

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 11<sup>th</sup>, 2018  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Chairman's Additions and Deletions  
Public Comment  
Approval of Minutes  
Items for Signature  
Budgets  
Franchise Fees  
Snow Day Procedure  
IT Committee Requests  
Roundtable  
Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Trask called this meeting of the Town of Chester Board of Selectmen to order at 7:02pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Steve D'Angelo  
Jeremy Owens  
Dick Trask

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Kathy Burke, Supervisors of the Checklist  
Dianna Charron, Supervisors of the Checklist  
Raymond Cyr  
Nancy Myette  
Penny Williams, Tri-Town Times  
And other persons unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

Chairman Trask led the attendees in the Pledge of Allegiance.

*1.4 Chairman's Additions and Deletions*

There were neither additions nor deletions.

### *1.5 Public Comments*

Raymond Cyr stood and was recognized.

Mr. Cyr stated that he had submitted a letter to the Board of Selectmen this week about the Transfer Station, and wished to speak to it. He began by saying that he was happy with the Transfer Station and that he found the employees to be considerate and helpful. That said, he had two suggestions, the first of which is to extend the Wednesday hours which are currently 6pm – 8pm to perhaps 2pm – 8pm.

Extended hours on Wednesday would allow people who do not work a regular 9-5 job, such as the retired, to come during off-peak times, saving peak times for those who can only come later. Possibly even 4pm – 8pm would be sufficient. He noted that the transfer station in Errol, which has a population of a few hundred, is open three days a week.

Mr. Cyr's second suggestion is to keep both bay doors open at all times. He has noticed that the aluminum can trailer and Volvo skid steer are in the closed second bay, where it is warm, dry, and lit, while residents are lined up outside in the cold and dark.

Vice-Chairman Cannon stated that the second bay is always open on Saturdays, and wondered if it is always closed Wednesdays, or if this is seasonal. Mr. Cyr replied that he does not go to the Transfer Station as much in the summer, but the second bay has definitely been closed this winter.

The Selectmen thanked Mr. Cyr for his input.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:06pm.

## **II. Old Business**

### *2.1 Approval of Minutes*

An approval sheet for a previous week's meeting minutes is in the signature folder.

### *2.2 Items for Signature*

Chairman Trask urged all members to review and sign items in the Signature Folder. The payroll manifest should be signed tonight if at all possible.

## **III. New Business**

### *3.1 Budgets*

Selectman D'Angelo opined that the budget requests were not unreasonable, and that estimated revenue was quite conservative.

#### *3.1.1 Supervisors of the Checklist*

Kathy Burke and Dianna Charron appeared before the Selectmen to defend their Budget request. They are asking \$15,077, which is an increase of 62.12% from last year's budget.

Mrs. Charron explained that the Supervisors create their budget based on how many election events are scheduled for the Town during the upcoming Fiscal Year. In FY 2018-2019 there will be four: State Primary, State General, Town Election, and Town Meeting. There were only two

elections scheduled for FY2017-2018 – Town Elections and Town Meeting – and therefore the request was much smaller. She added, however, that the unexpected Special Elections to fill the vacant House Representative seat meant that they were going to overspend their budget this fiscal year.

They plan to purchase a new printer next year, and have a new person cooking meals on Election Days.

As the Selectmen had no further questions for the Supervisors, they departed the meeting at 7:13pm.

### *3.1.2 Landfill*

This Department is asking \$10,550, which is a decrease of 9.17% from last year's budget.

Selectman D'Angelo asked about line 01-4325-1-690, Illegal Dumping. This is a difficult line to predict, but funds must be available.

The Selectmen had no further comments on this Budget.

### *3.1.3 Cemeteries*

The Village Cemetery Trustees are asking \$27,784, which is flat from last year's budget.

It was pointed out that although they have only spent 89% of the budget so far this year, most of their work is done in the Spring and Summer.

It is unknown if there is any 'heavy work' planned for next Fiscal Year.

The Great Hill Cemetery Trustees are asking \$1,000, which is a 900% increase from last year's budget.

The only thing in this budget is insurance reimbursement, as the Trustees pay the premiums for private insurance and are reimbursed by the Town. The coverage is better than what the Town can provide.

Selectman D'Angelo noted that the Town's auditors want the two sets of Cemetery Trustees to combine into one. It is unlikely that either group would be in favor of this.

The Selectmen had no further comments on these Budgets.

### *3.1.4 Executive*

This Department is asking \$138,668, which is an increase of 239.03% from last year's budget.

The driver for this large increase is line 01-4130-1-998, Salary Pool. In the past this has been underfunded, only taking into account merit increases and not COLA. The line this year is calculated at 5.7% of total salaries, which breaks down to 2.7% CPI and 3% merit. This line can definitely be readjusted.

There was a brief discussion on the merits of hiring a Town Administrator. Selectman D'Angelo noted that of the seven Budget Committee members, five were in favor of a Town Administrator position, whereas the other two preferred a Town Manager, but in either case, this position would

be placed directly into the Budget, not as a Warrant Article. He added that the School is looking to hire a new Administrator, and that would also be directly in the Budget, not as a Warrant Article.

Chairman Trask will do some research to determine a job description, average salary, etc.

The Selectmen had no further comments on this Budget.

#### *3.1.5 Executive – TA*

This Department is asking \$68,979, which is a decrease of 4.79% from last year's budget.

The Selectmen had no comments on this Budget.

#### *3.1.6 Welfare – Direct & Intergovernmental Health Agencies*

This Department is asking \$23,050 for Intergovernmental Health Agencies, which is flat from last year's budget. Vice-Chairman Cannon noted that funds had been reallocated between agencies but not increased.

This Department is asking \$13,900 for Direct, which is flat from last year's budget. These funds have also been reallocated between lines based on actuals, but not increased.

The Selectmen had no further comments on these Budgets.

#### *3.1.7 Finance*

This Department is asking \$133,064, which is an increase of 0.44% from last year's budget.

The Selectmen had no comments on this Budget.

#### *3.1.8 Insurance*

This Department is asking \$95,188, which is a decrease of 0.83% from last year's budget.

General Liability has increased somewhat, but Unemployment Insurance is down quite a bit.

The Selectmen had no further comments on this Budget.

#### *3.1.9 Ad & Regional Associations*

This Department is asking \$7,819, which is an increase of 3.19% from last year's budget.

This budget covers dues for the New Hampshire Municipal Association, which provides very useful training, and Southern New Hampshire Planning Commission, which performs a variety of different activities for the Town's benefit.

The Selectmen had no further comments on this Budget.

#### *3.1.10 Legal*

This Department is asking \$70,000, which is an increase of 2.32% from last year's budget.

This line had been decreased quite a bit last year during budget negotiations, and only has 40% remaining. It is a difficult line to predict. Selectman D'Angelo suggested increasing it from \$70,000 to \$80,000, which is an increase of 16.94%; all agreed, and Finance Director Smith will be notified.

The Selectmen had no further comments on this Budget.

#### *3.1.11 Debt Service*

This Department is asking \$108,526 for Principal, which is a decrease of 5.88% from last year's budget, and \$6,525 for Interest, which is a decrease of 38.19% from last year's budget.

The only items still remaining in this budget are the Fire Station, 2015 Plow Truck, and the Quint; all three will be paid off by August 1<sup>st</sup>, 2020. The CIP has been instrumental in allowing the Town to make large purchases outright and avoid debt.

The Selectmen had no further comments on this Budget.

Budget discussions ceased at 7:47pm.

#### *3.2 Franchise Fees*

The PACT Committee has requested an increase in the Comcast franchise fees (from the Cable TV portion only) from 1% to 2%. These fees go to the local TV station for the broadcast of local programming. Fees have not been increased in many years, and the average for surrounding towns ranges from 3% to 5%.

Incidentally, the volunteers have been tracking their hours and believe that there is a need for a part-time employee. This part-timer would be paid out of the franchise fees.

Chairman Trask noted that the Town has a policy that all meetings are recorded, televised, and available for streaming. He believes that this is essential for transparency and requires much time. Selectmen D'Angelo and Owens agreed with the need for the part-timer.

Vice-Chairman Cannon dissented; although he is in favor of increasing the franchise fee, he is not in favor of adding staff.

**Selectman D'Angelo moved to increase the Comcast franchise fees from 1% to 2%; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

#### *3.3 Snow Day Procedure*

The Snow Day procedure was discussed again at today's Department Heads meeting. Selectman D'Angelo reiterated that in his opinion, the decision to close the building entirely should be made between Road Agent Oleson, Police Chief Berube, and a representative of the Selectmen. (Selectman Owens noted that he performs this job for the University, so it is possible that he will perform the same for the Town, although this was not officially decided.) Selectman D'Angelo also would like the current procedure which states that when Chester Academy is closed Town Hall has a two hour delay to be considered on a case by case basis, not a blanket procedure. Road Agent Oleson had stated that he can clear the roads and parking lots in four hours; if the storm is over by 4am, that should mean that Town Hall could open at 8am.

There was also a discussion of the premium pay procedures during the Department Heads meeting. Road Agent Oleson and Police Chief Berube opined that premium pay should be available to second and third shifts if they are impacted by the weather, not just those who work 8am – 4pm.

The next Department Heads meeting will be on Thursday, February 1<sup>st</sup>, 2018.

### *3.3 IT Committee Requests*

The IT Committee would like to purchase 37 UPS for the Town’s computers, for a total of ~\$1,717. These will switch computers over to battery power immediately when power goes out, preventing loss of data. The IT Committee consulted with Block 5 for the best model, and researched the best price, which is Amazon. The Selectmen were in favor of this purchase, which should be charged to the IT Budget. They are aware that this will cause the budget to be overspent.

The IT Committee would also like to use Comcast as an internet backup, as they are already in the building and when both telephones and computers are on the internet, an outage can cause great difficulties. This would cost ~\$1,500 annually. Chairman Trask would like to get more information before discussing this further.

## **IV. Selectmen’s Business**

### *4.1 Roundtable*

#### *Chairman Trask:*

- The Town Clerk’s Office may now register boats.
- The Town Clerk’s Office is licensing dogs from now through the April 30<sup>th</sup>, 2018, which is the cut-off date for this calendar year.
- Town Hall will be closed on Monday, January 15<sup>th</sup>, 2018 in honor of Civil Rights/MLK Day.
- A letter was received from HUD; the complaint filed by Mr. Sweet against the Town and the Board of Selectmen, alleging housing discrimination, has been dismissed as “no reasonable cause exists to believe that a discriminatory housing practice occurred”.

#### *Selectman D’Angelo:*

- Nothing to report.

#### *Selectman Owens:*

- Nothing to report.

#### *Vice-Chairman Cannon:*

- Nothing to report.

### *4.2 Non-Public Session*

**Selectman D’Angelo moved that the Board go into non-public session under RSA 91-A:3 II (e) Pending Litigation for two items; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting room was closed at 8:04pm.

The meeting room was re-opened at 8:14pm.

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

**motion carried.**

**Vice-Chairman Cannon moved that the minutes to the first non-public session on Pending Litigation be sealed for a period of one (1) year; Chairman Trask seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

**Vice-Chairman Cannon moved that the minutes to the second non-public session on Pending Litigation be sealed for a period of one (1) year; Chairman Trask seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

**V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, January 18<sup>th</sup>, 2018.

**Chairman Trask moved to adjourn the meeting; Selectman Owens seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting was adjourned at 8:15pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary