

**Town of Chester
Board of Selectmen Meeting
Thursday, June 6th, 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
Road Updates
Appointments
TRC Recommendations
Encumbrances
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Owens called this meeting of the Town of Chester Board of Selectmen to order at 7:03pm.

1.2 Roll Call

Selectmen present:

Steve D’Angelo (arrived 7:09pm)
Stephen Landau
Chuck Myette
Jeremy Owens

Selectmen absent:

Joseph Hagan

Members of the Public present, at various times:

Aaron Berube, Police Chief
Mike Devlin, Cub Scouts
Bill Gregsak
Billie Maloney, ZBA
Nancy Myette
Michael Oleson, Road Agent
James Piper
Corinna Reishus, Recreation Director
Rick Snyder
Penny Williams, Tri-Town Times
And possibly other persons unknown to the Recording Secretary

1.5 Pledge of Allegiance

Chairman Owens led the attendees in the Pledge of Allegiance.

1.6 Chairman’s Additions and Deletions

A discussion about field rental at Spring Hill Farm has been postponed until next week.

1.7 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

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

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

III. New Business

3.1 Road Updates

The Highway Department has arranged to purchase a new F-550 truck from Londonderry Ford, via the CIP Projects Warrant Article which was approved at Town Meeting this year. The signing of the purchase order was cleared with Chairman Owens and Selectmen Hagan and Landau before submitting. The truck will be available to pick up on July 2nd; he has a check request in the signature folder. Once the new truck is picked up, the existing one will be cleaned up, maintenance performed, and handed off to the Maintenance Department.

The Town receives fleet pricing and municipal discounts through Londonderry Ford; this also where the Police Department buys its cruisers.

He attended a mandatory pre-bid meeting this morning at East Derry Road with Dubois & King and four potential bidders. Bids are due on Friday, June 21st, at 2pm, and will be opened in the meeting room at that time. He and Scott from D&K will bring their recommendations to the Selectmen at the meeting of June 27th, 2019.

Vice-Chairman Myette wished to confirm that it was permissible to authorize spending before the new Fiscal Year begins; it is.

Selectman Landau moved to appoint BOS AA Doda to represent the Selectmen at the Bid Opening; Chairman Owens seconded the motion. The vote was three in favor with Selectman Hagan absent and Selectman D’Angelo yet to arrive; motion carried.

Once the bidder has been chosen Road Agent Oleson will have an idea of how much money will remain

in the Highway CIP Projects Warrant Article and be able to choose additional roads to work on. He expects work on East Derry Road to begin around July 8th and be done by October 15th.

Dubois & King is now creating the RFP for work on North Pond Road.

Road Agent Oleson departed the meeting at 7:16pm.

3.2 Appointments: Planning Board and ZBA

Rick Snyder appeared before the Selectmen in order to be reappointed both to the Planning Board, and as the Planning Board Representative/Alternate to the Zoning Board of Adjustment.

Mr. Snyder originally joined the Planning Board in 1980 and has been on it continually other than a four-year break between 2008-2012.

Selectman D’Angelo inquired about his stance on elderly housing; Mr. Snyder responded that although the Town’s infrastructure is not the best for that, it is needed and wanted by many of the Town’s residents. Mechanisms need to be in place to manage it.

Mr. Snyder also serves as a voting member of the ZBA. He stated that the roles are very different; the Planning Board follows and improves ordinances, while the ZBA utilizes reason, guidance, training, etc., and in the end its decisions are judgment based.

Mr. Snyder was not on the Planning Board when the CIP was established, but he has been involved in its utilization, and noted that the Planning Board is about to begin an accelerated cycle now that the Town has voted to move Town Meeting up to March. He urged the Selectmen to support the process by encouraging participation by Department Heads.

Vice-Chairman Myette inquired about cost effective housing for younger residents, noting that there are no ‘starter homes’ in Chester. Mr. Snyder agreed that there is a need but admitted that there is more money to be made with higher cost housing. Ideas have been floated, but they are struggling to implement them.

Selectman Landau stated that he had served on the Planning Board with Mr. Snyder for ~20 years. Although they did not always agree, he believes Mr. Snyder is invested in the Town, and brings knowledge, structure, integrity, and decisiveness; he recommends him highly.

Selectman D’Angelo moved to reappoint Rick Snyder as a regular member of the Planning Board and as the Representative from the Planning Board/Alternate to the ZBA for three-year terms to expire May 31st, 2022; Selectman Landau seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Mr. Snyder departed the meeting at 7:35pm; ZBA Chair Billie Maloney and Bill Gregsak joined the Selectmen at the meeting table at this time.

ZBA Chair Maloney stated that she had suggested to Mr. Gregsak, a former member of the Planning Board, that he join the ZBA, citing that his experience with plans and designs as a licensed engineer would be a useful addition to the Board. He has attended the requisite number of meetings.

Selectman Landau is concerned about potential conflicts of interest; ZBA Chair Maloney stated that

Mr. Gregsak would recuse himself if issues arose. Mr. Gregsak noted that the engineering work that he has performed for the Town – on the Solid Waste Committee, designing the heavy-duty Transfer Station road, the Wason Pond fields, etc. – has all been on a volunteer basis.

Selectman D’Angelo inquired about the newly approved ordinance on Elderly Housing; how did the ZBA intend to handle this? ZBA Chair Maloney noted that it would be voted in under “Special Exception”, not a variance, and as such there were specific guidelines that must be met.

Vice-Chairman Myette moved to appoint Bill Gregsak as a regular member of the Zoning Board of Adjustment for a three-year term to expire May 31st, 2022; Selectman Landau seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

ZBA Chair Maloney and Mr. Gregsak departed the meeting at 7:45pm.

3.3 TRC Recommendations

Mike Devlin of the Cub Scouts appeared before the Selectmen at the request of the Technical Review Committee (TRC) to request approval for an upcoming Cub Scout activity. Recreation Director Corinna Reishus was also present, representing the TRC.

The TRC was formed in order to review planned activities/events on Town-owned or private property that might require Police or Fire Department assistance, permits, etc. There is no intention to over-regulate; safety is its priority. They are an advisory committee with no authority to approve or deny, although individual members might have that authority through their Departments.

The Cub Scout leadership would like to hold a cookout and rocket launch for their Scouts. The field behind the MPR has been determined as the best location for this, due to its proximity to the Chester Kitchen. Mr. Devlin stated that there would be six to eight launches, one at a time, of two solid fuel and battery powered rockets. Each rocket has a parachute, and they will biodegrade if not retrieved. The field has been recently mowed.

At the request of the Fire Department, they have agreed to have the BBQ far away from the propane tanks, and fire extinguishers from the MPR/buckets of water will be on hand. Additionally, one of the Cub Scout leaders is a volunteer firefighter. Should the day be windy, the rockets will not be launched.

Selectman Landau stated that the Cub Scouts are covered by insurance through the Boy Scouts.

Vice-Chairman Myette moved to approve the Cub Scouts BBQ and Rocket Launch event; Selectman D’Angelo seconded the motion. The vote was three in favor with Selectman Hagan absent and Selectman Landau abstaining; motion carried.

Mr. Devlin departed the meeting at 7:55pm.

The Chester Academy PTA has requested approval for a 5k Road Race to be held on the morning of Sunday, June 16th; no-one from this organization was available to appear before the Selectmen. Recreation Director Reishus continued to represent the TRC and was joined by Police Chief Berube.

This race will begin at Chester Academy, and the route takes the runners along both Routes 102 and 121 as well as smaller Town roads. The TRC is concerned with the runners’ safety and would like Police/Fire Details to be on hand as well as receiving a copy of the PTA’s insurance.

It would be preferable if in the future the race could be held elsewhere in order to avoid these busy roads. Vice-Chairman Myette suggested that the runners wear safety vests; Police Chief Berube noted that the ‘guardians’ of the children will be wearing them.

The Police/Fire/Maintenance/Highway departments will join forces to cone off the running lane as much as possible, but even with all departments participating it is unlikely that they will have anywhere near enough cones, and more should be purchased. Vice-Chairman Myette suggested spreading them out more than usual, as it will be daylight; Selectman D’Angelo suggested contacting the State DOT to see if they would be able to cone Routes 102 and 121.

Selectman Landau moved to allow Police Chief Berube to purchase additional cones; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman D’Angelo moved to approve the PTA 5k Race event and provide Police and Fire Details at no cost to the PTA; Vice-Chairman Myette seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Police Chief Berube will provide a cone inventory before any additional cones are ordered.

Recreation Director Reishus departed the meeting at 8:26pm; Police Chief Berube remained at the table to discuss encumbrances.

3.4 Encumbrances

Police Chief Berube has two encumbrance requests, as follows:

- Rekey the Police Department with a master key system that will allow different levels of access to be programmed to each key fob. He has two quotes, one of which is from Alpha Locksmith for **\$1,500**. Selectman Landau asked why combination locks were not considered; this is because a key fob is easier to use with only one hand available.
- Install dimmer switches in the Training and Patrol Rooms. The overhead LED lights in there are not useful as they cannot be dimmed; the only choice is on or off. On is often too bright for presentation or night-time use; off is too dark. His quote for these switches is also **\$1,500** which is mostly labor.

Police Chief Berube departed the meeting at 8:33pm.

Fire Chief Bolduc has also made two encumbrance requests via email, as follows:

- Purchase ten pagers at \$400 each for notifying members of emergency calls; **\$4,000**.
- Purchase six electricity meters at \$160 each to allow members to test downed power lines, outlets, and electrical equipment in compromised buildings. One would be kept in each Fire Department vehicle. The total would be **\$960**.

Selectman Landau reviewed encumbrance requests for the Maintenance Department, as follows:

- Polyurethane the wood floors at Stevens Hall - **\$19,000**
- Initial work on the Parking Lot at the Wason Pond Community Center - **\$35,000**
- Replace the handicap ramp at the Wason Pond Community Center - **\$20,000**
- Potentially reroof the Annex, although he would like to hold off on this until after the Police Department Space Needs Working Group meets again - **\$51,000**. It was noted that the building’s siding is in need of replacement as well.

Selectman D’Angelo stated that the PACT Committee has a potential encumbrance request, as follows:

- Funding to replace their playback/record systems - **\$75,000**

The PACT Committee will be invited to attend next week’s meeting to discuss this request. Selectman D’Angelo is concerned that cable is ‘on its way out’ due to the rapidly approaching 5G.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- There was a minor fire event at the Library last night; an old light ballast popped and smoked. This morning he met with Maintenance Man Paul Cavanaugh and Brian of BK Electric over at the library to discuss replacing the existing lights with LEDs. Brian will contact Concord Electric Supply about getting the lights; Concord will contact Eversource about the grant they have been offering that makes the light replacement much more affordable. It was stressed that the replaced lights would not be affected by the upcoming renovations.
- Vacation time was a topic of discussion at yesterday’s Department Heads meeting, as many employees are using up their current year’s vacation time at the last minute in order not to lose it. The Selectmen might want to consider paying for unused vacation in the future, although this would need to be budgeted for and it must be remembered that unless unused vacation is paid out every year, it will be worth more in the future. In the meantime, he recommended allowing employees to extend their vacation past July 1st this year in order to avoid the crush in June. **Selectman Landau moved to allow employees to carry over two weeks, or 80 hours, of their FY18-19 vacation time into FY19-20 to be used by September 30th, 2019, for this year only; Vice-Chairman Myette seconded the motion.** Selectman D’Angelo is concerned that employees would bundle their FY18-19 vacation with FY19-20 vacation and take the entire summer off; he would like to know how many employees this motion will affect. **The vote was four in favor with Selectman Hagan absent; motion carried.**
- He has some topics for non-public session.

Selectman D’Angelo:

- At yesterday’s Department Heads meeting, there was some concern expressed about double liaisons micromanaging departments. Selectman D’Angelo stated that he had suggested the secondary liaisons in order to free Chairman Owens up from backing up primary liaisons and allow him to concentrate on the hiring of a Town Administrator.

Vice-Chairman Myette:

- He has one topic for non-public session.

Chairman Owens:

- The annual contract for Finance Director Smith’s services is in the signature folder. **Selectman Landau moved that the contract from Stone Hill Municipal Services be signed; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.**
- Now that the Town has voted to move elections and Town Meeting to March, a date needs to be chosen for Town Meeting so that the MPR may be reserved. It is unknown what the School’s plans are; Selectmen D’Angelo and Landau will attend the next meeting of the School Board on Wednesday, June 12th to address this issue.
- Each year the Selectmen authorize \$200 to help fund the Employee Summer Cookout; a date has yet to be chosen. **Selectman D’Angelo moved to authorize \$200 for the Employee Summer Cookout; Vice Chairman Myette seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.**
- He would like to put together a group to finalize the Town Administrator position and potentially serve as the hiring committee when resumes are solicited. BOS AA Doda will place an announcement on the website, the Front Porch Facebook page, and potentially other places. John Scruton also needs to be brought in.
- COLA increases should take effect on July 1st; the latest CPI figure is 2.1%. This will be discussed next week.
- On Saturday, June 8th, from 9am to 12noon, there will be a Foodscaping (edible landscaping) class at Spring Hill Farm – free and open to all.

4.2 *Non-Public Session*

Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees, (c) Reputation, and (l) Legal Advice; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

The meeting room was closed at 9:24pm.

The meeting room was re-opened at 10:19pm.

Selectman Landau moved that the Board come out of non-public session; Vice-Chairman Myette seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the first non-public session, on Public Employees, remain unsealed; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the second non-public session, on Public Employees, be sealed for a period of one (1) month; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman D’Angelo moved to authorize the pay increases discussed in this session to take effect next payroll; Selectman Landau seconded the motion. The vote was four in favor with

Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the third non-public session, on Public Employees, be sealed for a period of one (1) month; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Vice-Chairman Myette moved to authorize the pay increase discussed in this session to take effect next payroll; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the fourth non-public session, on Legal Advice, remain unsealed; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the fifth non-public session, on Public Employees, be sealed for a period of one (1) month; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the sixth non-public session, on Public Employees, be sealed for a period of one (1) month; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the seventh non-public session, on Reputation, be sealed for a period of one (1) month; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to the eighth non-public session, on Reputation, be sealed for an indefinite period; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, June 13th, 2019.

Selectman Landau moved to adjourn the meeting; Vice-Chairman Myette seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

The meeting was adjourned at 10:21pm.

Respectfully Submitted,

Debra H. Doda,
Recording Secretary