

**Town of Chester
Board of Selectmen Meeting
Thursday, December 2nd, 2010
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
Gene Charron
Stephen Landau
Michael Weider

Members of the Public present, at various times:

Web Anderson, Historical Society
Rich Antoine, Fire Chief
Geoff Barnett, Cemetery Trustee
Aaron Berube, Police Sergeant
Janet Boyden
Bill Burke, Police Chief
Kathy Burke, Supervisor of the Checklist
Barbara Dolloff
Barbara Gagnon, Town Clerk
Midge Gould
Chris Hadik, Building Inspector Hiring Committee
Barbara Hatch, Supervisor of the Checklist
Chuck Heuer
Aaron Mansur, Cemetery Trustee
Chuck Myette, Building Inspector Hiring Committee
Leslie Packard, Supervisor of the Checklist
Matt Rittenhouse, Tri-Town Times
Carrie Rouleau-Côté, Building Inspector Hiring Committee
Mark Sanborn, Cemetery Trustee
Carolyn Scott
Leroy Scott
Angela Sherwood, Finance Director
And other persons unknown to the Recording Secretary

48 *1.3 Pledge of Allegiance*

50 Chairman Landau led the attendees in the Pledge of Allegiance.

52 *1.4 Additions and Deletions*

54 There were two non-public sessions added, one of which will be with Town Clerk Barbara Gagnon.

56 *1.5 Public Comment*

58 As no members of the public wished to speak, Public Comment was closed at 7:08pm.

60 **II. Old Business**

62 *2.1 Approval of Minutes*

64 This subject was not addressed tonight.

66 *2.2 8 Sunset Avenue Property*

68 The owner of this property is currently in default on their property taxes. According to Town Clerk Gagnon, it was voted at a previous Town Meeting that any owner willing to pay off all back taxes and costs can redeem their property; this owner would like to do that, should the Board vote to allow it. Selectman Weider asked for the amount due; one year ago it was more than \$31k, but it is unknown what the current amount is. This figure will be determined and this subject raised again at a future meeting.

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III. New Business

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3.1 Building Inspector Hiring Committee - Proposed Non-Public

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80 Chuck Myette, Chris Hadik, and Carrie Rouleau-Côté of the Building Inspector Hiring Committee appeared before the Board to make a recommendation based on their interviews.

82 Selectman Weider moved that the Board go into Non-Public Session under RSA 91-A:3 II (c), Reputation; Selectman Charron seconded the motion. The vote was unanimous in the affirmative; so moved.

86 The Meeting Room was closed at 7:11pm.

88 The Meeting Room was reopened at 7:25pm.

90 Selectman Charron moved that the Board come out of non-public session; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

92

94 Selectman Weider moved that the minutes to this non-public session be sealed for six months;
Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

96 *3.2 Budget Reviews*

98 Selectman Weider noted that the School Budget for the upcoming Fiscal Year had increased by
over 13%. He stressed the need for Departments to provide backup for their requests.

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3.2.1 Supervisors of the Checklist

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104 Kathy Burke, Barbara Hatch, and Leslie Packard were available to answer questions about this
budget.

106 The Supervisors of the Checklist budget request is for \$11,681, which is \$9,295 less than the
current year. The events scheduled for the 2011-2012 budget year are Town Elections and Town
108 Meeting, training of Kathy Burke, and a mandatory system purge in June 2011. This process is done
every 10 years; it is unsure how many hours it will take, although 20 hours each has been estimated.
110 If there is a special Town Meeting, additional funds would be needed; however, one has not taken
place for several years.

112

114 The 2012-2013 Budget Projection will be much higher, as there will be a State primary, State
election, and a national election.

116 The Board had no questions about this budget, and the Supervisors of the Checklist departed the
meeting at 7:31pm.

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3.2.2 Treasurer

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122 Finance Director Sherwood was available to answer questions about this budget; however, as it was
unchanged from last year, none were raised.

124 3.2.3 Cemeteries

126 Geoff Barnett, Aaron Mansur, and Mark Sanborn were available to answer questions about this
budget.

128

130 The salary line was somewhat higher, although no raises have been budgeted for; Mr. Sanborn is
cataloging all broken stones.

132 The Equipment Maintenance line includes funds for preventive maintenance, not just repairs. The
Trustees would also like to begin funding a CIP for the purchase of new maintenance equipment;
134 Selectman Weider suggested that they talk with the Recreation Department about impact fees.

136 The rock wall at the center of town needs repair; although the square footage is less than that of
the Branch Cemetery wall, the work is more intricate - Mr. Sanborn described it as "wet stack with
138 roping" - so the cost will be higher. The Trustees have one estimate in hand; Selectman Weider

140 asked that they obtain two more. Metal posts have been driven into the ground in front of the affected area to stop the bowing until the repairs can be made.

142 The Trustees also pulled all of the Groundskeeping costs from the overall budget and consolidated
144 them into one section. This section covers the mowing of all Town lawns, tree and hedge trimming,
leaf raking, spring cleanup, and bark mulch spreading. It does not include the shoveling of walkways,
146 although Vice-Chairman Cannon would like to see it do so. The Municipal Complex walkways, for
example, need to be cleared reliably and before the building opens. This consolidation is a way for
148 the Board to see how much this work actually costs and determine whether or not to keep the work
in-house or outsource it in the future. This is also helpful in that it allows for the consolidation,
and prevents the duplication, of equipment. It also saves money in that the Maintenance workers
150 are paid \$15/hour while the Cemetery workers are paid \$11/hour. Finance Director Sherwood will
assist with this section by determining what the actual mowing costs were for the previous year.

152 The Cemetery Trustees departed the meeting at 7:58pm.

154 3.2.4 Ad & Regional Associations

156 Finance Director Sherwood was available to answer questions about this budget.

158 This budget, which covers the LGC and the Southern NH Planning Commission dues, contain accurate
160 figures from those organizations. Chairman Landau opined that the Town gets its money's worth
from these dues, considering the help received for LeClair's and grant work.

162 There were no further questions about this budget.

164 3.2.5 Principal on Loans

166 3.2.6 Bond Interest

168 3.2.7 TAN Note

Finance Director Sherwood was available to answer questions about these budgets.

170 These budgets contain the actual figures principal and interest figures, other than the Wason Pond
172 bond; those figures are not yet known. The interest charged on the recent TAN note was \$706.
No notes or bonds are expiring in the upcoming Fiscal Year; Selectman Weider asked that
174 expiration dates be added to the backup information.

176 3.2.8 Police

178 Police Chief Burke and Police Sergeant Berube were available to answer questions about this budget.

180 The full-time salary line has increased, due to the addition of another full-time police officer, who
will be attending the Academy in January. The addition of this officer, along with the one that is
182 graduating from the Academy tomorrow, will bring the department that much closer to having all
shifts covered.

184

186 The overtime line is already overspent this Fiscal Year; it should go down, due to the new full-time
188 officers. Selectman Weider asked that the Department do an analysis of the overtime, as the
Budget Committee will want to see it; Vice-Chairman Cannon would like to see it broken down into
court time, incident time, etc.

190 There was some discussion about the Special Detail funds. Selectman Weider would like to see that
revenue reimbursed to the salary line more often (monthly) than is currently done (quarterly).
192 Finance Director Sherwood will do so. Details cost outside parties \$50/hour for an officer and
cruiser; the officer is paid \$35, the Town is paid an administrative fee, and any remainder stays in
194 the Special Detail fund. These remaining funds can be used, per Warrant Article, to buy equipment
for the Police Department. Sergeant Berube opined that the Fund retains perhaps \$1 per hour
196 after all parties are paid. Selectman Weider is concerned that the Town may not be being
adequately reimbursed for their expenses on special details. Although time spent on details does
198 not impact the officer insofar as overtime is concerned, it does impact the retirement contribution,
and the Town is not reimbursed for any costs incurred by the cruiser (gas, oil, maintenance, etc.).
200 Fees may need to be raised.

202 A uniform analysis was done; full-timers go through 3-4 sets a year, while part-timers go through 1-
204 2 sets per year. Vests are replaced every five years.

The Department plans to write a Warrant Article for a new cruiser, as one is due to be replaced in
206 July. It currently has 105k on the odometer, and should have 125k by July.

208 3.2.9 Animal Control

210 Police Chief Burke and Police Sergeant Berube were available to answer questions about this budget.

212 There is no dedicated Animal Control officer. Calls are increasing, including quite a few horse calls,
which need to be handled by the ASPCA. Dogs that are boarded are charged directly to the
214 owners, not the Town. Car-struck deer need to be euthanized; Chairman Landau suggested putting
the cost of a box of ammunition into the budget.

216 Police Chief Burke and Police Sergeant Berube departed the meeting at 8:44pm.
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220 3.2.10 Historical Society

222 Although this department had not been on the schedule, Web Anderson was present at the meeting
and handed his Budget Request to the Board for their perusal. This budget will be addressed at a
224 future meeting.

226 *3.3 Town Clerk Barbara Gagnon*

228 Town Clerk Gagnon had requested a non-public session with the Board. The Board will continue in a
separate non-public session after Town Clerk Gagnon departs.

230 Selectman Weider moved that the Board go into Non-Public Session for two items under RSA 91-

232 A:3 II (c), Reputation; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

234 The Meeting Room was closed at 8:50pm. Town Clerk Gagnon remained in the room.

236 Town Clerk Gagnon departed the meeting at 9:07pm.

238 The Meeting Room was reopened at 9:15pm.

240 Selectman Weider moved that the Board come out of non-public session; Selectman Charron seconded the motion. The vote was unanimous in the affirmative; so moved.

242 Selectman Charron moved that the minutes to both non-public sessions be sealed for an indefinite period; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

246 Selectman Weider moved that the Board vote to approve the motion that was made in non-public session; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

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IV. Selectmen's Business

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4.1 Employee Christmas Party

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256 The Municipal Complex will be closed on Friday, December 17th, 2010, from 2pm - 4pm, in order that employees working there may attend the Employee Christmas Party.

258 4.2 Gift Cards

260 The Board identified 36 employees, both full and part time, that are not elected officials; each will receive a gift card of \$50, for a total of \$1,800. The line dedicated to this purpose is overspent, due to the purchase of the Scott Air Packs; it will still be used. Selectman Weider suggested that the gift cards and letters be included with the employees' paychecks.

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4.3 Roundtable

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Vice-Chairman Cannon:

- 268 ● He asked if it was possible for the Legion Hall to be deeded to the Town, although he is opposed to such a move. He would prefer to put pressure on the Legion, letting them know that the building is an eyesore and they should address the issue. Chairman Landau stated that the building has fallen into disrepair due to the lack of an active membership in town, but others are stepping up and the building is being worked on. He wrote a letter, as a private citizen, to the American Legion, stressing that although the Town supports the Legion, they cannot spend town money on the building, and that any work being done currently is via donations.
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Selectman Weider:

- 278 ● The Assessing Office will be open limited hours for the next couple of months. On
280 Tuesdays from 8:30am - 12:00 noon, Scott Marsh from MRI will be in the office; on
282 Wednesdays and Fridays from 8:30am - 12:00 noon, Janet Boyden in the ZBA office will be
284 available for the printing and faxing of property cards. Scott Marsh will also be available
286 via cell phone.
- Chief Tunberg attended the last School Board meeting and asked to use the School Building
288 as an emergency shelter again this season, as the generator was not yet working. Selectman
290 Castricone stated that the generator had been inspected and approved, and that Fire Chief
292 Antoine should confirm. Selectman Charron asked what building in Chester had been
designed at its official shelter; this is not known. Chairman Landau suggested that Chief
Tunberg come in.
- He will arrange to have the applicant that the Building Inspector Hiring Committee
recommended appear for an interview during the Board meeting of December 16th, in non-
public session. The Committee is also invited to attend. Selectman Castricone would like to
know what questions the applicant had already been asked by the Hiring Committee.

294 *Selectman Castricone:*

- Nothing to report.

296

Selectman Charron:

- 298 ● Nothing to report.

300 *Chairman Landau:*

- He has the Emergency Dispatch Services contract from Derry, and will leave it in the
302 Selectmen's office over the weekend for the Selectmen to review.
- He has a letter from LGC about insurance premiums to be signed. Selectman Weider moved
304 that the Board authorize Chairman Landau to sign this letter; Vice-Chairman Cannon
seconded the motion. The vote was unanimous in the affirmative; so moved.
- The Town spent \$4,800 to perform a cleanup of Stow Road (?) from Old Sandown Road to
308 Fremont Road. This was done to meet Fire Department and Planning Board requirements for
a second access road. There were 16 tons of trash taken out, most of the items being
310 mercury light bulbs and asbestos shingles (which cost \$1k to remove). Chairman Landau
proposed that a fine be instated for illegal dumping on Town property, including Class V and
312 VI roads. He suggested consulting with Town Clerk Gagnon to see if an ordinance already
exists, and if not, approaching Town Counsel about it. Before 1903 discontinued roads
314 reverted to the abutters; after 1903, they became subject to gates and bars. The builder
has put a gate up now, and the Fire Department has the key.

316 *4.2 Public Comment*

318 As no Members of the Public wished to be heard, Public Comment was closed at 9:49pm.

320 **V. Adjournment**

322 Vice-Chairman Cannon moved to adjourn the meeting; Selectman Weider seconded the motion. The

vote was unanimous in the affirmative; so moved. The meeting was adjourned at 9:49pm.

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326 Respectfully Submitted,

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Debra H. Doda