

**Town of Chester
Board of Selectmen Meeting
Thursday, January 17th, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Additions and Deletions
Public Comment
Approval of Minutes
Items for Signature
Budgets
Warrant Articles
Workplace Safety Training
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Owens called this meeting for the Town of Chester Board of Selectmen to order at 7:00pm.

1.2 Roll Call

Selectmen present:

Cass Buckley (arrived at 7:13pm)
Steve D'Angelo
Joseph Hagan (arrived at 9:01pm)
Stephen Landau
Jeremy Owens

Members of the Public present, at various times:

Aaron Berube, Police Chief
Greg Bolduc, Fire Chief
Kathy Burke, Supervisors of the Checklist
Myrick Bunker, Building Inspector
Dianna Charron, Supervisors of the Checklist
Nancy Myette
Erin Newnan, Town Clerk
Leslie Packard
Sheryl Rich
Penny Williams, Tri-Town Times
John Wright, Wason Pond Ranger
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman's Additions and Deletions

Selectman Landau asked that the Selectmen hold a brief non-public session with Kathy Burke.

1.5 Non-Public Session

Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment; Selectman D'Angelo seconded the motion. The vote was three in favor with Vice-Chairman Buckley and Selectman Hagan yet to arrive; motion carried.

The meeting room was closed at 7:02pm. Mrs. Burke remained in the meeting room.

The meeting room was re-opened at 7:08pm.

Selectman Landau moved that the Board come out of non-public session; Selectman D'Angelo seconded the motion. The vote was three in favor with Vice-Chairman Buckley and Selectman Hagan yet to arrive; motion carried.

Selectman Landau moved that the minutes to the first non-public session, on Employment, remain sealed for a period of thirty (30) days; Selectman D'Angelo seconded the motion. The vote was three in favor with Vice-Chairman Buckley and Selectman Hagan yet to arrive; motion carried.

Selectman Landau moved that the Town employ Kathy Burke to assist Deputy Town Clerk Barbara Cannon beginning January 22nd, 2019, on a part-time basis; Selectman D'Angelo seconded the motion. The vote was three in favor with Vice-Chairman Buckley and Selectman Hagan yet to arrive; motion carried.

1.6 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:10pm.

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

All members should review and sign items in the Signature Folder.

III. New Business

3.1 Budgets

3.1.1 Supervisors of the Checklist

Supervisors of the Checklist Kathy Burke, Dianna Charron, and Leslie Packard appeared before the Selectmen to defend their budget request. This request is for \$13,449, which is a decrease of 12.51% from last year's budget.

Mrs. Charron explained that their budget is always based on the number of elections in the

upcoming Fiscal Year. In FY19-20 there will be three: the Presidential primary in January or February 2020, and Town Elections and Town Meeting in May 2020. In Fiscal Year 18-19 there were four, so that year’s budget was higher.

The Supervisors have also requested a laptop computer under the IT budget as same-day registrations have been so numerous that Mrs. Burke and Mrs. Charron spent an entire day entering the new voters as they only have one computer to use. If they had a laptop, they could enter these new voters during downtime on Election Day. It could also be used during Voter Registration Session days. Selectman D’Angelo wondered if the Town owned any spare laptops that could be used by the Supervisors.

Line 01-4140-2-741, EL Equipment Maint, is an estimate based on historical use; the actual figure needed depends on the number of candidates, which is unknown at this point.

Mrs. Charron noted that the State had made an error when they printed the ballots this past election, and that they had then charged the Town \$500 to reprint them. She had complained, and the \$500 was recently refunded.

As the Selectmen had no further questions, Mrs. Burke, Mrs. Charron, and Mrs. Packard departed the meeting at 7:18pm.

3.1.2 Building Inspector

Building Inspector Myrick Bunker appeared before the Selectmen to defend his budget request. This request is for \$91,982, which is an increase of 2.39% from last year’s budget.

Building Inspector Bunker stated that his workload is steady, with building taking place at Jenkins Farm and Wilcomb’s Way.

Line 01-4240-1-623, BI Code Books, has increased; it is possible that all new Code Books will need to be purchased due to the Legislature working on adopting the 2015 codes to replace the currently used 2009 codes. Although all are available online, RSAs mandate that the Town have three hard copies of each manual available between the Building Inspector and Town Clerk’s offices.

Selectman Landau questioned line 01-4240-1-638, BI House Numbering. Building Inspector Bunker would prefer that this request be in the Emergency Management budget, as it is Emergency Management Director Phil Gladu who handles house numbering; Finance Director Smith will be asked to move it.

Line 01-4240-3-430, BI Vehicle/Gas, is down quite a bit from the FY16-17 actuals; this is due to the Building Department no longer using the white car, which needed major repairs that Fiscal Year.

As the Selectmen had no further questions, Building Inspector Bunker departed the meeting at 7:24pm.

3.1.3 Great Hill Cemetery

None of the Great Hill Cemetery Trustees were available to appear before the Selectmen to defend their budget request. This request is for \$1,200, which is an increase of 1100% from last year’s budget.

Selectman Landau reported that this increase is due to the need for funds to spray the grounds for grubs as discussed at Selectmen meetings of October 4th and 18th, 2018. They pay for their own

insurance and maintenance costs.

The Selectmen had no further questions.

3.1.4 Budget Committee

Budget Committee Chairman Michael Weider appeared before the Selectmen to defend his budget request. This request is for \$1,148, which is an increase of 3.61% from last year's budget.

The only line that increased is 01-415-3-680, BC Seminars. The cost of seminars has increased from \$75 to \$90, and the Budget Committee has two new members. Vice-Chairman Buckley noted that the budget is heavily underspent; Budget Committee Chairman Weider stated that recent expenses had yet to be posted.

Selectman D'Angelo noted that there was a good article in this month's Town and City magazine on Warrant Articles.

As the Selectmen had no further questions, Budget Committee Chairman Weider departed the meeting at 7:29pm.

3.1.5 Town Clerk/Tax Collector

Town Clerk/Tax Collector Erin Newnan appeared before the Selectmen to defend her budget requests.

The Town Clerk budget request is for \$60,093, which is a decrease of 1.31% from last year's budget.

Line 01-4140-1-320, TC State Vital Records Pmts, has decreased as it is tracking low and will be underspent.

Line 01-4140-1-561, TC Training & Seminars, has decreased as Deputy Town Clerk Cannon has finished with the Excel classes budgeted for last year. Town Clerk Newnan has also accounted for all of the classes that the newly elected Town Clerk will need to take in the next Fiscal Year.

Line 01-4140-1-744, TC Vault Maintenance, has decreased as a new, less expensive vendor was located to service the vault. It is 20 years old but should last for a while yet.

Selectman Landau asked if funds should be requested to revitalize Room 20, which holds older, moldy tax records. This would be quite expensive to remedy. Perhaps there is State money available, or perhaps it should be put into the CIP.

The Selectmen had no further question on the Town Clerk budget.

The Tax Collector's budget request is for \$56,507, which is a decrease of 0.56% from last year's budget.

Line 01-4150-4-561, TX Training & Seminars, has decreased as Deputy Town Clerk Cannon has finished with the Word classes budgeted for last year.

Line 01-4150-4-650, TX Travel, has increased as the newly elected Town Clerk will need to take a five-day certification class next Fiscal Year.

Line 01-4150-4-725, TX Tax Lien Search, has decreased as a new, less expensive vendor was located to perform these searches.

Line 01-4150-4-651, TX Recording Fees, has decreased as fewer properties are being liened.

The State was previously supplying printers for the DMV items, two-trayed laser printers with specific specs and a barcode test. These are The Town in turn provided the toner for these printers. However, they will not replace these printers in the future once they no longer function; this expense will belong to the Towns. They are expected to cost ~\$500-\$600 each.

Town Clerk Newnan also asked the Selectmen to consider increasing Deputy Town Clerk Cannon's salary.

As the Selectmen had no further questions, Town Clerk Newnan departed the meeting table at 7:39pm.

3.1.6 Police/Animal Control

Police Chief Aaron Berube appeared before the Selectmen to defend his budget requests.

The Police Department budget request is for \$704,120.79, which is an increase of 1.16% from last year's budget.

Line 01-4210-1-110, PD Salary – Chief, is based on his contract. Selectman D'Angelo asked if the Department had survey results on Police Chief salaries; they do. The State had conducted a survey for the entire state, and then broke it down by regions. Police Chief Berube added that a wage adjustment had been done a few years ago but that salaries were behind again.

Line 01-4210-1-341, PD Admin Telephone/Fax/Cell, has decreased as it now covers only the landline telephone and fax line through Granite State, per the State's requirements, rather than all of the telephones in the Department. It also covers the cell phone through Verizon; if an alternate vendor can be identified, it might cost less.

Line 01-4210-3-673, PD 14 Utility Repair/Maint, has been zeroed out as the Department no longer owns that vehicle.

Line 01-4210-3-430, PD Radar Repair, has decreased as new radar equipment requires less in repair work.

Selectman D'Angelo asked if there were enough funds in Line 01-4210-1-221, PD Wason Pond Ranger. This line was level funded. Police Chief Berube stated that it had been underspent last year due to a late start, but it would possibly be overspent this year. He would like the Ranger to work 30 hours each week, weather dependent; his presence has greatly reduced calls for service down at Wason Pond. Chairman Owens suggested that the Wason Pond Commission should be consulted to determine if any equipment is needed for the Ranger, such as a golf cart or gator.

The Selectmen had no further questions on this budget request.

The Animal Control budget request is for \$3,500, which is an increase of 40% from last year's budget.

Police Chief Berube would like Wason Pond Ranger Wright to serve as the Town's Animal Control Officer as well, as he is "cruelty certified" and has the capability to house "found" dogs. As it is,

any officer retrieving a stray dog is off the road for approximately four hours. This time is needed to transport the dog to the station, cage him in the booking room (as that is the only room without carpet) which prevents that room being used for detainees or victim, search for and contact the owner, and then once the dog has been turned over to the owner or to the Sandown Doberman Rescue, sanitize the room and cruiser to prevent future allergic reactions. Police Chief Berube doesn't want to add an employee, simply get his officers back out on the road as soon as possible. His officers pick up stray animals once every three days or so, with 137 dog calls in calendar year 2018.

Vice-Chairman Buckley is opposed to creating an Animal Control Department, stating that there are plenty of people willing to volunteer to pick up stray animals; Police Chief Berube disagreed. He added that they do have a list of people willing to help with stray livestock but getting someone to come out in the middle of a winter night is very difficult. Vice-Chairman Buckley volunteered to be called to assist with large stray animals; Police Chief Berube agreed to do so and asked if Vice-Chairman Buckley could also provide a list of other volunteers that he knew of. He would be willing to report back on his success rate.

Selectman Landau suggested giving WP Ranger Wright a stipend for picking up the stray animals, and/or if there is a fine for allowing one's animal to get loose, giving that fine to WP Ranger Wright. Fines currently are \$25 for a first offense and \$50 for a second. Vice-Chairman Buckley suggested using a contracted service instead and allowing them to collect the fines; according to Police Chief Berube, this would require an ordinance.

An Animal Control Officer could also serve people who haven't licensed their dogs (volunteers can't) and could appear at court when needed. The \$3,500 in the ACO budget could be paid as a stipend, hourly, or per diem. WP Ranger Wright could pick up the dog, track and contact the owner, house the dog, and create the summons. Selectman D'Angelo suggested that Police Chief Berube create a plan and come back after Budget Season to discuss it.

The Police Department has not drafted any Warrant Articles; they do have Personal Protective Equipment and a vehicle in the CIP Projects Warrant Article.

As the Selectmen had no further questions for Police Chief Berube, he departed the meeting table at 8:26pm.

3.1.7 Executive/Administration

The Executive budget request is for \$109,130, which is an increase of 70.76% from last year's budget.

This increase is due to Line 01-4130-1-998, EX Salary Pool, which has increased 154.77%. Finance Director Smith will be asked to address this. The Executive budget will be put back on the agenda for a future meeting.

The Administration budget request is for \$67,763, which is a decrease of 3.94% from last year's budget.

As the Selectmen had no further questions, budget discussions were completed at 8:34pm.

3.2 Warrant Articles

The Planning Board provided a letter to the Selectmen stating that contrary to what was said at the Budget Committee meeting of January 8th, the Planning Board did receive accurate quotes for the Fire Department

egress road. This has been added to the CIP Projects Warrant Article.

Selectman D’Angelo inquired about the Town Administrator Warrant Article; is there a job description? Chairman Owens stated that it was in the PowerPoint presentation and he still had a few slides to clean up before it could be posted on the Town’s website. The Warrant Article as drafted currently requests \$129k for salary and benefits; this may not be enough for a higher quality employee. The Selectmen also asked that the \$10k suggested as a consultant fee for John Scruton not be put into the budget but added to the Warrant Article instead; BOS AA Doda will amend the Warrant Article.

There is some question as to whether a Warrant Article should be drafted to address road repairs on East Derry or North Pond Road specifically. Chairman Owens suggested waiting until StreetScan has presented its findings to the Selectmen to decide on this. Perhaps the StreetScan presentation could take place in the MPR.

Selectman D’Angelo reiterated that developers should be required to repair roads damaged by their heavy equipment; Vice-Chairman Buckley would like to know how much interest the residents have in road quality. Chairman Owens suggested an online survey on the Town website and the “Front Porch Chatter” Facebook page; Vice-Chairman Buckley suggested the choices be \$30M over 10 years, turn to dirt, and something in between. BOS AA Doda will create these surveys.

Selectman Landau noted that turning all the roads to dirt would then require a grader and an employee to run it. He also asked, after the \$30M was spent, how much time would elapse before another \$30M needed to be spent? Roadwork is expensive, and the Town voted repairs down every year. People who are interested in having the roads fixed need to come to Town Meeting and vote for it.

Selectman Landau noted that he had requested the sum of \$15k on the Steeple Repair Warrant Article but was open to a different figure should anyone wish to amend it; no-one did.

Discussion of Warrant Articles ceased at 9:06pm.

3.3 Workplace Safety Training

Police Chief Berube and Fire Chief Bolduc appeared before the Selectmen to discuss Workplace Safety Training, as suggested by the Joint Loss Management Committee.

Police Chief Berube noted that the JLMC had requested an Active Shooter Presentation for the employees; both Sargent Loveless and Sargent Sable are certified trainers. He expects the class to take four hours; are the Selectmen willing to allow employees to take this during work hours? The Selectmen expressed concern that this would require closing the building down and suggested that it instead be held on a holiday, a weekend, or an evening. Police Chief Berube suggested that in that case residents could also be invited, and it could take place in the MPR. The Selectmen suggested asking employees which of the three options – evening, holiday, weekend – they would prefer.

Fire Chief Bolduc added that the JLMC had also requested First Aid/CPR/AED training for the employees. This would involve either two eight-hour days or one online class and one eight-hour day. Selectman D’Angelo asked about opening it up to coaches, etc., but Fire Chief Bolduc stated that right now they were focusing on employees. The Selectman would like to know how many employees would be interested in this 16-hour training.

BOS AA Doda will poll the employees to ascertain answers to the Selectmen’s questions.

Police Chief Berube and Fire Chief Bolduc departed the meeting at 9:22pm.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- He had received a call after Tuesday night’s ZBA meeting where a request to put an assisted living residence (a commercial enterprise) into a residential area was discussed. Although the Town has no interest in running such a residence, there might be companies interested in it. He reminded the other Selectmen that when White Pines College was closing, there had been some discussion on having the residence halls turned into senior housing. Perhaps the subject of senior living needs to be discussed at Town Meeting. Vice-Chairman Buckley stated that the Planning Board was working on low cost senior housing, and that there might be a Warrant Article in the works; he would like to wait and see what they come up with. Selectman D’Angelo added that this was why he was requesting that a van be purchased under CIP Projects; seniors who don’t drive can become isolated.

Selectman D’Angelo:

- Nothing to report.

Selectman Hagan:

- Nothing to report.

Vice-Chairman Buckley:

- Nothing to report.

Chairman Owens:

- Eversource has suggested that the Town consider replacing its mercury vapor, high pressure sodium, or metal halide streetlights with LEDs; the Street Lighting budget will be discussed on January 31st.
- Insofar as 24 Carlin Road is concerned, Town Counsel has advised that any sale or lease of Town-owned property needs to go through Town Meeting; Mr. Quintal will be advised.
- Insofar as paying the Quint off early is concerned, the Town’s funds currently earn ~2.13-2.23% in interest; the Town is paying 3.3% interest on the Bond.
- The Budget Committee had inquired about the Selectmen’s request to pay the Edwards Mill Dam overage out of the Unassigned Fund Balance. It was suggested that this overage instead be paid out of the *Town Unanticipated Maintenance Capital Reserve Fund* as established at the 2012 Town Meeting. The overage amount is \$8,487.28; the Capital Reserve Fund currently contains \$10,857.62. The Selectmen were all in favor of this change. They also asked that a Warrant Article be drafted to return this Fund to its originally raised and appropriated \$10,000; BOS AA Doda will do so.
- Both Mrs. Burke and Selectman Landau plan to be in the Town Clerk’s office with Deputy Town Clerk Cannon on Tuesday night.
- The SNHPC Electricity Consortium plans to meet in February, should any Selectmen be interested in attending.
- The Selectmen received a letter from State Senator Jon Morgan offering his assistance in any way necessary. Selectman D’Angelo suggested that he be invited to meet with the Selectmen about the Utilities cases.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 9:40pm.

4.3 Non-Public Sessions

Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment and (c) Reputation; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 9:41pm.

The meeting room was re-opened at 10:12pm.

Selectman Landau moved that the Board come out of non-public session; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved that the minutes to the second non-public session, on Employment, remain sealed for a period of one (1) year; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

Vice-Chairman Buckley moved that the minutes to the third non-public session, on Reputation, remain sealed for a period of one (1) year; Selectman Hagan 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, January 24th, 2019.

Selectman Landau moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 10:14pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary