

**Town of Chester
Board of Selectmen’s Meeting
Thursday, January 24, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment (10 minutes)
Approval of Minutes
Items for Signature
Budget Meetings
Warrant Articles
Roundtable
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

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

1.2 Roll Call

Selectmen Present:

Steve D’Angelo
Stephen Landau
Jeremy Owens

Members of the Public Present, at various times:

Greg Bolduc, Fire Chief
Willa Coroka, Agricultural Commission
Mike Ebbett, Block 5
Jesse Edwards, State Representative
Andy Higham, Highway Department
Kendall Kunelius, SHFAC
Rhonda Lamphere, Treasurer
Nancy Myette
Sheryl Rich
Joanne Smith, Finance Director

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 or Deletions

Selectman Landau asked Andy Higham to speak concerning the status of road closures resulting from this evening’s severe rainstorm. Mr. Higham announced road closures on Candia from Sheepwash Drive in front of Ryan’s Sugar Shack, North Pond is down to one lane between the dam and the viewing station, and Towle Road from Church to Ark Veterinary.

Selectman D’Angelo asked if these could be posted on the Town website and thanked Mr. Higham for stepping up while Road Agent Oleson was away.

1.5 Public Comment

Representative Jesse Edwards stated he was present to update the Board concerning the status of the lease of the Town owned building adjacent to the Legion Hall, and also to correct the measurements he provided earlier concerning the frontage.

Representative Edwards added that he as well as other local representatives and Senator Carson had appeared before the Auburn Board of Selectmen recently and offered to communicate concerning any bill that might be coming up. Selectman D’Angelo asked for alerts concerning any pending NHEC issues with poles, etc. Representative Edwards advised he was appointed to the Ways and Means Committee.

II. Old Business

2.1 Approval of Minutes

An approval sheet for previous meetings’ minutes was in the signature folder.

2.2 Items for Signature

All members reviewed and signed the items in the signature folder.

III. New Business

3.1 Reappointment to Spring Hill Farm Advisory Committee – Cass Buckley – Tabled

As Vice-Chairman Buckley is absent tonight, this will be addressed at a future meeting.

3.2 Budget

IT – Joanne Smith & Mike Ebbett

Finance Director Smith presented the IT Budget for FY 2019. She advised the Block 5 portion is \$59,484 and they are also looking for new software for the Building Inspector and Fire Department, a large font scanner for the Building Inspector, replacement materials for the Fire Department, and three credit-card terminals for the Police Department, Fire Department, and Building Inspector.

Chairman Owens asked if the hardware increase would be cyclical. Mrs. Smith advised most of the purchasing was done and going forward would be maintenance.

Selectman D’Angelo asked about the request for credit-card terminals and whether the Supervisors of the Checklist could get a workstation which they would only need to use two days per year to send data to the State. Mrs. Smith advised the Transfer Station is using a cube device which attaches to a cell-phone.

Selectman D’Angelo asked Finance Director Smith how much additional work supervising the IT was becoming. Mrs. Smith stated she is able to step in as needed and has backup help from Bookkeeper Marianne Duffy and Assistant Assessor Jean Packard.

Benefits, Executive – Joanne Smith

Finance Director Smith presented the Benefits Budget for FY 2019. She advised this item had increased from \$63,910 to \$109,130 due to the salary pool. Mrs. Smith explained the method of calculating wages and associated benefits and mid-year increases due to COLA. Selectman Landau requested a comparison with last year which Mrs. Smith stated she could summarize at the bottom of the sheet.

Selectman D’Angelo asked about bonuses. Mrs. Smith stated \$30,000 were unexpended by June.

Selectman D’Angelo asked if the Town received an insurance holiday such as the School reported receiving this year? Finance Director Smith advised the check has been received and applied as a revenue and as there are no guarantees of receiving one next year, the budget needs to be kept flat otherwise it will project the cost as less annually than should be budgeted for.

Selectman D’Angelo asked Chief Bolduc what sort of permit costs and fees the Fire Department may expect the credit card terminal to process. Chief Bolduc stated there is \$8-10,000 in revenue for permitting. Most are heating, sprinklers, and average \$65.

Ambulance, Fire, Forest Fire, Fire Department Grants, Ambulance Billing – Greg Bolduc

Chief Bolduc presented the Ambulance, Fire, Forest Fire, Fire Department Grants and Ambulance Billing Budgets for FY 2019.

Chief Bolduc stated Account 4215 (Ambulance) has increased from \$118,331 to \$119,679, 1% due to the negotiated price. Selectman D’Angelo added there were nine years left in the contract.

Chief Bolduc stated that Account 4220 (Fire Department) was \$350,517.40, an increase of \$9,800 due to salary change.

Selectman Landau asked about retiring debt. With two-years left on the Quint, would it be beneficial to pay that off through the unexpended fund balance, how much of a savings would that reflect, and what other vehicles would be coming up on the CIP forecast over the next few years. Chief Bolduc stated approximately \$3,000 would be saved in interest by paying that off early. Engine 2 is in the CIP and as there are no issues it keeps being pushed out, but he recommended against pushing it out past five years, just one year at a time. Selectman Landau stated he wanted to be sure the Town was not hit with needing to purchase vehicles all in one year. Chief Bolduc advised there was a warranty issue with the new tanker which had the pump freeze up. The old tanker was sold to a company in Tennessee for \$30,000 last year.

Chief Bolduc stated that \$2,000 is for matching funds of a \$4,000 equipment grant.

Chief Bolduc stated the Hazmat/Emergency Management budget is flat from last year.

Chief Bolduc advised the ambulance billing took them out as far as billing the Town.

Selectman Landau asked about plans for dry hydrants. Chief Bolduc advised they are working on one on Fremont Road, and cisterns can be placed where there are no accessible water supplies. Selectman Landau advised of the process with DES. Chief Bolduc asked about accessing the pond near the Villages. Selectman Landau advised the Town now owns a piece of property adjacent which can be used for accessing that. Chief Bolduc requested to visit the site with one of the Selectmen.

Chief Bolduc stated that \$18,400 was for protective gear updates and maintenance.

Chief Bolduc advised the septic at the Fire Station backed up again today either due to the cold weather a few days ago or the heavy rain today.

Chief Bolduc discussed the request to update the defibrillators that the Town purchased through the Heart Safe grant which are now past their recommended life span.

Selectman D’Angelo asked about manpower. Chief Bolduc stated he is tracking that and has a good roster with an increased call firefighter line and revamped pay scale since 2012.

Emergency Management – Greg Bolduc for Phil Gladu

Chief Bolduc advised this increased from \$9,601 to \$9,981 and is offset by the Building Inspector’s decrease.

Treasurer – Rhonda Lamphere

Treasurer Lamphere presented the Treasurer’s Budget for FY 2019 which has decreased .15% from 2018.

She reported funds moved to CDs have resulted in a healthier unreserved fund balance with \$47,216 in interest at a variable 2.2% rate for six months. Conservation has earned \$8,000 and has a balance close to \$700,000.

Treasurer Lamphere recommended breaking out the Fire Department sale of the equipment so that it won’t mislead the line next year.

Spring Hill Farm Advisory Committee – Kendall Kunelius

Ms. Kunelius presented the Spring Hill Farm Advisory Committee Budget for FY 2019 of \$500.00.

Chairman Owens inquired about line 01-4610-1-100, SHF Spring Hill Farm, for \$5,610; this was originally the money returned to the Spring Hill Farm Trustees as a percentage of the rent received from a tenant. It is now used for items such as electricity, heating oil, etc. Selectman Landau explained that the Trustees and Building Maintenance lines are separate from the Spring Hill Farm budget as a whole. The Trustees do not maintain the buildings.

Ms. Kunelius stated they would like to increase line 01-4610-1-690, SHF Advisory Committee, to \$1,000 in order to fund the Fall Festival again next year. There will be classes and workshops and the garage/garden shed needs work to the siding.

Selectman D’Angelo advised that a management plan needs to be presented to show the vision of the Advisory Committee merged with the vision of the Trustees and would like them to return with some supporting documents by the end of February.

Agricultural Commission – Willa Coroka

Ms. Coroka presented the Agriculture Commission Budget for FY 2019 and is requesting \$600-\$700.

Ms. Coroka advised that to date Agriculture has expended \$100 for the materials for the Food Scaping class presented by Mrs. LeBlanc at Spring Hill Farm and another is planned. The Commission would like to present a lecturer from UNH *Farming for Fun & Profit* and would need to pay the lecturer. The Commission would like to revamp the farm brochures.

3.3 Warrant Articles

None were added at this time.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- stated that he is working on estimates for the asphalt around the building and raising the drains.
- Harriman Architects are working out the figures for the Police Department facilities and want to meet on February 21st or 28th. A survey could be posted so the Public could ask questions and voice their opinions.
- Groundskeeper Dalrymple reported an issue with doors.
- He added one non-public session on employment.

Selectman D’Angelo:

- provided the mutual aid renewal with the Auburn Building Inspector. **Selectman D’Angelo motioned to renew and sign the mutual aid agreement with the Auburn Building Inspector. Selectman Landau seconded the motion, with all in favor, motion carried.**
- He noted a request from the Chester Building Inspector for escrow accounts for unfinished work between issuance of temporary certificates of occupancy and issuance of certificates of occupancy. Selectman D’Angelo advised that attorneys in private practice usually engage with the lenders to accommodate these and didn’t think the Town should get involved. Selectman Landau recommended issuing the temporary c/o with the reminder of what needs to be finished to obtain the c/o; Selectman D’Angelo advised the mortgage lenders want the c/o. The Board agreed to have Mr. Bunker come in to discuss it.

Chairman Owens:

- He announced the resignation of Eric Newnan and the official appointment of Elizabeth Lufkin who comes to us from the State and will serve as Town Clerk/Tax Collector until the election. Kathy Burke will be coming in to assist Mrs. Cannon, the Deputy.

V. Non-Public Sessions

By Roll Call, Selectman Landau motioned to go into non-public session under RSA 91A: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 8:40 pm.

The meeting room was reopened at 9:10 pm.

Selectman Landau moved that the Board come out of non-public session and seal the minutes, indefinitely. Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

VI. Adjournment

Selectman Landau moved to adjourn the meeting. Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative, motion carried.

The meeting was adjourned at 9:10 pm.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary