

**Town of Chester
Board of Selectmen Meeting
Thursday, June 20th, 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
Appointments
Scheduling of Town Meeting
PACT Equipment
Landfill Contract
Encumbrances
Liaisons
Summer Meetings
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Vice-Chairman Myette called this meeting of the Town of Chester Board of Selectmen to order at 7:02pm.

1.2 Roll Call

Selectmen present:

Steve D’Angelo
Joseph Hagan
Stephen Landau
Chuck Myette

Selectmen absent:

Jeremy Owens

Members of the Public present, at various times:

Victor Chouinard, Conservation Commission
Briana Demers, PACT
Jonathan Eckerman, School Board
Chuck Heuer, PACT
Karl Knudsen, PACT
Nancy Myette
Royal Richardson, School Board

Kristina Snyder, Conservation Commission
Penny Williams, Tri-Town Times
And possibly other persons unknown to the Recording Secretary

1.5 Pledge of Allegiance

Vice-Chairman Myette led the attendees in the Pledge of Allegiance.

1.6 Chairman’s Additions and Deletions

There were neither additions nor deletions.

1.7 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:05pm.

II. Old Business

2.1 Approval of Minutes

There are two weeks’ worth of unapproved minutes in the Signature Folder; please review them and indicate changes or approval.

2.2 Items for Signature

All members should review and sign items in the Signature Folder. Vice-Chairman Myette reiterated that Selectmen should attempt to come in at least once a week to sign invoices and payroll.

III. New Business

3.1 Appointments to the Conservation Commission

Victor Chouinard and Kristina Snyder appeared before the Selectmen in order to be reappointed to the Conservation Commission.

Vice-Chairman Myette explained that he had resigned from the Conservation Commission due to his election as Selectman; as Mr. Chouinard and Ms. Snyder have served as Alternates for over a year, they are requesting to be appointed as Regular members. The Conservation Commission is currently in search of more residents to serve as Alternates.

Mr. Chouinard stated that he is interested in land conservation, nature, and easement monitoring. Ms. Snyder has been working with the State and creating events to get the residents interested in conservation – specifically, the Coyote Project and Black Bear workshops - plus she is scheduling one with New Hampshire Fish & Game on “non-game animals” for July 26th. Vice-Chairman Myette stated that they have both stepped up and brought new life to the Conservation Commission with their ideas.

Selectman D’Angelo moved to appoint Victor Chouinard as a regular member of the Conservation Commission for a three-year term to expire May 31st, 2022; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman D’Angelo moved to appoint Kristina Snyder as a regular member of the Conservation Commission for a three-year term to expire May 31st, 2022; Selectman Landau seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman Landau noted that the next version of the Town Map will delineate between Town-owned and privately-owned Conservation properties; he asked Mr. Chouinard and Ms. Snyder to speak up if they notice anything else that needs to be corrected.

The Selectmen thanked Mr. Chouinard and Ms. Snyder, and they departed the meeting at 7:14pm.

3.2 Scheduling of Town Meeting

School Board Chairman Royal Richardson and member Jonathan Eckerman appeared before the Selectmen to discuss dates for the March 2020 elections, School District Meeting, and Town Meeting. Mr. Eckerman has been appointed as the Liaison from the School Board to the Board of Selectmen.

Per RSA 197, the School District meeting must take place between March 1st and 25th. The School Board has scheduled the meeting for the first Tuesday in March, which is March 3rd, 2020. This will allow the existing School Board members to be ‘in charge’ at the meeting and able to discuss the Budget and/or Warrant that they themselves created, they will be done with their Budget well in advance of that date, and it gives flexibility in rescheduling should there be a snow event. Selectman Hagan approved of that date - as the previous week is School Vacation, it is less likely that residents will be out of Town on March 3rd.

Elections are statutorily the 2nd Tuesday in March, which is March 10th, 2020. Selectman Landau is of the opinion that Town Meeting needs to take place within a week of the Elections, so Thursday, March 12th was suggested, with potential snow days of Friday, March 13th or Saturday, March 14th.

Selectman Landau asked when newly elected School Board members would be sworn in, as the School District Meeting will be a week in advance of elections, and when they planned to adjourn the School District Meeting; Mr. Richardson does not believe that there will be any changes from the current process, but that he would check with Counsel.

Mr. Eckerman and Mr. Richardson departed the meeting at 7:32pm.

3.3 PACT Equipment

Chuck Heuer and Karl Knudsen from the Public Access Community Television Committee appeared before the Selectmen with Briana Demers, the Station Coordinator, to follow up on discussions began at last week’s meeting.

Ms. Demers handed out copies of quotes for a wireless microphone setup and projector, in accordance with last week’s request that the PACT Committee consider itself the A/V Department for the Town as well. She also suggested that this equipment be stored on an A/V cart rather than affixing the projector to the MPR ceiling, because it could be damaged when the MPR is used for sports. Selectman Landau added that the Maintenance Department is in the process of researching a 24’ electric screen to be installed further forward on the stage.

There was some dispute about whether the cost for the A/V equipment should be considered in conjunction with the requested \$54,545 from last week’s meeting; in the end it was decided that it

would not.

The \$54,545 requested last week was discussed further. Town Counsel had been approached about the legality of a ‘loan’ to the PACT Committee with a repayment agreement. However, as PACT is not a separate entity, they are unable to enter into a repayment agreement and even if they did it would not be legally enforceable. A handshake deal would be possible if all agreed. Selectman Landau suggested that they pursue a grant; Selectman D’Angelo suggested that the Town simply deduct a set amount from the PACT fund each quarter when the Comcast payment arrives.

A consultant is attending the next PACT meeting on Wednesday, July 17th, and it is possible that equipment could be in place by August-September 2019.

Selectman Landau moved that the \$54,545 needed for the PACT Equipment be taken from the Unassigned Fund Balance; Selectman D’Angelo seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

There is a process that must be followed in order to request funds from the UFB, which includes approval of an elected Budget Committee. BOS AA Doda will invite them to next week’s meeting.

Station Coordinator Demers, Mr. Heuer, and Mr. Knudsen departed the meeting at 8:04pm.

3.4 Landfill Contract

The Town has received two bids for the Landfill Contract for the upcoming Fiscal Year; Vice-Chairman Myette has reviewed them and has found differences between the two that he would like Town Counsel Diane Gorrow to weigh in on. They will be sent to her for comment and the topic put back on the agenda once a reply is received. Work does not begin until November, so time is not completely of the essence with this subject.

3.5 Encumbrances

The Selectmen reviewed the encumbrance requests thus far and discussed how to rank them.

Selectman Landau would like the Annex Roof to be first, as the plans being seriously considered by the Police Department Space Needs Working Group utilize the annex building. The quote is for an asphalt shingled roof; Building Inspector Myrick Bunker and the Architect would prefer a standing seam metal roof, but these are much more expensive. There is the possibility of encumbering the requested \$51k and finding the additional funding elsewhere.

Selectman D’Angelo moved to encumber any remaining monies remaining in the General Fund from FY18-19 to be spent in the following order:

1. Reroof the Annex	\$51,000
2. WP Community Center Parking Lot	\$35,000
3. Rekey the Police Department	\$1,500
4. Fire Department Doors	\$3,825
5. Fire Department Electricity Meters	\$960
6. Polyurethane Stevens Hall Floors	\$19,000
7. WP Community Center Handicap Ramp	\$20,000
8. Town Clerk Office Skylight Covering	\$1,830

9. Fire Department Pagers	\$4,000
10. Police Department Dimmer Switches	\$1,500

Selectman Landau seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

There were also various requests for encumbrances from Capital Reserve Funds.

Selectman D’Angelo moved to encumber \$70,000 from FY 2018-2019 Warrant Article #12 for Police Department Design Plans; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman D’Angelo moved to encumber \$10,861.77 from FY 2018-2019 Warrant Article #12 for grading and reseeding the Wason Pond Fields; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman D’Angelo moved to encumber \$5,017.53 from FY 2018-2019 Warrant Article #18 for Revaluation Expenses; Selectman Hagan seconded the motion. The vote was three in favor with Chairman Owens absent and Selectman Landau abstaining; motion carried.

Selectman Landau moved to encumber \$146,100.44 from FY 2018-2019 Warrant Article #15 for Road Improvements; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Vice-Chairman Myette has a quote for \$4,150 from the Timber Framers Guild to design a pavilion for Wason Pond.

Selectman Landau moved to take \$4,150 of the \$10,861.77 encumbered from FY 2018-2019 Warrant Article #12 for the Wason Pond Fields and use it for Pavilion Design Plans. Selectman D’Angelo seconded the motion, with the caveat that Town Counsel Diane Gorrow must agree that this is legally possible; Selectman Landau agreed to this amendment. The vote was four in favor with Chairman Owens absent; motion carried.

3.6 Liaisons

Although Chairman Owens is absent from tonight’s meeting, he has requested that he retain his current liaisons.

Selectman D’Angelo again suggested that some of the larger Departments be assigned a backup liaison in case the primary one is unavailable. He volunteered to be that backup for various Departments.

Liaisons were assigned as follows:

Selectman	Department/Board
Chairman Owens	Highway Department IT Committee Web Police/Highway Safety Recreation

	Town Administrator
Vice-Chairman Myette	Agricultural Commission Building Department Conservation Commission Planning Board Strategic Land Protection Committee Transfer Station Wason Pond
Selectman D’Angelo	Emergency Management Fire Department & Hazmat Groundskeeping Backup Highway Department Backup Historical Society Joint Loss Management Committee Maintenance Backup NH Climate Resolution PACT Planning Board Backup Senior Citizens Supervisors of the Checklist Technical Review Committee Town Administrator Backup
Selectman Hagan	Brownsfields Committee Chester Kitchen Finance Department Health Officer Library School Board Technical Review Committee Backup Town Clerk Welfare ZBA
Selectman Landau	300 th Anniversary Committee Assessing Department Budget Committee Cemeteries Groundskeeping Maintenance Spring Hill Farm Advisory Committee Trustees of the Trust Funds

There are two non-BOS liaisons – Michelle Scott for CART and Michael Trainque for the Southeast Watershed Alliance. Selectman Landau suggested that letters of thanks be sent to those two residents for their willingness to volunteer for the community.

3.7 Summer Meetings

It was suggested that the Selectmen only meet on the 2nd and 4th Thursdays of July and August in order to avoid quorum issues due to vacations.

The plan is for the Selectmen to meet on July 11th and 25th, and August 8th and 22nd. Should emergencies come up, three Selectmen will be found, and a meeting announced 24 hours in advance as statutorily required.

Selectman Hagan also suggested not meeting on Thursdays of weeks containing a Federal Holiday. This would affect the meeting of September 5th, which is during the week of Labor Day; this will be addressed at the August 22nd meeting.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- The Town of Fremont has been asking for a contact person for perambulations. The Boy Scouts are willing to volunteer, as this is orienteering, and will be a good lesson on history, etc. Property owner permission for access is not required, as the perambulation is walking Town boundaries. **Selectman D’Angelo moved to allow the Boy Scouts to perform the perambulations; Selectman Landau seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.**
- He will bring the Police Department Space Needs plans to the next Department Heads meeting on July 10th, and then to the Board of Selectmen the next night. He would like to present this project at Town Meeting in March and have money allocated in the CIP.
- He has two items for non-public session.

Selectman D’Angelo:

- A resident has requested that Green Road (which is Class VI) be blocked on both ends in order to prevent nefarious behavior; this complaint will be passed along to the Police Department.
- He suggested that Selectmen consider having ‘Open Office Hours’ on a Tuesday night when the Town Clerk and Building Inspector have evening hours, in case a resident would like to make an appointment to meet with a Selectman without attending a public meeting.

Selectman Hagan:

- Nothing to report.

Vice-Chairman Myette:

- The East Derry Road roadwork bids will be opened on Friday, June 21st, 2019 at 2pm in the Main Meeting Room.

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 and (b) Employment; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

The meeting room was closed at 9:43pm.

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

Selectman Landau moved that the Board come out of non-public session; Selectman D’Angelo seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman Landau moved that the minutes to the first non-public session, on Employment, be sealed for thirty (30) days; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman Landau moved that the minutes to the second non-public session, on Public Employees, be sealed for a period of three (3) months; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, June 27th, 2019.

Selectman D’Angelo moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

The meeting was adjourned at 10:21pm.

Respectfully Submitted,

Debra H. Doda,
Recording Secretary