

**Town of Chester  
Board of Selectmen Meeting  
Thursday, September 26<sup>th</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  
Appointments  
Spring Hill Farm Update  
New Fire Department Member and Life Safety Codes, Annex  
Review of CIP Table 10  
Transfer Station Snowplow Bids  
Fuel Bids  
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 7:01pm.

*1.2 Roll Call*

Selectmen present:

Steve D’Angelo  
Joseph Hagan  
Stephen Landau  
Jeremy Owens

Selectmen absent:

Chuck Myette

Members of the Public present, at various times:

Greg Bolduc, Fire Chief  
Ted Broadwater  
Colin Costine  
Mat Cote, Fire Department  
Cindy LeBlanc, SHFAC  
Emily Kunelius, SHFAC  
Nancy Myette  
Scott Newnan, Fire Lieutenant  
Penny Williams, Tri-Town Times

And possibly 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*

There were neither additions nor deletions.

*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*

There are 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 Folders.

**III. New Business**

*3.1 Appointments*

Ted Broadwater appeared before the Selectmen in order to be reappointed to the Conservation Commission and appointed to the Spring Hill Farm Advisory Committee. Emily Kunelius and Cindy LeBlanc, Chair and Vice-Chair respectively of the SHFAC, joined him at the meeting table.

Mr. Broadwater has been a member of the Conservation Commission for a number of years now. He is new to the SHFAC and would like to be appointed as an alternate to that committee and a representative from the Conservation Commission.

Ms. Kunelius noted that although Mr. Broadwater had not been a member of the SHFAC, he had already attended one of their workdays and they were in favor of his appointment.

Selectmen Landau stated that he believed Mr. Broadwater would be an asset to these committees; Selectman Hagan added his thanks.

**Selectman Landau moved to appoint Ted Broadwater to the Conservation Commission as a regular member for a three-year term to expire May 31<sup>st</sup>, 2022 and to the Spring Hill Farm Advisory Committee as an alternate member for a three-year term to expire May 31<sup>st</sup>, 2022; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**

Selectman Landau reminded Mr. Broadwater to be sworn in by Town Clerk Lufkin.

### 3.2 *Spring Hill Farm Update*

The conversation continued with an update on what was happening at Spring Hill Farm.

The SHFAC members were sorry to have to confirm that Dan Fournier of New England Heritage Farm, who had leased the fields at Spring Hill Farm to pasture his cattle, had had to cancel his lease due to unforeseen circumstances that caused him to sell the herd. He had provided the Selectmen and the SHFAC with a written thirty days’ notice, as provided for in the lease; the cows are in the process of being removed, and the lease will expire on October 23<sup>rd</sup>, 2019. All present expressed disappointment with this turn of events, and the SHFAC members plan to actively search for a replacement. Mr. Fournier had submitted his \$500 annual lease payment before taking possession; Selectman Landau suggested that the Town return some of this payment, as he did not utilize the property for the entire timeframe. The other Selectman were not opposed, but Selectman D’Angelo suggested that the SHFAC consider the question at their next meeting and return to the Selectmen with a suggested amount to refund.

Mr. Fournier had planned to donate 20 pounds of ground beef in the form of burgers to the Spring Hill Farm Fall Fest, cook them, then donate all the proceeds to the SHFAC; he is unable to do this now, but he still plans to make a cash donation of \$400.

The Fall Fest is scheduled for Saturday, October 5<sup>th</sup>, 2019 from 10am to 4pm with a rain date of Sunday, October 6<sup>th</sup>, 2019. There will be a dozen vendors, historical displays, an oxen demonstration, a ‘lumberjill’ demonstration, two sets of music with seating, rabbits, luncheon provided by the Cub Scouts, antique tractors and farm equipment, and hayrides. The farmhouse will not be utilized due to questions about its accessibility; this needs to be discussed further.

Mr. Broadwater, Ms. Kunelius, and Mrs. LeBlanc departed the meeting at 7:12pm.

### 3.3 *New Fire Department Member and Life/Safety Codes, Annex*

Fire Chief Bolduc and Lieutenant Newnan appeared before the Selectmen with Mathew Cote, the Fire Department’s newly hired full time firefighter.

Mr. Cote, who is originally from Auburn but now lives in Merrimack, started with the Chester Fire Department on Monday, September 23<sup>rd</sup>. He previously worked in health and fitness, spent the last two years as a call member of the Merrimack Fire Department, and is working on obtaining both his Advanced EMT and his CDL. He will be working Monday – Friday, 8am to 4pm. The Selectmen welcomed Mr. Cote.

Selectman Hagan inquired of Fire Chief Bolduc about the Department’s physicals, which tend to be quite involved. Fire Chief Bolduc stated that the call members go every other year, and full-time members every year.

Mr. Cote departed the meeting at 7:16pm.

Fire Chief Bolduc stated that he and Lieutenant Newnan had inspected the Annex today along with the State Fire Marshal and had noted a few deficiencies. Items that would be considered violations were items from the Clothes Closet stored in the hallway, an exit missing a hardpacked, level, and lighted surface from the door to the paved parking lot, and misplaced exit signs.

Items considered in need of maintenance attention were the covering of illuminated exit signs that led to other rooms rather than outside, clothes racks to be lowered as they impede a clear view of exit signs, and equipment containing fuel stored in the Boy Scout areas (as a PSA, residents should remember never to store hot or fuel-containing lawn equipment inside one’s home and to install Carbon Monoxide detectors). It is unclear if the Boiler Room has a one-hour fire separation; this will be determined and, if necessary, rectified.

The possible necessity of sprinklers in the MPR was also discussed. It appears that the only time the MPR’s capacity would be an issue is if a dance was being held; in that case, 100 attendees or more would require sprinklers. The school often has its dances in the MPR, so attendance will need to be monitored. As a positive, the MPR currently has multiple sets of double door exits to the outside.

Fire Chief Bolduc and Lieutenant Newnan suggest that the Town hire a New Hampshire Licensed Fire Protection Engineer to perform a fire and life safety code review of its buildings.

Fire Chief Bolduc and Lieutenant Newnan departed the meeting at 7:31pm.

### *3.4 Review of CIP Table 10*

Selectman D’Angelo had asked that the Selectmen review the current Table 10 to ensure that items slated to be purchased in FY20-21 are in line with the Selectmen’s priorities. The Planning Board will begin its CIP meetings in October, and items may be added or deleted.

Road Agent Oleson has indicated that he plans to request \$1.5m in roadwork funds in order to rebuild North Pond Road as well as other smaller jobs on Table 10. The Maintenance Department will be requesting a new lawnmower, as their current one is failing. They plan to retain and use it as long as possible.

The Fire Department Parking Lot is being paved this year, and the Selectmen encumbered \$51k to roof the Annex at the end of FY18-19; these items could be removed.

The new Highway Garage is on for FY20-21 but may need to be pushed out in order to focus on roads. Selectman D’Angelo opined that due to its short staffing, not all of the Police Department cruisers are being used; perhaps a new cruiser should be pushed out a year as well. There is no hurry to abate the Ruth Ray Building; that could be pushed out.

Selectman D’Angelo wishes to review the Recreation Commission’s spending of its impact fees and revolving fund.

Selectman Landau stated that Harriman, the architectural firm working on the potential new Police Department building, would like to attend Town Meeting in March in order to give a presentation on the process so far in order that residents can begin thinking about it.

### *3.5 Transfer Station Snowplow Bids*

The Selectmen had solicited bids for plowing at the Transfer Station during the Winter 2019-2020 season and had received three responses.

| Bidder | Total Amount | Time Period   | Comments  |
|--------|--------------|---|---|
| #1     | \$6,500      | Acceptance through May 15 <sup>th</sup> , 2020                        | \$125/hour for loader work; salt/sand as requested; will use Transfer Station skid steer to push back piles |
| #2     | \$12,000     | November 1 <sup>st</sup> , 2019 through March 31 <sup>st</sup> , 2020 | \$130/hour for loader work, two hour minimum; 15 salt applications included                                 |
| #3     | \$6,600      | October 15 <sup>th</sup> , 2019 through May 15 <sup>th</sup> , 2020   | \$100/hour for loader work; all materials (salt/sand) included  |

One of the three is the Town’s current vendor.

Selectman Hagan noted that if more than four hours loader work was needed, Bidder #3 would make more sense than Bidder #1. It was agreed, however, that loader work is rare, due to the presence of the Town’s skid steer.

**Selectman Hagan moved to award the Winter 2019-2020 Transfer Station snowplowing contract to the lowest bidder, Bidder #1, at \$6,500; Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**

The winning bidder was revealed to be Ted Scott.

### 3.6 Fuel Bids

The Selectmen had solicited bids for heating oil and propane for the Winter 2019-2020 season and had received three responses.

| Bidder | Propane                         | Fuel Oil                       | Timeframe  | Comments  |
|--------|---------------------------------|--------------------------------|--|---|
| #1     | \$1.70 – unlimited              | \$2.599 – unlimited            | <ul style="list-style-type: none"> <li>October 1<sup>st</sup>, 2019 through June 30<sup>th</sup>, 2020</li> </ul>      | <ul style="list-style-type: none"> <li>Price valid until October 4<sup>th</sup></li> <li>A discount is available for Town employees</li> </ul>  |
| #2     | \$1.148 for 11,444 gallons only | \$2.27 for 12,644 gallons only | <ul style="list-style-type: none"> <li>October 1<sup>st</sup>, 2019 through September 30<sup>th</sup>, 2020</li> </ul> | <ul style="list-style-type: none"> <li>Price valid until midnight tonight</li> <li>Price becomes variable after maximum gallons purchased</li> <li>PERC fees of \$0.005 per gallon of propane, and Environmental and L.U.S.T. fees of \$0.12375 per gallon of oil not included</li> <li>If less than 95% of the expected amount purchased, damages to be paid</li> <li>A discount is available for Town employees</li> <li>All locations must be up to code at Town’s expense before delivery begins</li> </ul> |

|    |                     |                     |  |   |
|----|---------------------|---------------------|--|---|
| #3 | \$1.499 - unlimited | \$2.629 - unlimited | <ul style="list-style-type: none"> <li>• October 1<sup>st</sup>, 2019 through May 31<sup>st</sup>, 2020</li> </ul> | <ul style="list-style-type: none"> <li>• Price protection for oil \$0.10 per gallon, payable in advance</li> <li>• All fees included</li> <li>• A discount is available for Town employees</li> </ul> |
|----|---------------------|---------------------|--|---|

One of the three is the Town’s current vendor.

Selectman Landau is concerned about potentially switching vendors, as the last time this happened the Town spent ~\$14,000 to bring its equipment up the new vendor’s standards for a savings of \$0.01 per gallon. Bidder #2 is the lowest bid, but if the cost to switch is over ~\$10,000, the Town would end up paying more. Selectman D’Angelo suggested that Bidder #2 be contacted to perform an inspection of the Town’s equipment before the contract is awarded; BOS AA Doda will contact the bidder to arrange this.

#### IV. Selectmen’s Business

##### 4.1 Roundtable

*Selectman Landau:*

- The Planning Board has requested that the Selectmen change its Road Acceptance meeting from April of each year to the first meeting in June, due to the change in the Town Meeting date. Roads are easier to inspect in good weather, and the Planning Board will alert the Road Agent during the budgeting process in order that he may take those additional roads into account. **Selectman D’Angelo moved to hold the Road Acceptance Meeting at the first meeting of June each year; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**
- The Pay Matrix process is nearly complete, although the matrix itself is a ‘living document’ as it covers 20 years and will need to be amended regularly by the CPI percentage to keep up with inflation. To move all current employees into the correct grade and step will cost ~\$61k. This would take effect with the July 1<sup>st</sup>, 2020 Fiscal Year. The salary changes should be put into each Department’s salary line, rather than the salary pool account; this ensures that unspent salary pool funds cannot be spent elsewhere. The Selectmen were amenable to this suggestion and added that the Pay Matrix Working Group should be invited to attend a Selectmen’s meeting to receive the Board’s thanks.
- The Deputy Town Clerk will be absent for some time; please have patience with the Town Clerk’s office. Selectman D’Angelo suggested that various Town employees should be trained as backups for absent ones.
- He has one item for Non-Public Session.

*Selectman D’Angelo:*

- The Town should have a policy on reference checks – they should be received in writing, directed to the Board of Selectmen, and responded to in writing.
- He has attempted to speak with a representative from Busby about the retainage from the Edwards Mill Dam project but has yet to receive a call back.

*Selectman Hagan:*

- Nothing to report.

*Chairman Owens:*

- Town Counsel has responded to the Selectmen’s request to research the ownership of the “Town Common” parcel; the necessary research appears to be more detailed than originally thought, and it was suggested that the State be requested to provide proof of its claim of ownership. As this problem had originally been raised by Planning Coordinator Andrew Hadik, he will be asked to follow up.
- The ZBA Office will be closed for vacation during the week of September 30 – October 4<sup>th</sup>, 2019.
- Dragon Mosquito Control has now sent a second batch of mosquitos to the State for testing. Should testing prove positive for any arboviral illnesses, both the Town and Dragon will be contacted immediately. No calls have been received by either entity so far.
- The PACT Committee needs a static IP address for their streaming service equipment. **Chairman Owens moved to allow PACT to utilize the Town’s fifth unused static IP address; Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**
- A letter was received from the Southern New Hampshire Planning Commission about participating in road audits and studies; Planning Coordinator Hadik will be asked to handle this as well.
- Interviews for the new Town Administrator will be held next Thursday, October 3<sup>rd</sup>, beginning at 4:00pm and running through 8:00pm. The Selectmen will still have their weekly meeting afterwards.

*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, (b) Employment, (c) Reputation, and (e) Pending Litigation; Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**

The meeting room was closed at 8:50pm.

BOS AA Doda departed the meeting room at 9:05pm.

The meeting room was re-opened at 9:15pm.

**Selectman D’Angelo 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, be sealed for a period of six (6) months; Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**

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

**Selectman Landau moved that the minutes to the third non-public session, on Pending Litigation, be sealed for an indefinite period; Chairman Owens seconded the motion. The vote**

**was four in favor with Vice-Chairman Myette absent; motion carried.**

**Selectman Landau moved that the minutes to the fourth non-public session, on Employment, be sealed for an indefinite period; Selectman Owens seconded the motion. The vote was four in favor with Vice-Chairman Myette absent; motion carried.**

**V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, October 3<sup>rd</sup>, 2019.

**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 9:15pm.

Respectfully Submitted,

Debra H. Doda,  
Recording Secretary