

**Town of Chester
Board of Selectmen Meeting
Thursday, January 8th, 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
- Vacation Time Extension
- Mike Oleson, Road Agent – New Hire
- Dog Licensing Discussion, RSA 466:1 and RSA 466:13
- Budgets
- Roundtable
- Public Comment
- Non-Public Sessions
- Adjournment

1.1 Call to Order

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:02pm.

1.2 Roll Call

Selectmen present:

- Jack Cannon
- Joe Castricone
- Joseph Hagen
- Stephen Landau
- Richard LeBlanc

Members of the Public present, at various times:

- Joe Martell
- Michael Oleson, Road Agent
- Matt Rittenhouse, Tri-Town Times
- Leroy Scott
- And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

1.4 Moment of Silence

A moment of silence was held in honor of John Pepper, long-time Fire Department volunteer and licensed electrician, who passed away today. The Board expressed its condolences to Mr. Pepper’s family.

54 1.5 *Additions and Deletions*

56 Four non-public sessions were added: three on Reputation, and one on Pending Litigation.

58 There are items in the Signature Folder that require discussion.

60 1.6 *Public Comment*

62 As no Members of the Public wished to be heard, Public Comment was closed at 7:06pm.

64 **II. Old Business**

66 2.1 *Approval of Minutes*

68 *December 18th, 2015:* Chairman Landau moved that these minutes be approved as drafted; Selectman LeBlanc seconded the motion. The vote was three in favor with Selectman Castricone and Vice-Chairman Hagan abstaining due to reference from the meeting in question; so moved.

72 2.2 *Vacation Time Extension*

74 Chairman Landau asked Finance Director Smith if it would be difficult to switch the Town from Calendar Year vacation accrual to Fiscal Year vacation accrual; she stated that it would not, and that in fact it would simplify things. This change should be made as soon as possible.

78 **III. New Business**

80 3.1 *Mike Oleson, Road Agent – New Hire*

82 Road Agent Oleson appeared before the Board with Joe Martell, his chosen candidate for the open Highway Department position. Mr. Martell holds a CDL and is fully trained in plows, wings, backhoes, and sander calibration. He holds two part-time positions, but is fully committed to the Town of Chester as his priority.

86 Selectman Cannon moved to go into non-public session under RSA 91A:3 II (b) Hiring of a Public Employee; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

90 The meeting room was closed at 7:11pm. Road Agent Oleson and Mr. Martell remained in the meeting room.

94 Mr. Martell departed the meeting at 7:15pm.

96 The meeting room was re-opened at 7:21pm.

98 Chairman Landau moved that the Board come out of non-public session; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

100 Chairman Landau moved that the Board seal this first non-public session, on Hiring of a Public Employee, for a period of thirty (30) days; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

104 Chairman Landau moved to approve the hiring of Joseph Martell as a laborer/assistant in the Highway Department; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative;

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so moved.

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3.2 Dog Licensing Discussion, RSA 466:1 and RSA 466:13

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Per RSA, dog owners must license their dogs by April 30th each year to avoid penalties. Dog ownership is determined by a list that veterinarians provide to the Town. There are currently ~85 dog owners in violation of the law in Chester; also per RSA, these dog owners have received summons to appear in court.

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Town Clerk Gagnon has suggested that residents who have not licensed their dogs be prevented from registering their cars.

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Selectman Cannon is not in favor of tying dog licensing to car registration. He opined that dog registration laws penalize responsible dog owners – i.e., those who take their dogs to the vet – not those who are not. Selectman LeBlanc agreed, and stated that the Police Department had better things to do than send an officer to spend all day in court with these cases.

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Chairman Landau will look into tying dog licensing to property tax bills instead.

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3.3 Budgets:

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Finance Director Smith stated that she had received 99% of all Departmental Budgets, and that she had tentatively level-funded the few missing ones. COLA is not complete; she estimated salaries with the \$0.15 raise plus the full 5% increase in order to present the ‘worst-case scenario’. The bottom-line increase over last year’s budget is potentially ~2%.

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The Board went over the draft budgets for which Finance Director Smith is responsible.

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3.3.1 Finance

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She was able to lock in the auditors at the same price as the previous year. Everything else was flat-lined; there is a small decrease.

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3.3.2 Insurance

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Apparently the Insurance company was using old data in their calculations; now that it has been corrected, and one employee re-classed upwards (the Assistant Assessor had originally been classed as ‘clerical’, but she goes out on the road, and that is considered more dangerous), the line has increased. These figures are much more accurate.

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Selectman Cannon is concerned about the fact that the EMR has gone back up over 1. Finance Director Smith will investigate this.

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Chairman Landau asked for the difference between ‘Facilities Maintenance’ and ‘Municipal Employee’; Finance Director Smith will ask Bookkeeper Duffy to provide examples of employees in each classification. He is also concerned that employees who perform multiple jobs could be charged more than once; Finance Director Smith stated that this is not happening.

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3.3.3 Ad & Regional Associations

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There was a typo in the budget; Finance Director Smith will correct this for next week.

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3.3.4 Legal

160 This budget has been flat-lined; as of November, there was 60% remaining.

162 *3.3.5 Debt Service*

164 The Road Bond and Rescue Truck have been paid off; quite a few other loans will be paid off by 2018.
166 There is a list of completion dates in the budget books.

168 *3.3.6 Trustees of the Trust Funds*

170 According to Colin Costine, the funds are making more money, so the Town is paying more in fees.
172 Finance Director Smith will ask Mr. Costine if he has informed the Departments who rely on Trust Funds,
172 such as the Library and the Cemeteries, if they are aware that they are making more revenue.

174 *3.3.7 IT*

176 This was a new budget department last year. Finance Director Smith, along with Police Chief Burke,
178 Police Lieutenant Berube, Town Clerk Gagnon, and Boston Systems, has compiled a list of all computer
178 systems on hand. There are 25 computers: 11 are under the lease contract, 3 need to be replaced
180 (Fire/EMS Room, BOS Administrative Assistant, Building Inspector), 10 are under break/fix (\$35/month),
180 and one is a stand-alone at the Highway Department. That stand-alone is not essential equipment, and
182 is not covered. The Town also has two servers: one in the Police Department, and one for the rest of
182 the Town. She also included the ‘wireless option’ in the budget request.

184 Selectman Castricone inquired about a line in the Fire Department budget for \$800 under 01-4220-1-560
186 FD Dues/Subscriptions, which is marked for software. If this is truly software, it should be moved to the
186 IT budget. Finance Director Smith will speak with Fire Chief Antoine.

188 She will also determine when the copier lease expires. There are two copiers in Town – one for the
190 Town, the other for the Police Department – is it possible to combine them for a discount?

192 Finance Director Smith will attend all of the Board meetings at which Budgets are discussed; she is also
194 willing to attend Budget Committee meetings, should she be requested to do so. Selectmen should be
194 sure that their Budget Books are in the Finance Office every Wednesday morning in order that they can
196 be updated for Thursday night’s meeting.

196 Finance Director Smith departed the meeting at 8:14pm.

198 **IV. Selectmen’s Business**

200 *4.1 Roundtable*

202 *Selectman Cannon:*

- 204 • Nothing to report.

206 *Selectman Castricone:*

- 208 • The Cable TV Studio changes are coming along nicely; they are planning to launch a program about
208 Chester hosted by Karl Knudsen. He asked if they could have two unused computers from the
210 storage room, which would be stand-alones used for editing purposes. The remainder of the Board
210 agreed to this request.
212 • Employee evaluations should begin as soon as possible.

Selectman LeBlanc:

- 214 • The most recent snowstorm was used as a ‘dry run’ with the assistant; all went well.

216 *Vice-Chairman Hagan*

- 218 • The new truck will be ready by February 1st at the latest. The old truck will remain in service through the end of the year.

220 *Chairman Landau:*

- 222 • A dance for 5th – 8th graders is planned for March 27th, 2015 to help fund a scholarship in memory of Kayla Bertolami, a Chester resident who passed away this past summer. Raffles and flower sales will be held.
- 224 • The Town still has a grant writer available who can be used for grant requests, should any be known.

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4.2 *Public Comment*

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As no Members of the Public wished to be heard, Public Comment was closed at 8:39pm.

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4.3 *Non-Public Session*

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234 Chairman Landau moved to go into non-public session for three items under RSA 91A:3 II (c) Reputation and one item under RSA 91A:3 II (e), Pending Litigation; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

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The meeting room was closed at 8:40pm.

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The meeting room was re-opened at 8:58pm.

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242 Chairman Landau moved that the Board come out of non-public session; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

244 Chairman Landau moved that the Board seal the second non-public session, on Reputation, for an indefinite period; Selectman LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.

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248 Chairman Landau moved that the Board seal the third non-public session, on Reputation, for a period of thirty (30) days; Selectman LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.

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252 Chairman Landau moved that the Board seal the fourth non-public session, on Reputation, for an indefinite period; Selectman LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.

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256 Chairman Landau moved that the Board seal the fifth non-public session, on Pending Litigation, for an indefinite period; Selectman LeBlanc seconded the motion. The vote was unanimous in the affirmative; so moved.

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260 **V. Adjournment**

262 The next meeting of the Board of Selectmen is scheduled for Thursday, January 15th, 2014 at 7pm in the Meeting Room.

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Chairman Landau moved to adjourn the meeting; Vice-Chairman Hagan seconded the motion. The vote

266 was unanimous in the affirmative; so moved.

268 The meeting was adjourned at 9:00pm.

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272 Respectfully Submitted,

274 Debra H. Doda