

**Town of Chester
Board of Selectmen Meeting
Thursday, October 30th, 2014
Municipal Complex
Approved Minutes**

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I Preliminaries

- 7:00 PM Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment (10 minutes)
- Approval of Minutes
- Warrant Article Procedure
- Budget Discussions
- 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 7:29pm.

1.2 Roll Call

Selectmen present:

- Joseph Hagen
- Stephen Landau
- Richard LeBlanc

Selectmen absent:

- Jack Cannon
- Joe Castricone

Members of the Public present, at various times:

- Charlotte Lister
- Tri-Town Times Reporter
- 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 was one item added to the agenda: a brief non-public session on Pending Litigation.

1.5 Public Comment

Charlotte Lister stood and was recognized. She stated that the minutes from last week’s meeting were

54 not entirely accurate as to her comments, but declined to elaborate further.

56 Leroy Scott stood and was recognized. He stated that he had been at the Transfer Station recently and
58 had seen no activity on the Roof project; he believes that taxpayers are entitled to an update.
60 Selectman LeBlanc replied that Empire Sheet Metal had indicated that they would begin work either
yesterday or today; although this had not happened, they had pulled their permit this afternoon.
Selectman LeBlanc will contact them again tomorrow.

62 Mr. Scott also noted that the pond at Edwards Mill Dam had been drained for some time; wasn’t it true
64 that this pond was an important source of water for the Fire Department? If the work was not going to
commence soon, it should be refilled. Chairman Landau stated that he had spoken with a Commissioner
66 from DES who agreed that the holdup had gone on too long, and promised to investigate. Chairman
Landau agreed with Mr. Scott that the pond was important to the Fire Department, and stated that the
68 whole situation made no sense – the Town had received the wetlands permit to drain the pond, yet no
permit to do the actual work on the dam. He noted that several persons who had looked at the dam
70 thought that this project was not necessary, and that it was a waste of money. He expects to hear from
the DES Commissioner tomorrow.

72 As no other Members of the Public wished to be heard, Public Comment was closed at 7:35pm.

74 **II. Old Business**

76 *2.1 Approval of Minutes*

78 This subject was not addressed tonight.

80 *2.2 Warrant Article Procedure*

82 A list of Warrant Article Procedures was received and reviewed; some comments were that #2 and #3
84 could be done at the same time, and that a meeting with the Budget Committee and Finance Director
should be inserted after #8. It was noted that Finance Director Smith plans to attend all Budget
Committee meetings. The final 11-point document reads as follows:

Warrant Article Procedure

All Warrant Articles are to be properly distributed and reviewed as follows:

- 90 1. *Initial request for a Warrant Article is to go to the Selectmen’s Office with backup data if*
92 *applicable and with a narrative of the intent of the Article so that Town Counsel will*
assure the Article’s purpose is being met.
- 94 2. *Board of Selectmen will forward Articles to Town Counsel for legal and proper language*
review; and at the same time,
- 96 3. *Finance Director will be consulted for the costs associated with the Article and Tax*
Impact on Articles requiring same.
- 98 4. *Article with Legal Opinion/Advice is then emailed to the Selectmen and Finance Director*
for cursory review/comments.
- 100 5. *Finance Director to forward Articles to DRA for review and comments at any time.*
- 102 6. *Questions brought up by Town Counsel, Selectmen, and Finance Director are addressed*
at subsequent BOS Meeting or email correspondence.
- 104 7. *Requests for discussions of Article(s) accepted by Selectmen’s Office and placed on the*
BOS Agenda if needed.
- 106 8. *Articles forwarded to Budget Committee.*
9. *Meet with Budget Committee and Finance Director for open discussion.*

- 108 10. BOS Meeting held for final review of Articles to move forward to Town Meeting with Tally
Vote taken and recorded.
- 110 11. Selectmen decide the order of Articles for Town Meeting.

112 *Petitioned Warrant Articles should always be brought to the Selectmen’s Office. It will
then be forwarded to the Supervisors of the Checklist, Town Attorney for legal review,
voter verification, and then to the Town Clerk. If a finance expenditure petition, it will
114 be forwarded to the Finance Director as well.*

116 **III. New Business**

118 3.1 Budget Discussions

120 Finance Director Smith has sent a request to all Departments to submit their draft budgets to her office
by January 5th, 2014. The tentative schedule for Departments to meet with the Board of Selectmen is as
122 follows:

Date	Departments
<i>January 8th</i>	<i>Finance, Insurance, Ad & Regional Associations, Legal, Debt Service, Trustees of Trust Funds, IT</i>
<i>January 15th</i>	<i>Supervisors of the Checklist, Executive, Executive- TA, Welfare-Direct & Intergovernmental, Health Agencies, Landfill, Cemeteries (Village and Great Hill)</i>
<i>January 22nd</i>	<i>Ambulance, Fire, Forest Fire, Emergency Management, Budget Committee, Treasurer</i>
<i>January 29th</i>	<i>Assessing, Planning Board, ZBA, Building Inspector, Highway, Street Lighting, Police/Animal Control</i>
<i>February 5th</i>	<i>Town Clerk, Tax Collector, Recreation/Wason Pond Community Center, Town Fair, Wason Pond Commission/Bath House/Cottage, Conservation, Transfer Station-Solid Waste, Patriotic, Historical, PACT, Senior Citizens</i>
<i>February 12th</i>	<i>Spring Hill Farm, Agricultural, Government Buildings, Street Lights, Library, Benefits, Warrant Articles</i>

124 **IV. Selectmen’s Business**

126 4.1 Roundtable

128 *Chairman Landau:*

- 130 • Halloween is tomorrow (October 31st, 2014); he reiterated that this is not a town-sponsored
event and that Beth Swanson has been doing an excellent job of spearheading it. The Municipal
132 Complex will be open for those who need to utilize the facilities, and there is some candy here.
Routes 102 and 121 are state roads and cannot be closed. There is no sidewalk, and it will be
134 dark, but an area will be marked for walking and the Police Department will monitor speed. He

urged attendees to be safe.

- 136 • Veterans Day will be commemorated on Tuesday, November 11th, 2014 starting at 11:00am. There will be a parade, and a ceremony in front of the Post Office at the Veterans’ Memorial.
- 138 The Pinkerton Color Guard will be in attendance, and wreaths will be laid.
- Information from the Assessing Department was received from Selectman LeBlanc; a Board representative needs to go to the Conservation Commission to deal with some recordings.
- 140 • The Hazardous Waste Day went well.
- 142 • A Board representative needs to visit the Planning Board and deal with a Lincoln Lane situation. Selectman LeBlanc will speak with Planning Coordinator Robinson.
- 144 • No official Statement has been received from DRA, perhaps due to an email problem – they had stated that the Town had not requested a spot in the tax-rate-setting queue, although it had.
- 146 Speaking unofficially, the expected tax rate increase appears to be quite minor – perhaps pennies. The Town hopes to have the tax rate set by tomorrow or Monday (November 3rd,
- 148 2014) so that the bills can go to the printer.

150 *Selectman LeBlanc:*

- Selectman LeBlanc noted that the Bank has given permission for Halloween attendees to park in the Chester College parking lot, but has specified that there must be no congregating or candy handed out in there – parking only.
- 152
- 154 • The Post Office project is nearing completion. The window ordered to replace the one that arrived damaged was received and installed. There is ~6’ of decking to be replaced at the Handicap walk. PSNH will be coming Monday, November 3rd, 2014, to reinstall the electrical service. He has received comments that it is ‘looking great’.
- 156
- 158 • Signs at Stevens Hall to direct traffic are being ignored, which is a safety concern. One should not drive in front of the library to park at Stevens Hall – one should drive behind the building.
- 160 Please observe the ‘One-Way’ signs.

162 *Vice-Chairman Hagan:*

- The American Legion is holding a Haunted House tomorrow from 6pm – 8pm. The Police Department is aware of this, in case officers need to be posted to assist with street crossings.
- 164
- He wished to clarify that the minutes from last week’s meeting were not addressed tonight because of the three Selectmen in attendance, only two of them were at last week’s meeting; that was not a sufficient number.
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4.2 *Public Comment*

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Charlotte Lister stood and was recognized. She agreed with Selectman LeBlanc that the Post office is indeed looking great.

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174 As no other Members of the Public wished to be heard, Public Comment was closed at 7:55pm.

176 4.3 *Non-Public Session*

178 Chairman Landau moved to go into non-public session under RSA 91A:3 II (e) Pending Litigation; Selectman LeBlanc seconded the motion. The vote was three in favor with Selectmen Cannon and Castricone absent; so moved.

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182 The meeting room was closed at 7:56pm.

184 The meeting room was re-opened at 8:08pm.

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

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Chairman Landau moved that the Board seal the non-public session for a period of one (1) year; Vice-Chairman Hagan seconded the motion. The vote was three in favor with Selectmen Cannon and Castricone absent; so moved.

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V. Adjournment

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The next meeting of the Board of Selectmen is scheduled for Thursday, November 6th, 2014 at 7pm in the Meeting Room.

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Chairman Landau moved to adjourn the meeting; Selectman LeBlanc seconded the motion. The vote was three in favor with Selectmen Cannon and Castricone absent; so moved.

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The meeting was adjourned at 8:10pm.

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Respectfully Submitted,

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Debra H. Doda