

**Town of Chester
Board of Selectmen Meeting
Thursday October 21st, 2010
Municipal Complex
Approved Minutes**

I Preliminaries

1.1 Call to Order

Chairman Landau called the meeting of the Town of Chester Board of Selectmen to order at 7:05pm.

1.2 Roll Call

Selectmen present:

Chairman Stephen Landau
Joe Castricone
Gene Charron
Michael Weider

Absent:

Jack Cannon

Members of the Public present, at various times:

Aaron Berube, Police Sergeant
Bill Burke, Police Chief
Barbara Dollof
Barbara Gagnon, Town Clerk / Tax Collector
Mike Oleson, Road Agent
Matt Rittenhouse, Tri-Town Times
William Sable
Carolyn Scott
Leroy Scott
Stephen Tunberg

And various other members of the public unknown to the minute taker.

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

1.4 Meeting Additions or Deletions - Chairman Landau would like to add an additional discussion in the round table section of the meeting regarding the American Legion Hall and the much needed repairs / renovations.

7.07pm

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1.5 **Public Comment** - Barbara Gagnon stood and was recognized by the BOS. Ms. Gagnon asked the BOS about their plans to help with the American Legion Hall. Chairman Landau stated that although this is not a Town building it is historically important in the Town. Chairman Landau has made arrangements to have the side windows facing the Fire Department replaced and the window in the front (with the etched glass cornucopia) renovated by a former resident of Chester. Volunteers have offered their time to replace the roof hence Chairman Landau is trying to obtain the roof shingles for this job. Chairman Landau would like to discuss an agreement with the veterans regarding shared usage of the American Legion Hall with the Town in return for assistance with the repairs and maintenance of the building. If any members of the public wish to help with the repairs or join the Veterans Association please call the BOS Administrative Assistant at 887-4979 for information.

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Barbara Dollof stood and was recognized by the BOS; Mrs. Dollof thanked the public for all the clothing and food donations for the Clothes Closet. Chairman Landau stated that there will be a food drive by the Scouts from November 6th - 13th; the proceeds will be shared between the Church and Town food pantries. Once the Clothes Closet is open; Mrs. Dollof will notify the Tri-Town Times.

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III New Business

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Appointments

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7:15pm

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3.1 Town Clerk / Police Department & Boston Systems & Solutions, LLC (BSS)

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Barbara Gagnon - Town Clerk / Tax Collector

Bill Burke - Police Chief

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Robert "Red" Keller - Principal Technician & Partner

Brian D'Ambrosia - Operations Manager & Partner

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Ms. Gagnon stated that the Police department and Town Clerks office have been in contact with BSS regarding the renewal of the equipment maintenance and service contract for 2012 - 2016. The current maintenance contract runs out July 31st 2012; therefore Ms. Gagnon has asked BSS for a price proposal to renew the contract for one additional year and a price proposal for a new 4 year contract in the hope that the cost of this contract can be incorporated into the CIP plan or as a line item in the budget over two years to avoid a large single cost to the taxpayers.

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Mr. Keller stated that BBS performs remote monitoring of the Town Clerk and Police Department networks 24/7; any system triggers are sent to the assigned technicians that perform a remote repair or an onsite repair. BSS updates the server security and anti-virus regularly and performs remote system maintenance and server repair out of hours if necessary. All of these services are included in the monthly contract fee. Desktop service is not included in the existing contract hence any additional bills from BSS probably relate to

94 those repairs. Selectman Castricone asked if there will be any changes to the servers if the
DSL service provider runs fiber optics to the Town. Mr. Keller stated that there should be
96 some remote adjustments to the router configuration otherwise there should be no
problems. Chairman Landau asked if there is any risk to the security of the Police server
98 (which stores confidential documents / police reports) if technicians can access these files
remotely. Chairman Landau asked if BSS guarantees the security of these files. Mr. Keller
stated that only certain technicians have access to the servers; everything is password
100 protected and access to the servers can be monitored in the event logs. Any change in staff
means a change to the passwords on all the servers / systems. Mr. Keller discussed the use
102 of a service (IMC) that protects / encrypts data but that would be an additional cost. BSS
maintains the system software and IMC maintains the system hardware. Ms. Gagnon stated
104 that the Police server holds the motor vehicle and State documentation as well as the police
reports / files. The Town server holds the tax program and the financial information. The
106 State has a security program on the motor vehicle program that encrypts the information
before it reaches the Police server. Mr. D'Ambrosia stated that the Police server has a
108 bigger hard drive with more storage and different security to the Town server.

110 Selectman Weider asked if there was still a plan to move away from pc's and migrate to thin
wire clients in the Town thus eliminating the need for desktop repairs, desktop licenses or
112 desktop anti-virus software; all the documents would be held on the servers. BSS and the
BOS discussed this option; BSS was not aware that the Town was considering implementing
114 this plan; Mr. Keller explained the pros and cons of implementing this system and the
potential for a single point of failure i.e. the server. Selectman Weider feels that there is a
116 lot of money spent replacing individual desktop equipment every few years in addition to the
desktop pc repair costs; the thin wire client offers a standardized platform and a
118 standardized office environment. Mr. Keller stated that the Town could use the existing
server for this plan however he would also recommend a rollover server. Mr. Keller stated
120 that the thin client is more cost effective at \$199 / desktop with a 6 year life span
however users tend to dislike the lack of a disk drive on their desktop machine. BSS will
122 draft a proposal for this plan and get back to the BOS / Chief Burke and Ms. Gagnon with
the details. Chief Burke stated that he needs a pc for making DVD's relating to criminal
124 cases.

126 Mr. D'Ambrosia reviewed the BSS price proposal with the BOS. Proposal #1: BSS is
offering a one year extension to the current contract i.e. July 1st 2012 - June 30th 2013 at
128 \$395 / month. This contract includes maintaining the servers, firewall and switching.
Proposal #2: this includes some updates and replacement of equipment with the estimated
130 costs added into 2012. There is an initial deposit of \$2400 for both proposals. The break /
fix option can be added for the desktop pc's. The BOS discussed that under the State
132 RSA's they cannot sign a contract obligating the Town to a contract longer than a year; the
taxpayers have to approve this expense. The BOS asked Mr. D'Ambrosia to review the
134 number of service calls (outside of the contracted monitoring) to the Town in 2009; only a
small amount of the out of contract service calls would have been covered by a break/fix
136 option in the contract. Ms. Gagnon stated that she had no down time on the motor vehicle
system last year whereas in the past she has experienced days when the Town Clerk's office
138 has had to be closed while the repairs have been made. (BSS advised the BOS on a service

140 that can reboot thin client systems when an issue has occurred.) The new contract needs to
142 be signed 60 days before the current contract ends on July 31st 2012. BSS will draft a
144 proposal for the thin client option and the maintenance software and come back to the
146 Town. If the BOS has any questions then Mr. Keller and Mr. D'Ambrosia can come back in.

144 The BOS discussed the way that the current pc expenses are being filed by departments;
146 the BOS talked about one line for the hardware costs in the Executive office budget with
148 line items in individual departments for the maintenance / support of the department
150 systems. The BOS also discussed leasing the hardware which means no obsolete equipment.
152 BSS advised the BOS that there can be some surprise when clients see the cost of the
154 hardware versus the software; for every \$1 spent on hardware there is usually \$3 on
156 software.

152 **8:15pm**

154 **3.2 Stephen Tunberg - Grant Update**

156 Mr. Tunberg reviewed the updated information he had received regarding the grant for the
158 repairs on Edwards Mill Road Culvert. Unfortunately the original estimate for the repair was
160 too low and instead of \$300K, it is more likely to be \$600K. The grant would cover 75% of
162 the cost but it is a still a large sum of money for the taxpayers to stomach. This road is not
164 an access road if a storm does wash the road out therefore any grant money may be better
166 spent on repairing Rod & Gun Road which became inaccessible for the residents' when the
168 storm washed it out last year. Mr. Tunberg stated that putting some funds aside in the CIP
170 plan might be a better solution for the Edwards Mill Culvert repair. The money already set
172 aside for the Edwards Mill engineering could be used to perform the engineering on Rod &
174 Gun Road. When the grant was announced the time between the announcement and the
176 submission of the application and supporting documentation was very small therefore Mr.
178 Tunberg will pursue the grant for the repair of Rod & Gun Road next year and suggested
180 that the BOS add a warrant article for 2011 / 12 for the CIP funding for Edwards Mill
182 culvert repair. Chairman Landau stated that if there is funding in the CIP plan for the
184 Edwards Mill culvert then if there is an emergency, that money can be used as public
assistance money to make any necessary interim repairs without the Town waiting for FEMA
funding. Mr. Tunberg stated that having money in reserve for these projects should not
affect the Town applying for future road repair grants. The BOS discussed other roads /
junctions in Town that really need to be upgraded due to safety concerns however some of
the roads are State roads that will take a while to be addressed.

176 **8:30pm**

178 **3.3 Bill Burke, Police Chief - Police Officer Candidate Will Sable**

180 Aaron Berube - Police Sergeant
182 William Sable

184 Chief Burke introduced Mr. Sable to the BOS as the candidate for the full-time police
officer position approved for hire as of July 1st 2010. Chief Burke would like the BOS to

186 approve a conditional offer of employment to Mr. Sable for the position pending the
188 approval of his physical, background and psych tests as are standard with Police department
190 hiring procedures. Vice-Chairman Cannon had previously discussed this with Chief Burke and
192 Chief Burke believes that Town counsel has been sent a copy of the provisional / conditional
194 offer letter for review and feedback. The BOS and Sergeant Berube discussed whether Mr.
196 Sable has to return to a future meeting of the BOS once his testing has been completed
198 before he can be hired or whether the interview will be sufficient tonight. Selectman
200 Weider stated that there will be a final offer letter for the candidate prior to his hiring by
the Town and acceptance into the Police Academy program which the BOS will sign.
Chairman Landau did not feel there was a need for the candidate to appear again after
tonight's interview process pending approval of his tests. Sergeant Berube stated that the
wording in the conditional offer letter comes from the Police standards and training manual
however the BOS wondered if there was any liability for the Town in-between signing the
conditional offer letter and the time when the candidate has passed all the tests and is
officially hired.

202 Mr. Sable stated that he works part-time for the South Hampton Police department and has
204 attended the part-time Police Officer Academy. He lives in Kingston where he was a
206 member of the Explorers program however there are no open full-time positions in Kingston
208 or South Hampton at this time therefore he is applying for the full-time position with
210 Chester. Selectman Charron advised Mr. Sable that small towns now have some of the big
212 town issues and that Police departments every move are scrutinized and that a police
214 officer's actions / decisions reflect directly on that Police department and the Police Chief.
Selectman Charron stated that a police officer is always working on PR for the Town while
doing their job. Chief Burke discussed the interview process with Mr. Sable up until this
point including how well Mr. Sable had done on the oral boards set up a few weeks ago.
Sergeant Berube has received outstanding feedback from Mr. Sable's professional
references; Chairman Landau asked if Mr. Sable intends to stay with the Chester Police
department for a few years after attending the Police Academy training; Mr. Sable stated
that he would stay with Chester PD and in 10 years' time he hopes to have progressed up the
officer ranks and be supervising other staff.

216 **8:42pm**

218 Selectman Weider moved that the Board go into a Non-Public session under RSA 91-A: III, (b) The
220 hiring of any person as a public employee. Selectman Castricone seconded the motion. The roll call
222 was unanimous in the affirmative; so moved.

224 **9:20pm**

226 Selectman Castricone moved that the Board come out from their Non-Public session. Selectman
Weider seconded. The roll call was unanimous in the affirmative; so moved.

228 Selectman Castricone made a motion that the BOS sign the conditional offer letter to hire Mr.
230 Sable to Chester Police department. Selectman Weider seconded. The roll call was unanimous in the
affirmative; so moved.

232 Selectman Weider moved that the meeting minutes from the Non-Public session be sealed
indefinitely. Selectman Castricone seconded. The roll call was unanimous in the affirmative; so
234 moved.

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3.4 Bill Burke, Police Chief - Review with Department Head

238 Aaron Berube - Police Sergeant

240 The BOS explained that they are meeting with the Town departments with large budgets to
see how the current budget is working and be forward thinking / plan ahead for upcoming
242 department expenses. Chief Burke stated that part-time Police Officer Maccalrone (sp?)
resigned from Chester PD to pursue a full-time career as a nurse. Chief Burke reviewed the
244 Police departments YTD statistics with the BOS including the number of arrests, DWI,
aggravated assaults, citations and accidents which are all up from the 2009 statistics.

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248 The BOS discussed the intersection at 102 / 121 and 102 and North Pond Road / Old
Sandown Road. The number of accidents may have increased due to an increase in traffic
throughout the Town. The PD has coverage on the midnight shift which has led to some
250 DWI arrests. Every adjoining Police department has a midnight shift too so they operate
support for each other. Chairman Landau asked if the Chief knows of an ordinance that can
252 be used to prosecute people for illegal dumping. Chief Burke stated that the PD is using
Access Public TV to advise residents of any areas of concern within the Town. Chief Burke
254 stated that the PD is in the process of reviewing the 2011/12 budget with Vice-Chairman
Cannon. The PD plans to continue their CIP plan for renewing the police cruisers; the radios
256 are being discontinued by the State which means the PD will try to purchase a new in car
radio and portable radio with every new cruiser. Sergeant Berube stated that the in-cruiser
258 cameras have been invaluable as back-up in the courtroom.

260 IV Selectmen's Business:

262 3.1 Round Table

264 Selectman Weider:

- 266 • Selectman Weider stated that the auction of the [REDACTED] property must include a
notification to the new owner that they need to comply with all the existing requirements
268 listed by the Planning Board. If it is bank owned then the bank is obligated to comply with
the notice. Any plowing / repair costs will be tracked by the Town and added to the final
270 closing costs on the property if it is sold.

272 Selectman Castricone:

- 274 • Selectman Castricone stated that a squirrel tripped the transformer to the Town offices
which led to an unplanned test of the new generator - everything went well.

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- 278 • The Town offices have heat; on November 1st the contractor will return and fit the parts
that have been on order.
- 280 • The roof contractor has supplied the Town with copies of their insurance therefore the
282 repairs will start on Friday or Monday with the Community Center first on the list.
Selectman Weider stated that the seniors should be given enough notice to change the
284 location of their programs for the duration of the roof repairs.
- 286 • Selectman Castricone is working to prepare the GGB budget - he hopes to avoid any large
spikes in expenditures.

288 **Selectman Charron:**

- 290 • Selectman Charron has not yet seen the budget for the Fire Department but he will follow
292 up with them as their liaison.

294 **Chairman Landau:**

- 296 • Chairman Landau and Selectman Castricone went to the DRA in Concord to work on setting
the Town tax rate but it is not complete yet. In comparison to other Towns, the potential
298 tax rate for Chester appears to be very conservative.
- 300 • The Town Finance Director has received a letter confirming the TAN loan has been put in
place with the bank. The line of credit is for up to \$140K subject to no changes in financial
302 status in the Town.
- 304 • Further to recent discussions, the option to dredge Wason Pond during the dam repair will
be too much work and it takes a long time to obtain the permit. The pond can potentially be
306 deepened at a later date.
- 308 • The RFP for the reevaluation of property for the Assessing department is out for bid.
- 310 • Chairman Landau stated that the insurance for the Hay / Sleigh rides at Spring Hill Farm
has been received and there is a 1 year contract to be signed by the BOS. Selectman
312 Weider made a motion to allow Chairman Landau to sign the hay / sleigh ride contract for 1
year on behalf of the BOS. Selectman Castricone seconded. The roll call was unanimous in
the affirmative; so moved.
- 314 • Chairman Landau returned to the subject of the American Legion Hall; the Recreation
316 department needs more space for their programs therefore it would be beneficial for the
Town to enter into an agreement with the American Legion Hall; in return for use of the
318 space, the Town could assist with the repairs / renovations. Selectman Charron asked if
there was a chance to get help on a national level because it is a veteran's hall and historic
320 site in Town. Chairman Landau will continue working on this plan and try to keep the
momentum going on the repairs / renovations.

324 **9.50pm**

326 **3.2 Public Comment** - Selectman Castricone expressed concern that the same faces attend the
328 BOS meetings every week unless there is some controversy. The BOS appreciates their
interest in the BOS meetings, however he feels it is important for every resident to attend
a meeting because the Town budget touches everyone in their pockets. You do not have to
volunteer but your feedback would be welcome.

330 **9.54pm**

332 Selectman Weider moved that the Board go into a Non-Public session under RSA 91-A: III, (a). The
334 dismissal, promotion or compensation of any public employee or the disciplining of such employee, or
the investigation of any charges against him. Chairman Landau seconded the motion. The roll call was
336 unanimous in the affirmative; so moved.

338 **10.28pm**

340 Selectman Castricone moved that the Board come out from their Non-Public session. Selectman
Charron seconded. The roll call was unanimous in the affirmative; so moved.

342 Selectman Weider moved that the meeting minutes from the Non-Public session be sealed for a
344 period of 1 year. Selectman Castricone seconded. The roll call was unanimous in the affirmative; so
moved.

346 **IV Adjournment**

348 Selectman Castricone moved to adjourn the meeting at 10.30pm Selectman Weider seconded. The
350 vote was unanimous in the affirmative; so moved.

352 Respectfully Submitted,
Sarah Scanlan