240 the Department would have. He noted that at Town Meeting last year there was talk of having a new
cruiser each year using the Capital Reserve funds. Ms. Smith said the question was how much of the
242 police capital reserve they would want to use (the entire amount or not). Mr. Castricone asked why the
\$3500 was in the budget if the Department was getting new cruiser? When the line went, it would go into
244 the next line (when getting rid of the 2009 vehicle the 2011 would be \$3500 in the next budget). The
2010 vehicle was gone already. Lt. Berube explained that they got a commitment letter from the Town to
246 order at the State contract, which was \$1,500 less each year. When the model year changed, \$1,500 more
was charged, e.g. they would save \$1,500 if they ordered any available 2015 models vs. 2016 models.
248 The 2014 vehicle was the primary; the 2015 was secondary. When the 2014 reached a certain mileage, the
2015 would be primary. Mr. Castricone asked when they planned to replace the Expedition. Chief Burke
250 said that it was a 2008 model with 54,000 miles and was used for bad weather (not on patrol much) so not
a lot of mileage was put on it. It could be used for a few more years and might need about \$1,000 in
252 bodywork (e.g. wear near the license plate frame, which was mostly cosmetic). Mr. Landau asked about
having schools do bodywork and Chief Burke replied that they typically do not finish the work.

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Radio Equipment/Repair line: Chief Burke said that they were fortunate to get radios through the State
256 grant (\$3600 each) but some old ones needed repair.

258 Uniforms/Equipment: remained at \$4,000

PD Vests: they were awarded a grant again: 3 years to buy 10 vests, depending on the style and cost of
260 vest (\$800 - \$1,000 each). Vests last about 3-5 years. Mr. Landau asked if uniforms were included with
hiring of officers and if extra was needed. Lt. Berube said that there was an increase last year. Chief
262 Burke said that he was able to give \$10,000 back towards the end of the year. He worked with his liaison

264 to make purchases during the year with the money they had to catch up on items such as leather holsters.
Some uniforms can be re-used. He felt \$4,000 was sufficient for this line.

266 Training Supplies/Equipment: \$3,500
Chief Burke said that ammunition was more expensive now and took a long time to be delivered (9-12
268 months for orders to be delivered).

270 The Department was using \$10,000 taken from the detail fund for the MDTs (mobile data terminals).

272 Weapon Replacement:
Lt. Berube worked with a representative who was a former Police Chief and was able to get 8 replacement
274 firearms (Glock-22s) for \$1,027. They sold their 17-year-old Glocks for \$275 each.

276 There was discussion about being short-handed on personnel. Lt. Berube said they were in the process of
doing background checks, trying to hire more part-time employees and one full-time employee. One
278 person showed a red flag at the last moment of the hiring process so he was no longer a candidate for the
Department. There was a candidate that was part-time certified who would have been good for the
280 Department, but he took a position in Atkinson for a higher pay rate. The budget included a wage increase
to attract more qualified applicants. Mr. Cannon thought they discussed increasing full-time resources. Lt.
282 Berube said that he researched similar-sized Departments and saw that they had 8 full-time officers where
Chester was below the staffing level at 6. The trend was reducing part-time and increasing full-time.

284 Chief Burke noted that he was looking to retire on October 31, 2015, so he felt there would be no reason
286 to look after that date because it could take 9 months to get someone on board. Two people would be put
at the bottom level and the Lt. would be Chief. Mr. Cannon said they would still need to cover the
288 additional position while Chief Burke was still there. Lt. Berube said that they didn't have anyone that was
full-time certified; the next academy will be in May for 16 weeks. Currently, the Department needed to fill
290 a full-time opening. The goal would be to put 2 people through the academy. Once trained, the budget
would support the transition.

292 Chief Burke said that he wanted to have a seamless transition to keep the professional reputation of the
294 Department. He noted there would be savings since the two officers would be hired at the lowest rung,
then move up after academies and field training. Mr. Cannon felt that there was still time to explore
296 candidates and adjust the budget if necessary. Mr. Landau asked if anyone could go to the academy. Lt.
Berube said they needed to be sponsored for workman's comp reasons. Full-time compensation for an
298 officer in Chester is \$34,000. Mr. Landau suggested adding \$40,000 to the budget. Dr. Hagan said this
would be an additional 8%; he felt this was necessary for public safety. Mr. Landau said that people voted
300 for 24-hour coverage and that action to protect life and property was usually done by a police officer. He
felt it was time to look at what the Town paid for services, and where cuts should not be made. He was
302 proud of the Police Department in Chester and said it should be supported, for safety's sake. Mr. LeBlanc
agreed that it was time to present to the Town a competitive wage that would attract and retain qualified
304 officers; he reiterated that residents wanted 24/7 coverage. Mr. Hagan favored putting in about \$80,000 for
2 full time officers to build pay raises for present employees and grade it slowly. Lt. Berube said this is
306 what they did. Dr. Hagan supported resourcing this "important function of government".

308 ANIMAL CONTROL: (4414)

310 Lt. Berube spoke about having a part-time officer/Animal Control person to deal with a wide variety of
(animal-related) tasks that patrol staff would not need to deal with. He said Chester had to follow law this
312 year as regarded unlicensed dogs and unfortunately people had to go to court. The position would be an
additional part-time person, with the caveat that they can use dog registration money (averaging
314 \$10,000/year). Town was supposed to keep a separate fund for this and the Police Department can use it
for this, so there would be no tax impact. Currently, officers dealt with animal issues. The Department

316 was looking for someone local who could work per diem to do reports/investigate calls that were made
318 (about 4 hours one night and 4 hours on a Saturday). If it were a part-time officer, they would have done
320 field training so they could use a cruiser to do follow-up (e.g. issue a summons); the person would be
armed. Currently, the Highway Department picked up deceased animals but all others go in cruisers. Chief
Burke said that the reason for the dog tag money was to go into animal control (by law).

322 3.2.6 ZBA

324 Mileage increased for meetings that were in Manchester and other locales.

326 3.2.7 Street Lighting

328 There was mention about turning off lights to save energy and cost. Ms. Smith said there was discussion
330 last year that did not go anywhere. There was a list (of streets) but she said concern was the effect that
turning lights off would have.

332 *Stephen Landau made a motion to accept Michele Newman as Deputy Treasurer to assist Rhonda
Lamphere and sign paperwork. Joe Castricone seconded the motion. Motion passed 5:0.*

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IV. Round Table

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Minutes would be voted on at the next meeting.

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340 Leroy Scott spoke about a problem with Lincoln Lane and he questioned if the Board of Selectmen were
addressing it. Mr. Landau said the Planning Board was looking at this. The issue was the utility lines and
if they were placed on the plans they had and if as-builts were needed. The Planning Board was making a
342 proposal to submit to the Board of Selectmen to accept the road. The developer walked away from the
project but the plans showed what was necessary to submit for the acceptance of the road.

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VI. Adjournment

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348 *Richard LeBlanc made a motion to adjourn at 9:30 PM. Joe Castricone seconded the motion. Motion passed
3:0.*

350 Respectfully Submitted,

352 Susan Perry