

**Town of Chester  
Board of Selectmen Meeting  
Thursday, November 9<sup>th</sup>, 2017  
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  
Appointment to Agricultural Commission  
Fire Inspection Items at Chester Academy  
Daffodil Bulb Planting at Edwards Mill  
Department Heads Meeting  
Spring Hill Farm Advisory Committee  
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 6:59pm.

*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:

Nancy Hoijer  
Nancy Myette  
Royal Richardson, School Board Chair  
Valerie Weider, School 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*

Selectman D’Angelo would like to discuss today’s Department Heads meeting.

*1.5 Public Comments*

As no Members of the Public wished to be heard, Public Comment was closed at 7:00pm.

**II. Old Business**

*2.1 Approval of Minutes*

An approval sheet for the 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 Appointment to Agricultural Commission*

The resident to be appointed to the Agricultural Commission was not present; she will be contacted to reschedule.

*3.2 Fire Inspection Items at Chester Academy*

School Board members Royal Richardson and Valerie Weider appeared before the Selectmen to discuss issues found at a recent Fire Inspection.

The first issue is that the switching gear at the Pumphouse had no Underwriters’ Laboratories, Inc. (UL) label. The original construction was researched, and an electrician called; it appears that the gear is indeed certified and just has no certification label. The School Board paid \$500 to resolve this issue.

The second issue has to do with the fire suppression system linking the School and Fire Department. They share a buried underground tank which is apparently supposed to be inspected every three years; this has never been done, and the school is ~20 years old. There have been no issues with above-ground inspections, and there are no indications of leaks or issues. Vice-Chairman Cannon inquired whose responsibility it was to have the tank inspected; Mr. Richardson stated that the School does have a Maintenance Director, but it has been discovered that Chester is not the only Town that had been unaware of this requirement.

Based on some recollections from Bob Grimm and the discovery of a vent pipe in the area, the School believes the tank is made of steel and located near the SAU offices. However, there is no manhole access and excavation will be necessary to allow for inspection. It appears to be buried quite deeply, and it would make sense to construct an access panel of some sort for future years’ inspections. As the Fire Department uses water from Wason Pond to test it each year, there is no telling what is actually inside the tank.

The School Board has solicited quotes for the excavation and inspection; one has been received so far, as follows:

Dig up, clean, and inspect:	\$8,500
Welding, if necessary:	\$5,000
Total restoration, if necessary:	\$15,000 - \$20,000

As this is routine maintenance, it cannot go into the CIP. Selectman Buckley wondered if the lack of

maintenance led to the need for a new tank, could that go into the CIP?

Work would be done after the school year, perhaps in July, and would take a few days. Fire Chief Bolduc should be involved, although the School’s Maintenance Director should drive the work, liaising with the Selectmen. A temporary tank, or the pumper truck, might be needed while the tank is out of service. Mrs. Weider opined that it would most likely cost less if the excavation could be performed using Town-owned equipment; Vice-Chairman Cannon would prefer that the work be left to the professionals.

The School Board plans to put \$12k into next fiscal year’s budget for this work. Their question is: how should these costs be split? Vice-Chairman Cannon advised that Time & Materials quotes be solicited; the School Board will continue to solicit these quotes, and will share information received with the Selectmen.

Mr. Richardson and Mrs. Weider departed the meeting at 7:21pm.

### *3.3 Daffodil Bulb Planting at Edwards Mill*

Groundskeeper John Dalrymple has the daffodil bulbs that the Selectmen purchased; he will be planting them by the island at Edwards Mill, where they will not be disturbed by the dam work going on now.

### *3.4 Department Heads Meeting*

Selectman D’Angelo reported on today’s Department Heads Meeting. Items discussed:

- Evaluations: Selectmen Liaisons should evaluate their Department Heads; the entire process should be finished by the end of November.
- Budgets: Firm COLA and merit increases are necessary in order to prevent Finance Director Smith from having to draw up multiple scenarios. The Budget Committee wants the Town’s budget by mid-February.
- CIP: Please contact Planning Coordinator Hadik with your CIP requests.
- Salaries: He discussed a salary matrix with Police Chief Berube; this has also worked well with the School. Perhaps the Town should consider creating one.

### *3.5 Spring Hill Farm Advisory Committee*

Selectman Buckley reported that there was a meeting last night between the Spring Hill Farm Trustees and some of the Selectmen; it went well, and all agreed to work together with the newly formed Spring Hill Farm Advisory Committee (SHFAC) to determine the best use of the Farm. It is essential to move forward and put the past behind.

Selectman D’Angelo suggested that the Heritage Commission would be a better group to handle the property rather than forming the SHFAC; Chairman Trask stated that the SHFAC should meet first before any changes are made to the plan.

Recreation Director Reishus, who will be facilitating this meeting, has a list of ten-twelve volunteers. Selectman D’Angelo suggested that seven members were sufficient: one from the Selectman, one from the Conservation Commission, one from Recreation, and others ‘At Large’. Vice-Chairman Cannon believes that the Spring Hill Farm Trustees should also be considered for membership. In any case, Recreation Director Reishus will provide the Selectmen with a list of candidates to be considered for appointment.

## **IV. Selectmen’s Business**

### *4.1 Roundtable*

*Vice-Chairman Cannon:*

- Nothing to report.

*Selectman D’Angelo:*

- Nothing to report.

*Selectman Owens:*

- Nothing to report.

*Selectman Buckley:*

- Nothing to report.

*Chairman Trask:*

- Town Hall will be closed on Friday, November 10<sup>th</sup>, 2017 for the Veterans’ Day holiday.
- Saturday, November 11<sup>th</sup>, 2017 is Veterans’ Day. American Legion Post 108 will be holding a breakfast from 8am – 10am; it is free for veterans, and others are asked to make a donation. The Kent House is advertising a Hunters’ Breakfast that begins even earlier. Ceremonies will begin at 11am in the MPR, not the Post Office, due to expected cold weather.
- Bushes have been trimmed and the Soldiers’ Monument pressure washed; Jean Methot has requested permission to paint in the letters as they are difficult to read. The Selectmen agreed to this request.
- The Transfer Station has an aluminum can trailer that they wish to sell, as they have a larger replacement. **Selectman D’Angelo moved to allow the Transfer Station to sell their 2002 single wheel aluminum can trailer with cage; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**
- A resident with permission to hunt on some property off of Bridle Path has requested permission to drive in there, as there is a sign on the gate that indicates that BOS permission is required. The Selectmen asked if more information on Bridle Path could be gathered before discussing this request.
- The ‘Adopt A Flowerbed’ application form was reviewed and approved. Groundskeeper Dalrymple will build the flowerbeds for volunteers to maintain.
- The ‘Vendor Sign-In Procedures’ form was reviewed. **Vice-Chairman Cannon moved to adopt the Vendor Sign-In Procedure; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.** A sign should be place on the front door, and employees instructed to notify their vendors.

#### 4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:41pm.

### V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, November 16<sup>th</sup>, 2017.

**Selectman Buckley moved to adjourn the meeting; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 7:42pm.

Respectfully Submitted,

Debra H. Doda, Recording Secretary