

**Town of Chester  
Board of Selectmen Meeting  
Thursday, November 19<sup>th</sup>, 2015  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment (10 minutes)
- Approval of Minutes
- Michael Oleson, Road Agent
- Discussion of Town Clerk Position
- Michael Oleson, Road Agent, & Nicholas Eaton, Resident
- Opening of Bids for Chipper, Loader, and Truck
- 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 7:04pm.

*1.2 Roll Call*

Selectmen present:

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

Members of the Public present, at various times:

- Christina Eaton
- Nicholas Eaton
- Andy Higham, Highway Department
- Erin Newnan
- 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 Additions and Deletions*

There were two non-public sessions added: one on employment, and one on reputation.

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1.5 *Public Comment*

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Leroy Scott stood and was recognized. He asked if the Board was working on replacing Town Clerk Gagnon; they are. Mr. Scott also asked if they were working on the Covered Bridge Situation; the Engineer looked at it yesterday. Mr. Scott opined that they are dragging out a simple repair.

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As no other 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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This subject was not addressed tonight.

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**III. New Business**

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3.1 *Michael Oleson, Road Agent - Snow Plow Contracts*

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Road Agent Oleson has presented the Board with the completed contracts of this season’s snow plowers for their signatures. He is working on procuring four (4) more and hopes to have those contracts to the Board in the next week or two. Vice-Chairman Hagan noted that many Towns are having issues recruiting snow plowers.

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He has not yet hired the part-time employee discussed at a previous meeting, but has confirmed that the Insurance Carrier has no problem with a part-time employee operating equipment.

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Road Agent Oleson returned to the Public at 7:11pm.

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3.2 *Town Clerk Position*

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Town Clerk Gagnon’s last day will be December 4<sup>th</sup>, 2015. The books will be closed as of close of business on November 30<sup>th</sup>, 2015, so that an audit can be performed. The position will then be considered ‘in transition’.

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During the time until a new Town Clerk is in place, residents will need to visit Manchester or Derry for some services, including Vital Records, for which Mrs. Cannon has not been to class. She is able to perform vehicle registrations and take tax payments. The Supervisors of the Checklist are trained election moderators, and can perform that service.

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Chairman Landau will seek out a schedule of the State’s classes.

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Chairman Landau spoke with Alan Gould of MRI about providing a Town Clerk in the interim. Mr. Gould has sent a contract for the Town to utilize one of their employees, formerly a Town Clerk and currently Finance Director in Allentown, who could work all day on Fridays only for \$53/hour. She could provide the services that Mrs. Cannon is unable to, as well as provide on the job training.

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Selectman Cannon moved to execute the Town Clerk contract with MRI; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

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3.3 *Michael Oleson, Road Agent, & Nicholas Eaton, Resident*

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Road Agent Oleson appeared before the Board with Mr. & Mrs. Eaton, who have drainage issues at their

home.

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The way the Eatons’ driveway was constructed allows rain to saturate the ground and freeze, which causes cracks in the foundation. Road Agent Oleson spoke with their contractor, who would like to install a French drain and tie it into the Town’s catch basin. However, homeowners cannot tie directly into underground systems.

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Road Agent Oleson then spoke with Jeff Adler of Dubois & King; they have determined that the Eatons should construct the French drain and catch basin on their own property (not in the Town’s Right of Way) and tie into the Town’s catch basin with a pipe. This connection could be done with 10’ of Schedule 40 pipe with a cut off valve. This work, and any engineering fees, would be at the Eatons’ expense. He is willing to work with the Eatons and their contractor on this issue.

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Selectman Trask moved to allow Road Agent Oleson to handle the Eaton drainage issue as he sees fit; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

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Road Agent Oleson and the Eatons departed the meeting at 7:29pm.

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*3.4 Bid Opening - Chipper, Loader, and Truck*

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Bids for the Town-owned Chipper, Loader, and Truck were opened. They are being sold as-is, where-is, and must be removed from Town property by December 1<sup>st</sup>.

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**1996 Bandit 9” Chipper**

#1 \$252.22

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#2 \$555.55

#3 \$350.00

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#4 \$1,632.12

#5 \$751.00

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**2005 GMC/4500 Dump Truck Without Plow**

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#1 \$2,501.00

#2 \$4,555.55

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#3 N/A

#4 \$3,212.12

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#5 N/A

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**International Front End Loader - Model 50C**

#1 \$1,025.50

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#2 \$2,001.00

#3 \$455.55

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#4 \$332.12

#5 \$1,151.00

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Selectman Cannon moved to sell the Chipper to Bidder #4 at \$1,632.12; the Truck to Bidder #2 at \$4,555.55, and the Loader to Bidder #2 at \$2,001.00, with all transactions to be completed via cash or cashiers’ check delivered to the Board of Selectmen’s office; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

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**IV. Selectmen’s Business**

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*4.1 Roundtable*

160 *Selectman Cannon:*

- Nothing to report.

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*Selectman Castricone:*

- 164 • Employees knowing whom to notify when taking vacation time has been an issue. A form was  
166 created at some point; Vice-Chairman Hagan believes that it’s a State of New Hampshire form  
that was edited, and it has been described as ‘overkill’. Selectman Cannon suggested that the  
Finance Office be asked to create a simple form. All agreed with this suggestion.
- 168 • It will cost \$504 to repair the Wason Pond Bridge.

170 *Selectman Trask:*

- The Budget Committee has agreed to joint budget meetings for the larger Departments - Police,  
172 Fire, Highway, and Building Maintenance.
- There is no update on the Building Inspector talks with Raymond.

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*Vice-Chairman Hagan:*

- Nothing to report.

178 *Chairman Landau:*

- Nobis Engineering has sent a new contract to continue their landfill monitoring program, which  
180 has been ongoing for multiple years. The contract wording is identical to previous years other  
than the dates, and is for \$4,700 plus \$1,915 in fees for a total of \$6,615. Selectman Castricone  
182 moved to sign the Nobis Engineering contract for landfill monitoring; Selectman Trask seconded  
the motion. The vote was unanimous in the affirmative; so moved.
- Chairman Landau would like to see all Employees receive a hard copy of the Personnel Policy  
184 Manual in a loose-leaf binder. Selectman Castricone suggested that having the Policy online is  
186 sufficient, but in the end the Board gave its approval to the loose-leaf binder plan.

#### 188 4.2 *Public Comment*

190 Leroy Scott stood and was recognized. He asked if there would be a meeting next week (Thursday,  
November 26<sup>th</sup>); there will not, as it is Thanksgiving.

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As no other Members of the Public wished to be heard, Public Comment was closed at 7:58pm.

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#### 196 4.3 *Non-Public Sessions*

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198 Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b)  
Employment, (c) Reputation, and (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 7:58pm. Mrs. Newnan remained in the meeting room.

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Mrs. Newnan departed the meeting room at 8:41pm.

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The meeting room was re-opened at 9:42pm.

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208 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.

210 Selectman Castricone moved that the minutes to the first non-public session, on Employment, be sealed  
for an indefinite period; Chairman Landau seconded the motion. The vote was unanimous in the  
212 affirmative; so moved.

214 Selectman Castricone moved that the minutes to the second non-public session, on Employment, be  
sealed for a period of one (1) year; Selectman Cannon seconded the motion. The vote was unanimous  
216 in the affirmative; so moved.

218 Selectman Castricone moved that the minutes to the third non-public session, on Reputation, be sealed  
for an indefinite period; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the  
220 affirmative; so moved.

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

226 **V. Adjournment**

228 The next meeting of the Board of Selectmen is scheduled for Thursday, December 3<sup>rd</sup>, 2015 at 7pm in  
the Meeting Room.

230 Selectman Castricone moved to adjourn the meeting; Vice-Chairman Hagan seconded the motion. The  
232 vote was unanimous in the affirmative; so moved.

234 The meeting was adjourned at 9:42pm.

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238 Respectfully Submitted,

240 Debra H. Doda