

**Town of Chester
Board of Selectmen Meeting
Thursday, April 28th, 2011
Municipal Complex
Approved Minutes**

I Preliminaries

1.1 Call to Order

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

1.2 Roll Call

Selectmen present:

Jack Cannon
Joe Castricone
Stephen Landau
Michael Weider

Selectmen absent:

Gene Charron

Selectman Charron is recovering from surgery, and best wishes are sent his way.

Members of the Public present, at various times:

Richard Antoine, Fire Chief
Carol Coppola
Patricia Martin, Administrative Assistant
Michael Oleson, Road Agent
Matt Rittenhouse, Tri-Town Times
Sheri Rockburn
Leroy Scott
Mary Ann, Finance Office
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

The appointment with Coppola-Rockburn will include a non-public session; an appointment with Fire Chief Antoine to discuss the fire truck has been added; Chairman Landau would like to add a discussion on the disposal of surplus equipment; non-public sessions on LeClair's and Town Meeting

awards will be added.

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1.5 *Public Comment*

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John Remillard stood and was recognized. He asked if the Board had an answer for the letters he had written to them about Dump Road. He was informed that there was a letter in the works that would likely be sent out on Monday or Tuesday.

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Leroy Scott stood and was recognized. He asked if the Transfer Station was truly scheduled to be open on May 14th, which was Town Meeting day, as this would encourage people not to attend Town Meeting. Chairman Landau will consult with the Transfer Station to see if they could be open on Sunday instead. Vice-Chairman Cannon suggested that a decision be made and published as soon as possible.

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As no other members of the public wished to speak, 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.

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III. New Business

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3.1 *Coppola-Rockburn*

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Carol Coppola and Sheri Rockburn of Coppola-Rockburn appeared before the Board to discuss the services their firm provides. They are available to oversee monthly, quarterly, and end-of-year financials, as well as end-of-year reporting for audits.

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There was some discussion as to whether or not it was required that the Town have two separate firms to prepare its financial statements and perform the audit. Ms. Coppola stated that that was not necessary; if the Town's auditors prepare its financial statements they may not be considered independent, not are not.

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There was some discussion about what services the Town would require. Selectman Weider stated that they would include a weekly review of the finances that the Bookkeeper prepares, payroll; reconciliation of statements, grant writing, budget development, working with the Budget Committee, and interfacing with the Bookkeeper. It is likely that $\frac{3}{4}$ of the year would be quiet, with $\frac{1}{4}$ busy. Vice-Chairman Cannon indicated that there would be a new Town Treasurer after the upcoming elections, and that Coppola-Rockburn would want to interface with that person as well. They indicated that they would be able to prepare MS7s, etc., for the Town.

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Ms. Rockburn stated that when she had worked with the Town previously, she had been on-site approximately 3 days a week; the person they would assign to the Town would most likely work the same schedule. Mary Ann, who had joined the group at the meeting table by this time, was asked if

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94 she would be able to work more than her normally scheduled 24 hours weekly; she stated that she
could, if necessary. It would need to be determined who would take on additional work as needed,
Mary Ann or Coppola-Rockburn.

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98 As all items that could be discussed in public had been, the Board prepared to go into non-public
session.

100 Selectman Weider moved that the Board go into Non-Public Session under RSA 91-A:3 II (c),
Reputation; Selectman Castricone seconded the motion. The vote was four in favor with Selectman
102 Charron absent; so moved.

104 The Meeting Room was closed at 7:25pm. Ms. Coppola, Ms. Rockburn, Administrative Assistant
Martin, and Mary Ann remained in the room.

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108 The Meeting Room was reopened at 7:48pm.

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110 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 Charron absent; so moved.

112 Chairman Landau moved that the minutes to the non-public session be sealed for one year; Vice-
Chairman Cannon seconded the motion. The vote was four in favor with Selectman Charron absent;
114 so moved.

116 Ms. Coppola, Ms. Rockburn, and Mary Ann departed the meeting at 7:49pm.

118 *3.2 Rich Antoine, Fire Chief - Truck*

120 Fire Chief Antoine reported that the Truck Search Committee had located a Fire Truck exactly
122 matching the specs, other than its color; the seller will paint it to match the rest of the Town's
fleet. It is an Ahrens-Fox, located in Ossipee, NH, and has a Cummings 425HP engine and an Allison
transmission; it also has a 75' ladder, tandem axles, foam system, and a 600 gallon poly water tank.
124 It is a demo machine with ~8,000 miles; the warranty will be written as if it were brand new (from
its in-service date) and covers everything ranging from seven years to lifetime. It has a three-year
126 service/maintenance contract the aerial part of the truck only. The seller requires a Letter of
Intent, which Fire Chief Antoine has drafted.

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130 The Board asked Fire Chief Antoine to pass their congratulations along to the Truck Search
Committee.

132 Fire Chief Antoine also reported that Lt. Kevin Wunderly had recently passed his paramedics exam,
and is now a full-time paramedic for the Town of Chester. He will notify Administrative Assistant
134 Martin of this fact in writing.

136 Fire Chief Antoine departed the meeting at 7:57pm.

138 *3.3 Surplus Equipment*

140 There is currently some surplus equipment (minor furniture items) that Peter needs to move
142 repeatedly; Chairman Landau had originally thought about suggesting that it be given to the Boy
144 Scouts for their yard sale, but as it belongs to the Town, he thought it might be better to simply
146 sell it at the same time. Selectman Castricone suggested that it instead be donated to the
American Legion building, as the clean-up of that site is well underway, and they could use it. It
could be donated with the caveat, however, that it was not to be sold. As there were no objections,
Chairman Landau will contact Dick Trask, who is in charge of that building.

148 **IV. Selectmen's Business**

150 *4.1 Roundtable*

152 *Chairman Landau*

- 154 ● When a gift was sent to Selectman Charron after his surgery, Administrative Assistant
156 Martin had to use her own credit card; the Board does not have one that she could have
158 used. Apparently Finance Director Sherwood has one, but it is only for use in case of
160 emergency. Either the Board needs a "petty cash" credit card for Administrative Assistant
162 Martin's use, or they need to change the restrictions that they themselves directed on
Finance Director Sherwood's card.
- 164 ● He received a letter from the DOT; there is a change in the Block Grant funds. The
166 previous letter of December 1st used the wrong calculations; the April payment will be
168 approximately \$3k less than expected. The payment will be \$27,350.27, for a total of
170 \$136,243.70 for the entire year's payment.
- 172 ● The Engineers are coming to view the Wason Pond Dam next week; hopefully the State will
attend also. The Engineers plan to give the State their plan for closure in order that the
pond can be filled. The State has 30 days to review the plan. There are plans to put a dry
hydrant in at the Pond; the materials are on hand, but the labor has yet to be arranged.
- He received a letter from the State about the Edwards Mill Dam; it referenced a half
dozen violations. He spoke with Town Counsel, and the Engineers, who do not agree with all
of these items; apparently these regulations were self-promulgated by DES. The State
expects, for example, the Town to remove a number of 80-100 year old trees. All Board
members should read this letter; Chairman Landau does not intend to sign it.

174 *Vice-Chairman Cannon:*

- 176 ● Although it is not usual practice, Vice-Chairman Cannon would like the Board to plan to meet
178 on the Thursday between Town Elections (May 10th) and Town Meeting (May 14th), in order
180 that they can be prepared to address any items that may need to be changed due to the
182 results of Town Elections.
- 184 ● There are a number of items that should be finalized before the end of the Fiscal Year. All
Employees must be notified of the insurance increase, and the Town's vacation, time off,
and sick day policies need to be reviewed and standardized. Administrative Assistant
Martin was asked to make copies of all Town policies for the Board to peruse. The Earned
Time Policy will be terminated, and funds to cover this unfunded liability will be
appropriated 50% in each of the next two years. There was some discussion about the tax
liability associated with payouts of the Earned Time funds; the Finance Department will be

consulted.

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Selectman Weider:

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- Selectman Weider would like all non-essential spending, other than payroll and charges already outstanding, frozen from this point until after Town Meeting, in order to preserve whatever surplus there may be. There is currently an expected surplus of \$55k remaining in the budget; if the Warrant Article in question passes, it calls for \$30k of that surplus. That \$30k would then be put aside. Vice-Chairman Cannon opined that this put Department Heads into a difficult spot; should they not spend all of their budgeted funds, the Budget Committee is likely to cut their budget next year. Selectman Weider moved that spending, other than payroll and charges already outstanding, be frozen until after Town Meeting; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Charron absent; so moved. Administrative Assistant Martin will send a memo to all Department Heads.
- Selectmen coverage for the Elections on May 10th was arranged and confirmed.

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Selectman Castricone:

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- Although Saturday, May 14th, is Hazardous Materials day, this is not taking place in Chester; therefore, the Transfer Station is not obligated to remain open. Selectman Castricone moved that the Transfer Station be closed on Saturday, May 14th, and open on Sunday, May 15th; this should be put on the Transfer Station sign and the Town Sign. Selectman Weider seconded the motion. The vote was three in favor with Selectman Charron absent and Chairman Landau abstaining; so moved.
- There is still an issue with an unwanted, long-tailed resident in the Multi Purpose Room. This is being handled.
- He would like to hire a seasonal lawn-mowing person for after July 1st; Peter will mow until then.
- The transmission is slipping on the Truck.

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214 4.2 *Public Comment*

216 As no Members of the Public wished to be heard, Public Comment was closed at 8:35pm.

218 4.3 *Non-Public Session*

220 Selectman Weider moved that the Board go into Non-Public Session under RSA 91-A:3 II (c),
222 Reputation and (e), Pending Litigation; Vice-Chairman Cannon seconded the motion. The vote was
four in favor with Selectman Charron absent; so moved.

224 The Meeting Room was closed at 8:36pm.

226 The Meeting Room was reopened at 8:56pm.

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

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

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V. Adjournment

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238 Selectman Castricone moved to adjourn the meeting; Vice-Chairman Cannon seconded the motion.
The vote was four in favor with Selectman Charron absent; so moved. The meeting was adjourned
at 8:57pm.

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242 Respectfully Submitted,

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Debra H. Doda