

**Town of Chester  
Board of Selectmen Meeting  
Thursday, August 27<sup>th</sup>, 2009  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

*1.1 Call to Order*

Vice-Chairman Cannon called this meeting of the Town of Chester Board of Selectmen to order at 7:00pm.

*1.2 Roll Call*

Selectmen present:

Robert Brown  
Jack Cannon  
Joe Castricone  
Stephen Landau

Selectmen absent:

James Hassam

Members of the Public present, at various times:

Geoff Barnett, Cemetery Trustee  
Bill Burke, Police Chief  
Steve Child, Cemetery Trustee  
Patricia Martin, Administrative Assistant  
Matt Rittenhouse, Tri-Town Times  
Carolyn Scott  
Leroy Scott  
Angela Sherwood, Finance Director  
And other persons unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

Vice-Chairman Cannon led the attendees in the Pledge of Allegiance.

*1.4 Moment of Silence*

There was a moment of silence in honour of the young Chester resident that perished in an automobile accident the previous weekend.

Vice-Chairman Cannon also expressed thanks to the members of the Police and Fire Departments who had responded to the accident.

1.5 *Additions and Deletions*

There were no additions nor deletions.

1.6 *Public Comment*

As no members of the Public wished to speak, the Board closed Public Comment at 7:03pm.

**II Appointments**

2.1 *Hilary Hall, Stevens Hall Rededication*

Stevens Hall will be 100 years old this year; the official dedication ceremony was in 1910. The Historical Society has planned the rededication ceremony for the weekend of May 20<sup>th</sup> - 22<sup>nd</sup>, 2010. They would like to “mimic” the 1910 ceremony, of which an original program and newspaper articles are available. Some of the events suggested are music, a humorist, a replication of the 1910 Town Meeting and a Board of Selectmen’s meeting, an ice cream social, and exhibits possibly guided by a docent. She has drafted letters to local organizations, including Chester Academy and Chester College, inviting them to participate. Vice-Chairman Cannon asked about televising these events on the local cable channel; Ms. Hall stated that the Stevens Hall wiring was not sufficient for quality transmission, but perhaps Comcast could assist.

Some of the repairs being considered include refinishing the 9’ grand piano cabinet and repairing the plaster Dining Room walls. She is not sure if there are enough funds to redo the Dining Room and Foyer floors in the same fashion as the upstairs floors.

The next meeting of the Historical Society is on Monday, September 14<sup>th</sup>. Ms. Hall departed the meeting at 7:16pm.

2.2 *Cemetery Trustees - Perpetual Care Trust Funds*

North Chester Cemetery

The Trustees have been asked to make an interment at the North Chester Cemetery. There is an available section in the back that will be opened and maintained. The surveyors mark has been found; brush needs to be cleared and a plot plan drawn up. Plots will be drawn up with sufficient room for either a headstone and footstone, or for four cremations. The deed to this piece of land should be with the Town Clerk; the land was donated by an abutter years ago to bury his wife. All of these expenses will be handled out of the Cemetery Budget. This section will create income for the Perpetual Care fund.

The Trustees asked if it would be possible to borrow the Town’s chipper to clear the Brush at North Cemetery; Vice-Chairman Cannon advised them to talk to Road Agent Michael Oleson, who would most likely deliver it to the location and arrange for it to be operated from his staff.

Selectman Landau advised the Trustees to look into some plots in North Cemetery that may belong

to certain Townspeople who have met a stipulation in their deeds of living in their homes for more 30 years.

### Village Cemetery

There is a chain link fence that divides the Village Cemetery from the basketball court that is grown over with undesirable weeds (poison ivy, for example). The Trustees have cleared their side; they would like the Town to clear the other side in order that they might plant arborvitae and create a “living green wall” on the basketball court side, 3-4’ away from the asphalt.

### Finances

The Trustees have spoken to Finance Director Sherwood about the Perpetual Care Funds. These funds are requested by the Cemetery Trustees from the Trustees of the Trust Funds. They may only spend the interest, and not touch the principal. Mr. Barnett cannot find a Budget line item to reflect these funds. There was some discussion about how these funds were to be handled; whether necessities were drawn up, and the exact amount requested, or if all of the interest was to be requested, and receipts submitted afterwards. Vice-Chairman Cannon urged them to meet with the Trustees of the Trust before going any further with this discussion.

The Trustees also inquired about a \$500 donation check from Colonel Benton’s son from 2008 that is not showing up in their Budget. They claim it was given to the Finance Office for deposit; Finance Director Sherwood, who was not employed by the Town at that time, can find no record of it. Vice-Chairman Cannon suggested that they contact the Benton family to see if the check had been cashed.

The Trustees also asked about the \$5,835 that had remained in their budget at the end of the previous Fiscal Year.

Mr. Barnett and Selectman Landau had written to FEMA about recouping losses for work not considered for reimbursement; the Trustees state that they were not notified of the FEMA deadline. Finance Director Sherwood stated that she had spoken with FEMA recently while looking for the balance of the funds due to Chester (another ~\$31,000). FEMA stated that they had yet to send the final paperwork to the state. They also acknowledged receipt of the above-referenced letter, and stated that they would try to get a representative out to look at the Cemetery again. FEMA also stated that the letter was correct in that all work performed in the Cemetery was eligible for reimbursement, not simply “overtime”; they calculated that the Cemetery was due an additional \$1,880.20 for that work.

The Cemetery Trustees departed the meeting at 7:52pm.

### *2.3 Angela Sherwood, Finance Director*

### Employees on Town Accounts

Finance Director Sherwood performed research to determine which employees were on Town Charge Accounts. Department Heads will be asked to review the list and indicate which of their employees should or should not be on the list. Selectman Castricone stated that Employees should be required to display their badge in order to charge on an account. Selectman Brown would like

the list reviewed every six months. Selectman Landau suggested that Finance Director Sherwood also contact the White Farm in Concord, which was not on the list.

### Miscellaneous

There was an employee discussed last week whose hours were being increased for grant research; the paperwork submitted erroneously stated that her new hours were to be 32, rather than 30. The paperwork was corrected and signed by the Board.

There was some brief discussion about MRI’s hourly rate, based on their billing and the time actually spent working for the Assessing Department. Vice-Chairman Cannon stated that as MRI was reducing its time and payment every year, this was not a cause for concern.

BMSI is working on a problem with the Finance Office; some files appear to be corrupted, causing different versions of the same report to report unexpectedly different results. The data is known to be accurate through the end of May, as Finance Director Sherwood discovered the problem when running reports for the end of June. Boston Systems holds the backups, should anything need to be restored; Town Clerk Barbara Gagnon is their contact.

She had minor changes to the August 13<sup>th</sup> minutes, and an item for non-public session, which will be addressed at the end of the Public Meeting.

Finance Director Sherwood completed her public business at 8:10pm.

## **III Meeting Business**

### *3.1 Approval of Minutes*

*August 6<sup>th</sup>, 2009:* Selectman Brown moved to accept these minutes as drafted; Selectman Castricone seconded the motion. The vote was four in favour with Chairman Hassam absent; so moved.

*August 13<sup>th</sup>, 2009:* There were some changes to these minutes. In Section 2.1, Selectman Landau had been asked about the rollover process, not asked himself; there are to be two separate Warrant Articles addressing the Conservation Commission’s funds, not one; and in Section 3.2, Barbara Dolloff will be staffing the Selectman’s Office during Administrative Assistant Martin’s vacation. Selectman Castricone moved to accept these minutes as amended; Selectman Brown seconded the motion. The vote was four in favour with Chairman Hassam absent; so moved.

*August 20<sup>th</sup>, 2009:* Selectman Brown moved to accept these minutes as drafted; Selectman Castricone seconded the motion. The vote was three in favour with Chairman Hassam absent and Selectman Landau abstaining due to absence from that meeting; so moved.

### *3.2 Liaisons - Trustees of the Trust Funds*

None of the Selectmen volunteered to fill this position; Vice-Chairman Cannon nominated Selectman

Landau due to his knowledge of the subject, who accepted.

### 3.2 Roundtable

#### *Selectman Landau*

- The gentleman who is filling sandbags has completed 600, and the section from the fence to the first tree, which is actually ~45' - 50' out, has been completed. This meets Grace Levergood's requirements. They are attempting to continue along to the second tree, and may need to purchase more bags.
- He thanked Administrative Assistant Martin for her work on the Wason Pond Well issue; it has been approved and is now posted on the DES website, which means it is up for bid by plumbers and well-drillers. 5 out of 6 of the approved Minority/Women owned businesses on the DES website are from Massachusetts; Selectman Landau plans to suggest that local plumbers bid on the job as well. The letter is to be signed by October 1<sup>st</sup> and the work done by November. Road Agent Michael Oleson will arrange the digging of the trenches from the well location (which has been dowsed) to the water fountain, and to the building.
- He has determined that the Elm Research Institute in Keene, NH, who would like to donate a “Liberty Tree” to Chester, gets their funding from individual private grants and horticulturists. Selectman Landau stated that the young boy killed in the accident last weekend had an affinity for Wason Pond; he will ask the family if they would have any objection to the tree being planted in his honour.

#### *Selectman Brown*

- Steve Moltenbrey is putting together the boiler replacement bid package; Selectman Brown asked Administrative Assistant Martin to give any information she had on the matter to Mr. Moltenbrey.
- He has one issue for non-public session.

#### *Vice-Chairman Cannon*

- The MS1 is due on September 1<sup>st</sup>. The Assessing Department has requested an extension until September 21<sup>st</sup>, based on the fact that utility rates were received much later than normal and it will not be ready in time. The members of the Board signed the request.
- The Southern New Hampshire Planning Commission would like two volunteers to serve as representatives on its Steering Committee. They suggested Cynthia Robinson and Jean Methot. Ms. Robinson is willing; Administrative Assistant Martin will contact Mr. Methot.

Selectman Castricone moved to accept Cynthia Robinson as a representative to the Steering Committee for the Southern New Hampshire Planning Commission; Selectman Brown seconded the motion. The vote was four in favour with Chairman Hassam absent; so moved.

#### *Selectman Castricone*

- He has created an RFQ for the emergency generator. The Board perused the documents and made some minor changes; some wording referring written authorization of the Board was added, and some lines will be moved to the contract instead of the RFQ. Vice-Chairman Cannon would like a request for a proposal for annual maintenance to be added. Administrative Assistant Martin will be putting the RFQ on the web and advertising it in the

newspapers. Bids must be received by September 30<sup>th</sup>, and will be opened at the October 1<sup>st</sup> Board of Selectmen's meeting. Steve Moltenbrey will be brought up to speed on this issue.

- He has discovered an additional issue with the Earned Time policy, and will not be pursuing this until that is solved.

### 3.3 *Public Comment*

As no members of the Public wished to speak, Public Comment was closed at 8:37pm.

### 3.4 *Non-Public Session*

Selectman Castricone moved that the Board go into non-public session under RSA 91-A:3 II (c), Reputation, and RSA 91-A:3 II (e), litigation; Selectman Landau seconded the motion. The vote was four in favor with Chairman Hassam absent; so moved.

The public portion of the meeting was adjourned at 8:38pm; the Board will come out of non-public session to seal the minutes and adjourn the meeting. The meeting room was closed at 8:39pm.

Finance Director Sherwood remained in the meeting room.

Finance Director Sherwood departed the meeting room at 8:44pm.

The meeting room was re-opened at 9:15pm.

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

Selectman Castricone moved that the minutes to the first non-public session (with Finance Director Sherwood) be sealed for thirty days; Selectman Brown seconded the motion. The vote was four in favor with Chairman Hassam absent; so moved.

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

The third non-public session, to do with litigation, will not be sealed.

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

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

3.5 *Adjournment*

The meeting was adjourned at 9:18pm.

Respectfully Submitted,

Debra H. Doda