

**Town of Chester
Board of Selectmen Meeting
Thursday, May 12th, 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
- Approval of Minutes
- Flexible Spending Accounts
- Personnel Policy – Definitions
- Greg Bolduc – New Hires
- Energy/LED Lighting
- Records Committee and Records Retention
- 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
- Stephen Landau
- Dick Trask

Selectmen absent:

- Joseph Hagan

Members of the Public present, at various times:

- Greg Bolduc, Interim Fire Chief
- Ben Clark, Fire Captain
- Chris Clark
- Bryant Fitzgerald
- Phil Gladu, Fire Captain
- Ken LeClair
- Scott Newnan
- Matt Rittenhouse, Tri-Town Times
- Leroy Scott
- Ted Scott
- And others 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 Four non-public sessions were added: two on employment, one on reputation, and one on pending litigation.

62

64 1.5 *Public Comment*

66 Leroy Scott stood and was recognized. He is concerned that the Town Sign at Stevens Hall made no reference to this past Tuesday, May 10th, 2016 being Election Day. Only ~350 people voted out of a total of ~3,500 registered voters. He would like this not to reoccur.

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As no other Members of the Public wished to be heard, Public Comment was closed at 7:05pm.

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II. Old Business

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74 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.

78 2.2 *Flexible Spending Accounts*

80 There was some discussion on the new employee health insurance plan. The Flexible Spending Account will be considered a full-time employee benefit and offered to any employee eligible for group medical. Employees taking advantage of this FSA will have a 2.5 month “grace period” to finish using funds from the previous year; after that period, they are lost. Dependent Care will also be offered. All of these benefits are managed by HealthTrust.

86 **Selectman Trask moved to offer the Flexible Spending Account to eligible employees that qualify for group medical with the 2.5 month grace period option, and to offer dependent care; Selectman Castricone seconded the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

90

Continuing to discuss insurance in general, Town Counsel Gorrow has reviewed and approved the Primex contract; all of the necessary documents are in the BOS Office.

94 **Chairman Landau moved that he be allowed to sign the Primex contract; Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

96

98 **Chairman Landau moved that the Board sign the Health Trust Benefits Transmittal; Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

100

102 2.3 *Personnel Policy – Definitions*

104 Employees must be noticed of all Policy Changes.

106 **III. New Business**

108 3.1 *Greg Bolduc – New Hires*

110 Interim Chief Bolduc, Captain Clark, and Captain Gladu appeared before the Board to introduce the five
112 new members of the Fire Department: Chris Clark, Bryant Fitzgerald, Ken LeClair, Scott Newnan, and Ted
Scott.

114 Messrs. LeClair, Newnan, and Scott are all returning to the Department with a total of over 50 years’
116 experience between them; Messrs. Clark and Fitzgerald are new, with Mr. Fitzgerald currently enrolled in
Fire 1. There are three applicants still being processed. Those three will graduate High School in June
118 and will join the Department already certified as EMTs via the HOSA program at Pinkerton Academy; two
of them have been Explorers for the past two years.

120 The Chester Fire Association regulations currently specify a maximum membership of 40, and once all
122 eight applicants have joined, the total will be 41, with four more applications on Interim Chief Bolduc’s
desk. He is looking into the process to amend the regulations.

124 **Selectman Castricone moved to accept Chris Clark, Bryant Fitzgerald, Ken LeClair, Scott
126 Newnan, and Ted Scott into the Chester Fire Department; Selectman Trask seconded the
motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

128 The full-time Firefighter position has been posted internally and will remain so until Friday, May 20th, 2016.
130 After that date, it will be posted externally. One letter of interest has been received thus far. The Captains
will review any letters of interest, and the Hiring Board will interview selected candidates. Interim Chief
132 Bolduc will not take part in this process. The anticipated Start Date will be Tuesday, July 5th, 2016.

134 There was a brief discussion about water being higher on one side of the bridge than the other due to
136 beaver activity. Chairman Landau believes that the Fire Department has handled this problem in the past;
Selectman Castricone thought that it was the Road Agent. The Fire Department will speak with Road
138 Agent Oleson, but will plan to mitigate the beaver dam, with assistance of a local expert. The Wason
Pond Commission will cover the costs.

140 Selectman Castricone noted that during the elections on Tuesday at the MPR, he was approached
142 repeatedly about leadership in the Fire Department. Therefore, Selectman Castricone moved to appoint
Greg Bolduc as Fire Chief; Selectman Cannon seconded the motion for discussion purposes, asking if it
144 was actually the job of the Fire Association to nominate its Chief. Interim Chief Bolduc stated that to the
best of his knowledge, it was not. Chairman Landau made a friendly amendment setting a term limit of
146 five years, which, according to Interim Chief Bolduc, is not uncommon. Selectman Castricone agreed to
the Amendment, and it received unanimous consent. The amended motion now reads:

148 **Selectman Castricone moved to appoint Greg Bolduc as the part-time Fire Chief for a term of
150 five (5) years; Selectman Cannon seconded the motion. The vote was four in favor with Vice-
Chairman Hagan absent; so moved.**

152 The new Fire Chief will be sworn in and pinned at Town Meeting.

154 Fire Chief Bolduc, Captain Clark, and Captain Gladu departed the meeting at 7:21pm.

156 3.2 *Energy/LED Lighting*

158 Selectman Trask wished to discuss the Energy Consortium contracts, the potential installation of LED
fixtures/lights, and the savings associated with each.

160 Currently the Town is paying \$0.1012 per KWH; the Energy Consortium has negotiated the following rates:

162 Year 1 \$0.068

Year 2 \$0.074

164 Year 3 \$0.078

166 **Selectman Trask moved that the Town move forward with the Energy Consortium for a three-**
167 **year term; Chairman Landau seconded the motion. The vote was four in favor with Vice-**
168 **Chairman Hagan absent; so moved.**

170 Selectman Trask is also looking into changing to LED fixtures. According to information gathered from
171 other communities, with grants, one can expect a two-year ROI (return on investment).

172 Selectman Castricone stated that a survey had been done once before but that the Board had declined to
173 move forward. The company that performed that survey, IMMI from Newington, could be invited to bid,
174 as well as one recommended by the MPR floor architect, and the company recommended by SNHPC.
175 Chairman Landau noted his experience with a building in Derry that only replaced its bulbs with LEDs;
176 they realized a 20% savings. Selectman Cannon opined that a two-year ROI was optimistic, but he is
177 willing to listen.

180 *3.3 Records Committee and Records Retention*

182 Per RSA-33:A, each Town should have a Records Committees comprised of the Treasurer, the Town
183 Clerk/Tax Collector, the Assessor, and a member of the BOS and/or their designee. The Town formed its
184 own Records Committee in 2013 with these members; Chairman Landau suggested that both BOS
185 Administrative Assistant Tymoniewicz and Finance Director Smith to be on the Committee as well. Records
186 are currently stored in Room 20 in boxes marked with their contents and the destruction date, if any.
187 Boxes will be opened and checked before destroying.

188 **Selectman Trask moved to allow the Records Committee to go through and destroy records**
189 **they deem appropriate according to Statutes; Selectman Castricone seconded the motion.**
190 **The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

192 **IV. Selectmen’s Business**

194 *4.1 Roundtable*

196 *Selectman Cannon:*

- 198 • A resident has made a complaint against the Board, wanting written copies of their Oaths of Office.
199 Selectman Cannon would encourage this resident to attend Town Meeting and broach his
200 complaint there.

202 *Selectman Castricone:*

- 203 • Work began on the roof of the Municipal Complex today; it should be finished by Friday, May 20th,
204 2016.

206 *Selectman Trask:*

- 207 • Nothing to report.

208 *Chairman Landau:*

- 210 • John Dalrymple has provided a lawn-care plan. Field of Dreams has contracted with Tru-Green
211 through sometime in 2017, but they should be consulted to find out exactly what services they
212 are providing versus what they are not. Mr. Dalrymple could then ‘fill in the blanks’. It is unknown

if the Town has the right to terminate the Tru-Green contract.

- 214 • Historically, the Boy Scouts erect a tent at the school’s softball field for graduation, and then take
216 it down a week later to move to Wason Pond for the Yard Sale. This is a labor intensive process,
218 and having the Yard Sale at Wason Pond causes parking problems. The Boy Scouts suggested
220 leaving the tent up at the Softball field, and holding the yard sale there. The School Board
countered with using the Nichols/French Field soccer field just down from the dirt parking lot for
both events instead; as this is Town property, the Selectmen need to approve the request. The
Recreation Department has agreed to this use of the field. This would be a one-year trial.

222 **Selectman Cannon moved to allow the School Board to use Town Property for the**
224 **Chester Academy graduation; Selectman Castricone seconded the motion. The vote**
226 **was three in favor with Chairman Landau abstaining and Vice-Chairman Hagan**
absent; so moved.

- 228 • The Town of New London is in need of voting booths. Town Clerk Newnan reports that there are
three sets of five in storage that are not needed.

230 **Selectman Trask moved to sell the three sets of five voting booths to the Town of New**
232 **London for \$1, with New London to pick them up; Selectman Castricone seconded the**
motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.

- 234 • Finance Director Smith reported that she had made an error in calculating the tax impact of
236 Warrant Article #11, Competitive Employee Compensation; she had used the \$56,449 figure
238 (which would be removed from the budget) rather than the \$150,000 being requested
(\$0.30/\$1000) or the \$93,551 that would be the end result (\$0.19/thousand). This will be
mentioned at Town Meeting.

240 *4.2 Public Comment*

242 As there were no Members of the Public who wished to be heard, Public Comment was closed at 8:01pm.

244 *4.3 Non-Public Sessions*

246 **Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a)**
248 **Public Employees, (c) Reputation, and (e) Pending Litigation; Selectman Castricone seconded**
the motion. The vote was four in favor with Vice-Chairman Hagan absent; so moved.

250 The meeting room was closed at 8:02pm.

252 The meeting room was re-opened at 8:33pm.

254 **Chairman Landau moved that the Board come out of non-public session; Selectman**
256 **Castricone seconded the motion. The vote was four in favor with Vice-Chairman Hagan**
absent; so moved.

258 **Chairman Landau moved that the minutes to non-public session #1 on Pending Litigation be**
260 **sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was**
four in favor with Vice-Chairman Hagan absent; so moved.

262 **Chairman Landau moved that the minutes to non-public session #2 on Reputation be sealed**
264 **for an indefinite period; Selectman Castricone seconded the motion. The vote was four in**
favor with Vice-Chairman Hagan absent; so moved.

266 **Chairman Landau moved that the minutes to non-public session #3 on Public Employees be**
268 **sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was**
four in favor with Vice-Chairman Hagan absent; so moved.

270 **Chairman Landau moved that the minutes to non-public session #4 on Public Employees be**
272 **sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was**
four in favor with Vice-Chairman Hagan absent; so moved.

274 **V. Adjournment**

276 The next meeting of the Board of Selectmen is scheduled for Thursday, May 19th, 2016 at 7pm in the
Meeting Room.

278 **Chairman Landau moved to adjourn the meeting; Selectman Cannon seconded the motion.**
280 **The vote was four in favor with Vice-Chairman Hagan absent; so moved.**

282 The meeting was adjourned at 8:35pm.

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Respectfully Submitted,
286 Debra H. Doda
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