

**Town of Chester
Board of Selectmen Meeting
Thursday, November 5th, 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
- Police Chief Aaron Berube
- Transfer Station Snow Plow Bids
- Resolution
- Thom Roy, Building Inspector/Code Enforcement Officer
- Fire Chief Rich Antoine - New Hire Jason Coulter
- Budgeting Process
- 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 7:06pm.

1.2 Roll Call

- Selectmen present:
- Joe Castricone
- Joseph Hagan
- Stephen Landau
- Dick Trask

- Selectmen absent:
- Jack Cannon

- Members of the Public present, at various times:
- Rich Antoine, Fire Chief
- Aaron Berube, Police Chief
- Greg Bolduc, Fire Captain
- Jason Coulter
- Matt Rittenhouse, Tri-Town Times
- Thom Roy, Building Inspector
- Leroy Scott
- Ted Scott
- And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

54 Chairman Landau led the attendees in the Pledge of Allegiance.

56 *1.4 Additions and Deletions*

58 There were three non-public sessions added, on Public Employees, Reputation, and Pending Litigation.
60 Selectman Castricone would like discuss the budgeting process during New Business.

62 *1.5 Public Comment*

64 As no Members of the Public wished to be heard, Public Comment was closed at 7:08pm.

66 **II. Old Business**

68 *2.1 Approval of Minutes*

70 *October 22nd, 2015:* The motion beginning on line 94 was edited at the request of Selectman
72 Castricone; in the paragraph beginning on line 182, Selectman Castricone moved to accept the minutes
74 of October 1st as drafted, with Selectman Cannon seconding the motion. Selectman Castricone moved
76 to accept the minutes of October 22nd, 2015 as amended; Vice-Chairman Hagan seconded the motion.
78 The vote was four in favor with Selectman Cannon absent; so moved.

80 *October 29th, 2015:* Lines 116 and 117 were edited at the request of Selectman Trask; on line 154, the
82 name is Shay, not Shea. Selectman Castricone moved to accept the minutes of October 29th, 2015 as
84 amended; Vice-Chairman Hagan seconded the motion. The vote was four in favor with Selectman
86 Cannon absent; so moved.

88 **III. New Business**

90 *3.1 Police Chief Aaron Berube*

92 Police Chief Berube appeared before the Board to discuss items related to former Police Chief Burke’s
94 retirement.

96 A donation box had been set up during Chief Burke’s party, with the object being first to offset the cost
98 of the celebration and second to purchase a retirement gift. The box contained \$1,900 and 14 sealed
100 cards. The cards will be given directly to Chief Burke. Police Chief Berube would like to give Chief Burke
102 his sidearm, which is a traditional gift for a retiring Chief. This will cost the Department \$420 to replace.
104 This would be a legal transfer and the Town would have no liability. Police Chief Berube has spoken with
106 Finance Director Smith on how to handle financially. Chairman Landau suggested providing Chief Burke
with a couple of boxes of ammunition as well.

Selectman Castricone moved to allow Police Chief Berube to give former Police Chief Burke his handgun
as a gift, and to apply the remaining funds to the party; Selectman Trask seconded the motion. The
vote was three in favor with Chairman Landau abstaining due to absence from the party in question and
Selectman Cannon absent; so moved.

Police Chief Berube departed the meeting at 7:12pm.

3.2 Transfer Station Snow Plow Bids

Three bids were received for the Transfer Station Snow Plowing.

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Bid	Price	Details
#1	\$6,200	<ul style="list-style-type: none"> • Plow, sand, and salt as needed or as requested by Transfer Station operator • Loader work at \$90/hour • Insurance on file
#2	\$7,500	<ul style="list-style-type: none"> • Plow, sand, and salt • Loader work at \$125/hour
#3	\$6,000	<ul style="list-style-type: none"> • Plow and sand • 5 equal payments

108 Neither Bid #2 or #3 mentioned the insurance requirements; Bid #3 did not mention loader work.

110 Bid #1 was adjudged to be the most complete, with a comparable bid, complete insurance information,
 112 and with the least cost for loader work. Selectman Trask asked about loader use; Chairman Landau that
 it was sometimes necessary.

114 Selectman Castricone moved to award the Transfer Station Snow Plow contract for the 2015-2016
 116 season to Bidder #1 at the cost of \$6,200. Selectman Trask seconded the motion. The vote was four in
 favor with Selectman Cannon absent; so moved.

118 Bidder #1 was revealed to be Ted Scott.

120 *3.3 Resolution*

122 Chairman Landau read aloud a resolution, as follows:

124 *The Board of Selectmen of Chester, NH, having a desire to maintain an orderly transition*
 126 *of our Town Clerk/Tax Collector's office with the announced retirement of our Town*
 128 *Clerk/Tax Collector Barbara Gagnon after 40 years of service, have been diligently*
 130 *conducting a search for a suitable person to temporarily manage the position until the*
 132 *next election. After much discussion within said Board and with numerous individuals*
 134 *both within Town and outside that would have knowledge of the workings of said*
 136 *position, we have arrived at a person who would be suitable until the next election. This*
individual has demonstrated a great knowledge of the job and an ability to aid us in this
transition. We therefore are requesting that Barbara Gagnon hold the position as Interim
Town Clerk/Tax Collector until this position shall be filled at the next appropriate election.
This Board will provide any and all assistance in locating additional help for both the
Interim Town Clerk/Tax Collector and the present Assistant Town Clerk/Tax Collector.
Agreed upon this 5th day of November, 2015.

138 Chairman Landau moved that this resolution be passed; Selectman Castricone seconded the motion.
 The vote was four in favor with Selectman Cannon absent; so moved.

140 *3.4 Thom Roy, Building Inspector/Code Enforcement Officer*

142 Building Inspector Roy appeared before the Board to discuss his upcoming retirement.

144 Selectman Trask has worked with the Town of Raymond, drafting an agreement to share a Building
 146 Inspector between the two towns. There is also talk of hiring a part-time clerical person to handle some
 of the administrative work. The board would like Building Inspector Roy to assist with the transition.

148 Building Inspector Roy stated that his planned retirement date is February 10th, 2016. He added that in
 150 his opinion the Building Inspector should be a full time position, not part time, but that he would support
 the Town in whatever they choose to do.

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Chairman Landau noted that if Building Inspector Roy could provide numbers that support his opinion that the position should be full-time, he was certainly willing to listen.

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Building Inspector Roy stated that he has built the Department over the past five years, and that a building boom, the solar-up program, generators, etc. mean that 20 hours are insufficient for all of the necessary functions. He opined that the public would not be well served with a part-time position, either in terms of service or safety.

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The suggested clerical position was also discussed. Building Inspector Roy stated that it would be beneficial to have someone in the office for the full day, as his work limited him to only three hours each day in the building. The clerical person could perform tasks as simple as taking applications and fees, or as complex as plan review and fee calculation.

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Selectman Trask stated that the Town might subcontract some jobs out by using independent electrical or plumbing inspectors, for example. Building Inspector Roy agreed that some larger towns do that, but added that hiring outside inspectors would cut into the planned cost savings. He noted that the Department’s revenue stream has doubled over the past five years, to ~\$70k this year, but that as the position was intended per RSA to be self-funding, not profitable, would fees need to be lowered if hours were?

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Building Inspector Roy departed the meeting at 7:43pm.

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3.5 Fire Chief Rich Antoine - New Hire Jason Coulter

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Fire Chief Antoine appeared before the Board with Jason Coulter, his preferred candidate for the open Firefighter position.

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Mr. Coulter, who resides in Londonderry, stated that he joined the Auburn Volunteer Fire Department four years ago; he is also an EMT-Advanced. He has worked closely with the Chester Fire Department during Mutual Aid situations. His goal is to advance his education - perhaps to a Lieutenant position, perhaps to Paramedic - once he is settled into the Department. He understands that should the Town pay for his education, he will be obligated to remain in its employ for a certain period of time. He also understands that much of the position is performing inspections and filling out paperwork and is prepared for that. He plans to retain his current automotive job on Saturdays.

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Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Cannon absent; so moved.

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192

The meeting room was closed at 7:56pm; Fire Chief Antoine, Fire Captain Bolduc, and Mr. Coulter remained in the room.

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The meeting room was re-opened at 8:16pm.

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

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Chairman Landau moved that the minutes to the first non-public session, on Employment, be sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Cannon absent; so moved.

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Selectman Trask moved that the Town hire Jason Coulter as a Firefighter for the Town of Chester; Vice-

206 Chairman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent; so moved.

208 Fire Chief Antoine and Mr. Coulter departed the meeting at 8:18pm.

210 *3.6 Budgeting Process*

212 Selectman Castricone expressed concern about the fact that the Board of Selectmen and the Budget
214 Committee come to Town Meeting with two different budgets and that they frequently argue. He
216 suggested that rather than the Department Heads having their initial meeting with the Selectmen, and
218 the entire budget then reviewed by the Budget Committee, that the Department Heads instead have
their initial meeting with the Budget Committee, along with their backup documentation, and the entire
budget would then be reviewed by the Selectmen. He suggested that this would save time and effort,
and allow for the creation of one budget rather than two.

220 Chairman Landau disagreed, stating that as the Board of Selectmen are the administrators of the
222 Budget, that they are elected to have a working knowledge of the budget. Vice-Chairman Hagan agreed
224 that the Selectmen needed to know the budget, but added that the Department Heads should be
prepared to defend their requests to the Budget Committee.

226 Selectman Castricone opined that having the Selectmen as middlemen hurts the process. If the
228 Department Heads cannot work with the funds that the Budget Committee approves for them, they
could then meet with the Selectmen to discuss their issues.

230 Selectman Trask noted that he has spoken with Selectmen from other Towns, and found that in many
232 towns the Selectmen and Budget Committee members meet jointly with Department Heads. Chairman
234 Landau expressed concern that such a joint meeting would devolve into arguing policy rather than
funding. Vice-Chairman Hagan opined that having one joint meeting with the biggest departments
(Highway, Fire, Police, and Maintenance) could be beneficial and avoid having a half-dozen joint
meetings.

236 Selectman Castricone stated that he is not trying to change the entire process immediately, just looking
238 for some way to streamline it.

240 Selectman Trask, as liaison, will broach this subject to the Budget Committee.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Castricone:

- 246 • There is a washout on the far side of the Wason Pond Bridge that needs to be backfilled, using a
248 tractor, backhoe, and rocks. It is compromising the path. The Maintenance Department is
250 capable of handling the job, or an outside contractor can be hired. Care must be taken not to
divert water onto the bridge, where it might freeze. Chairman Landau, as liaison, will contact
the Wason Pond Commission.
- 252 • A letter sent to the Board from the Recreation Department asks that, in order to avoid
254 miscommunication, all requests from the Board to Rec go through Administrative Assistant
Tymoniewicz (formerly Martin). Selectman Trask stated that in that case, all requests from the
Recreation Department should also go through Administrative Assistant Tymoniewicz.
- 256 • The Library Roof replacement is ongoing; the contractor will work on the Municipal Center roof
next. Sufficient shingles and drip edge are on hand to do the garage roof behind the library; this
would be an additional \$3k in labor costs.

- 258 • There is an Eagle Scout candidate who is interested in beautifying and installing drainage at the MPR entrance.
- 260 • The TV Studio work is coming along; equipment is being installed, and interviews with Police Chief Berube and Fire Chief Antoine are being filmed.
- 262 • Halloween, including the Friday night party, was a great success.

264 *Selectman Trask:*

- 266 • The County Workers spent the last few days of good weather, with Maintenance Man Amato, pressure washing and painting the exterior of the Wason Pond Community Center. This project should be complete on Friday, November 6th, 2015. Selectman Trask would like to continue using their services to paint the inside of the WPCC, clear leaves, etc. Other painting could be done in the Spring; Department Heads should provide a list of jobs.
- 270 • The American Legion is holding a breakfast for Veterans on Wednesday, November 11th, 2015, beginning at 8am.

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Vice-Chairman Hagan:

- 274 • Nothing to report.

276 *Chairman Landau:*

- 278 • The Veterans Day parade will begin at 11am on Wednesday, November 11th, 2015; line-up begins at 10:30am.
- 280 • Two bids each have been received for the Chipper and Truck, which are at the Transfer Station. Three bids have been received for the Loader, which is at the Highway Shed. Photos of these items can be seen on Channel 20. Bidding will close on Sunday, November 15th, 2015.
- 282 • The annual meeting of the New Hampshire Municipal Association will be held on Thursday, November 19th, 2015 at 3pm at the Radisson in Manchester. Each Town has one vote, and the NHMA has provided a document showing whose vote will be counted, should multiple persons from the same Town attend.
- 284 • The Trustees of the Trust Funds will meet on Tuesday, November 24th, 2015, at 8am in the meeting room. Any Selectman who wishes to attend is invited to do so.
- 288 • The Town has received a request, purportedly from the Windham Conservation Commission, to provide plans and information about the Wason Pond Dam. As the Town has been notified of a prospective lawsuit involving Wason Pond, and the plans requestor was unknown, this request has not been acted upon. It is also surmised that the plans themselves belong to Dubois & King, and the Town would not be allowed to copy and distribute them. The Windham Conservation Commission would need to contact Dubois & King.
- 294 • Finance Director Smith stated that an interim audit must be performed when Town Clerk Gagnon leaves her position; she will arrange this with Town Clerk Gagnon.
- 296 • Each of the Selectmen has received a letter from Congressman Frank Guinta, referencing passage of his legislation to repeal the ‘Cadillac’ excise tax included in the Affordable Care Act. A copy of this letter is attached at the end of these minutes.
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4.2 *Public Comment*

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304 Leroy Scott stood and was recognized. He expressed a hope that the Board would take heed of Building Inspector Roy’s words tonight, in case they hadn’t considered those points. He also suggested that they show support to the people they already have.

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As no other Members of the Public wished to be heard, Public Comment was closed at 9:10pm.

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4.3 *Non-Public Sessions*

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

314
316 The meeting room was closed at 9:12pm.

318 The meeting room was re-opened at 9:48pm.

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

322 Selectman Trask moved that the minutes to the second non-public session, on Public Employees, be
sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was four in favor
324 with Selectman Cannon absent; so moved.

326 Chairman Landau 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 four in favor with
328 Selectman Cannon absent; so moved.

330 Chairman Landau moved that the minutes to the fourth non-public session, on Pending Litigation, be
sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was four in favor
332 with Selectman Cannon absent; so moved.

334 **V. Adjournment**

336 The next meeting of the Board of Selectmen is scheduled for Thursday, November 12th, 2015 at 7pm in
the Meeting Room.

338
340 Chairman Landau moved to adjourn the meeting; Selectman Castricone seconded the motion. The vote
was four in favor with Selectman Cannon absent; so moved.

342 The meeting was adjourned at 9:50pm.

344

346 Respectfully Submitted,

348 Debra H. Doda

FRANK C. GUINTA
MEMBER OF CONGRESS
1ST DISTRICT, NEW HAMPSHIRE

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Congress of the United States
House of Representatives
Washington, DC 20515-2901

COMMITTEE
FINANCIAL SERVICES

SUBCOMMITTEE ON
FINANCIAL INSTITUTIONS AND
CONSUMER CREDIT

SUBCOMMITTEE ON
MONETARY POLICY AND TRADE

October 28, 2015

Joseph Castricone
Chester Selectman
84 Chester Street
Chester, NH 03036-4305

Dear Selectman Castricone,

After hearing from municipalities, labor groups, and businesses large and small, I introduced legislation to fully repeal the excise tax, commonly referred to as the “Cadillac Tax,” on health care benefits contained in the Affordable Care Act.

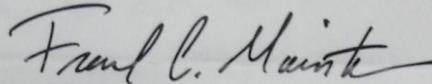
On October 23rd, 2015, the House of Representatives passed legislation that included my language repealing this onerous provision.

As both public and private employers cope with this 40 percent tax on the health benefits they offer employees, millions of Americans across the country are at risk of losing access to their health insurance and paying more in taxes.

The passage of this legislation is a great victory, and it was made possible by New Hampshire municipalities bringing it to my attention. I appreciate you taking the time to discuss the “Cadillac Tax” with me over the past few months, and I look forward to working with you on matters that impact your municipality in the future.

Please continue to stay in touch with me and my office with any questions, comments or concerns you may have.

Sincerely,



Frank Guinta
Member of Congress

Initials/az

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