

Town of Chester  
Board of Selectmen Meeting  
Thursday, January 31<sup>st</sup>, 2013  
Municipal Complex  
Approved Minutes

**I Preliminaries**

*1.1 Call to Order*

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:03pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Joseph Hagan  
Stephen Landau  
Richard LeBlanc  
Michael Weider

Members of the Public present, at various times:

Rich Antoine - Fire Chief  
Janet Boyden - ZBA Administrative Assistant  
Toni D' Amato - Highway Department  
Andrew Hadik  
Rhonda Lamphere  
Chuck Myette  
Bob Pepper  
Matt Rittenhouse, Tri-Town Times  
Leroy Scott  
And other persons unknown to the minute taker

*1.3 Agenda*

**OLD BUSINESS:**

Approval of Minutes  
Compensation  
Vacation/Time off Request Form - Finalization

46 I. NEW BUSINESS

48 Town Report Printing Quotes  
Department Budgets  
50 Patriotic, Historical Society  
Budget Committee  
52 Treasurer  
General Building  
54 Adjournment

56 1.4 *Pledge of Allegiance*

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

60 1.5 *Additions and Deletions* - Selectman LeBlanc added one non-public session on pending  
litigation; Chairman Landau added two non-public sessions on pending litigation and one non-  
62 public session on compensation to include the Treasurer. The Recreation Department will not  
be attending the meeting tonight however the Agricultural Commission will.

64 1.6 *Public Comment* - Janet Boyden stood and was recognized by the BOS. She read the  
66 following statement out to the BOS:

68 *I am here to clarify an untruth stated at the Board of Selectmen's meeting on Jan 24<sup>th</sup> for*  
70 *the record. You, Mr. Weider said that you had spoken to me on several occasions informing*  
*me that you were now the liaison to the ZBA because Dr. Hagan was too busy.*

72 *Not only haven't you spoken to me, I have never received a phone call, an email or memo*  
74 *addressing this change, for if I had the ZBA would have been told of the change. The ZBA*  
*and I considered Dr. Hagan our liaison since he is listed on the BOS 2012-2013 list as he*  
76 *was in 2011-2012. This list is also posted here at the Town Offices with no change. Dr.*  
*Hagan did attend a ZBA meeting about 3 months ago.*

78 *I have reviewed all the Selectmen's minutes from June 14, 2012 thru to Dec 13, 2012*  
80 *several times and have found BOS liaison appointments mentioned on three occasions.*

82 *June 14 New Business - Assignment of Department Liaisons*  
*This subject will be addressed when all five Board members are present.*

84 *June 21 Public Comment - Mr. Scott reiterated that he feels it is long overdue for*  
*the BOS to change their representatives to the different Town departments*  
86 *- the BOS has yet to finalize the liaisons for 2012-13.*

88 *August 2 Agenda Item 2.3 Liaison Discussions*  
90 *This subject was not addressed tonight.*

92 *Appointment of liaisons is an action of the BOS with some importance, important enough to*  
94 *be in meeting meetings. If a change has been made then all departments, committees and*  
96 *boards should be informed.*

98 *When the liaison list of 2011-2012 and 2012-2013 are compared the only difference*  
100 *between the two is Mr. LeBlanc replaces Mr. Castricone.*

102 Selectman Weider stated for the record that Vice-Chairman Hagan came to him to ask for  
104 assistance last year when his work was very busy and he did not have the time to be the  
106 liaison to the ZBA therefore Selectman Weider assumed the role of liaison to the ZBA and  
108 PB. The TTT has focused on this matter a lot; Chairman Landau stated that it has wasted a  
110 lot of time and that the BOS is done discussing this matter. Chairman Landau stated that if  
112 a person has an issue with them that they can use the public comment time at the meetings  
114 or request an appointment on the agenda. Chairman Landau stated that their attorney  
116 advised the BOS that they are following the laws and State statutes.

118 Selectman Cannon read out an e-mail from Billie Maloney (ZBA Committee Member) that was  
120 sent to him on January 24<sup>th</sup> however he was not at that meeting last week to read it out: see  
122 appendix A.

124 1.7 Member Comment - none.

126 **II New Business**

128 2.1 *Appointments:*

130 **7:15pm**

132 **Agricultural Commission - Bob Pepper & Chuck Myette**

134 Mr. Pepper stated that the Ag. Comm is only 2 years old and they have not had a budget  
136 before however the Commission has decided that they need a budget this year. The Ag.  
138 Comm is planning more public outreach; they are hoping to attract speakers and educational  
140 programs to come out and talk to their members on specific topics. The proposed budget for  
142 the Agricultural Commission in 2013-14 is \$1050. The line items consist of administration  
144 fees, printing costs, dues and subscriptions, postage and a miscellaneous line. The Ag. Comm  
146 will add a revenues line for \$1 in case they make any profits from selling some of the local  
148 products at Town Fair etc. The treasurer asked if she should transfer the \$28 in revenues  
150 from the general account into the Ag. Comm revenues account.

152 Selectman Cannon made a motion to add an Operating Budget for the Agricultural  
154 Commission in the 2013-14 Town budget with the following line numbers to be added:

134 1100 - Administrative; 1550 - printing; 1560 dues and subscriptions; 1625 - postage; 1690 -  
miscellaneous and one additional line # for the revenues budget. Selectman Weider  
136 seconded; all of the BOS were in favor; so moved.

138 **Historical & Patriotic - Don Brown**

138 *Historical* - Mr. Brown addressed the one line item in the Historical budget which is the  
140 telephone line. He stated that there is enough coverage in case of emergency with two  
other phones in the building including the one in the kitchen which is used to measure the %  
142 of oil in the tank. The BOS stated that the Town has a contract with Granite State  
Telephone and although they can remove the phone, it will not result in a savings because  
144 the Town is tied into a set number of telephone lines per their contract.

146 *Patriotic* - Mr. Brown discussed a proposal for fixing the cannons that are currently in  
storage; they belong in front of the Civil War Memorial in the center of town. Mr. Brown has  
148 found a contractor in Pennsylvania and he presented a price quote for the work; there is the  
chance that a resident can drive the cannons down to the contractor however with the new  
150 wheels in place and wooden frames, they will be too heavy for someone to haul back so he  
recommended spending the \$380 for shipping them back. The overall request for this repair  
152 is \$3200. Mr. D'Amato stated that he plans to keep the wheels off the ground during the  
winter so that the repairs will last a lot longer and the wood will not rot out so quickly.  
154 Chairman Landau stated that it has been 12 years since the cannons were last rebuilt;  
Selectman Cannon appreciated that Mr. Brown had gone ahead and got this quote. Selectman  
156 LeBlanc asked if the Historical Society could foresee any fundraising to offset some of the  
cost of the repairs however most of the Historical Society is already involved with  
158 fundraising at the church and they are burned out. The BOS discussed whether this project  
should be a warrant article or built into the Patriotic budget. The BOS agreed that it should  
160 be in the budget.

162 The Patriotic budget request for 2013-14 was \$400 for flags; \$200 for halyards; \$150 for  
a paint pulley and \$3200 for the cannon project; there is still \$400 in the 2012-13 budget  
164 that can be carried over to offset the new budget request.

166 Mr. Brown asked the BOS to consider his letter of resignation as Chairman of the ZBA. Mr.  
Brown recommended that Selectman Cannon be the liaison to the ZBA Board.

168 **General Government Buildings (GGB) - Toni D'Amato**

170 Mr. D'Amato reviewed the changes in the proposed GGB budget for 2013-14. The additional  
172 costs included water testing (at the Fire Department and at the pond); sewer maintenance  
(including an additional septic tank service at the Town offices); repairs and maintenance (to  
174 include dam inspections); a new Police department water circulator for the showers;  
additional costs for the supplies through a new vendor; equipment maintenance, equipment  
176 purchases (a new leaf vacuum to decrease the time spent on this task) and truck  
maintenance. Overall the proposed GGB budget has decreased in cost. The BOS asked about  
178 the painting of the Post Office which has lead paint and involves a specialized contractor.

180 The BOS think this item should be budgeted for; Chairman Landau recommended storm  
181 windows for the Post Office. The painting on the Town offices needs completing and on the  
182 new MPR doors. The BOS discussed the liability issues with painting the Post Office due to  
183 the presence of lead paint and possible contamination to the drinking water and the library  
184 is so close to the Post Office potentially leading to environmental contamination with lead  
185 paint dust. Mr. D'Amato will check into the cost of the historical vinyl siding like the kind  
186 used on the top of the church steeple. If it meets the expectations of the historical society  
187 then changing the Post Office to this product would be beneficial. Mr. D'Amato will also get  
188 an estimate for painting the Post Office from the contractor that worked on Stevens Hall.

189 Selectman Weider noted that the electricity line has gone up even though the current  
190 year's budget had not been spent; Selectman LeBlanc stated that this request was made  
191 with the news that PSNH could be increasing their rates by 25%. Mr. D'Amato will ask  
192 Joann to run the figures for this line; the Town has more efficient boilers with higher  
193 efficiency lighting in the MPR room so the electricity bill should be less. Selectman Weider  
194 asked why the GGB budget for Stevens Hall has dropped from \$14.7K to \$2K; Mr. D'Amato  
195 stated that the big drop comes from the one-time expense of the piano repairs last year  
196 hence this budget is just for cleaning and waxing the floor. One of the boards needs sanding  
197 and painting on Stevens Hall which will be done in the spring.

198 Mr. D'Amato discussed the roof on the MPR room; he estimated a warrant article for \$78K  
199 (based on three estimates) which would remove the ballast to then have the roof covered by  
200 rubber roofing with 1" of insulation under the rubber roof. Selectman Weider suggested  
201 that Mr. D'Amato find out if the existing roof / structure can take the weight of the new  
202 roof covering. The stones (ballast) help dim some of the noise in the MPR room. The MPR  
203 roof is 30 years old; the rest of the Town Hall roof is under warranty through 2020.  
204 Selectman Weider would like Jeff Adler from DuBois & King to structurally assess the roof  
205 and help devise a spec for the project which means that any bids will be of equal standing,  
206 not to the contractors spec. The BOS discussed a staircase to the mezzanine area on the  
207 roof. Selectman Weider would like to know how people can move around on a rubber roof -  
208 do they place pavers.

209 Chairman Landau asked Mr. D'Amato to add \$500 more to the equipment purchase line  
210 because there is bound to be more equipment needs throughout the year such as a pressure  
211 washer.

212  
213 *2.2 Appointments:*

214  
215 **8:30pm**

216  
217 **Fire Department - Chief Antoine & Adam Houston**

218  
219 Chief Antoine introduced Mr. Houston to the BOS. Mr. Houston would like to become a  
220 volunteer member of the Chester Fire Department; he has his CDL license and has  
221 experience operating equipment however he has no firefighter experience. He plans to get  
222 certified as an aerial truck driver / operator too.  
223  
224

226 Vice-Chairman Hagan made a motion to recommend Adam Houston as a volunteer on the  
228 Chester Fire Department; Selectman LeBlanc seconded. All were in favor; so moved.

230 Selectman Cannon asked Chief Antoine if he plans to bring forward a warrant article for the  
232 firefighter EMT - this will be discussed next week with Chief Antoine.

232 *2.3 Town Report Printing Quotes:*

234 Chairman Landau stated that he was pleased with last year's Town Report; the same printer  
236 gave a quote to Ms. Martin of \$6,187.28 for this year's printing which comes to \$3.86 per  
report. The budgeted amount for this item is \$7K. The BOS were okay with this plan.

238 **III Selectmen's Business**

240 *3.1 Roundtable*

242 *Chairman Landau:*

244 Chairman Landau asked the BOS to review the updated request for leave document which  
246 will be added to the personnel manual once approved. Any changes have to be noticed and  
questions answered by the BOS for 10 days before the policy can take effect. The  
corrections will be made in the next couple of days.

248 There needs to be a Public Hearing on the proposed Cemetery Special Revenue Fund. The  
250 Public Hearing has to be at least 15 days before the actual vote but no more than 30 days  
before therefore the Public Hearing will be held on April 18<sup>th</sup>.

252 Chairman Landau read out Mr. Brown's letter of resignation as ZBA chairman; Selectman  
254 LeBlanc made a motion to accept his resignation; Chairman Landau seconded. Selectman  
Weider abstained; the rest of the BOS were in favor; so moved.

256 Chairman Landau stated that he has received some sealed bids from consultants regarding a  
258 commercial appraisal of Chester College and the surrounding land.

*Selectman Cannon:*

260 Selectman Cannon asked about the renegotiation of the Comcast Franchise contract;  
262 Chairman Landau stated that the Town has an attorney that specializes in these matters  
working on behalf of the Town to renegotiate this contract.

264 *Selectman LeBlanc:*

266 Selectman LeBlanc asked the BOS to consider donating the old upright piano that is being  
268 stored in the Chester Clothes Closet to a local girl that has expressed interest in it. Her  
family is willing to pick it up. The BOS agreed to this plan. That way there will be more room  
in the clothes closet too.

270

*Vice-Chairman Hagan:*

272 Nothing at this time.

274 *Selectman Weider:*

276 Selectman Weider reiterated the results of the Management Report by the Town auditors  
and corrective action needed. The items are: to formalize the Police Department detail rate  
278 and adopt them as set out; any PACT fund expenses have to be charged to the general fund;  
the MS-6 needs to agree with the backup documentation; the Town needs to adopt a new  
280 fraud policy as well as the library petty cash policy. All in all these are minor changes to be  
made and they take effect from January 1<sup>st</sup> 2013.

282 3.3 *Public Comment - none.*

284 **The next meeting of the BOS will be Thursday February 7<sup>th</sup> at 7pm.**

286 **II New Business continued:**

288 Appointments:

290 **8:50pm**

292 2.4 **Treasurer / Budget Committee (BC) - Rhonda Lamphere**

294 *BC - Mrs. Lamphere reviewed the proposed 2013-14 BC operating budget with the BOS.*  
Overall the budget request was reduced by \$6. The BOS agreed with this budget. Mrs.  
296 Lamphere stated that there is an open position on the BC if any members of the public are  
interested.

298

*Treasurer - Mrs. Lamphere presented the BOS with a document to be signed that allows  
300 Mrs. Gagnon (the Town Clerk) to deposit checks on behalf of the Town Treasurer. The BOS  
signed the document. Mrs. Lamphere then updated the BOS on her role and what she has  
302 been working on. Mrs. Lamphere has been the treasurer for 16 months and in that time she  
has worked closely with the Town Finance Director (Joann) to review the accounting  
304 procedures and update all the financial records. Mrs. Lamphere found that the general fund  
checking account which has the most money in it, had not been balanced so that too some  
306 time to rectify. Mrs. Lamphere has set up an internal system with the EFT / Credit Card  
Company that processes the online DMV renewals and dog licenses for the Town so that the  
308 batching of the transactions is clearer and tracking them is easier. The auditors were happy  
with this system. Mrs. Lamphere is meeting with Citizens Bank on Monday to discuss *positive  
310 pay and debit block*, these two systems prevent electronic fraud. The Town has more  
vendors that want to be paid by direct deposit rather than by check so the Town needs to  
312 be secure when making these transactions and have a system of tracking and matching the  
transactions. Mrs. Lamphere stated that the Trustees want to make all their transactions  
314 electronically which again needs to be secure to prevent fraud. Mrs. Lamphere has organized  
the Highway Department and Recreation Department impact fees. The Town has 17 interest  
316 bearing accounts which have to be maintained and reconciled each month by Joann*

318 therefore Mrs. Lamphere proposed consolidating some of the accounts to reduce the work  
and paper involved.

320 Mrs. Lamphere reviewed the proposed 2013-14 Treasurer's budget with the BOS. There has  
322 been no increase to the salary line since 2004-05. After surveying the surrounding Towns of  
comparable size, Mrs. Lamphere proposed an increase to the salary line. There is also an  
324 additional line for fraud protection of \$1500. Selectman Cannon stated that the BOS is  
facing a lot of compensation challenges this year that need to be addressed and this request  
will be considered along with the other employees salaries.

326 **Old Business continued:**

328 *3.4 Non-Public Session*

330 **9:34pm**

332 Chairman Landau moved that the Board go into two non-public sessions under RSA 91A:3 II (e)  
334 pending litigation and RSA 91A:3 II (a) compensation and RSA 91A:3 II (d) the sale / purchase /  
lease of personal property. Selectman Cannon seconded the motion. The vote was unanimous in the  
336 affirmative; so moved.

338 **10:55pm**

340 Selectman Weider moved that the Board come out of non-public sessions; Selectman LeBlanc  
seconded the motion. The vote was unanimous in the affirmative; so moved.

342 Chairman Landau moved that the minutes from the non-public sessions be sealed indefinitely;  
344 Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

346 **IV. Adjournment**

348 Chairman Landau moved to adjourn the meeting; Selectman LeBlanc seconded the motion. The vote  
was unanimous in the affirmative; so moved.

350 The meeting was adjourned at 10:55pm.

352 Respectfully Submitted,

354 Sarah E Scanlan

356