

**Town of Chester
Board of Selectmen Meeting
Thursday, June 25th, 2015
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 (10 minutes)
- Approval of Minutes
- Billie Maloney – ZBA Re-appointment
- Adam Maciaszczyk – ZBA appointment
- Encumbrances – Mike Oleson, Road Agent
- Encumbrances – Joanne Smith, Finance Director
- Rhonda Lamphere, Treasurer – Municipal Bank
- Personnel, Proposed Non-Public – Police Chief Bill Burke
- 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 7:02pm.

1.2 Roll Call

Selectmen present:

- Jack Cannon
- Joe Castricone
- Joseph Hagen
- Stephen Landau
- Dick Trask

Members of the Public present, at various times:

- Aaron Berube, Police Lieutenant
- Bill Burke, Police Chief
- Ryan Goulet
- Rhonda Lamphere, Treasurer
- Billie Maloney, ZBA
- Adam Maciaszczyk, ZBA
- Faith Merchant, TD Bank
- Michael Oleson, Road Agent
- Keith Pike, TD Bank
- Matt Rittenhouse, Tri-Town Times
- Leroy Scott
- Joanne Smith, Finance Director
- 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.

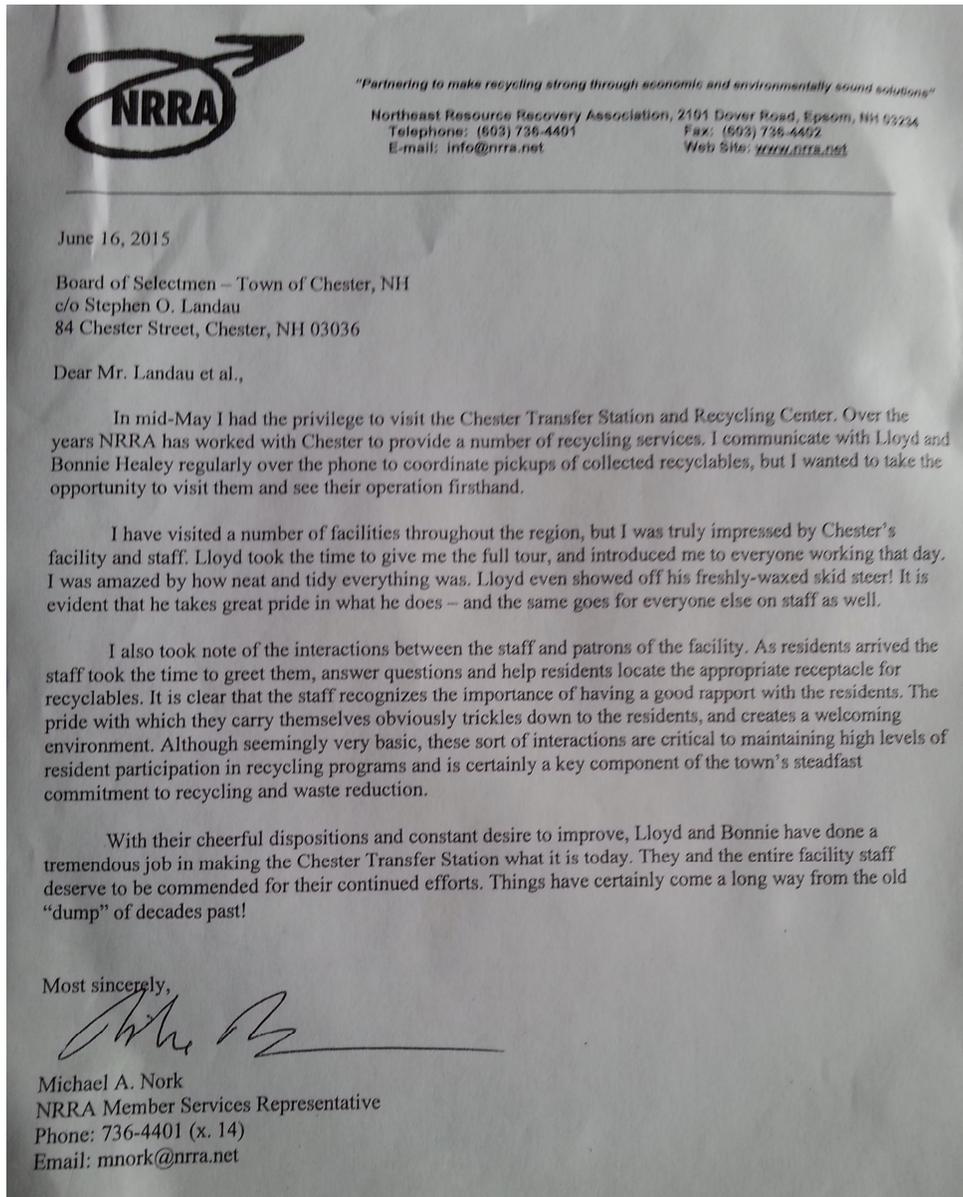
58 1.4 Additions and Deletions

60 There was one non-public session added, on Pending Litigation; encumbrances will be discussed.

62 1.5 Public Comment

64 The Board received a letter from the Northeast Resource Recovery Association, which Chairman Landau read aloud; it is included below.

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As no Members of the Public wished to be heard, Public Comment was closed at 7:07pm.

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II. Old Business

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2.1 *Approval of Minutes*

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Although this subject was not voted on tonight, all Selectmen should review the June 11th and June 18th minutes and indicate their approval or any changes on the cover sheet.

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78 2.2 *Derry Dispatch Contract*

80 Selectman Trask stated that the cost has gone up 61.4% in the last five years; with 414 calls last year and the contract cost at over \$30k, that equals \$75 per call. He stated that he had spoken with Rockingham, but that Lieutenant Berube reported significant issues with them. He also spoke with the Town of Raymond, who would put together figures for him.

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Selectman Castricone moved to accept the Derry Dispatch Contract for five years; Selectman Cannon seconded the motion.

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88 Selectman Castricone stated that while he appreciated Selectman Trask’s efforts, this was work that needed to be done a year ago, not 5 days before the contract expiration; he would like to maintain the relationship with Derry. Vice-Chairman Hagan also spoke in support of constancy; Selectman Cannon restated his preference that the terms of the Dispatch and Ambulance contracts be the same.

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The question was called. The vote was four in favor with Selectman Trask abstaining; so moved.

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III. New Business

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3.1 *Billie Maloney – ZBA Re-appointment and Adam Maciaszczyk – ZBA appointment*

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Mrs. Maloney and Mr. Maciaszczyk appeared before the Board for re-appointment and appointment, respectively, to the ZBA.

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102 Selectman Cannon stated that the ZBA had done an excellent job, and cited Mrs. Maloney’s leadership as essential, in a recent case.

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Chairman Landau moved to reappoint Billie Maloney as a full-time member of the ZBA for a three-year term; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

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108 Mrs. Maloney noted that Mr. Maciaszczyk has attended some ZBA meetings, and has read through the ordinance and the land use books. She noted that the ZBA is down to three regular members, and some alternates; all boards could use new young membership. Vice-Chairman Hagan concurred, asking all residents watching to step up and volunteer. Chairman Landau urged residents to not think of this process as *politics*, but as *local government*.

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114 Chairman Landau moved to appoint Adam Maciaszczyk as a full-time member of the ZBA for a three-year term; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

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118 Vice-Chairman Hagan suggested that Mr. Maciaszczyk look into available classes on ZBA, which can prove helpful.

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Mrs. Maloney asked the Board if they would be able to re-appoint Kevin Scott to the ZBA without him appearing. The Board will discuss this, but Chairman Landau would prefer not to set a precedent.

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124 Mrs. Maloney and Mr. Maciaszczyk departed the meeting at 7:19pm.

126 *3.2 Encumbrances – Mike Oleson, Road Agent*

128 Road Agent Oleson appeared before the Board and Finance Director Smith to request an encumbrance
130 of the remainder of his budget.

132 He has a contract with Brox for \$28,788 to place a wear course on Morgan Lane. This road is not
134 included in the CIP. As of today, he has \$36,600 remaining in his budget. Finance Director Smith noted
136 that this is the only request that she has received for an encumbrance from the operating budget. She
138 suggested that although the bottom line is not known, the Board still should vote to encumber the
140 funds; that way, if any are available at year-end, the opportunity will not have been missed.

142 Road Agent Oleson stressed that all he was requesting was what was available in his own budget; if
144 there was less than the \$28,788, he would take whatever was left. Selectman Cannon opined that if
146 there were funds available in the bottom line, they should be put towards this particular work, whether
148 or not the funds were available in the Highway Budget.

142 Funds from these Warrant Articles should also be encumbered for the Highway Department:

- 144 • Town Meeting 2014, Warrant Article #6: \$226,664 in the CIP for Great Oak Drive and Old
Sandown Road.
- 146 • Town Meeting 2014, Warrant Article #10: \$16,205 for Debris Removal. These funds will not
lapse until 2019.
- 148 • Town Meeting 2014, Warrant Article #11: \$9,436 for the Salt Shed. These funds will not lapse
until 2019.

150 Vice-Chairman Hagan inquired about receipt of federal funds due to the winter emergencies. Finance
152 Director Smith noted that she had spoken with FEMA this week. If she has the figures before the year
154 closes they can be credited against expenses; if not, they will have to go into the fund balance. These
funds cannot be encumbered.

156 Road Agent Oleson departed the meeting table at 7:35pm.

158 *3.3 Encumbrances – Joanne Smith, Finance Director*

160 Funds from these Warrant Articles should be encumbered for other departments:

- 162 • Town Meeting 2012, Warrant Article #20: \$1,109 for the CIP Methodology Study. These funds
will not lapse until 2017.
- 164 • Town Meeting 2014, Warrant Article #13: \$10,000 for Police Communications Upgrade. These
funds are from the Detail Revolving account.
- 166 • Town Meeting 2014, Warrant Article #16: \$11,735 for Spring Hill Farmhouse repair.
- 168 • Town Meeting 2014, Warrant Article #19: Master Plan Update. These funds will not lapse until
2019.

170 Selectman Castricone moved to encumber the remaining funds from 2014 Town Meeting Warrant
172 Articles #6, 10, 11, 13, 16, and 19, and 2012 Town Meeting Warrant Article #20; Selectman Trask
seconded the motion. The vote was unanimous in the affirmative; so moved.

174 There was some discussion about other items that could be purchased using encumbered funds.

- 176 • The Library painting is in process, and the contract is for \$8,000.

- 178 • The Town is in need of a dozen fireproof file cabinets, however, they cannot be found right now
for a reasonable price – the Town’s usual provider has two or three for \$699 each and two for
\$750. Chairman Landau is unwilling to spend that much and will continue to look.
- 180 • A quote was solicited and received from Paul Faxon at Edwards Mill Cabinetry for a display
cabinet for historical items; the cost would be \$2,950.
- 182 • The Chester Kitchen is in need of a 2-bay refrigerator; its current one, a 3-bay, is not only too
large but also in disrepair. A used 2-bay might cost ~\$3,000. The company that sells the 2-bay
184 might be interested in purchasing the Town’s 3-bay. Selectman Cannon opined that this was a
reasonable purchase.
- 186 • The Transfer Station is in need of walkie-talkies for communication purposes, as the property is
extensive. Chairman Landau spoke to Lieutenant Berube about prices, but Selectman Cannon
188 pointed out that police-quality was most likely overkill and that regular commercial walkie-talkies
could be purchased for a couple hundred dollars in next year’s budget.
- 190 • The Emergency Management trailer is in need of repair; this could cost \$600.

192 Finance Director Smith stated that the Auditors will either require contracts, or invoices for funds that
were already spent before June 30th but not paid yet. She also noted that if the Town spends all of the
194 raised and appropriated funds, there will be nothing to put into the fund balance. Chairman Landau
opined that while he is in favor of the CIP, he is not in favor of always funding it from taxation.

196 Selectman Castricone suggested that the Library painting be the top priority, with the Brox contract
198 second and the refrigerator third. Finance Director Smith opined that there might be \$30k left over at
the end of the Fiscal Year, and that payroll and NH Retirement come first. Selectman Cannon reminded
200 Department Heads that the \$500 spending limit must still be followed.

202 Selectman Cannon moved to encumber \$8k for the Library Painting, \$28,788 for the Highway
Department road project, and \$3k for a commercial refrigerator for the Chester Kitchen, in that order,
204 with the proviso that these funds are available at the end of the Fiscal Year; Selectman Castricone
seconded the motion.

206 Vice-Chairman asked again about the FEMA funds; might they be available before June 30th? Finance
208 Director Smith is able to hold the year open for two weeks into July, but then it must be closed. The
Auditors will be here next week for the pre-audit. Vice-Chairman Hagan would like to use the FEMA
210 funds to make the Highway Department whole; Road Agent Oleson stated that he was okay with being
the second priority.

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

214 Road Agent Oleson departed the meeting at 8:06pm.

216 *3.4 Rhonda Lamphere, Treasurer – Municipal Bank*

218 Treasurer Lamphere, and Mr. Pike and Ms. Merchant from TD Bank appeared before the Board to discuss
220 the Town changing banks.

222 Mr. Pike is a Vice-President at TD Bank. He formerly worked for the Town’s current bank for 14 years,
eight in its Municipal Department, and Treasurer Lamphere worked with him for four years. He moved
224 to TD Bank ~14 months ago. Ms. Merchant is the Manager of the TD Bank ‘store’ in Hampstead.

226 Mr. Pike reported that TD Bank still has a Municipal Department, whereas many banks do not. They
have \$600M in New Hampshire municipal deposits, \$13B in total deposits, and are active in 13 states
228 from Maine to Florida. They are the 2nd largest bank in the State and the 5th largest in the country.
They are well versed in RSAs and active in trade associations.

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Mr. Pike outlined the various services that TD Bank proposed to offer to the Town, such as a complimentary check scanner and scans, fraud protection both for checks and ACH, account linking, purchasing cards, and a “Bank at Work” program for employees, with financial incentives to open accounts, discounts on loans, extended hours, and electronic deposits. They offer interest rates based on the amount on deposit in the bank, which takes advantage of the seasonality of Municipal banking, and basis points designed to offset fees.

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Ms. Merchant stated that TD Bank is currently working with the School on education projects – “Banking for Children” – as well as rewarding children in Summer Reading programs with \$10 for their savings accounts.

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Although he estimated the transition period to take four to six weeks, Treasurer Lamphere opined that it would be closer to 60 days, and would like it completed by September. Finance Director Smith stated that this would not interfere with the audit and she didn’t anticipate any issues.

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Selectman Trask asked if Treasurer Lamphere had contacted other banks to see what they could offer the Town, citing a list on the LGC website. She stated that she had, and gave as an example Enterprise Bank; they had given her a run-around, and when her call was finally returned, the caller was not part of an actual Municipal Department.

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Treasurer Lamphere stated that per RSA, she has the right to make the decision to change banks, but she would not do it without speaking with the Board first. She suggested that representatives from TD Bank attend the next scheduled “Friday Pizza Luncheon” with the Employees.

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Treasurer Lamphere, Mr. Pike, Ms. Merchant, and Finance Director Smith departed the meeting at 8:54pm.

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258 **IV. Selectmen’s Business**

260 *4.1 Roundtable*

262 *Selectman Cannon:*

- Nothing to report.

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Selectman Castricone:

- Tony Amato will be back to work Monday, June 29th, 2015. Selectman Cannon asked that he come before the entire Board when one is convened.

- There were three invoices for the Police Department that are over the \$500 limit: ammunition, tires, and duty gear. Selectman Castricone moved to allow the three Police Department invoices over the \$500 limit to be paid; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

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Selectman Trask:

- Nothing to report.

276 *Vice-Chairman Hagan*

- Nothing to report.

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Chairman Landau:

- He addressed the re-appointment of Kevin Scott to the ZBA. The Selectmen are not in favor of making an exception to their requirement that appointees appear before the Board.

- He received a bid for Transfer Station mowing for the new Fiscal Year, and asked two other

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284 contractors to bid; they were not interested. This job has yet to be advertised, and does not
begin until the Spring; there is no need to deal with it now.

286 4.2 *Public Comment*

288 As no other Members of the Public wished to be heard, Public Comment was closed at 9:09pm.

290 4.3 *Personnel, Proposed Non-Public – Police Chief Bill Burke*

292 Police Chief Burke and Lieutenant Berube appeared before the Board with Ryan Goulet, a candidate for
the full-time Police Officer position. This position became open when one of the previously hired full-
294 time Officer candidates was injured at the Academy.

296 Mr. Goulet was in the hiring process that began in April 2014. He has an Associate degree in Criminal
Justice, and is a few credits away from his Bachelor degree. He has been a full-time Corrections Officer
298 at Rockingham County Jail for the past seven months. He has also worked in Special Education and with
adults with disabilities. His family is supportive of this move.

300 Mr. Goulet stated that he chose Chester for its Community-oriented policing focus, and its leadership in
302 the persons of Chief Burke and Lieutenant Berube.

304 Selectman Cannon moved to go into non-public session under RSA 91-A:3 II (a), Public Employees, (b),
Hiring, and (e), Pending Litigation; Selectman Castricone seconded the motion. The vote was
306 unanimous in the affirmative; so moved.

308 The meeting room was closed at 9:20pm; Chief Burke and Lieutenant Berube remained in the room.

310 Mr. Goulet entered the meeting room at 9:43pm.

312 Lieutenant Berube and Mr. Goulet departed the meeting room at 9:49pm.

314 Chief Burke departed the meeting room at 10:35pm.

316 The meeting room was re-opened at 10:41pm.

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

320 Selectman Castricone moved that the minutes to the first non-public session, on Public Employees, be
322 sealed for an indefinite period; Selectman Trask seconded the motion. The vote was unanimous in the
affirmative; so moved.

324 Selectman Castricone moved that the minutes to the second non-public session, on Hiring, be sealed for
326 one year; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

328 Selectman Castricone moved that the minutes to the third non-public session, on Public Employees, be
sealed for an indefinite period; Selectman Trask seconded the motion. The vote was unanimous in the
330 affirmative; so moved.

332 Selectman Castricone moved that the minutes to the fourth non-public session, on Pending Litigation, be
sealed for an indefinite period; Selectman Trask seconded the motion. The vote was unanimous in the
334 affirmative; so moved.

336 Selectman Castricone moved to make a conditional offer of employment as a full-time Police Officer for
338 the Town of Chester to Ryan Goulet; Selectman Trask seconded the motion The vote was unanimous in
the affirmative; so moved.

340 **V. Adjournment**

342 The next meeting of the Board of Selectmen is scheduled for Thursday, July 9th, 2015 at 7pm in the
Meeting Room.

344 Selectman Castricone moved to adjourn the meeting; Selectman Trask seconded the motion. The vote
346 was unanimous in the affirmative; so moved.

348 The meeting was adjourned at 10:41pm.

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352 Respectfully Submitted,

354 Debra H. Doda