

**Town of Chester
Board of Selectmen Meeting
Thursday, January 6, 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 7:05pm.

1.2 Roll Call

Selectmen present:

Jack Cannon
Michael Weider
Joe Castricone
Gene P. Charron
Stephen Landau, Chairman

Members of the Public present, at various times:

Angela Sherwood, Finance Director
Barbara Gagnon, Town Clerk/Tax Collector
Barbara Doloff
Tim Sheehan
Barbara Cannon
Rene Mallet
Candice Knowlton
Deb Munson
Andrew Hadik
Bob Latham
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 are two nonpublic issues to be discussed. One is compensation and the other is reputation. Two public hearings will be held on February 2, 2010 with the Planning Board for voting for impact fees for Recreation and for the Highway Department.

48 **II. Old Business**

50 *2.1 Approval of Minutes*

52 Chairman Landau tabled the approval of the minutes.

54 **III. New Business**

56 *3.1 Budget Reviews*

58 3.1.1 Town Clerk

60 Town Clerk/Tax Collector Barbara Gagnon was available to answer questions on this budget. Clerk
62 Gagnon added a new line item to the budget for an assistant in her office for 10 hours a week. She
64 is in the process of training someone to fill in when the Deputy is not available. The Deputy works
approximately 13 hours a week, as well as covering for the Clerk's vacation and other personal time.
The cost of books and periodicals has gone down. The software for the taxes has not been
included. The Selectmen have always taken care of that as it is utilized by other departments.

66 The Board of Selectman does not have control over the Town Clerk/Tax Collector salary. Clerk
68 Gagnon will back the salary increase for this position out of the budget.

70 Selectman Cannon is hesitant to expand staff.

72 Clerk Gagnon will combine the salaries for the Deputy Clerk and the assistant into a line item based
on 20 hours a week.

74 3.1.2 Finance

76 Angela Sherwood, Finance Director, was available to answer questions on this budget. The cost of
78 computer support for Selectmen administration, Planning, and Zoning come from the Finance
budget. The employee has been underfunded \$1 an hour. The telephone and office supplies have
80 been increased based on actuals. The postage has been increased. The Finance Director would like
an additional \$5,616 to increase the bookkeeper six hours per week. Purchasing and pricing could
then be centralized in the Finance department.

82 Selectman Cannon has concerns about adding or expanding the budget for salary.

84 There were no further questions on this budget.

86 3.1.3 Other Health Agencies/General Assistance

88 Barbara Doloff was available to answer questions on this budget. Selectman Charron read a thank
90 you letter to Ms. Doloff from a child whose family received assistance from the Community Pantry.

92 The VNA will not be requesting town funding for their budget this year. An agreement has not

94 been signed for Regional Transport at this time. Ms. Doloff will find out if the Town is seeing an increase in the use of this service. There is a large increase in the budget for this line item.

96 The General Assistance budget has a decrease of approximately \$5,000. The Town has located other methodology for rental assistance or shelter. This decrease can be used to offset the
98 increase in the Regional Transport line, or the budget can be flatlined. Requests from Other Health
100 Agencies usually come right after the Town meeting, and the only money available at that time is from General Assistance.

102 There were no further questions on this budget.

104 3.1.4 Library

106 Tim Sheehan, Barbara Cannon, Candace Knowlton, Rene Mallet, and Deb Munson were available to
answer questions on this budget. An 8% increase is proposed in this budget mainly due to the trust
108 fund not performing as well as expected. An increase of \$1,200 is being requested in the line item
books. The phone increase is necessary to reconnect the line that was disconnected in an effort to
110 save money. The Library is required to have a phone line in its elevator. Mr. Sheehan would like to
keep the library open an additional two hours per week. An increase in book review services is
112 requested. Mr. Sheehan will see if the school system has book review services.

114 The Finance Director will assist the Library in getting their budget into the format used by the
other departments.

116 The 4% increase in wages is due to the proposed additional hours and for wage increases.
118 Selectman Weider will keep Mr. Sheehan informed on the progress of the re-evaluation of the
health insurance. Selectman Weider believes the library would be eligible for impact fees.

120 There were no further questions on this budget.

122 3.1.5 Transfer Station

124 Andrew Hadik was available to answer questions on this budget. He did not do the 2011-2012
126 numbers. There are no capital improvements or major things on the horizon so an inflationary
adjustment only is anticipated. The recycling program last year was in the black just under \$10,000
128 and is in the black ten and a half thousand dollars this year. That brings the net cost to the
taxpayer down quite a bit.

130 Chairman Landau brought up the issue of cost of cleanup of illegal dumping. A warrant article has
132 been discussed. He would like to have a line item for cleanup of public properties. This needs
further discussion.

134 With last year's salary numbers, this year's budget is within a couple hundred dollars of last year's
136 budget. Mr. Hadik was still waiting for December bills to come in. An addition of \$2,000 was made
to the Transport and Tipping line for solid waste. The budget request for this year is \$141,961
138 with the salary numbers from last year. The propane line should not be more than \$200. The snow

140 removal cost could drop if a two-year contract were to be awarded. The Board did not want to
award a two-year contract.

142 There were no questions for this budget.

144 3.1.6 Benefits

146 This is still in the preliminary stages. Selectman Cannon would like Chris Hadick to bring a
representative from MVP Healthcare to present to the Board the plan the Committee has reviewed.
148 The employees should be present for instructional purposes. A later meeting with MVP would be
scheduled for employee questions.

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3.1.7 Conservation

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No members of the Conservation Commission were present.

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3.1.8 Budget Website

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Selectman Castricone advanced the possibility of a website that would show the numbers being
158 presented to the Board and allow the public to have input into the budget. A drawback to this
would be the change in numbers during the process and the possibility of inaccuracy. The budget
160 should be put up on a website after it has been approved at Town Meeting.

162 **IV. Selectmen's Business**

164 *4.1 Public Comment*

166 Bob Latham stood and was recognized. Mr. Latham asked about the status of the Wason Pond dam.
He thought it was supposed to have been finished. Chairman Landau responded that the dam should
168 have been completed by this time but there had been some delays in the permit process. However,
by letter from the DES dated January 5, 2011 the Town had been informed that the permit had
170 been issued. A preconstruction meeting is projected for Friday, January 7.

172 Mr. Latham then asked if Wason Pond is going to be cleaned out. Chairman Landau explained that
requires a wetlands permit and is in front of wetlands now. The tree that fell will be removed as
174 part of the work. Mr. Latham noted the bank is eroding every day.

176 Mr. Latham further indicated he has observed that the flags at Edwards Mills, the post office, and
the cemetery are flown 24 hours a day without being illuminated at night. Mr. Latham believes
178 proper flag etiquette requires a flag be lit at night. Selectman Weider said the flag at the
cemetery is lit by a solar light. The light will be looked at to see why it is not working.

180

Leroy Scott stood and was recognized. He noted the fences at Wason Pond to keep people out are
182 in deplorable condition, with most of them flat on the ground. He believes this is a liability.

184 As no other Members of the Public wished to be heard, Public Comment was closed.

186 4.2 Roundtable

188 *Selectman Cannon:*

- Nothing to report.

190

Selectman Weider:

- Selectman Weider has two nonpublic issues.

194 *Selectman Castricone:*

- Work is being done on the bathroom in the multi-purpose room. The roof is done.

196

Selectman Charron:

- He would like to know what is going to be done about the cable. He noted it is still showing what roads Santa is on.

200

Chairman Landau:

- He received a check in the amount of \$10,000 representing a grant from the Arts Council for the restoration of the piano.

- He received a check from the State in the amount of \$205,250.31 for meals and room tax receipts.

- The Town received a letter from DES that the permit for the Wason Pond dam project has been approved. Chairman Landau asked if anyone would be available for the preconstruction meeting on Friday, January 7, 2011.

- He asked for permission to sign a letter from the Town Clerk for the inspection service contract, which will include refrigeration level, humidification and heating system inspection for the records safe. The total service contract is \$455. Selectman Charron moved to sign the letter. All were in favor.

- There are three signatures on the inventory penalty. Almost all the penalties have been waived.

216 4.3 Non-Public Sessions

218 Selectman Weider made a motion to go into non-public session. Selectman Charron seconded. The motion was passed unanimously.

220

222 The Meeting Room was closed for Non-Public Session RSA 91-A:3 II (c), Reputation and RSA 91-A:3II(a), Compensation, at approximately 8:50 pm.

224 Selectman Weider moved that the minutes for the non-public session regarding Reputation be sealed for an indefinite period; Selectman Castricone seconded the motion. The motion was carried unanimously.

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228 Selectman Weider moved that the minutes for the non-public session regarding Compensation be sealed for six months; Selectman Castricone seconded the motion. The motion was carried unanimously.

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232 The Meeting Room was reopened at 9:05 pm.

234 4.4 *Fire Department*

236 Fire Chief Richard Antoine discussed writing another grant for the Fire Department's
238 communication project to update the antennae and replace equipment. He asked the Chairman to
240 sign the grant. Selectman Weider moved that the Chairman be allowed to sign the grant; Selectman
Castricone seconded the motion. After the Board reviewed the grant the motion was carried
unanimously.

242 Both fire engines are out of service for repairs. The fire department is currently borrowing an
244 engine from Manchester until the end of the month. A lawn tractor trailer vehicle pulled by a
forestry vehicle is now the water supply vehicle.

246 The estimate for the completion of Engine 1 is tentatively the end of next week. Engine 2 at best
will take two weeks to repair.

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250 The Chief has had contact with all of the surrounding mutual aid towns. Mutual aid is automatic for
a smoke in building or building fire call. However, only one of the surrounding towns has a full-time
department. The rest are volunteers.

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254 The feasibility of purchasing a new vehicle was discussed. Richard Peck from Schmiel stated Engine
1 has virtually no trade-in value. He explained a quint is an aerial device and a pumper in one truck.
256 The Fire Department is looking at a vehicle with 600 gallons of water in addition to foam. Schmiel
does onsite service and 24/7 emergency repairs. The aerial device may be worth \$5,000 to a
collector.

258
260 An analysis with the maintenance costs built in was requested from Mr. Peck.

262 **V. Adjournment**

264 Selectman Weider moved to adjourn the public meeting; Selectman Castricone seconded the motion.
The motion was carried unanimously. The meeting was adjourned at 9:35 pm.

266
268 Respectfully Submitted,

270 Kathy Kropac