

**Town of Chester  
Board of Selectmen Meeting  
Thursday, September 15<sup>th</sup>, 2016  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

- Call the Meeting to Order
- Roll Call
- Pledge of Allegiance
- Chairman’s Additions or Deletions
- Public Comment
- Approval of Minutes
- Fire Chief Greg Bolduc
- Tony Amato – Maintenance Department
- Ted Young – Building Inspector Candidate
- 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:

- Cass Buckley
- Jack Cannon, arrived at 7:23pm
- Joseph Hagan
- Stephen Landau
- Dick Trask

Members of the Public present, at various times:

- Greg Bolduc, Fire Chief
- Lori Child, Fire Department
- Ben Clark, Fire Department
- TJ Lannon, Fire Department
- Ryan Morgan, Fire Department
- Ted Young
- Matt Rittenhouse, Tri-Town Times
- And others 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*

One non-public session under employment was added.

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1.5 *Public Comment*

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

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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. There is a sheet in the Selectmen’s Office on which Selectmen can note their approval of past minutes.

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**III. New Business**

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3.1 *Fire Chief Greg Bolduc*

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Fire Chief Greg Bolduc and three other Fire Department members joined the Selectmen at the Meeting table.

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Fire Chief Bolduc informed the Board that there are three new members to the Chester Fire Department. He introduced two of those new members. Ms. Lori Child was introduced by Fire Chief Bolduc. He noted she has returned to work at the Fire Department after a 10-year absence. TJ Lannon was introduced by Fire Chief Bolduc. He noted Mr. Lannon is a Chester resident. Fire Chief Bolduc stated that the third new member, Ryan Morgan, is leaving for Africa for a month and would be introduced to the Board when he returned. Ms. Child and Mr. Lannon left the Meeting table after their introductions.

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Fire Chief Bolduc updated the Board on two Fire Department members who have resigned. He said that Mr. Bryant Fitzgerald has resigned because he and his family have moved to Florida. Chief Bolduc noted that there had been no financial investment made into Mr. Fitzgerald for any training or otherwise.

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Fire Chief Bolduc asked the Board if they were familiar with Mr. Adam Houston. He noted that Mr. Houston, who had been involved as a member and the chaplain, has said he doesn’t have the time to be an active member. Fire Chief Bolduc stated Mr. Houston has said he will continue on as the chaplain, but, he has resigned as a member.

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Fire Chief Bolduc made a report updating the Board on various aspects of the Fire Department. He noted he had sent a contract over to Raymond regarding the ambulance deal. Fire Chief Bolduc said he expects to hear back from them next week.

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Fire Chief Bolduc informed the Board of the Town of Derry’s Fire Department increasing their transport rates. He said Derry’s rate increase would not affect the Town of Chester’s contract, but would affect anyone transported to the hospital. Vice-Chairman Trask asked the Fire Chief about the Town of Chester’s transport rates. Fire Chief Bolduc said they had used a regional matrix used on the seacoast and had had those rates double checked, making sure it works for the Town of Chester.

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Fire Chief Bolduc updated the Board on the Engine 2 repairs. He said Engine 2 had been sent out for service about a week ago for what was thought to be a power steering leak. He noted the actual problem is that the vehicle needed a new piston which is part of a steering box, for a cost of approximately \$5,600. When Fire Chief Bolduc was asked by Selectman Buckley why the part wasn’t repaired at a hydraulic repair place, the Chief stated that he had looked around at that option but, because of the make of the part and age of the part, it was necessary to have the whole steering box repaired. The Board and the Fire Chief discussed different aspects of the repair and parts of Engine 2. Chairman Landau asked the Fire Chief what the replacement value would be of Engine 2. Fire Chief

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108 Bolduc thought replacement costs would be somewhere in the \$300,000 - \$500,000 range. He said that  
109 although this vehicle is 12 years old, there are other vehicles that would need to be replaced sooner  
110 than the Engine 2. Chairman Landau expressed concern over the longevity of the Engine 2. Fire Chief  
111 Bolduc noted concern that they are down to \$1,600 from the repair line budget of \$13,000 after those  
112 repairs, with three-quarters of the fiscal year remaining.

113 Fire Chief Bolduc continued to address the Board, pointing out to them that this month is inspection  
114 month for the trucks. He said that the mechanic is one day into the inspection and has completed  
115 Engine 1, Engine 2 and the tanker. Fire Chief Bolduc noted that minor repairs were made on Engine 1  
116 and Tanker 1. He noted that the mechanic said that Tanker 1 will need brake work that is estimated at  
117 about \$3,000.

118 Fire Chief Bolduc said that between the maintenance line and the repair line, the Fire Department  
119 budget will be able to cover the costs of the repairs, but, he noted the department will be out of those  
120 lines once the inspections are completed. The Board and Chief Bolduc discussed details of the vehicles’  
121 maintenance.  
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123 Selectman Hagan asked Fire Chief Bolduc to research and give the Board an idea of what has been  
124 budgeted for the maintenance line for the Fire Department over the past couple of years.  
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126 Fire Chief Bolduc informed the Board that due to the dryer weather conditions, the department has had  
127 significantly longer calls which will increase the salary line. He did not have those figures as of yet.  
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129 Fire Chief Bolduc discussed with the Board the software that they use to track inventory, payroll,  
130 responses, and calls, being used at the fire station. He noted they are looking into upgrading the  
131 software system to increase efficiency, as well as, track inspections. Chief Bolduc described the system  
132 they currently have as a one license system, allowing for one user with one computer, which costs the  
133 budgeted line of \$1000 per year. He informed the Board that he had looked into options to get more  
134 user licenses, allowing multiple users at the same time, stating this would be useful now with the two  
135 inspectors the department currently has. Fire Chief Bolduc said that one option includes the up-front  
136 cost this year of \$2140 and \$1340 in subsequent years, and has three total licenses allowing for three  
137 users at a time, and would need a server to be purchased and maintained by us. He explained a second  
138 option as an on-line option which would cost this year \$3280, and annually \$2530, and would allow for  
139 multiple users of the system at one time from anywhere there is internet access, including accessing the  
140 system from the trucks. He stated that Boston Systems, who was at the fire house taking care of the  
141 server set-up and had an informational discussion about available systems, recommends the Chester  
142 Fire department use their on-line system. Fire Chief Bolduc explained to the Board that the Boston  
143 Systems’ on-line system is maintained by them, they provide the server which is backed up every two  
144 hours and allows for the multiple user system use from anywhere. He stated that the \$1000 that had  
145 been removed from his IT budget this year was still available. Fire Chief Bolduc said he would need  
146 another \$1200 from the IT budget to update the system. He stated that this is the time to do this  
147 because they just renewed it. When asked by Selectman Buckley what happens if it is not updated, the  
148 Chief explained that it would stay the same with only one user at a time. The Chief explained they can  
149 make it work, but, it won’t be as efficient. Chairman Landau asked if the Town’s Building Inspector  
150 would be able to access and use the system. Chief Bolduc thought the Building Inspector would be able  
151 to access this system, but, he stated he would need to do more research to see how useful the system  
152 might be for the Building Inspector. He said that all of the changes he is making, and wants to make, at  
153 the Fire Department will save money in the long run. Fire Chief Bolduc expressed to the Board that they  
154 are making many changes to the department, becoming more efficient and saving money on everything  
155 from cell phones and servers to copy paper.  
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157 Fire Chief Bolduc departed the meeting table at 7:37pm, but, he remained at the meeting to be heard  
158 during a non-public session.

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3.2 *Maintenance Department Update*

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Mr. Tony Amato joined the Selectmen at the Meeting table at 7:38pm. He gave the Board his updates on Town maintenance reviewing these items:

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- Department of Labor: Mr. Amato stated that the Department of Labor had completed their follow-up inspection on September 2. He pointed out that the ticket was left open because of the work place violence to the doors, but, the Department of Labor was impressed with how quickly the issues were addressed. Mr. Amato is in contact with three different companies to get bids on fixing or replacing the doors.

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- Septic tank repair: Mr. Amato noted that the septic tank repair in front of police department is completed, and the highway department is hot topping today.

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- Air conditioning unit: Mr. Amato described the work that went into replacing the new a/c unit installed in meeting room. He said the old unit had been removed and brought to the Town Transfer Station and a number of useable parts from the old unit were being recycled for other units in Town.

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- Drainage Issue: Mr. Amato said the drainage repair to the front of the MPR had been completed and the sidewalk repaired for costs of \$1900 to a vendor and \$110 for in-house work for the sidewalk repair.

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- Spring Hill Farm: Mr. Amato said that the contractor had started work at Spring Hill Farm on September, to repair all the damage and rot. He commented that he thought the contractor had done a tremendous job matching the new boards with the old. He predicted that the project would stay on budget.

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- Town Hall generator: Mr. Amato informed the Board that the generator in the back of Town Hall had been repaired. He noted the voltage regulator had been repaired on the generator at the Town Hall.

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- Oil Tanks: Mr. Amato stated that the new oil tanks came in last Thursday, with their installation expected to be completed by the end of the week.

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- Hot water tanks: Mr. Amato noted the hot water tanks at the MPR would be installed after the oil tanks are completed.

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- Underground storage tank: Mr. Amato said the vendor will be coming out on September 21, to do the Town’s three-year inspection. He was informed that the DES approval should be coming in soon, and he told the Board that once the DES approval is in place the project will start.

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- Brush Hogging: Mr. Amato said he had a vendor coming in next week to do brush hogging around the Town Hall.

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- In-house pending projects: Mr. Amato listed a number of pending projects: replace stairs and decking at the Wason Pond cottage, install new flooring in the Stevens Memorial Hall and MPR bathrooms, build a wall in the Police Department for a new office, take down temporary fencing at Wason Pond once permanent structure is completed, and water Wason Pond fields with a removable system.

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214 Mr. Amato showed the Board the paperwork he, Ms. Tymoniewicz and Ms. Doda had been working on to create a new maintenance request form and maintenance request policies.

216 Selectman Cannon and Mr. Amato discussed the repairs that are underway to the cracked glass in the front door.

218 Mr. Amato and the Board discussed various other aspects of Town maintenance.

220 Chairman Landau informed the Board that nothing can be done at the property at 149 Candia Road for 90 days. He noted that although all services (water, electric, etc.) were off, it should be winterized. The Board agreed with the winterizing of the property. Chairman Landau requested Mr. Amato to install a chain with a lock and a “No Trespassing” sign approximately 20 feet up across the driveway of 149 Candia Road. He noted that although there are signs on the property that say “Town Property”, these signs are not effective; people are still going onto the property.

228 Maintenance Director Amato departed the meeting table at 8:03pm.

230 Fire Chief Bolduc returned to the meeting table with new Fire Department member Ryan Morgan at 8:05pm. The Chief introduced Mr. Morgan, noting that Mr. Morgan is a new resident in Town who is fully certified, and is working towards his doctorate in pharmacy. When asked by Selectman Cannon where he had had his fire training, Mr. Morgan noted he had previously lived and gotten his training in Swanzey, NH.

236 **IV. Selectmen’s Business**

238 *4.1 Roundtable*

240 *Selectman Cannon:*

- Nothing to report.

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*Selectman Buckley:*

- Nothing to report.

246 *Selectman Trask:*

- The Ford Expedition from the Police Department is going to become a “pool” car. Ms. Doda and Ms. Tymoniewicz created a vehicle policy and a vehicle sign-out sheet allowing for the vehicle to be tracked. When a person signs out the car, they will be given a packet of info, including the insurance card, registration card and the keys. Ms. Tymoniewicz has a schedule system created so one can reserve the vehicle for a specific date. Selectman Cannon suggested detailing the requirements (as they relate to alcohol and drug testing) of the driver if they are in an accident within the policy paperwork.

254 *Selectman Hagan*

- He announced that on September 19<sup>th</sup> at 6:30pm, the Etz Hayim Synagogue at 1 Hood Road in Derry will be showing a film titled, “Recognizing the Victims of Jihad: Moslems, Christians and Jews.” He encouraged people to see the film to know the facts.

258 *Chairman Landau:*

- The Granite State Telephone annual luncheon is this Saturday, September 17, from 9am to 1pm. They will be honoring “Hometown Heroes,” one of whom is a Chester resident. The award will be given out at noon.
- He would like to put Spring Hill Farm on the agenda at the next meeting and invite the SHF people in to discuss the costs they have at the farm now that the money from the rent is going to the Town.
- Harantis Lake Road and Purington Road were measured and marked off by the engineer

- 266 today, clearly marking the set-backs.
- 268 • The lawn mower will be repaired but needs further discussion because it is 12-years-old and has 2000 driving hours on it. He advised the Board of the various problems with the mower.
  - 270 • He informed the Board he had spoken to the mortgage company people for 149 Candia Road today, explaining to those people that the Town of Chester needs to collect the funds owed to us in the amount of \$150,000. He told them once it is sold the Town will collect those funds and then whatever is left will go back to the owner.
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  - 274 • Nobis sent a notice of the closure of the dump site.

276 **Chairman Landau moved to sign the Nobis Engineering monitoring contract; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

280 4.2 *Non-Public Sessions*

282 **Chairman Landau moved that the Board go into non-public session under RSA 91-A:3, II (a) Public Employees Compensation, (b) Employment (c) Legal; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

286 The meeting room was closed at 8:20pm.

288 The meeting room was re-opened at 9:30pm.

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

292 **Chairman Landau moved that the minutes to non-public session #1 on Public Employees be sealed for a period of six months; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

294 **Chairman Landau moved that the minutes to non-public session #2 Employment be sealed for a period of six months; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

296 **Chairman Landau moved that the minutes to non-public session #3 on Reputation be sealed for an indefinite period; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

306 **V. Adjournment**

308 The next meeting of the Board of Selectmen is scheduled for Thursday, September 29, 2016 at 7pm in the Meeting Room.

310 **Chairman Landau moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

314 The meeting was adjourned at 9:34pm.

316 Respectfully Submitted,

318 C. Molly Qualters, Recording Secretary