

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 7<sup>th</sup>, 2016  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment (10 minutes)
- Approval of Minutes
- Chief Berube – Promotional Pinning: Officer Timothy Loveless, Officer William Sable
- Budget Meetings: Finance, Insurance, Ad & Regional Associations,  
Legal, Debt Service, Trustees of Trust Funds, IT
- Roundtable
- Public Comment
- 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 7:00pm.

*1.2 Roll Call*

Selectmen present:

- Jack Cannon
- Joe Castricone (departed at 7:39pm)
- Joseph Hagan
- Stephen Landau
- Dick Trask

Members of the Public present, at various times:

- Rich Antoine, Fire Chief
- Aaron Berube, Police Chief
- Barbara Gagnon, Town Clerk Emeritus
- Tim Loveless, Police Department
- Michael Oleson, Road Agent
- Matt Rittenhouse, Tri-Town Times
- Will Sable, Police Department
- Leroy Scott
- Joanne Smith, Finance Director
- Caroline Wilson
- Officer Loveless’ family & friends
- Officer Sable’s family & friends
- Members of the Chester Police and Fire Departments
- And other persons unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

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

56 *1.4 Additions and Deletions*

58 There was one non-public session added, on Public Employees.

60 *1.5 Public Comment*

62 As no Members of the Public wished to be heard, Public Comment was closed at 7:02pm.

64 **II. Old Business**

66 *2.1 Approval of Minutes*

68 This subject was not addressed tonight.

70 **III. New Business**

72 *3.1 Chief Berube – Promotional Pinning*

74 Police Chief Berube appeared before the Board and the residents in attendance to announce the promotions from Officer to Sergeant of Officers Loveless and Sable, as well as to honor Officer Loveless with the Medal of Valor.

78 *3.1.1 Officer Timothy Loveless*

80 On May 12, 2014, Officer Loveless responded to the event in Brentwood, NH where Brentwood’s Police Chief, Stephen Arkell, was killed in the line of duty. He was awarded the Medal of Valor for his selfless actions on that day.

84 Chairman Landau moved to promote Timothy Loveless to the position of Sergeant on the Town of Chester Police Department; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

88 Sergeant Loveless was sworn in by Town Clerk Emeritus Barbara Gagnon, and pinned by his wife and by Police Chief Berube.

90 *3.1.2 Officer William Sable*

92 Chairman Landau moved to promote Will Sable to the position of Sergeant on the Town of Chester Police Department; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

96 Sergeant Sable was sworn in by Town Clerk Emeritus Barbara Gagnon, and pinned by Sergeant Loveless and by Police Chief Berube.

100 Chairman Landau thanked Sergeant Loveless and Sergeant Sable for their service, describing them as a credit to the Town. He also thanked Town Clerk Emeritus Gagnon for coming to tonight’s meeting. The meeting was adjourned temporarily at 7:20pm; cake was served.

104 The meeting reconvened at 7:39pm.

106 *3.2 Budget Meetings*

108 Finance Director Smith appeared before the Board to discuss the budgets for the departments that she  
manages, as well as some of the smaller departments. At this point, with almost all Departments having  
110 submitted their requested budgets, there is an overall increase of 4.4%. Apparently Spring Hill Farm will  
be requesting \$20k towards building maintenance, and bringing supporting documentation when they  
appear before the Board; this is not included.

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*3.2.1 Finance*

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The requested budget for the Finance Department is slightly down from last year, as salaries are  
116 calculated on actuals rather than estimates. External Audit is up by \$500; this is normal and  
customary. Although the Auditors are more familiar with the Town now, that simply means that  
118 they will dig deeper into the Town’s finances during the audit.

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*3.2.2 Insurance*

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Property-Liability Trust will be out of business by the start of next fiscal year, and the Town’s  
124 insurance coverage will be going out to bid. Therefore, the budget reflects the actual cost of the  
current fiscal year plus 3.7%. Finance Director Smith opined that rates should be comparable.  
126 Selectman Cannon would prefer that some contingency be added in case rates are higher than  
expected - he suggested 5% rather than 3.7%, and all were in agreement.

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There was some discussion about pooling with other Municipalities in an attempt to lower  
130 insurance costs; Selectman Trask is of the opinion that insurance companies will not be  
interested in this, and other Selectmen are concerned that whereas the Town has had some  
132 good years, other Municipalities might have had bad years and therefore would not be desirable  
partners. Finance Director Smith will inquire, however.

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*3.2.3 Ad & Regional Associations*

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This section contains dues for New Hampshire Municipal Association and Southern New  
Hampshire Planning Commission.

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*3.2.4 Legal*

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There is 66% remaining in this line for FY2015/16; it will be left flat at \$75k. There was some  
142 discussion about creating sub-lines in order to identify which department the legal costs belong  
to; this would entail either the attorneys breaking down their invoices, or the finance  
144 department reviewing and splitting the charges appropriately.

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*3.2.5 Debt Service*

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This line is down 25%, as a few notes are being retired - the Wason Pond Dam and the 2012  
150 Ford F550 are both rolling off. The Rescue Truck came off this year, and the Quint will come off  
next year.

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*3.2.6 Trustees of Trust Funds*

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This line remains flat at \$2,500.

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*3.2.7 IT*

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This line is based on current contracts, which will expire in 2017 (server) and 2018 (PCs). A  
committee consisting of Finance Director Smith, Police Chief Berube, Budget Committee member

160 Ephraim Dobbins, and the School’s IT person is being formed to review the Town’s computer  
162 needs. The Town will then be prepared to go out to bid when the contracts have expired.

164 There was some discussion about adding wireless in the Municipal Complex, but unless other  
166 Boards specifically request it, the Board is not in favor.

168 Chairman Landau would like, at some point, to have the wiring in the ceilings reviewed to see if  
170 it is all necessary.

172 The Board will be holding a joint meeting with the Budget Committee and Department Heads when the  
174 “Big Four” (Police, Fire, Highway, Buildings) budgets are discussed. Selectman Cannon suggested giving  
176 the Budget Committee the Big Four budgets in advance so that they can be prepared during the joint  
178 meeting; Finance Director Smith will handle this.

174 Finance Director Smith departed the meeting at 8:18pm.

176 **IV. Selectmen’s Business**

178 *4.1 Roundtable*

180 *Selectman Cannon:*

- Nothing to report.

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*Selectman Trask:*

- Seven resumes have been received for the Building Inspector position. Building Inspector Roy reviewed and ordered them; a committee consisting of two persons from Chester and two from Raymond will be formed to interview the candidates and narrow them down to one or two.

188 *Vice-Chairman Hagan:*

- Nothing to report.

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*Chairman Landau:*

- Administrative Assistant Tymoniewicz solicited bids for the Town Report printing. Each bid reflects 800 traditional reports and 1,730 abbreviated booklets for mailing. The two bids received were as follows:

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196	TXC	\$5,395.80
	RAM	\$7,195.19

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200 These bids are for printing only, not postage. TXC is the vendor that has printed the Town  
202 Report in previous years. There is \$8,000 in the budget for this job. There is no third bid.  
Chairman Landau asked if the Town should attempt to find a third bidder, or if they should waive  
the Town’s Bid & Purchase policy.

204 Selectman Trask moved to waive the Town’s bid & purchase policy; Vice-Chairman Hagan  
206 seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

208 Selectman Trask moved to award the Town Report printing job to TXC for \$5,395.80; Vice-  
Chairman Hagan seconded the motion. The vote was four in favor with Selectman Castricone  
absent; so moved.

- A resident has requested permission to hunt coyotes at night on Town-owned property, specifically Spring Hill Farm. Although Chairman Landau is of the opinion that this is a subject that the Spring Hill Farm trustees should handle, he also noted that the Board has never given

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214 anyone permission to hunt on Town-owned property, and he is loath to set a precedent.  
215 Selectman Cannon agreed that it is a Spring Hill Farm Trustee issue, although he did add that  
216 coyotes are considered nuisance animals. This request will be left in the Selectmen’s office for  
217 Selectmen to peruse over the weekend.

- 218 • There is a Bid & Purchase Policy draft, and a handbook of the Town’s policies, to be reviewed.  
219 Selectman Cannon suggested that Highway Department projects should have a higher threshold  
220 - perhaps \$20k - \$25k - before bids are required. Selectman Trask suggested an approved  
221 vendor list.
- 222 • The ZBA is meeting on Tuesday, January 19<sup>th</sup>, 2016 to consider the installation of a  
223 programmable lighted digital sign in front of the Fire Department. This is the first the Board has  
224 heard of this sign, and the Fire Chief should have consulted them first. He will be asked to  
225 attend next week’s meeting.
- 226 • ECS (E-City Solutions) has been working with Soule, Leslie to come up with a contract to provide  
227 the Town with online building permits that is acceptable to both parties. Persons requesting  
228 permits will be charged a \$5 convenience fee, and 2.9% to use a credit card. It is unknown  
229 what the Town charges for credit card fees now; this should be determined before the contract  
230 is signed.
- 231 • A Liberty Elm was planted at the Wason Pond Community Center on June 30<sup>th</sup>, 2014. The Town  
232 has been offered additional elms from the Elm Society in Keene.
- 233 • The process has begun to choose a vendor to erect a fence along the Wason Pond ballfields.  
234 Chairman Landau suggested that trees could be planted along the outside of this fence, perhaps  
235 with bricks/plaques naming the person who donated the tree, or someone they wished to  
236 commemorate. Selectman Trask opined that this would be a good fundraiser. All were in favor  
237 of this idea.

238 *4.2 Public Comment*

240 As no Members of the Public were present at this point, Public Comment was closed at 8:47pm.

242 *4.3 Non-Public Sessions*

244 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public  
245 Employees; Selectman Cannon seconded the motion. The vote was four in favor with Selectman  
246 Castricone absent; so moved.

248 The meeting room was closed at 8:48pm.

250 The meeting room was re-opened at 9:01pm.

252 Chairman Landau moved that the Board come out of non-public session; Selectman Cannon seconded  
253 the motion. The vote was four in favor with Selectman Castricone absent; so moved.

254 Chairman Landau moved that the minutes to the non-public session on Employment be sealed for an  
255 indefinite period; Selectman Cannon seconded the motion. The vote was four in favor with Selectman  
256 Castricone absent; so moved.

258 Vice-Chairman Hagan moved to contract with MRI to perform an assessment of the Chester Fire  
260 Department; Selectman Trask seconded the motion. The vote was four in favor with Selectman  
261 Castricone absent; so moved.

262 **V. Adjournment**

264 The next meeting of the Board of Selectmen is scheduled for Thursday, January 14<sup>th</sup>, 2016 at 7pm in the

266 Meeting Room.

268 Chairman Landau moved to adjourn the meeting; Selectman Cannon seconded the motion. The vote was four in favor with Selectman Castricone absent; so moved.

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The meeting was adjourned at 9:02pm.

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274 Respectfully Submitted,  
Debra H. Doda