

**Town of Chester
Board of Selectmen Meeting
Thursday, January 25th, 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
Schools: Budget, New Contract, and Surplus
Transfer Station Hours
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 7:00pm.

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:

Myrick Bunker, Building Inspector
Lynn-Marie Zito Fawcett
Andrew Hadik, Planning Coordinator
Bonnie Healey, Transfer Station
Billie Maloney, Zoning Board of Adjustment
Nancy Myette
Michael Oleson, Road Agent
Jean Packard, Assistant Assessor
Evan Sederquest, Planning Board
Michael Weider, Planning Board
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

Lynn-Marie Zito Fawcett stood and was recognized.

Mrs. Fawcett had three comments to make about the Transfer Station. Firstly, as part of the General Mills "Boxtops for Education" program, she and another teacher had been going through the recycle area at the Transfer Station and removing 'boxtops' from participating products. She was told not to do so, as they were 'getting in people's way'. She was allowed to put up a box for patrons to leave their 'boxtops', but usage was low. They have seen neighboring communities receive ~\$10k for these 'boxtops' and did not wish to lose their chance at these funds. They requested intervention from the Board of Selectmen, and the Transfer Station's previous liaison had declined to assist. This takes a maximum of 15-20 minutes once a week; is there some time that they can go through the recycle to gather these 'boxtops'?

Secondly, often the 2nd bay is closed early, as is the gate; she has been there as early as 1:50pm on a Saturday and the gate has been closed. She has heard that employees are only paid up until closing time and no more; she believes that they should be paid as long as they have to stay.

Thirdly, she has experienced a rude, belligerent, arrogant attitude from one particular employee. This past Saturday she arrived at the gate at 1:55pm and it was already closed with this employee walking away. She stated that she sounded her horn and received in return a vulgar hand gesture. She believes that if the employees were paid for as long as they had to stay, they would feel more valued and therefore be friendlier.

The Selectmen thanked Mrs. Fawcett for her input.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:09pm.

II. Old Business

2.1 Approval of Minutes

An approval sheet for previous weeks' 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.

III. New Business

3.1 Budgets

3.1.1 Assessing

Jean Packard appeared before the Selectmen to defend her Budget request. She is asking \$75,363, which is an increase of 0.42% from last year's budget.

Assistant Assessor Packard has requested an increase in line 01-4152-2-560 AS Dues/Subscriptions, as she needs to take a course at the State for recertification.

For some unknown reason line 01-4152-2-561 AS Rockingham County Copies was reduced to \$1 last year; she needs to use this line on a regular basis and has restored funding.

She has decreased line 01-4152-2-625 AS Postage as she has engaged a new printer for the Inventory forms, AlphaGraphics, and mailing costs less through them.

She has decreased line 01-4152-2-645 AS Mileage as MRI is performing more of the assessment driving.

She added that she has drafted a Warrant Article to add \$30k in funding to the Revaluation Capital Reserve. Her normal request is for \$15k, but the revaluation has been moved up to 2019 as the equalization rate is currently 85%, and in order that the switch from Vision to Avitar can finish with a revaluation. It is hoped that the switch will be completed in April.

As the Selectmen had no further questions for Assistant Assessor Packard, she departed the meeting at 7:14pm.

3.1.2 Planning Board

Planning Coordinator Andrew Hadik, Planning Board Vice-Chair Evan Sederquest, and Michael Weider appeared before the Selectmen to defend their Budget request. They are asking \$79,892, which is an increase of 5.42% from last year's budget.

They have decreased line 01-4191-1-550 PB Printing by almost 66% as they will be going with a different format for printing the Zoning Ordinance books – rather than bound books, they will now be in binders and only updated pages will need to be reprinted and inserted.

Since the last iteration of their budget, they have decreased their request for line 01-4191-2-112 PB Planner from \$3,000 to \$2,500, keeping it flat. The \$3,000 figure was originally an estimate from the Southern New Hampshire Planning Commission, but the \$2,500 is an exact figure.

A new line has been added to the budget – 01-4191-2-117 PB PT Clerk – to cover six hours a week of clerical assistance. ZBA AA Nancy Hoijer has volunteered to assist in the Planning Office during her down times. This figure was provided by Finance Director Smith.

As the Selectmen had no further questions for Planning Coordinator Hadik, Planning Board Vice-Chair Sederquest, or Mr. Weider, they departed the meeting at 7:18pm.

3.1.3 ZBA

ZBA Chair Billie Maloney appeared before the Selectmen to defend her Budget request. They are asking \$16,925, which is a decrease of 0.55% from last year's budget.

All lines remain flat except for 01-4193-1-110 ZBA Admin Asst Salaries, which has decreased by 0.74% as the ZBA's new Administrative Assistant is receiving a lower wage than the previous one.

As the Selectmen had no further questions for ZBA Chair Maloney, she departed the meeting at 7:20pm.

3.1.4 Building Inspector

Building Inspector Myrick Bunker appeared before the Selectmen to defend his Budget request. He is asking \$87,045, which is an increase of 0.17% from last year's budget.

Lines 01-4240-1-520 BI Printing and 01-4240-1-560 BI Dues/Subscriptions/Seminars have both increased based on actuals. Line 01-4240-1-625 BI Postage has decreased for the same reason, as it is not being spent.

Line 01-4240-3-430 BI Vehicle/Gas has decreased, as the Department now has a better vehicle that does not require as much repair.

As the Selectmen had no further questions for Building Inspector Bunker, he departed the meeting at 7:22pm.

3.1.5 Highway

Road Agent Michael Oleson appeared before the Selectmen to defend his Budget request. He is asking \$701,436, which is an increase of 2.30% from last year's budget. He indicated that he had increased his individual lines using the current CPI.

Chairman Trask asked if this budget request took into account the new roads that will be accepted in April. Road Agent Oleson replied that there was perhaps one mile in total to be accepted between the three new roads – Hackney, Shetland, and Isaac Foss. He hopes that as the Town purchased the Highway Department a plow truck last year, he will be able to use that to offset the plowing lines. However, if the winter continues as it has begun, he will need to tap into the Winter Maintenance Fund; he currently has \$80,385 left to spend.

Road Agent Oleson indicated that as the CIP is now handling road construction, he does not need to account for it in his budget.

He had asked for \$15k for a well to be drilled at the Salt Shed last year in order to wash the Town's vehicles, which are currently being washed at his own garage. This request was deleted from last year's budget, and he would like it reinstated somehow. Selectman D'Angelo suggested utilizing the CIP. This request could be inserted into the CIP and funds drawn out for it during the next Fiscal Year if the Town votes for that to happen.

As the Selectmen had no further questions for Road Agent Oleson, he departed the meeting at 7:27pm.

3.1.6 Street Lighting

The Selectmen had no questions on this Budget.

3.1.7 Emergency Management

This Department is asking \$9,980, which is an increase of 7.30% from last year's budget.

Although Emergency Management Director Philip Gladu could not be present, he had provided backup along with his request which answered any questions the Selectmen might have had. Line 01-4290-1-341 EM Jet Pack was restored to the budget after not being in it last year; line 01-4299-1-100 EM OPS Hazmat Mutual Aid was increased from \$6,800 to \$7,000 but this figure may still change based on some work being done by Fire Chief Greg Bolduc.

Vice-Chairman Cannon noticed that line 01-4290-1-431 EM EOP Grant Expenses had been zeroed out; the Selectmen agreed to restore \$1 in funding to that line.

The Selectmen had no further comments on this Budget.

3.1.8 Police/Animal Control

Police Chief Aaron Berube appeared before the Selectmen to defend his Budget request. He is asking \$675,257, which is an increase of 2.91% from last year's budget.

Police Chief Berube noted that spending for the current fiscal year is at 44% when it is expected to be at 50%, so the Police Department is doing well with its current budget. He added that spending tends to be linear.

Insofar as vehicles are concerned, the 2010 Lexus (which was donated to the Town by MetLife in 2016) is being used by Detective Lieutenant Ken Richard on a daily basis. It has lights and a radio, but no siren.

There are no longer any issues procuring ammunition; Police Chief Berube waits for sales to stock up.

The Firing Range will move forward once the ground thaws.

Police Chief Berube inquired if any other Department had requested funds to station a 'park ranger' at Wason Pond during the summer; none have. This person would require a uniform and a mode of transportation. Selectman D'Angelo opined that Spring Hill Farm would need a presence as well.

Some discussion ensued about what problems are occurring at Wason Pond, and when. Police Chief Berube stated that the biggest issues are people on the property after dark, and people with drugs and alcohol, all of which are prohibited. He believes that a presence on certain days and during certain types of weather might alleviate undesirable traffic and he would be willing to train and supervise that person. Selectman Buckley asked for a brief on what Police Chief Berube would like the presence to be, including days, hours, and costs.

Police Chief Berube reiterated that the cruiser that had been in the accident was the Department's second newest; they still have 2014 and 2015 models with high mileage, and as such he will still be requesting a new one at Town Meeting.

Finally, he noted that HB561, which will limit retirement-system retirees from working more than 24 hours a week, is currently in the "ought to pass" phase. This would impact Detective Lieutenant Richard; it is hoped that an amendment will grandfather him in.

The Selectmen had no further comments on this Budget.

3.2 Schools: Budget, New Contract, and Surplus

Selectman D'Angelo, as liaison to the Budget Committee, is looking for a consensus from the Selectmen as to which way he should cast his vote when the School budget is voted upon. Firstly, the surplus being returned to the Town is closer to \$225k than the listed \$180k. He also noted that the School plans to add an additional administrative position – a second Vice-Principal – in order that one may focus on curriculum development. This will be put directly into the budget, not as a Warrant Article. Some stipend positions will be eliminated in order to find some of the necessary funding.

This is a 'contract year' for the School; the four-year contract negotiated includes annual increases of 5.3%, 5.48%, 5.24%, and 5.01% as well as performance incentives.

The Public Hearing for the School Budget with the Budget Committee will be on Monday, February 5th, 2018 at 7:00pm.

3.3 Transfer Station Hours

Selectman D'Angelo visited the Transfer Station last night after considering Mr. Cyr's letter and public comment from January 11th. To recap, one of Mr. Cyr's suggestions was that the Transfer Station open additional hours, perhaps earlier on Wednesday evenings. The Selectmen invited Transfer Station Supervisor Bonnie Healey, who was present, to join them at the Meeting Table.

TS Supervisor Healey reported that she had asked the Transfer Station employees about working additional hours, and there was no interest. Selectman Buckley added that he utilizes the Transfer Station regularly, and in his opinion the amount of overall usage does not support additional hours.

TS Supervisor Healey noted that she had some figures showing Transfer Station usage on average, as follows:

<i>Saturdays:</i>	450 vehicles
<i>Wednesdays:</i>	65 vehicles – summer
	50 vehicles – winter
<i>Last night:</i>	53 vehicles

TS Supervisor Healey added that Mr. Healey is at the Transfer Station every day and is willing to let people in outside of regular operating hours upon request.

Vice-Chairman Cannon asked about Mrs. Fawcett's public comment where she stated that the gate was closed prior to 2pm this past Saturday; TS Supervisor Healey stated that she checks the time on Mr. Healey's telephone and begins the walk to the gate at two minutes before closing time; as a result, the gate is closed right on time. Selectman Buckley added that he has never seen it closed early. It was confirmed that 'phone time' is and will be used, not 'watch time'.

It was stressed that all employees must be paid for the hours they work; if they need to stay after closing time, they must put those hours on their timesheets and will be paid for them.

Vice-Chairman Cannon asked about the second bay being closed, which was Mr. Cyr's second query. TS Supervisor Healey stated that the Skid Steer had been hard to start in the cold weather, and they did not wish to leave it outside in the cold; therefore, it was in the second bay.

Selectman Buckley also asked TS Supervisor Healey to allow Mrs. Fawcett and her colleague to pick the 'boxtops'; he will be the intermediary to come up with a suitable time.

Vice-Chairman Cannon closed by saying that all residents should be treated cordially, the gate should be opened and closed on time, and both bays should remain open whenever possible. He encouraged residents not to linger if they are there close to closing time.

TS Supervisor Healey departed the meeting at 7:51pm.

IV. Selectmen's Business

4.1 Roundtable

Chairman Trask:

- A contract was received from Bartlett Tree & Shrub, offering to continue their services for another year for \$635. This is for tree maintenance at Stevens Hall. **Vice-Chairman Cannon moved to sign the Bartlett Tree & Shrub contract; Chairman Trask seconded the motion. The vote was four in favor with Selectman Buckley opposed; motion carried.**
- A letter was received from the Planning Board, stating that Impact Fees were to be used to cover the deductible from the cruiser accident, and the price difference for its replacement. The other driver is at fault, but the claim has yet to be settled; it will be subrogated. **Selectman Buckley moved to approve the expenditure of \$4,647 in Impact Fees to cover deductible and cost difference for the Police Department cruiser; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Selectman Buckley:

- Nothing to report.

Selectman D'Angelo:

- Nothing to report.

Selectman Owens:

- Nothing to report.

Vice-Chairman Cannon:

- Nothing to report.

4.2 Non-Public Session

Selectman Buckley moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees for three items and (e) Pending Litigation for three items; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 8:22pm. Police Chief Berube remained in the meeting room.

Police Chief Berube departed the meeting room at 8:39pm.

The meeting room was re-opened at 9:12pm.

Selectman D'Angelo moved that the Board come out of non-public session; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the first non-public session, on Public Employees, be sealed for a period of one (1) year; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the second non-public session, on Pending Litigation, be sealed for a period of one (1) year; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the third non-public session, on Public Employees, be sealed for an indefinite period; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the fourth non-public session, on Public Employees, be sealed for an indefinite period; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the fifth non-public session, on Pending Litigation, be sealed for an indefinite period; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Buckley moved that the minutes to the sixth non-public session, on Pending Litigation, be sealed for a period of one (1) year; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, February 1st, 2018.

Selectman D'Angelo moved to adjourn the meeting; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 9:14pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary