

**Town of Chester
Board of Selectmen Meeting
Thursday, July 11th, 2013
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

Jean Methot – ZBA Appointment

Barbara Gagnon, Town Clerk/Tax Collector – Proposed Non Public

Lenny Stein, PACT Chairman

Lions Club

Lincoln Lane Residents

Formation of Records Committee

Roundtable

Public Comment (10 minutes)

Rhonda Lamphere, Treasurer - Proposed Non-Public

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 7:01pm.

1.2 Roll Call

Selectmen present:

Jack Cannon

Joe Castricone

Joseph Hagen

Stephen Landau

Richard LeBlanc

Members of the Public present, at various times:

Andrea Chatis

Barbara Gagnon, Town Clerk

Deborah Hesketh

William Hesketh

Rhonda Lamphere, Treasurer

Jean Methot

Matt Rittenhouse, Tri-Town Times

Rob Russamano

Leanne Russamano

Leroy Scott

Lenny Stein, PACT

And other persons unknown to the Recording Secretary

54 1.3 *Pledge of Allegiance*

56 Chairman Landau led the attendees in the Pledge of Allegiance. This was followed by a moment of
silence for the 19 Firefighters killed in Arizona.

58

1.4 *Additions and Deletions*

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There were none.

62

1.5 *Public Comment*

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Selectman Castricone welcomed Leroy Scott back to the Board of Selectmen’s meetings.

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As no members of the public wished to speak, Public Comment was closed at 7:03pm.

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II. Old Business

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2.1 *Approval of Minutes*

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This subject was not addressed tonight.

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III. New Business

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3.1 *Jean Methot – ZBA Appointment*

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Mr. Methot appeared before the Board for his reappointment to the ZBA.

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Mr. Methot has been on the ZBA for 15 years, is a well-respected member, and has served as its
Chairman. He also represents Chester on the Southern New Hampshire Planning Commission, has
served as its Chairman, and is involved in the Scenic Byways program.

84

Chairman Landau moved to reappoint Jean Methot to the Zoning Board of Adjustment; Vice-Chairman
Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

86

88 The Board thanked Mr. Methot and reminded him to contact Town Clerk Gagnon to be sworn in.

90

Mr. Methot briefly mentioned the Scenic Byways program. It is Governor Hassan’s job to appoint
someone from DOT to the committee, but she has not addressed the situation in the eight months since
her election. Therefore, the program cannot go forward. Mr. Methot has prepared a letter for the
Governor, reminding her of the issue.

94

Mr. Methot departed the meeting at 7:07pm.

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3.2 *Barbara Gagnon, Town Clerk/Tax Collector – Proposed Non Public*

98

Selectman Cannon moved that the Board go into non-public session under RSA 91-A:3 II (c),
Reputation; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so
moved.

100

The meeting room was closed at 7:09pm. Town Clerk Gagnon remained in the meeting room.

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The meeting room was re-opened at 7:30pm, and Town Clerk Gagnon departed the meeting at this

106

time.

108 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.

110
112 Chairman Landau moved that the Board seal this first non-public session, with Town Clerk Gagnon, for
an indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
affirmative; so moved.

114
116 *3.3 Lenny Stein, PACT Chairman*

118 Mr. Stein and Ms. Chatis appeared before the Board to discuss the Cable TV Station.

120 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (c), Reputation;
Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

122 The meeting room was closed at 7:32pm. Mr. Stein and Ms. Chatis remained in the meeting room.

124 Ms. Chatis departed the meeting room at 7:38pm.

126 Ms. Chatis re-entered the meeting room at 8:08pm.

128 The meeting room was re-opened at 8:12pm, and Mr. Stein and Ms. Chatis departed the meeting at this
time.

130
132 Chairman Landau moved that the Board come out of non-public session; Selectman LeBlanc seconded
the motion. The vote was unanimous in the affirmative; so moved.

134 Chairman Landau moved that the Board seal this second non-public session, with Mr. Stein and Ms.
Chatis, for an indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in
the affirmative; so moved.

138 *3.4 Lions Club*

140 July 2013 has been designated as “Chester Lions Club Month”. Selectman Castricone reported that he
had attended their anniversary celebration on June 7th, 2013.

142
144 Chairman Landau read the proclamation in honor of the Lions’ Club 50th anniversary. A frame will be
made for this proclamation and it will be hung in Stevens Hall.

146 *3.5 Lincoln Lane Residents*

148 Mr. Russamano and Mrs. Russamano appeared before the board, as representatives of the Lincoln Lane
residents (LLR), to discuss the finishing of the road.

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152 Chairman Landau delineated the actions taken thus far. Once the LLR’s petition had been received, the
Planning Board called the bond. It was made clear that this procedure is in the Town statutes. The
Town itself cannot lay out funds for finishing the road.

154
156 The Board contacted the vendor, Brox, who is contracted to do road work in the Town this August; they
agreed to an asphalt price of \$68/ton rather than the usual \$80/ton, since they will already be in Town.
The finishing of Lincoln Lane is therefore estimated to cost ~\$13k.

158 The Town Engineers, Dubois & King, have worked with Chester for over thirty years, and have previously

160 made offers of grants and other assistance, which have not been accepted. They have adjusted their
 162 bonding methodology, and offered \$5,600 towards the finishing of the road; this offer was accepted.
 164 The amount of the bond is ~\$7,900; along with the Dubois & King amount of \$5,600, a total of
 ~\$13,500 is available to finish the road. Any costs above and beyond that amount will be borne by the
 LLR; they agreed to this.

166 Chairman Landau made it clear that Lincoln Lane was intended to be a public road from the start, and
 168 that is why this action can be taken. There are other roads in Town that were always intended to be
 private and this would not be done in those cases. He reiterated that no Town funds would be used for
 the finishing of Lincoln Lane.

170 Chairman Landau moved that the Town lay out Lincoln Lane to be completed as originally submitted to
 172 the Planning Board; Selectman LeBlanc seconded the motion.

174 Some discussion ensued. It was clarified that the term “lay out” meant that the road will become a
 176 Town road based on the Town’s regulations. The LLR may not put a limit on their contribution. There is
 a fence that needs to be moved; Mr. Hesketh has spoken to the fence owner, who has a drainage issue.
 178 The Engineers will be in touch with that resident. There is nothing further the residents need to do; the
 Board will formally accept the road at a noticed meeting in April once it is completed and the Engineers
 have signed off on it.

180 The question was called. The vote was unanimous in the affirmative; so moved.

182 *3.6 Formation of Records Committee*

184 There was some discussion about records retention as required by RSA. Selectman Cannon is unsure if
 186 this is only at the state level; Town Counsel Diane Gorrow will be consulted. A Records Retention
 Committee could be formed, and contain representatives from the Board of Selectmen and the Finance
 188 Department, the BOS Administrative Assistant, the Treasurer, the Town Clerk, and perhaps other
 interested parties. These individuals will be volunteers, and should be identified by September.

190 Selectman Castricone moved that a Records Retention Committee be formed; Selectman LeBlanc
 192 seconded the motion. The vote was unanimous in the affirmative; so moved.

194 Room 20 has been redesigned to hold these Town records. The ventilation system has been upgraded,
 and fireproof file cabinets will be purchased, either a few at a time or via a Warrant Article next year. It
 196 is prohibitively expensive - \$80k - to build a vault in the room. Records in the room now are mixed
 together; these boxes need to be separated.

198 **IV. Selectmen's Business**

200 *4.1 Roundtable*

202 *Selectman Cannon:*

- 204 • Finance Director Smith provided drafts of policies for the Board to peruse. Selectman Cannon would
 206 like to move forward on these as quickly as possible. He has reviewed the cash policy and made
 some edits, which he will forward to Finance Director Smith. The Board agreed to let her handle
 this issue.
- 208 • He would like to revisit the removal of trash cans from Wason Pond. The cans were filled and
 210 overflowing onto the ground, and as Wason Pond is designated as “Carry in Carry Out”, they were
 simply removed in June. However, this action has not proven successful. Now there is even more
 212 trash on the ground plus people are throwing their trash into the porta-potties. He would like the
 cans returned, and have Maintenance Man Amato go on site once a week to empty the cans and

214 take the trash to the Transfer Station. Chairman Landau stated that the Caretaker Cottage Tenant is
removing trash found on the trails. Selectman Cannon would like to see trash cans at the
216 Community Center parking lot, the Playground parking lot, and the bridge. Selectman Cannon
moved to return the trash cans to Wason Pond; Vice-Chairman Hagan seconded the motion. The
vote was four in favor with Selectman LeBlanc opposed; so moved.

218 • He would like to see Fiscal Year 2012-2013 closed as of July 15th, 2013.

220 *Selectman Castricone:*

222 • The Recreation Department is interested in accepting Credit Cards. He stated that the Finance
Department and Town Clerk Gagnon have approved. Treasurer Lamphere stood and was
224 recognized; she stated that to the best of her knowledge, Finance Director Smith was not in favor of
this, but she would prefer to discuss the issue in non-public session.

226 • He asked the Board to think about if they would be interested in sponsoring the Police for Town Fair.

Selectman LeBlanc:

228 • Again on the subject of Wason Pond, people are going onto the property after hours, partying, and
leaving trash. The police are being called there on a regular basis. A rules and regulations sign
230 needs to be posted at the 102 entrance; without it, the courts will do nothing. Recreation Director
Sharon Mulrennan is ordering one. Selectman LeBlanc would also like to see the entrances gated
232 from dusk to dawn. Chairman Landau will address this with the Wason Pond Commission.

234 • He solicited estimates from 3-4 contractors to have the Post Office vinyl sided and its windows
replaced with vinyl. One estimate was for \$40,500, which is less than the \$42k in the budget for
236 painting. He stated that the Town has been remiss in maintaining its infrastructure, and if the Post
Office is vinyl sided, it will never need to be painted again. Selectman LeBlanc moved that the Town
238 vinyl side the Post Office and replace the windows with vinyl ones for \$40,500; Selectman
Castricone seconded the motion.

240 Chairman Landau demurred, stating that the Post Office is in the historical center of Town, and that
whereas vinyl supposedly will last for 30 years, the Post Office hasn’t been painted in 35. He would
242 like to see painting bids solicited.

244 Selectman Cannon agreed with Chairman Landau, and stated that the Town has taken good care of
its buildings with the available funds. He added that the residents had been told the building would
246 be painted, and that is what should take place. He asked if the Historical Society had been
consulted; they have not, but apparently Windham’s Historical Society approved of this particular
248 vinyl siding.

250 Vice-Chairman Hagan stated that the Post Office itself was a cash-producing building, not a
historical one; he would be willing to consider the vinyl siding.

252 Selectman Castricone stated that the Post Office would need to be stripped of lead paint and
repaired; Selectman LeBlanc stated that \$42k would not cover that work. Selectman LeBlanc also
254 noted that Stevens Hall had been painted relatively recently, and expressed dissatisfaction with the
job. Chairman Landau pointed out that the work had been done properly, but moisture due to the
256 cistern in the Stevens Hall basement had caused the paint to blister.

258 Mrs. Lamphere stood and was recognized. She corrected a previous statement by Selectman
260 LeBlanc – the amount in the budget is \$47k, not \$42k. She stated that the vinyl siding in question
was not a commercial product, but an upscale residential one. She also noted that it cannot be
262 installed over rotten wood; who would do the necessary repair work?

264 Selectman Castricone would like to see RFPs put out for both painting and vinyl siding. He noted
that without bids, no job can be awarded; he withdrew his second, and Selectman LeBlanc withdrew

266 his motion.

268 Chairman Landau moved that the Board of Selectmen put together RFPs both for vinyl siding and
window replacement and for painting; Selectman Castricone seconded the motion. The vote was
270 three in favor with Selectmen Cannon and LeBlanc opposed; so moved.

272 Mrs. Lamphere stated that vinyl was a drastic change from what the Town had been told at Budget
time, and that they would not be happy with vinyl. She suggested that if bids for vinyl are solicited,
274 the Board should go back to the Town. Chairman Landau noted that Mr. Rittenhouse might be
willing to put an article in the Tri-Town Times to alert the residents to this discussion.

276
Vice-Chairman Hagan:

- 278 • Nothing to report.

280 *Chairman Landau:*

- 282 • He spoke with the Skid Steer Vendor; a contract cannot be sent yet as it needs to contain the serial
number, and the skid steer is not yet built.
- 284 • He produced the plans drawn up by Mr. Gregsak to move the Wason Pond entrance road closer to
the Barn. He pointed out that the sight distance at the new location will be 400'+ in either
286 direction. The Wason Pond Commission has already approved these plans, and they need to go in
front of the Planning Board. They will then be submitted to DOT along with the appropriate
288 application. Approval is expected to take 2-3 weeks. The funds raised and appropriated via Warrant
Article last year can be used for this work, as the materials generated by the new road cut will be
290 needed and used elsewhere on the property for the field leveling. Work needs to be completed by
September in order that grass can grow.

292 Selectman Castricone has the RFP documents, which need to be formatted in the Town’s accepted
style and language by Administrative Assistant Martin, and then reviewed by Town Counsel.

294
Selectman Castricone moved to authorize Chairman Landau to submit the Road Move Application to
296 DOT; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so
moved. Selectman LeBlanc moved to accept the Road Move plans contingent upon the Planning
298 Board’s acceptance of same; Selectman Castricone seconded the motion. The vote was unanimous
in the affirmative; so moved.

300
4.2 *Public Comment*

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Leroy Scott stood and was recognized. He stated that LGC was returning money to various Towns; was
304 Chester included? Chairman Landau stated that he believed that Chester was in line to receive \$20-30k,
per Finance Director Smith.

306
Mr. Scott also asked if the Town would be able to plow Lincoln Lane this winter, if it was not accepted
308 until April. Chairman Landau noted that 8-10 years ago, the Town had given the Board of Selectmen
blanket authority to approve roads. Although this normally takes places in April, the Board can do it
310 whenever they wish. As long as all goes to plan and the Engineers sign off on the road, plowing will not
be an issue.

312
Mr. Scott also asked if there were any ongoing discussions about an ambulance service. There are not,
314 but the Town has contracted with Derry for five years.

316 As no other members of the public wished to speak, Public Comment was closed at 9:34pm.

318 4.3 *Non-Public Session*

320 Chairman Landau moved that the Board go into non-public session for two items under RSA 91-A:3 II
322 (c), Reputation; Selectman Castricone seconded the motion. The vote was unanimous in the
affirmative; so moved.

324 The meeting room was closed at 9:35pm. Treasurer Lamphere remained in the meeting room.

326 Treasurer Lamphere departed the meeting room at 10:04pm.

328 The meeting room was re-opened at 10:08pm.

330 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.

332

Chairman Landau moved that the Board seal the third non-public session, with Treasurer Lamphere, for
334 an indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the
affirmative; so moved.

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Chairman Landau moved that the Board seal the fourth non-public session for a period of six months;
338 Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

340 **V. Adjournment**

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

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The meeting was adjourned at 10:10pm.

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Respectfully Submitted,

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Debra H. Doda