

**Town of Chester
Board of Selectmen Meeting
Thursday, July 21st, 2016
Municipal Complex
Approved Minutes**

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I Preliminaries

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment
- Approval of Minutes
- Public Hearing - Building Permit Fees
- Ambulance Billing – Greg Bolduc, Fire Chief
- Aaron Berube, Police Chief
- Wason Pond – Ethan Bird, Securitas
- Police Department Wages
- Roundtable
- 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:
- Cass Buckley
- Jack Cannon (arrived at 7:09pm)
- Joseph Hagan
- Stephen Landau
- Dick Trask

- Members of the Public present, at various times:
- Aaron Berube, Police Chief
- Ethan Bird, Securitas
- Greg Bolduc, Fire Chief
- Janet Boyden
- Myrick Bunker, Building Inspector
- Eric Emerson, Lieutenant, Fire Department
- Michael Oleson, Road Agent
- Matt Rittenhouse, Tri-Town Times
- Will Sable, Police Sergeant
- Caroline Wilson
- And others unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance. This was followed by a moment of silence to mark the passing of Leroy Scott, former Selectman.

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1.4 *Additions and Deletions*

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A brief discussion with Fire Chief Bolduc was added.

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1.5 *Public Comment*

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As no Members of the Public wished to be heard, Public Comment was closed at 7:04pm.

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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. There is a sheet in the Selectmen’s Office on which Selectmen can note their approval of past minutes.

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III. New Business

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3.1 *Public Hearing – Building Permit Fees*

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Chairman Landau opened the Public Hearing on Building Permit fees at 7:05pm. Building Inspector Bunker has provided a handout listing all projected fees, should this be approved; Chairman Landau read it aloud to the attendees, and a copy is appended to the end of these minutes.

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There was some confusion about how the fees are calculated. Permit fees are calculated as an estimated construction cost multiplied by \$6.00 per \$1000 of said construction cost. As an example, a deck’s construction cost is estimated at \$43.00 per square foot of area. Therefore, a 15’ x 30’ deck contains 450 square feet; 450 * \$43 equals an estimated construction cost of \$19,350. The permit fee would be calculated at \$6 per \$1000 of construction cost, which is $(\$19,350 / \$1000) * \$6$, or \$116.10.

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Building Inspector Bunker stated that he did not perform a comparative analysis with other Towns, but noted that Fees were last raised in 2011. He believes that they should be reviewed every three years; five is too long.

86

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The public was invited to comment.

90

Janet Boyden stood and was recognized. She believes that the penalty fee, also known as the “After the Fact Permit Fee”, is not high enough, stating that in her opinion, people tend to build first and apply for permits later. This fee is listed as a minimum of \$100, or \$50/day starting from when work starts until a permit is issued, whichever is greater. Building Inspector Bunker stated that he believes that the sum is sufficient as a deterrent, adding that it is often difficult to determine when work actually began.

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No other attendees wished to speak at this time. Chairman Landau invited those watching from home to feel free to come down and speak; the Public Hearing will remain open until 8:15pm, at least.

98

3.2 *Ambulance Billing – Greg Bolduc, Fire Chief*

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Fire Chief Bolduc and Lt. Emerson appeared before the Board to discuss ambulance billing.

102

Chief Bolduc met today with Raymond Ambulance, Inc., and came away with a brief contract and policy for ambulance billing. It will take approximately a week to get this procedure started. The costs are estimated to be \$550 for the software, and then a five-hour day to enter Chester’s information into the program.

104

106

108 There was a concern that Derry would impose a fee on Chester should they transport before a contract is
110 signed; Chief Bolduc stated that there is a fee of ~\$500, but that the Derry Fire Chief has never yet imposed that fee.

112 Most of Chester’s transports are to Parkland, as it’s the closest; however, patients have requested CMC
114 and Elliott. Raymond and Candia transports tend to be to Exeter.

116 Selectman Cannon noted that that there is no “collection” involved; the company bills twice only, and does
118 not follow up after that. This is true, but Lt. Emerson noted that Chester has a 95% collection rate, so this is unlikely to be an issue.

120 **Chairman Landau moved to send the Raymond Ambulance, Inc. contract to Town Counsel for review, and, if approved, to notify Chief Bolduc to begin the process; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

122 Chief Bolduc and Lt. Emerson departed the meeting at 7:29pm.

124 *3.3 Aaron Berube, Police Chief*

126 Chief Berube has written a Letter of Recognition to Recruit Officer Todd Crumb, who began the 16-week
128 Part-Time Academy at the top of his class of 30 and never varied, finally graduating at #1 in the class. This is a first for the Chester Police Department. Officer Crumb is currently in field training with Sergeant
130 Sable.

132 He also has the final approval for the Mobile Data Terminals (MDT) grant of \$33,256. \$16,628 was the
134 in-kind match, which has already been met. No additional outlay is required from the Town. This grant will put computers in the Police cars, allowing the cruiser, the Police Department, and Rockingham County Dispatch to communicate amongst themselves.

136 **Chairman Landau moved to accept the Emergency Management Performance Grant (EMPG) in the amount of \$16,628; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

140 The Town of Chester Board of Selectmen, in a majority vote, accepted the terms of the Emergency
142 Management Performance Grant (EMPG) as presented in the amount of \$16,628.00 for the purchase and installation of Mobile Data Terminal devices. Furthermore, the Board acknowledges that the total cost of
144 this project will be \$33,256.00 in which the Town will be responsible for a 50% match (\$16,628.00 of in-kind and cash match).

146 Sergeant Sable notarized the completed and signed grant paperwork.

148 Police Chief Berube also noted that the Police Department’s new Ford F250 is in, and will be picked up
150 and available to show the Board at next week’s meeting. The retired Expedition has had all Police Department identifying marks removed.

152 *3.4 Wason Pond – Ethan Bird, Securitas*

154 Mr. Bird joined the Board and Chief Berube at the meeting table at 7:37pm.

156 After last week’s meeting where hiring a security company to monitor the Wason Pond property was
158 discussed, Vice-Chairman Trask contacted five Security companies. Two of these stated they would not be able to fill a position immediately; the other three would. Mr. Bird, from Securitas, was invited to

160 appear before the Board as he is a Chester resident.

162 Chief Berube stated that he had stationed an Officer at Wason Pond this weekend, and that there were
164 six arrests made, mainly alcohol and drug related.

166 The Security Guard would be expected to handle “quality of life” situations him/herself; illegal situations
168 would merit a call to the Police Department. The Guards have no more power than an average citizen,
170 but are specifically trained to handle security situations, are used to interacting with Police departments,
172 and come with a wide range of experience in different venues. Securitas currently has ~450 Guards in
174 New Hampshire alone.

176 It is likely that more calls will be made to the Police Department once someone is there to monitor behavior.
178 Chief Berube added that although the Guard should call the Police Department should they see illegal
180 behavior, the Police Department would need to establish probable cause on their own before any arrest
182 could be made. Failing that, only a criminal trespass could be issued.

184 Mrs. Boyden stood and was recognized. She stated that she had had a confrontation earlier this week
186 with people walking the trails with their dog off-leash, and added that there are many users who do not
188 pick up after their dogs. She also suggested that hours of coverage be staggered so that visitors don’t
190 know “when to avoid”.

192 The coverage schedule initially requested by the Wason Pond and Recreation Commissions was 4pm –
194 8pm on weeknights, and 10am-8pm on weekends. Selectman Cannon believes this is excessive, and
196 suggested Friday nights, and Saturdays/Sundays would be more appropriate. Vice-Chairman Trask
198 suggested weekends, and two rotating weekdays. Mr. Bird and Police Chief Berube will set a monthly
200 schedule, which will be 8 hour shifts on Saturday and Sunday, and two rotating days at 4 hours each. This
202 schedule will not be published. They can begin on Saturday; the cost is \$30/hour.

204 Selectman Cannon would be interested in receiving a regular report of usage – how many visitors there
206 are, incidents seen, resolution, etc. Selectman Buckley added that the schedule can be reviewed in a few
208 weeks once attendance figures are on hand.

210 **Vice-Chairman Trask moved to employ Securitas to patrol Wason Pond for 8 hours each
212 Saturday and Sunday, and up to two weekdays at four hours each, the schedule to be decided
between Securitas and Police Chief Berube; Selectman Cannon seconded the motion. The
vote was unanimous in the affirmative; so moved.**

214 Mr. Bird will provide a contract. He departed the meeting at 8:09pm.

3.5 *Police Department Wages*

216 Chief Berube noted that Police Department pay in Chester was much lower than in surrounding towns,
218 and suggests that in order for Chester to be a destination, not a training ground, pay needs to be raised.

220 Selectman Buckley stated that he procured the 2015 State of New Hampshire pay figures and did a detailed
222 analysis of Police Department pay in Chester; he would prefer a pay matrix be created and no increases
224 be granted until that work is done. Chairman Landau stated that he and Vice-Chairman Trask are currently
226 working with Chief Berube to set up this matrix, and that the people who protect our community should
228 be paid a reasonable wage.

230 Selectman Cannon suggested doing both – giving a pay increase now, and working on creating a matrix.
232 Vice-Chairman Trask agreed, and suggested a raise of \$2/hour for full time officers and \$4/hour for part
time officers. This would total \$46,968.70. He also delineated where the funds would come from:

- 214 • \$28,822 remaining from the initial salary pool of ~\$56,489
- \$7,000 in the Police Department budget
- 216 • \$6,000 in savings from switching insurance companies
- \$6,000 in the Benefits line

218

The Finance director has suggested that these funds, if the increase is approved, be transferred into the Police Department budget in order to simplify bookkeeping.

222 Selectman Cannon warned Chief Berube that in order to make this work, he would need to closely monitor his overtime budget.

224

Vice-Chairman Trask moved to give a \$2/hour increase in pay to full time Police Officers, and a \$4/hour increase in pay to part time Police Officers, across the board; Selectman Cannon seconded the motion.

228

Selectman Buckley argued against giving a pay increase in favor of waiting a month, and creating a pay matrix instead. Selectman Hagan asked Police Chief Berube how long it would take to get the pay matrix completed, and he stated that it could certainly be ready in time for the next budget season.

230

The question was called. The vote was four in favor with Selectman Buckley opposed; so moved.

234

Selectman Hagan asked that the pay matrix be ready by September 21st, 2016. There was some discussion about how that information can be validated. Although the New Hampshire Municipal Association is redoing pay structure this year, Chief Berube believes that this figure is not entirely reliable; he also noted that as Chester is surrounded by Raymond, Derry, and Manchester, calls for service tend to be different than those of other small towns. He added that it costs \$23k to send two officers to the Academy; how much is it costing to retain qualified officers?

242

Chief Berube also made reference to Officer DiPerri, who has five years of service to the Chester Police Department; the Chief would like to promote Officer DiPerri to the rank of Master Patrolman, which will recognize him for his experience and longevity, and give him more responsibilities.

244

Vice-Chairman Trask moved to transfer \$28,822 of the salary pool, \$6k of insurance funds, and \$6k of benefits funds into the Police Department budget to whatever lines deemed necessary; Chairman Landau seconded the motion. The vote was four in favor with Selectman Buckley abstaining; so moved.

250

Vice-Chairman Trask moved that the Police Department raises take effect on August 1st, 2016; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Buckley opposed; so moved.

252

3.1 *Public Hearing – Building Permit Fees, Redux*

256

No Members of the Public wished to comment on this Public Hearing.

258

Chairman Landau moved to close the Public Hearing on Building Permit Fees at 8:44pm; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

262

IV. Selectmen’s Business

264

266 4.1 Roundtable

268 *Selectman Cannon:*

- Road Agent Oleson has stated that with the encumbered \$60k, he has enough money in his budget to do the Pulpit Rock Road work, and does not need any more. Selectman Cannon asked if it was possible to use any surplus after the Fiscal Year is closed to reduce the tax rate and offset the \$800k that was raised and appropriated for the CIP at Town meeting; the answer appears to be yes.

274

Vice-Chairman Trask:

- Nothing to report.

278 *Selectman Buckley:*

- Nothing to report.

280

Selectman Hagan:

- Nothing to report.

284 *Chairman Landau:*

- The person who owns a lot on the corner of Route 102 and Dump Road has started a petition “to change Dump Road to Silver Sands Road or any other name fitting this area”. This petition is currently in the Board of Selectmen’s office, should anyone wish to sign it.

288

4.2 Public Comment

290

As no members of the Public were in attendance, Public Comment was closed at 8:50pm.

292

4.3 Non-Public Sessions

294

296 **Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

298

The meeting room was closed at 8:51pm.

300

The meeting room was re-opened at 8:55pm.

302

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

306 **Chairman Landau moved that the minutes to the non-public session on Public Employees be sealed for a period of sixty (60) days; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.**

308

310 **V. Adjournment**

312 **Chairman Landau moved to adjourn the meeting; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

314

The meeting was adjourned at 8:56pm.

316

Respectfully Submitted,

318 Debra H. Doda, Recording Secretary

ARTICLE 4 PERMIT FEE SCHEDULE

320 *(Revision as presented and accepted on ...at the Board of Selectmen Public Hearing for that*
321 *purpose)*

322 *to be Effective 1 August 2016*

323 Permit fees are calculated as the estimated construction cost¹ multiplied by \$6.00 per \$1000 of
324 construction cost. In all cases the square footage is as calculated by the Building Official from
325 plans as submitted by the applicant. Construction costs are calculated as:

326

RESIDENTIAL

328

329 **Application fee:** \$25 to be collected at time of application; non-refundable. To be deducted
330 from cost of permit when issued.

331 **Living Space** - \$113.00 per square foot of living space. Calculated by the square footage of the
332 outside perimeter times the number of stories – includes all living space accessible by
333 stairways. Adjustments are made for inaccessible areas as needed. Finished basements are
334 calculated as square footage of living space. Walk up attics are calculated as living space.

336

337 **Outbuildings** (Garages/carports/barns/storage buildings/ sheds) - \$51.00 per square foot of
338 area. Calculated by the square footage of the outside perimeter of the area. Second story areas
339 are calculated by use – either same rate, or adjusted for storage or living space.

340

341 **Storage areas identified within residential structures** - \$18.00 per square foot of storage area
342 –may include basement areas, accessible attic storage and garage/barn loft areas.

343 **Decks/porches** - \$43.00 per square foot of area – calculated by the square footage of the
344 outside perimeter of the area. Farmers porches and covered decks are treated the same.
345 Three-season rooms are considered living space.

346 **Change of use or conversion of space** - \$125 minimum plus .10 per square foot of effected
347 area of new living space. Applies to conversions of basement, storage, attic, and any other
348 areas as converted to habitable space.

349 **Renovations** – without adding additional footprint or stories - \$51.00 per square foot of area.
350 Does not include change of use or increase in living space – existing space renovation only.

354

355 **Residential Swimming Pools** –In-ground \$0.50 per square foot; Above ground- \$65.00.
356 Additional trade fees may apply, such as mechanical and/or electrical as required.

358

COMMERCIAL

359 Permit fees are calculated as the estimated construction cost ¹ multiplied by \$6.00 per \$1000 of
360 construction cost. In all cases the square footage is as calculated by the Building Official from
361 plans as submitted by the applicant. Construction costs are calculated as:

362

364 **Application fee:** \$100 to be collected at time of application; non-refundable. To be deducted from cost of permit when issued.

366 **Commercial Occupancy – New Construction** - \$119.00 per square foot – calculated by the square footage of the outside perimeter times the number of stories . Includes any residential
368 occupancy other than R-3 (one-two family and town houses).

370 **Commercial Renovations-** without additional footprint or stories: \$150 for first 1000 square feet; \$10 per 100 square foot after, rounded to nearest 100 feet.

372

Outbuildings (Garages/carports/barns/storage buildings/ sheds) - \$51.00 per square foot of area. Calculated by the square footage of the outside perimeter of the area. Second story areas are calculated by use – either same rate, or adjusted for storage or living space.

376

Commercial Swimming Pools – see residential swimming pool

378

Other Fees

380

Building Permit Fee Transfer or Renewal – 50% of original permit fee. Only a single renewal allowed, after that the project must be re-permitted from the beginning. Permits become invalid unless work is commenced within 180 days of permitting. Permits expire 12 months from issue date and must be renewed to remain valid. Trade permits cannot be transferred.

386 **Demolition Permit:**

Residential -\$0.25 per square foot of demolition.

388 Commercial \$0.50 per square foot of demolition.

390 **Re-inspection fee** = \$50.00

The Building Official upon inspection, which warrants repeat inspections and/or returns to the same site for the same inspection, may assess this fee.

394 **Septic Systems**

\$100.00 per Septic Design Plan Review; Re-review of an amended or altered plan \$50.00

396 \$50.00 – first test pit

\$35.00 – each additional test pit on same lot

398

Driveway Permit

400 New – residential/per driveway \$100.00

Improvement – residential/per driveway \$ 50.00

402 New – commercial/multi-family \$150.00

Improvement – commercial/multi-family \$150.00

404

Electrical

406 Residential \$75.00

Commercial \$100.00

408

Plumbing

410 Residential \$75.00

Commercial \$100.00

412

Mechanical

414 Residential \$75.00

Commercial \$100.00

416

Masonry

418 Residential \$75.00

Commercial \$100.00 per flu

420

Generator Permit*

422 Residential \$75.00

Commercial \$75.00 per 20kw or portion thereof

424 *Propane generators require gas permitting in addition to electrical.

426 **After the Fact Permit Fee** – Minimum fee imposed is \$100.00 and/or a fine of up to \$50.00 per
428 day (whichever is greater) may be charged for all work started without a permit. The fine
430 period starts when the work is started and runs until a permit is issued. Fines must be paid
432 before the permit can be issued. This applies to all permitting.

¹Construction Cost Estimates

- 432 • Residential living space is the average of construction cost of multi-family, one- and
434 two-family as provided by International Code Council (ICC) Building Valuation Data –
February 2016
 - 436 • Commercial is the average of construction cost of mercantile, business, and assembly
438 (A-2) as provided by International Code Council (ICC) Building Valuation Data – February
440 2016
- 438 Storage cost is as set for basements as provided by International Code Council (ICC) Building
Valuation
440 Data – February 2016