

**Town of Chester  
Board of Selectmen Meeting  
Thursday, October 27<sup>th</sup>, 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 7:04pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Joe Castricone  
Joseph Hagan  
Stephen Landau  
Michael Weider (arrived at 7:12pm)

Members of the Public present, at various times:

Richard Antoine, Fire Chief  
Stan Bonis, Nobis Engineering  
Thornton (Ted) Lallier, AFLAC  
Bob Latham  
Patricia Martin, Administrative Assistant  
Jeffrey Olsen, Fred C. Church  
Robert Riley, Fred C. Church  
Matt Rittenhouse, Tri-Town Times  
Carolyn Scott  
Leroy Scott  
Peter Shunney, Fred C. Church  
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: an appointment with Ted Lallier of AFLAC; an appointment with Fire Chief Antoine to discuss the NIMS report; a discussion under Old Business on Raises and Earned Time; and a Non-Public session on Public Employees.

48 1.5 *Public Comment*

As no members of the public wished to speak, Public Comment was closed at 7:07pm.

50 **II. Old Business**

52 2.1 *Approval of Minutes, 10/20/2011, 10/13/2011, 9/22/2011, 9/1/2011*

54 *September 1<sup>st</sup>, 2011:* Selectman Weider moved to accept these minutes as drafted; Selectman  
56 Castricone seconded the motion. The vote was four in favor with Selectman Hagan abstaining due  
to absence from the meeting in question; so moved.

58 *September 22<sup>nd</sup>, 2011:* Selectman Weider moved to accept these minutes as drafted; Selectman  
60 Castricone seconded the motion. The vote was four in favor with Selectman Castricone abstaining  
due to absence from the meeting in question; so moved.

62 *October 13<sup>th</sup>, 2011:* On line 164, the person referenced was Treasurer Lamphere, not Landau.  
64 Selectman Weider moved to accept these minutes as amended; Selectman Hagan seconded the  
motion. The vote was four in favor with Selectman Castricone abstaining due to absence from the  
66 meeting in question; so moved.

68 *October 20<sup>th</sup>, 2011:* Selectman Castricone moved to accept these minutes as drafted; Selectman  
Hagan seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman  
70 Weider abstaining due to absence from the meeting in question; so moved.

72 **III. New Business**

74 3.1 *Fred C. Church*

76 Mr. Shunney, Mr. Olsen, and Mr. Riley from Fred C. Church Insurance appeared before the Board to  
discuss health, property, and casualty insurance.

78 Mr. Shunney specializes in Employee Benefits; Mr. Olsen and Mr. Riley in Property and Casualty  
80 insurance. Fred C. Church, headquartered in Lowell, has been in business since 1865. It is the  
largest privately owned broker in New England, and is an ESOP (Employee Stock Ownership Plan)  
82 company with a large presence in non-profit/municipalities. They work on a commission basis.

84 Mr. Shunney stated that there are only a few Employee Benefits options in New Hampshire. Other  
than Anthem, which is the Town's current provider through LGC, Harvard Pilgrim is the next best  
86 option. He is unsure if Fred C. Church would be able to provide the Town with Anthem insurance, as  
Anthem is unlikely to compete against itself. According to Selectman Weider, Anthem was  
88 supposed to support groups breaking out of a pool as part of the open market; however, Mr.  
Shunney pointed out that it would be the 'healthier' groups that break away, leaving behind the  
90 'sicker' groups as part of the pool. Selectman Weider stated that the Town is therefore paying  
for the non-performing groups. Even with no claims in the past 5 years, the Town's experience  
92 number is still 1. Chairman Landau opined that even though Employees are happy with Anthem, they

94 are may not care who provides their insurance as long as they have it. Vice-Chairman Cannon stated  
that Employees are likely to be happy with another company as long as it provides the same level of  
care at the same (or lower) price.

96 The Town currently pays \$316,673 in premium for Health & Dental Benefits for 15 Full-Time  
98 Employees, broken down into Single, 2-Person, and Family plans. The Town's 34 Part-Time  
Employees do not receive health and dental benefits. The Town does not provide Life Insurance,  
100 and has recently added Short-Term and Long-Term Disability. The Town may not negotiate its plan  
with LGC; Selectman Weider would like to partner with a firm who can.

102 The Board would like Fred C. Church to submit a proposal for its services, including a fee schedule  
104 (Mr. Olsen stated that the Property & Casualty department gets 10% on average). They are  
interested in Property and Casualty, Liability, Employee Benefits, and a Compensation Matrix. The  
106 Town is interested in a 'cafeteria' plan, and wellness programs. Mr. Shunney will also provide a list  
of his Employee Benefits clients.

108 Currently the Employee Benefits renew in July; Property & Casualty in January. However, the Town  
110 does have the right to terminate with LGC.

112 Mr. Shunney, Mr. Olsen, and Mr. Riley departed the meeting at 8:04pm.

### 114 3.2 *Nobis Engineering - Landfill Monitoring Renewal*

116 Mr. Bonis from Nobis Engineering appeared before the Board to discuss the renewal of their  
Landfill Monitoring contract.

118 Chairman Landau asked if there was any chance of pollution due to a semi-commercial operation near  
120 the Transfer Station. Selectman Weider is concerned that Nobis plans to reduce the monitoring of  
one particular well near a residential property. Mr. Bonis stated that they had planned to monitor  
122 that particular well less often for VOCs, as that was an expensive test. Selectman Weider opined  
that now is not a good time. According to Mr. Bonis, the Town pays \$140 per sample, twice a year,  
124 for two wells.

126 Selectman Weider asked Mr. Bonis if he knew of any hot buttons; Mr. Bonis stated that the EPA  
might be lowering the standard on a particular type of dioxin.

128 Selectman Weider moved that Chairman Landau sign the engagement with Nobis Engineering for  
130 Landfill Groundwater Management; Selectman Hagan seconded the motion. The vote was unanimous  
in the affirmative; so moved.

132 Mr. Bonis departed the meeting at 8:11pm.

### 134 3.3 *Thornton Lallier, AFLAC*

136 Mr. Lallier appeared before the Board to discuss AFLAC insurance.  
138

140 He stated that AFLAC is a supplemental medical insurance; it pays its members cash based on their  
 142 medical events. This money is intended to pay for expenses that medical insurance does not cover,  
 and pays claims in 3 - 7 days. He provided the Board with documentation.

144 Vice-Chairman Cannon asked if Towns bought these plans; Mr. Lallier stated that he did. He  
 believes that one employee of the Town holds an individual AFLAC policy. However, going with a  
 group would save that person 15-20% on their policy.

146 Vice-Chairman Cannon stated that the program was interesting, but as the Town was currently  
 148 interviewing brokers for medical insurance, he would like to wait until that process is finalized. If  
 at that time gaps are discovered, the Board would be willing to look at AFLAC.

150 Mr. Lallier departed the meeting at 8:34pm.

152 *3.4 Fire Chief Antoine - NIMS*

154 Fire Chief Antoine appeared before the Board to update them on NIMS (National Incident  
 156 Management System) reporting. Although this reporting is the responsibility of the Emergency  
 Management Director, Erin Newnan has been handling it. Apparently Chester is the most compliant  
 158 town in New Hampshire. Fire Chief Antoine informed the Board that all elected/appointed officials  
 must also be NIMS compliant, and at present none of the Board of Selectmen are. They need to  
 160 take on-line classes/tests. Selectman Castricone stated that he had taken the classes/tests, and  
 wondered why the State had no record of it. (It is noted that Selectman Castricone produced his  
 162 NIMS Certificate as proof of this.) Selectman Weider asked why the Board had not been informed  
 of this requirement before now. Fire Chief Antoine will provide the Board with the link in order to  
 164 take the classes.

166 Also, he and Chief Emeritus Tunberg have a person in mind to take over the Emergency Management  
 Director position, and would like to bring that person in before the Board. Selectman Weider  
 168 stated that the Board of Selectman should be making that recommendation, and asked that Chief  
 Emeritus Tunberg meet with the Board to discuss the subject.

170 Fire Chief Antoine departed the meeting at 8:44pm.

172 *3.5 Earned Time*

174 Selectman Castricone moved that employees with earned time that was used as vacation time from  
 176 7/1/10 through the abolishment of earned time on 8/5/11 shall have that time (not higher than  
 total allowed vacation time) returned into their Earned Time bank and the balance of time, if any,  
 178 shall be credited toward their vacation time. As listed below:

180		Hours to return	Vacation Hours
	<u>Employee</u>	<u>to ET Bank</u>	<u>Available</u>
182	Antoine, Richard	56	64
	Berube, Aaron	80	0
184	Burke, William	47.5	112.5

	Holston, Kurt	80	0
186	Loveless, Timothy	80	0
	Sable, William	40	0

188

189 Employees wishing to use their banked earned time may do so up to the total hours earned prior to  
190 8/5/11. Vice-Chairman Cannon seconded the motion.

192 As of August 5<sup>th</sup>, 2011, the total amount needed is \$80,576. Warrant Article 17 raised and  
193 appropriated \$30,000. The delta is \$1,888. The remaining funds could be raised over a 3-year  
194 period, or could be taken out of the fund balance. Chairman Landau stated that the public needs to  
195 understand that this remains a partially unfunded mandate.

196

197 The question was called. The vote was unanimous in the affirmative; so moved. Selectman  
198 Castricone will alert Marianne in the Finance Office.

#### 200 **IV. Selectmen's Business**

##### 202 *4.1 Roundtable*

##### 204 *Vice-Chairman Cannon:*

- 206 ● The Town Truck has had its drive shaft issues repaired at the cost of ~\$3k. The new Town  
207 Truck is being equipped at Fairfields, and will be here in a few weeks.
- 208 ● He read the article in the Tri-Town Times about the Loader, and then read the meeting  
209 minutes. According to the meeting minutes, Chairman Landau stated that the loader could  
210 be used by Spring Hill Farm (SHF) or Wason Pond (WP), and appears to be a non-issue. It  
211 was a great weekend in Chester, with the Wason Pond Pounder. Why was the loader article  
212 a lead story? Chairman Landau stated that Road Agent Oleson believes the loader is not  
213 suitable for the Highway Department, and that's why he mentioned it to SHF and WP, who  
214 both said they could have someone look at it and repair it to meet their needs. In fact, SHF  
215 has a mechanic willing to donate his time to look at it. Selectman Castricone stated that the  
216 mechanic should look at it first to be sure it is viable before sending it to SHF or WP. The  
217 Board is in place to handle the Town's finances; if someone else can use a piece of  
218 equipment, why not? The loader may not have comforts, but for what it is, it could still be a  
219 good piece of equipment.
- 220 ● The Wason Pond Pounder took place this weekend; he was there for several hours and  
221 extended congratulations to the organizers. Chairman Landau stated that he had attended  
222 a Recreation meeting, where they had discussed that they'd like to see it done again next  
223 year, perhaps earlier in the year.

##### 224 *Selectman Weider:*

- 226 ● He has sent the spreadsheet on Employee Raises to Marianne in the Finance Office.  
227 Selectman Weider moved that Employee Raises be applied to payroll as of November 1<sup>st</sup>,  
228 retroactive to July 1<sup>st</sup>; Selectman Castricone seconded the motion. The vote was unanimous  
229 in the affirmative; so moved. Vice-Chairman Cannon stated that as this was handled, there  
230 was no need to hold the non-public session on Public Employees that he had requested.
- Selectman Weider would like to add a non-public session on Reputation.

232 *Selectman Castricone:*

- 234 ● The cistern at Stevens Hall has been covered with a pool cover, as its moisture was possibly causing problems in the building, according to the Engineer.
- 236 ● Hillary Hall had sent him mail about the Chester Kitchen. \$1595 - \$1800 is needed for a new stove, as DiFeo will not hook up to the old one; \$3,280 is needed for a new refrigerator, as the compressor is broken. Vice-Chairman Cannon asked if the new refrigerator needed to be the same size as the current one; only Ms. Hall knows. Chairman Landau stated that the School has a similar Blodgett oven, and their repair person would be glad to look at it. Selectman Castricone suggested asking Ms. Hall to attend the Selectmen's meeting in two weeks.
- 242 ● Halloween Trick-or-Treating will be on Monday night, October 31<sup>st</sup>, from 6pm - 8pm. Parking is at the Athletic Field and French Field parking lots. The Municipal Complex is still in need of candy.

246 *Selectman Hagan:*

- 248 ● He agreed with Vice-Chairman Cannon that he was sorry to see bad press in the Tri-Town Times when the meeting where the loader was discussed itself wasn't a negative meeting.

250 *Chairman Landau:*

- 252 ● The Congregational Baptist Church would like to use the Multi Purpose Room for a Mystery Theatre Dinner Show, with alcohol, on November 19<sup>th</sup>, 2011. They have the appropriate insurance coverage. Selectman Weider stated that he was okay with it as long as a Police Officer was present. Selectman Weider moved to allow the Congregational Baptist Church to use the Multi Purpose Room on November 19<sup>th</sup>, 2011, and waive all fees; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative; so moved.
- 258 ● The vehicle intended for the Building Inspector needs tires; also, how is it to be refueled? It was suggested that the Building Inspector use the account at Your Variety. The vehicle is currently registered to the Police Department; this needs to be changed to the Town. Chairman Landau moved to re-register the car with municipal plates for the Town of Chester; Vice-Chairman Cannon seconded the motion. Selectman Weider asked why the vehicle was registered to the Police Department rather than to the Town in general. Chairman Landau believes that emergency vehicles have to be registered to the department, but will research. The question was called. The vote was unanimous in the affirmative; so moved.
- 266 ● Chairman Landau asked if anyone had seen the Planning Board minutes recently. Apparently some off-site improvement funds had been returned to the contractor due to non-use. According to Planning Board Chair Brian Sullivan and Planning Coordinator Cynthia Robinson, here are two more accounts that need to be expended by January 5<sup>th</sup> and February 29<sup>th</sup>, 2012. Chairman Landau would like to provide Road Agent Oleson with incentives to use these funds before they expire. Perhaps a Warrant Article is needed at the next Town Meeting. Selectman Weider stated that he had asked Marianne to run Highway accounts for the past three years on Town roads, and that the funds could have been used for some of those. He has also asked Marianne to determine if any other off-site funds were returned. There was some discussion on how specific the funds are; are they only for culverts? Could they be used for crack sealing? The Town is transitioning to impact fees as

a preferable way to collect for services.

- 278 ● Tax bills were mailed yesterday, and are due December 1<sup>st</sup>. After that date, 12% interest  
280 will be applied. They will be considered on time as long as they are postmarked by  
282 December 1<sup>st</sup>. Residents should call Assessing at 887-4045 if they do not receive their bill.  
284 The 2010 rate was \$18.79 per thousand; the 2011 rate is \$24.66 per thousand, but this is  
286 based on the new re-evaluation where home values went down. In 'real dollars', the rate is  
288 \$19.44, which is a \$0.64-65 increase. Most people's bills will remain the same; some will be  
higher.
- Saturday, October 29<sup>th</sup>, 2011 from 9am to 12 noon is Household Hazardous Waste Day only  
at the Transfer Station. It will be open for regular business on Sunday, October 30<sup>th</sup>, 2011  
from 7am - 2pm.

#### 4.2 *Public Comment*

290 Leroy Scott stood and was recognized. He stated that he thought last week's meeting went well,  
292 especially insofar as the loader was concerned. He asked if the mechanic was actually looking at it  
294 now. Selectman Castricone stated that he still needed to contact the mechanic to have him look at  
the loader. Mr. Scott replied that if the Highway Department did not want to use the loader, they  
were welcome to use shovels.

296 As no other Members of the Public wished to be heard, Public Comment was closed at 9:39pm.  
298

#### 4.3 *Non-Public Session*

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

304 The meeting room was closed at 9:44pm.  
306

308 The meeting room was reopened at 9:58pm.

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

312 Selectman Castricone moved that the minutes to the non-public session be sealed for an indefinite  
314 period; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; so  
moved.

#### 316 **V. Adjournment**

318 Selectman Castricone moved to adjourn the meeting; Selectman Hagan seconded the motion. The  
vote was unanimous in the affirmative; so moved. The meeting was adjourned at 10:00pm.

320 Respectfully Submitted,  
322 Debra H. Doda