

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 18, 2018  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Chairman's Additions and Deletions  
Public Comment (10 minutes)  
Approval of Minutes  
Items for Signature  
Appointment of Spring Hill Advisory Committee  
Budget Meetings  
Roundtable  
Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Trask called this meeting of the Chester Board of Selectmen to order at 7:00 pm on Thursday, January 18, 2018.

*1.2 Roll Call*

Selectmen present:

Cass Buckley  
Jack Cannon  
Steve D'Angelo  
Jeremy Owens  
Dick Trask

Members of the Public present, at various times:

Greg Bolduc, Fire Department  
Daniel Hoijer  
Rhonda Lamphere, Treasurer  
Chuck Myette  
Nancy Myette  
Mike Weider, Budget Committee  
Penny Williams, Tri-Town Times

*1.3 Pledge of Allegiance*

Chairman Trask led the attendees in the Pledge of Allegiance.

#### *1.4 Chairman's Additions or Deletions*

Selectman D'Angelo added a non-public session under NH RSA 91:A(3)II(e) legal.

#### *1.5 Public Comment (10 minutes)*

None

### **II. OLD BUSINESS**

#### *2.1 Approval of Minutes*

Chairman Trask urged all members to read the minutes and indicate their approval.

#### *2.2 Items for Signature*

Chairman Trask urged all members to review and sign items in the Signature Folder.

### **III. NEW BUSINESS**

#### *3.1 Appointments to Spring Hill Farm Advisory Committee*

Chairman Trask acknowledged Chuck Myette who was present for appointment to the Spring Hill Farm Advisory Committee, which term is for a regular member expiring on January 17<sup>th</sup>, 2019.

**Vice-Chairman Cannon motioned to appoint Chuck Myette to the Spring Hill Farm Advisory Committee. Selectman Buckley seconded his motion. Voting: Vice-Chairman Cannon – Yes, Selectman Buckley – Yes, Selectman Owens – Yes, Selectman D'Angelo – No, Chairman Trask – No. With 3 Yes Votes and 2 No Votes, Motion Carried.**

Mr. Myette departed the meeting room at 7:02 pm.

#### *3.2 Budget Meetings*

##### *1. Trustee of the Trust Funds – Tabled*

##### *2. Ambulance – Tabled until January 25, 2018*

Selectman Buckley stated that negotiations were still in progress and will hold off on this. Selectman D'Angelo suggested a non-public session or in a week. Vice-Chairman Cannon was in favor of waiting a week in a public session.

##### *3. Fire & Forest Fire*

Chairman Trask acknowledged Chief Bolduc who was present and invited him to the meeting table to discuss line item 4220-1.

Chief Bolduc handed out various spreadsheets to support his budget position including Year End Review

2017. Chief Bolduc was asked about the \$4,500 sprinkler repair which he indicated was a one-time repair. Vice-Chairman Cannon questioned whether calls were more or less in 2017 than in 2016. Chief Bolduc reported that calls were steady in 2016 there were between 420-430, with 400-450 being usual considering the population growth and unique weather incidents. There were 37 calls as of the 15th of January. Vice-Chairman Cannon asked about capital improvements.

Chief Bolduc reported that Portable Radios, some of which were still serviceable were available through grants a number of years ago, and some were distributed, more should have been requested by his predecessor so in order to ensure that every member has access, he would like to purchase half now and the other half later.

Chief Bolduc spoke of the tower site off 102 and the roughly \$6,000 cost to climb that tower to make repairs and did not foresee having to do that again anytime in the near future. Chairman Trask recommended a \$8,000 radio tower upgrade line item.

Vice-Chairman Cannon asked about the Medical Services increase. Chief Bolduc explained that was for annual physicals which he thought were a good idea to establish a base-line, sending half on odd years and the other half in even. Vice-Chairman Cannon asked how that worked, would they go to their own doctors? Chief Bolduc responded that they would go to Concentra in Manchester. Selectman D'Angelo asked why it was important to have a baseline. Chief Bolduc cited as one example a firefighter who had been lost to Cancer and minimizing even that one-time exposure

Selectman Buckley asked about the 2016-2017 actual to the 2017-2018 which is a 20% increase. Chief Bolduc explained that removing the one-time sprinkler cost, it is actually 5% over the 17-18 budget. Chief Bolduc stated that in the Spring they will test hoses, ladders, aerial, pumps, there will be testing fees and corresponding repair lines. Chief Bolduc felt that salaries were trending good.

Selectman D'Angelo asked about the plans for repair of the septic issue and whether that was in the budget. Chief Bolduc reported that 75' of pipe had frozen this Winter. The plan for right now is to have it assessed, to see if the system they now have is adequate for the additional bathrooms and showers that were added. If the system is found to be adequate the plan is to dig up the pipe, check the grade and reinstall the insulated pipe. If the system is found to be inadequate the plan is to use the existing impact fees to get an approved septic design quote and replace it.

Chief Bolduc departed the meeting at 7:17 pm.

4. *Emergency Management – Tabled*

5. *Budget Committee*

Chairman Trask acknowledged Mike Weider who was present from the Budget Committee and invited him to the meeting table.

Mr. Weider spoke to increased dues for subscriptions for Town & Country which they had little control over, training and the annual conference, \$1,108 total. The percentage doesn't matter when you only go up \$200.00.

6. *Treasurer*

Chairman Trask acknowledged Treasurer, Rhonda Lamphere who was present and invited her to the meeting table.

Mrs. Lamphere handed out a narrative and asked if everyone had read it and if there were any questions. Mrs. Lamphere explained that when she ran in 2011, in May, there was nothing new about impact fees and discussed with Cynthia, about funds being collected and not segregated from the general fund. Mrs. Lamphere is responsible for monitoring those fees and making planning coordinator aware. An Excel spreadsheet showed all the information on every impact fee, for every lot collected. There is so much tracking, expiration dates. After six years, they have to be returned to current owner. Oftentimes a department head requests but doesn't spend all the funds at one time, leaving a remainder left, then tracking gets more difficult. "It's been quite a job."

Chairman Trask asked if there should be a full-time finance director. Mrs. Lamphere stated that she was hesitant to answer that. "It would be helpful I think but Joanne feels she is here enough to do everything she needs to do.

Mrs. Lamphere stated that she was try to find a better mechanism to deal with the auditor comments, to get that fixed so it is not written up a second year for impact fees. It takes a while to reconcile. Transfers are substantial. You have current use monies for development being collected. Payments by credit card, despite fees, have to come out because there is no fraud protection. "I get them out as quickly as I can."

Vice-Chairman Cannon asked about the reasons for the mileage expense. Mrs. Lamphere explained that there not being a bank in town requires two trips out of town each week. Many taxpayers pay in cash. Also the GFOA seminar in Conway.

Mrs. Lamphere felt they were way overdue for the Town Administrator position having a six million dollar town budget and a thirteen million dollar school budget.

#### **IV. ROUNDTABLE**

Vice-Chairman Cannon announced that the 300th Anniversary logo contest winner will be notified and that a commemorative coin would be designed. Mrs. Lamphere showed some pictures that were available on her cellphone. Vice-Chairman Cannon explained that in February a graphic designer would help to turn the mock up designs into print, and promote the community event, such as with a banner at Town Meeting.

Chairman Trask reported that the inmates would be in to paint in the Multipurpose Room, bathrooms, floor, and hallway. There was a roof leakage discovered which is still under warranty and Tony and Deb had gotten in touch with the contractor.

Selectman D'Angelo was concerned about the slushy mess in front of the building. When Mr. Amato had left it was still snowing and he wondered who would be responsible for getting that done before the town clerk opens at noon. Road Agent Oleson would be responsible for that driveway area.

#### **V. NON-PUBLIC NH RSA 91A:3 II(e)**

Selectman D'Angelo motioned to go into non-public session under NH RSA 91A:3(II)(e) legal. Selectman Owens seconded his motion, all in favor, motion carried.

The meeting room was emptied at 7:39 pm.

The meeting room was reopened at 8:15 pm.

Selectman D'Angelo motioned to seal the minutes of the non-public sessions for a period of one year. Selectman Owens seconded his motion, all in favor, motion carried.

## **VI. ADJOURNMENT**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, January 25, 2018 at 7:00 pm at the Meeting Room.

**Selectman D'Angelo motioned to adjourn the meeting; Vice-Chairman Cannon seconded his motion. The vote was 5 in favor; motion carried.**

The meeting was adjourned at 8:15 pm.

Respectfully submitted,

Nancy J. Hoijer, Recording Secretary