

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 31<sup>st</sup>, 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  
Appointment as Town Clerk/Tax Collector  
Appointment to Spring Hill Farm Advisory Committee  
Budgets  
Joint Loss Management Committee Items  
Review Completed CIP  
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 7:06pm)  
Steve D'Angelo  
Joseph Hagan  
Stephen Landau  
Jeremy Owens

Members of the Public present, at various times:

Andrew Hadik, Planning Coordinator  
Daniel Hoijer  
Nancy Hoijer, ZBA AA  
Elizabeth Lufkin  
Billie Maloney, ZBA Chair  
Nancy Myette  
Sheryl Rich  
Liz Richter, Planning Board  
Evan Sederquest, Planning Board  
Rick Snyder, Planning Board  
Brian Sullivan, Planning Board Chair  
Penny Williams, Tri-Town Times  
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*

The PACT Committee has requested that their Budget Review be postponed to a future meeting.

#### *1.5 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 7:02pm.

### **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 Appointment as Town Clerk/Tax Collector – Elizabeth Lufkin*

The Selectmen introduced Liz Lufkin, who appeared before them in order to be appointed as Town Clerk/Tax Collector until the May 2019 elections.

Ms. Lufkin has worked in Public Service for the past dozen years, ten of those in New Hampshire. She was most recently at the New Hampshire Fire and EMS Academy and before that, Homeland Security. She has resided in Chester since 2012.

**Selectman D'Angelo moved to appoint Elizabeth Lufkin as Town Clerk/Tax Collector until May 15<sup>th</sup>, 2019; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Buckley yet to arrive; motion carried.**

Deputy Town Clerk Barbara Cannon and Kathy Burke will be in the Town Clerk's Office to assist Ms. Lufkin with the transition.

Selectman Landau has a copy of the DMV training schedule and will arrange to get a copy to Ms. Lufkin. She departed the meeting at 7:05pm.

#### *3.2 Appointment to Spring Hill Farm Advisory Committee – Cass Buckley*

Vice-Chairman Buckley's appointment to the Spring Hill Farm Advisory Committee expired on December 20<sup>th</sup>, 2018; he wishes to remain as a member of the Spring Hill Farm Advisory Committee. His membership on that Committee is dependent on his being a Selectman.

Selectman Landau is of the opinion that a Selectman should never be appointed to a committee; that his or her position is as a liaison. Vice-Chairman Buckley replied that when the SHFAC had been formed they had specifically requested that a Selectman be an appointed member.

**Selectman D'Angelo moved to appoint Cass Buckley as a regular member of the Spring Hill**

**Farm Advisory Committee with a term to expire May 31<sup>st</sup>, 2019; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Landau abstaining; motion carried.**

### *3.3 Budgets*

#### *3.3.1 Planning Board*

Planning Board Members Liz Richter, Evan Sederquest, Rick Snyder, Brian Sullivan, and Planning Coordinator Andrew Hadik appeared before the Selectmen to defend their budget request. This request is for \$86,783, which is an increase of 8.92% over last year’s budget.

Planning Coordinator Hadik noted that the largest increase was in Line 01-4191-2-112, PB Planner, which increased 238.67% from \$3,000 to \$10,160. That figure includes funding for the annual CIP and Impact Fee updates. Selectman Landau asked if these expenses could not be put into the CIP itself; they cannot, as they are not capital improvements.

Planning Coordinator Hadik added that he had submitted a Warrant Article asking to establish a Capital Reserve Fund to fund updates to the Master Plan, much as the Assessing Department has a Capital Reserve Fund to fund revaluations.

Selectman D’Angelo thanked the Planning Board for their work on the CIP; Planning Board Chairman Sullivan noted that the quality of Planning Coordinator Hadik’s work was above and beyond what they had hoped when he was hired.

As the Selectmen had no further questions, Ms. Richter, Mr. Sederquest, Mr. Snyder, and Planning Board Chairman Sullivan departed the meeting at 7:16pm. Planning Coordinator Hadik remained, as a member of the Solid Waste and Recycling Committee, in order to defend the Transfer Station and Landfill budget requests.

#### *3.3.2 Transfer Station*

Planning Coordinator Hadik appeared before the Selectmen to defend the Transfer Station’s budget request. This request is for \$194,024, which is an increase of 2.24% over last year’s budget.

Line 01-4324-1-340, TS Telephone, has increased by 125%; this is due to the fact that the Transfer Station now has two cellphones – one to use as a telephone and the other to take payments via the Square.

Line 01-4324-2-122, TS Haz Waste Collection, has doubled; last year one of the two biannual household hazardous waste collections sites was deemed too far away to attend, so only one was budgeted for. The FY16/17 figure was much higher as that was the year that Chester hosted one of the events.

Line 01-4324-2-124, TS MSW Transport and Tipping, has increased by 4.05%. Planning Coordinator Hadik noted that tonnage per week has steadily increased from 10.5 tons/week in 2013 to 12.5 tons/week in 2018.

There was some discussion about line 01-4324-2-129, TS Snow Removal, which has increased 4.84%. Selectman Landau stated that the Maintenance Department was expecting to receive the Highway Department’s F-550 truck after they purchase a new one in FY19-20; this truck will come with a plow and a spreader, and Paul Cavanaugh has a CDL. Should the Maintenance Department take over plowing the Transfer Station? After some discussion, it was decided that the current vendor offers a very attractive plowing option and that although plowing various Town-owned

driveways and parking lots that the Highway Department plows now – Stevens Hall, Library, etc. – was certainly feasible, it was not a good idea to have the Maintenance Department plow the Transfer Station.

As the Selectmen had no further questions, they moved on to the Landfill budget.

### *3.3.3 Landfill*

The Landfill budget request is for \$8,650, which is a decrease of 18.01% from last year's budget.

Line 01-4325-1-100, LF Monitoring Wells, has decreased as Nobis Engineering expects costs to be lower for FY19-20. Planning Coordinator Hadik noted that water testing results have been coming back well below state figures; apparently the plume is abating, which means a successful landfill closure.

As the Selectmen had no further questions, Planning Coordinator Hadik departed the meeting at 7:37pm.

### *3.3.4 ZBA*

ZBA Chair Billie Maloney and ZBA AA Nancy Hoijer appeared before the Selectmen to defend the ZBA budget request. This request is for \$17,925, which is an increase of 5.91% over last year's budget.

Lines 01-4193-1-620, ZBA Office Supplies, 01-4193-1-625, ZBA Postage, and 01-4193-1-675, ZBA Advertising, have all increased due to an increased number of applications. These costs are all reimbursed by the applicants, and the revenue goes into the General Fund.

As the Selectmen had no further questions, ZBA Chairman Maloney and ZBA AA Hoijer departed the meeting at 7:39pm.

### *3.3.5 Street Lighting*

This budget request is for \$4,300, a decrease of 4.44% from last year's budget. It pays the electricity to power the Town's ten Eversource street lights.

Eversource has suggested that the Town replace its mercury vapor, high pressure sodium, and metal halide lights with LEDs for a one-time cost of ~\$5,000. LEDs tend to reduce wattage by ~75%, and as a result electricity costs would be much lower. Vice-Chairman Buckley suggested that this project should be added to the CIP; Selectman Hagan agreed.

The Selectmen had no further questions on the Street Lighting budget.

### *3.3.6 Government Buildings*

This budget request is for \$299,718, an increase of 8.35% over last year's budget. Vice-Chairman Buckley noted that the 'controllable lines' hadn't changed much.

Line 01-4104-1-391, GB Water Testing, has remained flat; the Maintenance Department would like to do some of the work in-house.

Line 01-4194-1-430, GB Repairs & Maint, includes funds to clean up various areas of Town, such as the Town Pound, as the 300<sup>th</sup> Anniversary approaches.

Line 01-4194-1-442, GB Repairs & Maint (TS), has increased; last year it was only \$1.

Line 01-4194-1-650, GB Groundskeeping, has increased slightly as Groundskeeper John Dalrymple plans to do some work at the French and Nichols fields, both drainage and soccer.

Line 01-4194-1-840 GB Post Office - Maint, remains flat; mold testing took place recently after a Post Office employee made a complaint, but the vendor found nothing out of the ordinary, surmising that any mold in the building was brought in on the boxes of mail. Insofar as the Ruth Ray Building itself is concerned, the Post Office does not use all the space and he has spoken with the Library about connecting to the Building during their upcoming renovations in order that they can utilize the unused space.

In general, the plan is not so much to upgrade buildings but to maintain them.

The annex was discussed extensively. Electrical parts have been purchased to bring the electricity up to code; labor will be billed separately. The roof has been put off until after the Police Department Space Needs Study is complete. The report is unlikely be ready for Town Meeting, but possibly sometime in July.

Selectman D'Angelo is concerned about the annex heat and roof lasting for another winter. Selectman Landau reported that the furnace had been repaired; if the building use changes in the future, the furnace may need to be enlarged. Vice-Chairman Buckley stated that engineers had looked at the roof and believed that it would not an issue soon. Selectman Landau added that emergency tarps had been purchased, and the annex was checked regularly for leaks. There was some disagreement as to whether the annex roof would be a CIP item; Selectman D'Angelo believes it is, but Selectman Landau stated that the Budget Committee said that it was not. In any case, Selectman Landau would not object to having it moved up in the CIP should this become necessary.

Vice-Chairman Buckley would like to see minutes from previous meetings where the annex roof was discussed in order to determine what had already been decided.

As the Selectmen had no further questions on Government Buildings, budget discussions concluded at 8:04pm.

### *3.4 Joint Loss Management Committee Items*

Selectman D'Angelo wished to address items raised at the most recent Joint Loss Management Committee (JLMC) meeting.

1. ID Expiration Dates: The Selectmen agreed that although Employee IDs did not need an expiration date, those provided to Elected Officials should have one.
2. Edwards Mill Dam Fencing: This is a Maintenance issue, not Highways.
3. Active Shooter Training: The Selectmen have asked that employees be polled to gauge interest in these classes.
4. Murphy Drive: This situation has been discussed extensively and the Selectmen are indeed taking it seriously. Selectman Landau stated that the suggestion to make the intersection with 102 into a right turn only exit was made because that was something that could be changed today, with no need to wait for funds to be raised to build a secondary road. In the Spring or Summer, the road could be painted and signed. Chairman Owens noted that School Board Chairman Royal Richardson and Superintendent Darrell Lockwood are not in favor of the right-turn option and added that unless there is a Police Officer standing there every day, people are unlikely to comply. Selectman D'Angelo

suggested holding 'public hearings' to get a sense of what the residents would prefer; was it possible to discuss at the School District meeting in March?

5. Snow Days and Snow Clearing: The Selectmen are not in favor of changing the currently used definition of 'snow days' to include those who work second or third shifts. Selectman Landau noted that the Maintenance Department clears building emergency exits immediately when it snows; the Highway Department normally completes the parking lot.

### *3.5 Review Completed CIP*

Selectman D'Angelo stated that four-five years ago the Police Department requested a new cruiser every two years; now it's every year. He wondered if the PD needed a new cruiser every year, and since one had been lost in an accident in late 2017 and replaced soon after, did they really need to purchase another new one in 2018? Chairman Owens suggested revisiting the cruiser replacement 'policy' rather than continuing to discuss the issue every year; Police Chief Berube should be consulted.

Selectman Landau noted that he did not want to purchase un-needed items; for example, the Town should continue to repair the mower as long as possible as the Maintenance Department also has a tractor with a mowing deck.

Selectman D'Angelo stated that the Fire Department's sewer line had frozen once again and needed work. It is in the CIP but should have been repaired/replaced a number of years ago. Selectman Landau stated that he is aware of when it was installed, and by whom; he plans to perform some research to ensure that it was installed properly. It is possible that the original installer bears some responsibility for the ongoing problem.

He will also check with Planning Coordinator Hadik to determine if the roof project can be moved up in the CIP, if it proves necessary.

## **IV. Selectmen's Business**

### *4.1 Roundtable*

*Selectman Landau:*

- He has two items for non-public session.

*Selectman D'Angelo:*

- Nothing to report.

*Selectman Hagan:*

- Nothing to report.

*Vice-Chairman Buckley:*

- Nothing to report.

*Chairman Owens:*

- The Southern New Hampshire Planning Commission Electricity Consortium has scheduled its meeting for Tuesday, February 5<sup>th</sup>, at both noon and 4pm, should anyone like to attend.
- A letter was received from the Rockingham County Commissioners, informing the Selectmen of a possible Supplemental Appropriation for DHHS; the Public Hearing will be on Tuesday, February 5<sup>th</sup> at 5pm.
- A flyer was received from the Regional Economic Development Center about a Priority Project List.
- A straw poll was posted on the Chester NH Front Porch Chatter Facebook page and the Town webpage, asking about residents' interest in road repairs. Although a majority expressed interest

in spending a large amount of money to repair the roads, Vice-Chairman Buckley pointed out that the poll didn't include any information on tax impact, and as such could be inaccurate. Selectman D'Angelo suggested that residents be asked to attend 'focus groups' where they could be heard about their interest in road repairs. Chairman Owens added that people who want to spend money on roads, most importantly, need to attend Town Meeting and vote for it. Selectman Landau suggested drafting a Warrant Article asking for the funds and showing the tax rate; a Public Hearing would need to be held, and people would most likely show up for that.

- Street Scan has been scheduled to attend the Selectmen's Meeting of Thursday, February 28<sup>th</sup>; no reports have been received as of yet.

#### *4.2 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 8:41pm.

#### *4.3 Non-Public Sessions*

**Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting room was closed at 8:42pm.

The meeting room was re-opened at 9:00pm.

**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 first non-public session, on Public Employees, remain sealed for an indefinite period of time; Selectman D'Angelo 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 Public Employees, remain sealed for an indefinite period of time; 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 7<sup>th</sup>, 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 9:02pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary