

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 5<sup>th</sup>, 2012  
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

Joseph Hagan (arrived at 7:20pm)

Stephen Landau

Michael Weider

Members of the Public present, at various times:

Geoff Barnett, Cemetery Trustee

Bill Burke, Police Chief

Kathy Burke, Supervisor of the Checklist

Barbara Cannon, Library Trustee

Dianna Charron, Supervisor of the Checklist

Mary Beth Ditoro, Library Trustee

Tad Dziemian, White Columns

Kandace Knowlton, Library Trustee

Aaron Mansur, Cemetery Trustee

Deb Munson, Library Trustee

Leslie Packard, Supervisor of the Checklist

Matt Rittenhouse, Tri-Town Times

Mark Sanborn, Cemetery Trustee

Carolyn Scott

Leroy Scott

Tim Sheehan, Library Director

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*

48 The following addition was made: one non-public session on Reputation.

50 *1.6 Public Comment*

52 As no members of the public wished to speak, Public Comment was closed at 7:05pm.

54 **II. Old Business**

56 *2.1 Approval of Minutes, 12/29/2011*

58 *December 29<sup>th</sup>, 2011:* Selectman Weider moved that these minutes be approved as drafted;  
60 Selectman Castricone seconded the motion. The vote was four in favor with Selectman Hagan  
60 abstaining due to absence from the meeting in question; so moved.

62 **III. New Business**

64 *3.1 UMG Bulk Energy Specialties, Inc.*

66 The representative from UMG Bulk Energy Specialties did not attend tonight's meeting.

68 *3.2 White Columns Office Solutions*

70 Tad Dziemian of White Columns Office Solutions appeared before the Board to discuss contracting  
72 with his company for the bulk buy of electricity.

74 White Columns Office Solutions is an electricity, natural gas, and telecom broker operating in all  
74 New England states other than Vermont, as well as other states outside of the area. Whereas  
76 PSNH provides the infrastructure and delivery, other suppliers are allowed to provide the  
76 electricity itself, and the bill comes from PSNH. Although he partners with nine suppliers, he would  
78 provide Chester's electricity through NextEra Energy, headquartered in Houston.

80 Mr. Dziemian estimated that he could save the Town between \$2,600 and \$3,000 each year in  
80 electricity costs. His rate as of today is \$0.699 per Kilowatt hour; PSNH's rate is \$0.839. The  
82 PSNH rate is higher as they generate their own power and are less cost effective. Selectman  
82 Hagan asked if every governmental entity bought their electricity from a broker, would PSNH have  
84 to furlough its workers? Selectman Weider opined that they would not, as PSNH would just sell its  
84 electricity elsewhere.

86 The Town could choose an indexed or a fixed price; he believes that the fixed price outperforms  
88 the indexed price, so would recommend that, as well as a 12-month contract.

90 He noted that the Chester School has already signed on with an electricity broker. The Towns of  
90 Hampstead and Epping, as well as the Epping Schools, have signed on with him.

92 Mr. Dziemian departed the meeting at 8:38pm.

3.3 *Budgets*

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3.3.1 *Police*

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Police Chief Bill Burke was available to discuss these figures with the Board.

98

100 01-4210-1-122, PD Salaries - Officers and 01-4210-1-136, PD Salaries - Overtime: There was some  
discussion about the need to raise/adjust these lines, due to the new Town Policy on Vacation  
(instead of Earned Time). At this point in time, although each line should be at ~50%, there is only  
102 36% left in the Officers line but 64% left in the Overtime line. Police Chief Burke will review  
these lines.

104

106 01-4210-1-625, PD Admin Postage: This line has been raised due to increased arrests, paperwork,  
and certifications.

108 01-4210-3-635, PD Gas/Oil: There is only 29% left in this line for this Fiscal Year, due to the  
implementation of a midnight shift. It will be raised accordingly for next Fiscal Year. It is possible  
110 that this line will be overspent this Fiscal Year.

112 01-4210-2-637, PD 11 Cruiser Repair: This vehicle has become the primary cruiser, due to its  
newness, and its repair line has been increased accordingly. 01-4210-3-672, PD 10 Cruiser  
114 Repair/Maint, has become the secondary vehicle.

116 Repair and Maintenance for each cruiser, in general, covers oil changes every 3000 miles, 1 new set  
of tires, 2 alignments (due to the roads in Town), one inspection, and lube-oil-filter changes (24  
118 over the entire fleet). Cruisers might also need brakes.

120 01-4210-5-811, PD Vests: All Police Department members currently have vests, thanks to a grant.  
All vests are less than five years old. It will be necessary to apply for another grant in the next  
122 few years, as vests need to be replaced after five years; also, they are individually fitted to each  
officer. Police Chief Burke is keeping up with his grants.

124

126 01-4210-6-740, PD Training Supplies & Equip: Chairman Landau asked if this line should be raised,  
due to the increase in the cost of ammunition; Selectmen Weider and Castricone thought it seemed  
fine as is, based on actuals. Police Chief Burke noted that he prefers to spend dollars in this line  
128 closer to the end of the Fiscal Year.

130 There was some discussion about the feasibility of signing up to use fuel from the State Garage.  
One must have a state car and particular credit card to participate; the cost is billed directly to  
132 the Town, without taxes. The Board will discuss this issue later.

134 Police Chief Burke plans to write a Warrant Article for 50% of the cost of a new cruiser. New ones  
are \$24-25k off the lot. The Michigan State Police are using the Chevy Lumina; however,  
136 availability on those are at least a year out. The Chevy Impala has maintenance issues due to its  
front wheel drive. Also, it may not be possible to move all equipment over from the current vehicles  
138 to new ones, if the model changes; the Department must plan for an additional expense in that case.

140 Staffing appears to be good, what with one officer graduating from the Academy and going full-  
time soon. Part-time officers who are interested in going full-time are beneficial to the  
142 Department in the case that a full-time officer leaves the Town's employ. Police Chief Burke would  
consider adding more part-time officers; it can be difficult filling shifts especially around holidays  
144 based on the part-timers' 'outside lives'. Vice-Chairman Cannon wondered about asking part-timers  
to commit to a certain of hours each year; Selectman Weider noted that the Town had approved  
146 24x7 staffing, so Police Chief Burke must staff it however he sees necessary.

148 A question was raised: who was eligible for Christmas Holiday pay - those who worked on Sunday  
(actual Christmas) or Monday (observed Christmas)? The same question applies the Fire and  
150 Highway Departments, and to New Year's Day. Those working the observed holiday would  
automatically get holiday pay; what about those working the actual day?

152 Vice-Chairman Cannon moved that the Town pay Employees holiday pay for hours worked on  
154 Christmas Day 2011 and New Year's Day 2012; Selectman Weider seconded the motion.

156 Chairman Landau asked that the motion be amended to specify both official and observed days.  
Vice-Chairman Cannon moved that the amendment be accepted and Selectman Castricone seconded;  
158 the vote was unanimous in the affirmative; the motion was amended.

160 The motion now reads: that the Town pays Town Employees holiday pay for hours worked on both  
official and observed Christmas Day 2011 and both actual and observed New Year's Day 2012.  
162 The question was called. The vote was unanimous in the affirmative; so moved.

164 Police Chief Burke departed the meeting at 7:57pm.

### 166 3.3.2 Library

168 Library Director Tim Sheehan and Library Trustees Barbara Cannon, Mary Beth Ditoro, Kandace  
Knowlton, and Deb Munson were available to discuss these figures with the Board.

170 The Library is asking for \$111,288 in funding for the upcoming Fiscal Year. This is a \$10,237  
172 increase over last year's request for \$101,051; this increase is due to the decrease in trust fund  
income. Last year they had projected \$13,500 and only received \$8101.80; therefore, this year  
174 they are only projecting \$5000.

176 Vice-Chairman Cannon asked where the projection had come from; Library Director Sheehan stated  
that it was based on the previous year's income. Trustee Ditoro stated that they had requested  
178 quarterly statements going forward, and did not feel they were getting the answers they needed.  
In previous years, the income had been ~\$20k. They were wondering why they could not invest on  
180 their own behalf.

182 Vice-Chairman Cannon is concerned that overall, income from the Trust Funds is low; it has lost  
33%. Apparently the Cemetery Trustees are having similar problems. Vice-Chairman Cannon would  
184 like the Trustees of the Trust Funds to meet with the Board.

186 There was some discussion about maintenance issues. Apparently there was a misunderstanding;  
188 Library Director Sheehan was under the impression that the Board wished him to arrange his own  
190 maintenance, and send the bills to the Finance Department for payment. What the Board actually  
192 wanted was for him to call the Maintenance Department, who would then handle the library's  
maintenance needs in-house. Library Director Sheehan would also like to join with the Town on  
items such as building, fire, and sprinkler inspections; he will provide Selectman Castricone with  
their schedules.

194 Selectman Castricone will attend the next Library meeting, which is on Tuesday, January 24<sup>th</sup>, 2012,  
at 6:30pm.

196 Library Director Sheehan and the Library Trustees departed the meeting at 9:00pm.

198 *3.3.3 Supervisors of the Checklist*

200 Dianna Charron, Kathy Burke, and Leslie Packard were available to discuss these figures with the  
202 Board.

204 The upcoming Fiscal Year will have 4 events: one State Primary, one Presidential Election, one Town  
Election, and one Town Meeting. Including set up, supervision, take down, and various clerical  
206 duties, they expect to need ~\$4,000 for these events. A new set of booths is also needed; there  
are still three old sets, which are being replaced one at a time each year. This will cost \$1,250.

208 Due to an oversight, costs for the upcoming Presidential Primary was not included in last year's  
210 budget. This, offset by a less expensive than expected list purge/training, could cause the current  
Fiscal Year budget to be overspent by ~\$1,300.

212 Supervisor Charron asked that all of the lights in the Multi Purpose Room, as well as those out back,  
214 be turned on on Primary Day; also, that the Town Signs reflects the correct voting hours, which are  
7am - 7pm on Tuesday, January 10<sup>th</sup>, 2012. Selectman Castricone will handle these tasks.

216 The Supervisors departed the meeting at 7:16pm.

218 *3.3.4 Cemeteries*

220 Geoff Barnett, Aaron Mansur, and Mark Sanborn were available to discuss these figures with the  
222 Board.

224 01-4195-1-700, CEM Repair Rock Wall: Two portions of the Fieldstone Rock Wall at the North  
Chester Cemetery are in need of repair; this will add an additional \$2,264 to the existing \$1000  
226 for a total of \$3,264. This is a one-time only expense. The Road at the North Chester Cemetery  
also needs to be widened, crowned, and smoothed. Trustee Barnett will ask the Highway  
228 Department if they can handle this in-house, although it was noted that the gate is narrow. The  
\$1000 in this Fiscal Year's budget is for the cemetery fence at the center of town; it is being  
230 taken down one section at a time, sanded, patched, and painted, and reinstalled with improved

232 drainage. The rope-stone wall is not being addressed at this time; an estimate was for \$17.6k. It has been braced for now.

234 01-4195-1-430, CEM Equipment Maintenance: The Trustees are requesting \$700, although they  
236 have spent much less than that this Fiscal Year. Trustee Barnett stated that they would need to replace some equipment.

238 01-4195-1-110, CEM Salaries: Selectman Weider noted that there was only \$1600 left in this Fiscal  
240 Year's line; Trustee Barnett stated that they were not doing any winter maintenance this year and it would be saved for the Spring.

242 01-4195-1-390, CEM Contract Services: Trustee Sanborn noted that this line was reduced; there  
244 are no trees to be taken down any time soon.

246 The Trustees are currently covering ten cemeteries; a new one, Osgood, has been found on Wells Village Road. The Presbyterian Cemetery which used to be off of Halls Village Road off of 121 will be investigated in the Spring.

248 The Cemetery Trustees departed the meeting at 8:15pm.

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#### IV. Selectmen's Business

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##### 4.1 Roundtable

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##### *Vice-Chairman Cannon*

- 256 ● He had received a question from Town Clerk Barbara Gagnon, referencing fees on vehicle  
258 registrations, intended to be used for improvements in Town. Perhaps a vote needs to be taken at Town Meeting. Apparently some Towns use it for road improvement; perhaps it could be used to defray CART costs or other public transportation. Chairman Landau does not want to see it become a slush fund; Vice-Chairman Cannon would prefer it be used for a non-budgeted purpose rather than to offset existing costs. Selectman Castricone would like to know the history of this potential fee, and will consult with Town Clerk Gagnon.
- 262 ● He would like to know if the stumps will be removed from the trees that were cut down out  
264 front. Selectman Castricone stated that they would, after a visit from DigSafe; nurseries are being consulted for planting suggestions. Vice-Chairman Cannon would like the Board to have final approval of any future maintenance in this area.
- 266

##### *Selectman Castricone:*

- 268 ● He has contacted Hilary Hall about the Comcast contract but has yet to hear back.  
270 ● The new Maintenance employee, Tony Amato, has repaired some of the voting booths for the upcoming election.
- 272

##### *Selectman Hagan:*

- 274 ● He apologized for his lateness; he was detained by State House business.

##### *Chairman Landau:*

- 278 ● He brought up the previously-discussed subject of a gas tank for the Highway Department. There is a fueling program at the State sheds, and he has the paperwork to sign up. The rate is good for three months; any town-owned vehicle or equipment is eligible. Apparently
- 280 the Chester shed only has diesel right now, which would benefit the Highway Department, but not the Police or Building Inspector; the Fire Department has its own tank. There are
- 282 gas sheds in Londonderry, Epping, and Manchester. Vice-Chairman Cannon opined that the location of those gas sheds would make it an opportunistic fill-up, rather than for routine
- 284 use. Chairman Landau will prepare the information for the Board to read over the weekend.
- 286 ● He has spoken to Shawn Patenaude of Dubois & King. Mr. Patenaude believes that DES will require minimal engineering to correct the problem at Edwards Mill Dam; the Town may need to replace one of the valves. The Board would like to know how much the estimated total cost is before deciding to put this item into the budget, or making it into a Warrant Article.
- 288 ● He has yet to hear from Attorney Mike Tierney on LeClairs.
- 290 ● He has yet to hear from Vision Appraisals. The Assessing Department will present its budget at next week's meeting; perhaps Visions should be asked to come in. The Town is holding all monies currently due to Visions. They can certainly charge the Town interest, but the Town can also file against Vision's performance bond. Chairman Landau will call Visions tomorrow.

#### 296 4.2 Public Comment

298 Leroy Scott stood and was recognized. He hoped that the Board had not forgotten about the Town's two broken cannons. Chairman Landau replied that Administrative Assistant Martin had been looking for wheels for them today.

302 As no other Members of the Public wished to be heard, Public Comment was closed at 9:32pm.

#### 304 4.3 Non-Public Session

306 Selectman Weider moved that the Board go into non-public session under RSA 91A:3 II (c), Reputation; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.

310 The meeting room was closed at 9:33pm.

312 The meeting room was reopened at 9:37pm.

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

316 Selectman Weider moved that the minutes to the non-public session be sealed for an indefinite period; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; so moved.

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#### 322 V. Adjournment

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324 Selectman Weider moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote  
was unanimous in the affirmative; so moved.

326 The meeting was adjourned at 9:39pm.

328 Respectfully Submitted,

330 Debra H. Doda