

**Town of Chester
Board of Selectmen Meeting
Thursday, September 10th, 2015
Municipal Complex
Approved Minutes**

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I Preliminaries

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1.1 Call to Order

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Chairman Landau called this meeting of the Town of Chester Board of Selectmen (BOS) to order at 7:03pm.

12

1.2 Roll Call

16 Selectmen present:

Stephen Landau - Chairman

18

Joseph Castricone

Joseph Hagan - Vice Chairman

20

Richard Trask

22 Selectmen absent:

Jack Cannon

24

Members of the Public present, at various times:

26

Tom Edwards - Spring Hill Farm Committee

Barbara Gagnon - Town Clerk

28

Lieutenant Aaron Berube - Police Department

Matt Rittenhouse, Tri-Town Times

30

Leroy Scott

And other members of the public unknown to the minute taker

32

1.3 Agenda

34

II OLD BUSINESS:

36

2.1 Approval of Minutes

38

2.2 Job Description - Office Assistant/Receptionist

2.3 Bid & Purchase Policy Discussion

40

2.4 Employee Discussion

42 **III NEW BUSINESS:**

44 3.1 Barbara Gagnon, Town Clerk - Proposed Non-Public

46 3.2 Aaron Berube - Proposed Non-Public

48 4.0 Roundtable

50 5.0 Public Comment

52 6.0 Adjournment

54 *****

56 1.4 *Pledge of Allegiance*

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

60 1.5 *Additions and Deletions* - Selectman Castricone added one Non-Public Session under
62 RSA 91A: 3 (a) - compensation. Chairman Landau stated that the lease for Spring
64 Hill Farm (SHF) needs to be reviewed and signed. Chairman Landau added two Non-
Public sessions under RSA 91-A: 3 (c) & (a) - reputation and employment.

64 **III NEW BUSINESS**

66 **7:07pm**

68 3.1 *Non-Public Session with Barbara Gagnon - Town Clerk & Tax Collector*

70 Chairman Landau moved that the Board go into a non-public session under RSA
72 91A:3 II (c) matters which, if discussed in public, would likely affect adversely the
74 reputation of any person, other than a member of the public body itself, unless such
76 person requests an open meeting and under RSA 91A:3 II (a) the dismissal,
78 promotion, or compensation of any public employee or the disciplining of such
employee, or the investigation of any charges against him or her, unless the
employee affected Selectman Castricone seconded the motion. The vote was
unanimous in the affirmative; so moved.

80 3.2 *Non-Public Session with Lt. Aaron Berube*

82 **7:29pm**

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

88 Vice-Chairman Hagan moved that the minutes from the non-public session with
Barbara Gagnon be sealed indefinitely; Selectman Castricone seconded the motion.
90 The vote was unanimous in the affirmative; so moved.

92 Chairman Landau moved that the minutes from the non-public session with LT.
Aaron Berube be sealed indefinitely; Selectman Trask seconded the motion. The
94 vote was unanimous on the affirmative; so moved.

96 *1.6 Public Comment:* Mr. Scott stood and was recognized by the BOS; he asked if there
98 was any update on the Wason Pond Athletic Fields. Chairman Landau stated that he
has not had feedback from the local expert however soil samples are pending; the
100 BOS needs to keep the records for the field maintenance i.e. fertilizing to make
sure everything is getting done as needed. The field needs water too.

102 **7:38pm**

104 Chairman Landau stated that with due diligence and an investment in training, the
BOS is pleased to make the following motion:

106
108 *Chairman Landau would like to appoint Lieutenant Aaron Berube as the Interim
Police Chief for Chester NH until November 1st at which time he will be the full-
time Police Chief. Selectman Trask seconded the motion for discussion.*

110
112 Vice-Chairman Hagan asked if Lt. Berube was okay with the 5 year contract; Lt.
Berube felt it was reasonable; he believes that there has been investment on both
114 behalf's and that it benefits the Town to have the Chief in place for at least 5
years. Chairman Landau stated that there have been comments made about the lack
116 of a national search for a candidate however with Chief Burke's guidance and the
investment of Selectman Cannon's time and Lt. Berube's attendance at a number of
118 schools Chairman Landau feels that the BOS has made the right choice with their
next Police Chief. Chester is a community oriented police department. The BOS
congratulated Interim Chief Berube on his promotion.

120
122 Interim Chief Berube updated the BOS on the new police cruiser. The black Crown
Victoria police car has got some emissions problems and did not pass inspection
124 while the Building Inspector's car is still running okay. Interim Chief Berube stated
that the black Crown Victoria could be traded in for \$1500 - \$2500 in credit

126 towards the camera system that is being installed in the new police cruiser. The
camera system costs \$5K; the police department is applying for grants to offset
this cost.

128
130 The retirement jubilee for Chief Burke will be on October 15th; this will be an
informal gathering of local department heads, selectmen etc. Invitation for
132 October 15th will be in the mail by mid-September. On October 31st Chief Burke will
be in the MPR room handing out candy and there will be refreshments served as a
community wide send off for him. Interim Chief Berube would like to promote the
134 event on social media, in the Tri-Town-Times and on the community bulletin boards.
Invitation for October 15th will be in the mail by mid-September.

136 **II OLD BUSINESS**

138 *2.1 Approval of Minutes:* The BOS decided to read the minutes over the weekend and
140 send any changes to the Administrative Assistant on Monday.

142 7:50pm

144 *3.3 Discussion of Exterior Work on Spring Hill Farm (SHF):* The BOS invited Mr. Tom
Edwards to join the discussion; Mr. Edwards is a member of the Spring Hill Farm
146 Committee. Chairman Landau stated that the Town had run into a problem with the
existence of lead paint on SHF and the existing contractor was not certified in lead
148 paint mitigation. Mr. Edwards has two proposals for the BOS tonight. There is
\$7800 left in the funding from the warrant article for the removal, replacement
150 and painting of the siding on SHF. Mr. Edwards is semi-retired from being a
contractor however he is certified in the removal of lead paint and he is willing to
152 remove the siding, dispose of it correctly and apply Tyvek to the house for \$6850.
This figure includes \$753 for the liability insurance (covers up to \$2M in liability)
154 he would need to renew in order to perform this work. This does not account for
any siding rot / unforeseen issues with the siding in place right now. The funding
156 left from the warrant article (\$12K) could then be applied towards the cost of the
materials in conjunction with a donation from the SHF trust - the materials would
158 cost \$14 - \$15K if the Town decides to go with straight grain red cedar pre-primed
siding. The painting would have to wait until next spring or when further funds could
160 be raised. Selectman Trask asked if Mr. Edwards had heard about the finger
jointing siding that is pre-primed; it is significantly cheaper at \$7K however some
162 of the SHF committee are not in favor of it in case it causes more maintenance
with the finger jointed siding being made of different woods. This proposal does
164 not include the cost of labor for the job; this would require laborers and workers
compensation coverage. Selectman Trask asked if the inmate program would be an
166 option for labor; there may be a height restriction / liability issues with this labor

168 due to the current tenants not being too comfortable with the idea of the inmate
labor. SHF trust has some funding but not enough to cover the labor. The funding in
170 the trust has been dwindling, they can give up to \$3K. Selectman Trask asked what
the taxpayers would be getting out of this proposal; Mr. Edwards stated that there
172 are walking trails with public access on the land; there is 237 acres of undeveloped
land around the farm and an additional 200 more acres that are undeveloped on
174 Lane Road which helps Chester maintain its rural existence. If this land became
developed with houses, the Town's tax rate would increase due to the additional
176 population including children attending the school. The cost for the project with
the finger jointed siding would be approximately \$23 - 24K. There is not enough in
178 the 2015-16 SHF maintenance budget to cover this project so the Town would need
to find \$6K from within the budget to complete this project. Selectman Trask will
180 check into the inmate labor program for this project. Selectman Trask reiterated
his concern that the taxpayers who foot the bill for this project need to know what
182 they are getting in return. If the property is not maintained then it will go into a
state of disrepair and there will be no rental income to keep the farm running. The
184 BOS discussed that if the Town owns this property and is paying for the
maintenance of the building, a portion of the rental income should come to the
186 Town. However the BOS doesn't want to be managing a rental directly so that's
where the trust comes in as property rental management. After an inspection by
188 the Building Inspector, there was a recommendation to bring the electrical and
plumbing systems up to speed which would cost approximately \$3K. Mr. Edwards
190 stated that once the trust becomes a non-profit, they can accept donation which
can be used for securing the footings on the barn, replacing the windows on the
house etc.

192
194 Vice-Chairman Hagan stated that as a property owner / management of naval bases,
you can expect to spend at least 5 - 10% of the value of the property on
maintenance every year. Mr. Scott stood and was recognized by the BOS; he stated
196 that he thinks the trust should do what Miss Church intended with the land and
buildings which was to keep it as a working farm.

198
200 Selectman Castricone stated that he would like the SHF committee to come before
the BOS with a proposal in writing outlining the project and costs associated with it
before the BOS considers how to fund the balance of the project. The removal,
202 disposal, Tyvek and replacement of the siding needs to be done in one phase while
the painting can be done in the spring. The BOS asked Mr. Edwards if the SHF
204 trust would consider giving up the rental income from the farm until the balance of
the project is paid off; Mr. Edwards stated that 2 of the 4 trustees agreed with
206 this idea.

208 Chairman Landau asked the BOS to review the SHF lease which has already been to

the attorneys; the BOS signed the lease.

210

212 *2.2 Job Description - Office Assistant / Receptionist:* Chairman Landau stated that the
214 Finance Director will have to review the department's budget with a plan to hire
216 this person later on in the year. Selectman Trask made a motion on behalf of the
BOS to move forward with the hiring of a part-time receptionist; Selectman
Castricone seconded. All of the BOS were in favor; so moved.

216

218 *2.3 Bid & Purchase Policy Discussion:* The BOS started this discussion last week; the
Town has surplus equipment which is up for sale. The items will be put on the Town
website and located in a public area so that potential buyers can be found. The
220 items include the GMC truck (worth \$1500 or so even though it doesn't run); there
is also a chipper. Chairman Landau will confirm the location and dates for the
222 surplus equipment sale next week with the other selectmen. Selectman Trask
stated that Lloyd Healey at the Transfer Station expressed enthusiasm for having
224 the items at the Transfer Station for public viewing. The BOS decided to open the
bidding now and run it through November 15th.

226

228 Chairman Landau advised the rest of the board that the Chester College site has
been sold; attorney Garrow has accepted service on behalf of the Town in People's
United Bank vs Town of Chester. The People's United Bank is asking for a tax
230 abatement on the property now that it has sold for less than the appraisal - the
selling price was \$1,530,600. Attorney Garrow will be in for next week's meeting.
232 The college was appraised at \$1.7M; the listing agent put it on for \$2.5M. The Town
made an offer of \$1.8M last fall and the bank rejected it.

234

236 *4.0 Roundtable Items:*

236

238 *Selectman Castricone:* Signs have been made with the warning "swim at your own
risk" for Wason Pond; the BOS recommended asking the Wason Pond Commission
where they want them posted.

240

242 *Selectman Castricone* reminded the residents that it is Chester Town Fair on
Saturday; the parade will be at 11:30am and the day ends with fireworks.

244

246 *Selectman Trask:* Selectman Trask stated that Mr. D'Amato has been doing a great
job in the maintenance department; he took it upon himself to put a door on the
pump house at Wason Pond so that it can be used for storage; he installed barriers
at the skate park and he fixed the snack shack and the elevator at Steven's Hall.

248

250 Selectman Trask updated the BOS on his work with the Finance Department to
review the Town's bid and purchase policy. Selectman Trask has been reviewing
252 policies for similar sized Town's in the area and he feels that the Chester policy
needs updating with a conflict of interest / ethics clause as well as a 3 - 4 tier
254 purchasing policy for department heads to follow. Chairman Landau stated that the
Town does have a credit card policy and a policy for the disposal of fixed assets.
256 Selectman Trask doesn't want to reinvent the wheel but he can see the benefit of a
3 tier purchase and bid policy for the Town. Chairman Landau stated that the BOS
258 had not used this policy tonight when the proposal for work on SHF was made to
them. The bids for that work were sent to the SHF committee before the Town
took over the buildings. Chairman Landau suggested Selectman Trask writes up the
260 3 tier plan for the Town and the BOS can discuss it and send it to legal for review.
There may need to be exceptions to the policy too.

262
264 Selectman Trask stated that there is a line item issue on the Fire Department
budget for the defibrillators - he has asked Chief Antoine to come in and explain it
to the BOS.

266
268 *Vice-Chairman Hagan:* Vice-Chairman Hagan stated that the road agent is working
on a wear coat for White Tail Lane (it is 10 years old) because it is contiguous to
270 the other roads he is working on in Town. Mr. Oleson is going to include more
information with his receipts / bills for the BOS to review. Vice-Chairman Hagan
thanked the community for their support of the American Red Cross blood drive.

272
274 *Chairman Landau:* Chairman Landau reminded the Town of the dedication ceremony
on October 12th in memory of David Sanborn. A boulder with a special plaque will be
dedicated at 1pm on that date. The scouts have donated the funds for the plaque.
276 Access to the conservation site is pretty difficult so transport will be set up for
the event - more details to come soon. October 12th also happens to have been
278 David's birthday.

280 *5.0 Public Comment:* none.

282 **The next meeting of the BOS will be Thursday September 17th at 7:00pm.**

284 *Non-Public Session*

286 **8:51pm**

288 Chairman Landau moved that the Board go into one non-public sessions under RSA
91A:3 II (a) The dismissal, promotion, or compensation of any public employee or
290 the disciplining of such employee, or the investigation of any charges against him or

292 her, unless the employee affected & two non-public sessions under RSA 91A:3 (c)
294 Matters which, if discussed in public, would likely affect adversely the reputation
296 of any person, other than a member of the public body itself, unless such person
requests an open meeting. Selectman Trask seconded the motion. The vote was
unanimous in the affirmative; so moved.

9:43pm

298
300 Chairman Landau moved that the Board come out of non-public session; Selectman
Castricone seconded the motion. The vote was unanimous in the affirmative; so
moved.

302
304 Chairman Landau moved that the minutes from the first non-public session
regarding compensation be sealed for three months; the meeting minutes from the
306 second non-public session regarding compensation will be sealed for one year. And
the meeting minutes from the third non-public session regarding reputation will be
308 sealed indefinitely. Selectman Castricone seconded the motion. The vote was
unanimous in the affirmative; so moved.

310 Selectman Castricone made a motion that the Town will pay Mr. Andrew Hadik, the
312 PB Coordinator, for the next two pay periods the sum of \$2607.69 per pay period
plus \$150 per pay period towards health insurance. Vice-Chairman Hagan seconded
314 the motion; Chairman Landau abstained; the rest of the BOS were in favor; so
moved.

316 **VI Adjournment**

318 Chairman Landau moved to adjourn the meeting; Selectman Castricone seconded the
320 motion. The vote was unanimous in the affirmative; so moved.

322 The meeting was adjourned at 9:45pm.

324 Respectfully Submitted,

Sarah E Scanlan