

**Town of Chester
Board of Selectmen Meeting
Thursday, December 15th, 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 7:07pm.

1.2 Roll Call

Selectmen present:

Jack Cannon
Joe Castricone
Stephen Landau
Michael Weider

Selectmen absent:

Joseph Hagan

Members of the Public present, at various times:

Richard Antoine, Fire Chief
Barbara Dolloff
Phil Gladu
Patricia Martin, Administrative Assistant
Matt Rittenhouse, Tri-Town Times
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

The following additions were made: one non-public session on Public Employees and one non-public session on Reputation.

1.6 Public Comment

As no members of the public wished to speak, Public Comment was closed at 7:09pm.

II. Old Business

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2.1 Approval of Minutes, 12/8, 12/3, 11/17, 11/3, 8/25, and 8/18/2011

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December 8th, 2011: Vice-Chairman Cannon moved that these minutes be approved as drafted; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Hagan absent; so moved.

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December 3rd, 2011: Selectman Weider moved that these minutes be approved as drafted; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Hagan absent; so moved.

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November 17th, 2011: Vice-Chairman Cannon moved that these minutes be approved as drafted; Selectman Weider seconded the motion. The vote was three in favor with Selectman Hagan absent and Selectman Castricone abstaining due to absence from the referenced meeting; so moved.

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November 3rd, 2011: Selectman Weider moved that these minutes be approved as drafted; Selectman Castricone seconded the motion. The vote was three in favor with Selectman Hagan absent and Vice-Chairman Cannon abstaining due to absence from the referenced meeting; so moved.

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August 25th, 2011: Selectman Castricone had one change; in line 175, the title should read Fire Department Ladder Truck rather than Foot Ladder Truck. Selectman Weider moved that these minutes be approved as amended; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Hagan absent; so moved.

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August 18th, 2011: Selectman Weider moved that these minutes be approved as drafted; Vice-Chairman Cannon seconded the motion. The vote was three in favor with Selectman Hagan absent and Selectman Weider abstaining due to absence from the referenced meeting; so moved.

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III. New Business

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3.1 Phil Gladu

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Mr. Gladu appeared before the Board to continue discussions on his candidacy for the Emergency Management Director position. This is the third meeting with him.

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Vice-Chairman Cannon stated that he was satisfied that Mr. Gladu would do a good job. There was some discussion about whether or not the position should be appointed with a term limit; however, nothing on the subject could be found in the RSAs.

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Chairman Landau solicited public input on this appointment, but there was none.

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Selectman Weider moved to appoint Phil Gladu as Emergency Management Director for a term of five (5) years; Vice-Chairman Cannon seconded the motion. The vote was three in favor with Selectman Hagan absent and Selectman Castricone abstaining; so moved.

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94 Emergency Management Director Gladu departed the meeting at 7:15pm.

96 *3.2 Budgets*

98 These are preliminary budget discussions only.

100 *3.2.1 Executive*

102 Administrative Assistant Martin was available to discuss these figures with the Board.

104 01-4130-1-698, EX Beaver Creek: Chairman Landau is concerned with this line, which is for the
106 parcel of land behind the transfer station. This year's budget has \$1 in the line; is this sufficient?
108 Chairman Landau stated that there have been complaints on this property, and it might need
110 consultancy work; also, the owner has been asking for the Class VI road to be reclassified to a Class
112 V road. Selectman Weider stated that those costs would fall under the Legal line; Chairman Landau
disagreed, stating that inspections could not be charged to Legal. Selectman Weider stated that
both the Planning Board and the Building Inspector have money in their budgets, and methods to
handle such issues. Chairman Landau would prefer using the Beaver Creek line to track expenses by
letting it go negative.

114 01-4130-1-110, EX Contract - Minutes: Selectman Weider is concerned that this line is too small,
and suggested that it be increased from \$8k to \$10k.

116 01-4130-1-696, EX Town Web Page: Selectman Weider asked Administrative Assistant Martin if
118 the figures in this line were correct; she did not have that information as she does not have access
to the invoices.

120 The Board plans to increase the Salaries line by 3%.

122 *3.2.2 Executive - TA*

124 01-4130-2-630, TA Postage Meter Rental: This line will need to be increased, as the cost has risen.
126 It was suggested that \$1,210 was an appropriate figure. The Town may receive a small credit for
the maintenance contract.

128 01-4130-2-110, TA Grant Administration: The cost for a Selectmen's Office Assistant is rolled
130 into this line, and needs to be removed in order to ensure a clean number. Vice-Chairman Cannon
would like to speak with Erin Newnan before doing anything.

132 01-4130-2-689, TA Vending Machines: Where is the offsetting revenue?

134 01-4130-3-550, TA Town Report: Administrative Assistant Martin is considering having the
136 upcoming Town Report printed on recycled paper. This may add to the cost.

138 01-4130-3-560, TA Training: The Town is asking more of staff, and training shows results. This

figure will be raised to \$800.

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3.2.3 Legal

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01-4153-1-320, LE Services: This will be left as is, as these costs are difficult to predict.

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3.2.4 Debt Service

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01-4711-1-500, Principal - Conservation Easement and 01-4721-1-500, Interest - Conservation Easement: Both of these lines have been deleted, as the loan has been paid off.

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01-4711-1-801, Principal - Quint Fire Truck and 01-4721-1-801, Interest - Quint Fire Truck: These two lines have been added, as the Truck was purchased this year.

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01-4711-1-802, Principal - 2012 Ford F550 and 01-4721-1-802, Interest - 2012 Ford F550: These two lines have been added, as the F550 was purchased this year.

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156 There is apparently one year to go on the Road Bond.

3.2.5 Finance

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160 The Board is satisfied with the work of Coppola Rockburn. Vice-Chairman Cannon wondered if the Town could get a better rate from them if they signed a multi-year contract; this would have to be approved via a Warrant Article. Selectman Weider will speak with Ms. Coppola.

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164 Selectman Castricone noted that when the Town hired Coppola Rockburn, they expected to save money; however, whereas 01-4150-1-110, FA Finance Director - Salary was \$61k for a 40-hour week, 01-4150-1-150 FA Contract Finance Director is \$65k for a 20-hour week. Selectman Weider stated that the Town no longer had to pay benefits or NH Retirement, which is a large sum; also, the level of expertise is better. He stated that for the first time since he had been elected to the Board, the accounts are all balanced and reconciled.

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170 Selectman Castricone asked if the fact that the Boston Systems (01-4150-1-314, FA Computer Support) portion of this line was over \$5k (\$495/mo) meant that it needed to go out to bid; the other members of the Board did not think so. Chairman Landau wondered if it would be cheaper to go with a multi-year contract. Selectman Weider would like to see the Town switch to thin-wire and get rid of desktops.

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174 01-4150-2-301 FA External Audit: this line is budgeted for \$18.5k, but per Melanson & Heath, is expected to be less than this.

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3.2.6 Welfare - Direct & Intergovernmental

180 Barbara Dolloff joined Administrative Assistant Martin and the Board to discuss these figures.

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184 Administrative Assistant Martin reported that she is receiving 1-2 applicants a day for welfare

186 assistance. Mrs. Dolloff reported that Wilcomb-Townsend is receiving 3-4 requests a day for fuel
188 assistance, as state aid has been cut in half and the eligibility threshold has been lowered. The oil
company servicing the Town, DiFeo, has extended its special pricing to Wilcomb-Townsend, which
helps, but once the Wilcomb-Townsend funds are depleted, the Town will be receiving these calls.

190 01-4442-1-411, GA Fuel: This line will be doubled, from \$2,310 to \$4,620.

192 01-4442-1-410, GA Electricity: This line will be doubled, from \$4,200 to \$8,400.

194 01-4442-1-341, GA Telephone: This line is not a priority, so will be reduced from \$800 to \$400 in
order to use the funds elsewhere.

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198 01-4442-1-350, GA Medical: Administrative Assistant Martin is concerned that need under this
line will increase; \$200 of the GA Telephone line was moved there, making the line \$2k.

200 01-4442-1-415, GA Food: Residents have access to both the Church Food Pantry, and Mother
202 Hubbard's Cupboard. Chairman Landau reported that the Scouts' food drive was off by some ~200
pieces. Administrative Assistant Martin would like the food line increased from \$500 to \$750.
204 Although the Town could save 5% by purchasing \$1k worth of cards at Hannaford's, Vice-Chairman
Cannon was loathe to tie up that much money in one place.

206 Chairman Landau reported that when recipients have repaid the Town for their assistance, those
funds go into the General Fund. Selectman Weider suggested writing a Warrant Article to have
208 those funds go back into the Welfare lines. Vice-Chairman Cannon suggested that the Town ask
Diane Gorrow to draft this Article.

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212 There were no changes to the Welfare-Intergovernmental Payment (01-4444-1-xxx) lines.

214 *3.2.7 Ad & Regional Associations*

216 There were no changes to these lines.

218 *3.2.8 Other Health*

220 There were no changes to these lines. Apparently the Town makes use of The Upper Room in Derry,
but does not contribute to it; Mrs. Dolloff will speak to them.

222 Selectman Weider will communicate any changes to Finance Director Joanne Smith.

224 *3.3 Non-Public Session*

226 Administrative Assistant Martin and Mrs. Dolloff had an update on a Welfare situation to share
with the Board.

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230 Vice-Chairman Cannon moved that the Board go into non-public session with Administrative
Assistant Martin and Mrs. Dolloff under RSA 91-A:3 II (c), Reputation; Selectman Weider

seconded the motion. The vote was four in favor with Selectman Hagan absent; so moved.

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The meeting room was closed at 8:33pm.

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The meeting room was re-opened at 8:46pm.

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

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Vice-Chairman Cannon moved that the minutes to this first non-public session, on Reputation, be sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Hagan absent; so moved.

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244 **IV. Selectmen's Business**

246 *4.1 Roundtable*

248 *Vice-Chairman Cannon*

- He received an email from Building Inspector/Code Enforcement Officer Roy about LeClair's, asking why Mr. LeClair has keys and is allowed access onto the property. What does the Town have to do to secure this property? Chairman Landau suggested a fence; Vice-Chairman Cannon asked if the Police Department can arrest anyone on the site. A legal opinion is needed. Selectman Weider believes that Mr. LeClair has have access to the site, but cannot perform any business there; Chairman Landau and Selectman Castricone believe there should be no access at all. Chairman Landau will follow up with Attorney Tierney; Vice-Chairman Cannon will follow up with Police Chief Burke.

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258 *Selectman Weider:*

- He has received a draft contract from Fred C. Church. Vice-Chairman Cannon would like to see a confidentiality clause added. Selectman Weider will send a copy to Diane Gorrow, and alert HUB International that the Town chose elsewhere. This subject will be raised again at next week's meeting. Vice-Chairman Cannon would like budgetary figures by February.
- The Auditors will be on-site Monday and Tuesday of next week (December 19th and 20th, 2011).

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266 *Selectman Castricone:*

- The new Maintenance person, Mr. Amato, has started; his first priority is the Multi-Purpose Room showers. The floor was sealed for basketball purposes today. Selectman Castricone plans to meet with Mr. Amato tomorrow.
- He will ask the Electricity Brokers to attend next week's meeting.

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272 *Chairman Landau:*

- A Warrant Article was passed at the Town Meeting in 2010 to raise and appropriate \$15k for a Skid Steer for the Transfer Station. Chairman Landau reminded those listening that the Warrant Article mandated that all funds would come from grants, donations, and other outside funding. Recently a ~\$400 check was received from Northeast Resource Recovery;

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278 this was described as a share of a gift from Samsung due to the Town's improved
electronics recycling. Chairman Landau would like this check to go into the Skid Steer fund.
280 Chairman Landau moved that the \$414.10 check from Northeast Resource Recovery be
transferred to the Town Fund for Skid Steer Equipment as specified in Special Warrant
282 Article #23 in the Town Meeting of May 12th, 2010; Selectman Castricone seconded the
motion. Vice-Chairman Cannon would like to be sure that any deposit being made to this
284 fund first be reviewed by the Board. The vote was four in favor with Selectman Hagan
absent; so moved.

286 *4.2 Public Comment*

288 As no Members of the Public wished to be heard, Public Comment was closed at 9:10pm.

290 *4.3 Non-Public Session*

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

296 The meeting room was closed at 9:11pm.

298 The meeting room was reopened at 9:33pm.

300 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 Hagan absent; so moved.

302 Vice-Chairman Cannon moved that the minutes to this second non-public session, on Public
304 Employees, be sealed for an indefinite period; Selectman Castricone seconded the motion. The vote
was four in favor with Selectman Hagan absent; so moved.

306 Vice-Chairman Cannon moved that the minutes to this third non-public session, on Reputation, be
308 sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was four in
favor with Selectman Hagan absent; so moved.

310 **V. Adjournment**

312 Selectman Castricone moved to adjourn the meeting; Vice-Chairman Cannon seconded the motion.
314 The vote was four in favor with Selectman Hagan absent; so moved.

316 The meeting was adjourned at 9:35pm.

318 Respectfully Submitted,

320 Debra H. Doda