

**Town of Chester
Board of Selectmen Meeting
Thursday, October 10th, 2019
Municipal Complex
Approved Minutes**

I. Preliminaries

Call the Meeting to Order
Non-Public Sessions
Public Session Reconvenes
Roll Call
Pledge of Allegiance
Additions and Deletions
Public Comment
Approval of Minutes
Items for Signature
Budgets
Fuel Bid Award
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 6:10pm.

1.2 Roll Call

Selectmen present:

Steve D’Angelo
Joseph Hagan
Stephen Landau
Chuck Myette
Jeremy Owens

Members of the Public present, at various times:

Aaron Berube, Police Chief
Paul Cavanaugh, Maintenance Supervisor
Nancy Myette
Jean Packard, Assistant Assessor
Corinna Reishus, Recreation Director
John Scruton, Consultant
Joanne Smith, Finance Director
Alice Valure
Dave Valure
David Valure
Nancy Valure
John Wright, Wason Pond Ranger
Sandy Wright

And possibly other persons unknown to the Recording Secretary

1.3 Non-Public Session – RSA 91-A:3 II (b), Employment

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

The meeting room was closed at 6:10pm. Mr. Scruton remained in the meeting room.

The meeting room was re-opened at 7:10pm.

Selectman D’Angelo moved that the Board come out of non-public session; Vice-Chairman Myette 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 Employment, be sealed for an indefinite period; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

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

3.1 Non-Public Session – RSA 91-A:3 II (c), Reputation

The meeting room was closed at 7:10pm. The Valures entered the meeting room at this time.

The meeting room was re-opened at 7:36pm and the Valures departed the meeting room at this time.

Selectman Landau moved that the Board come out of non-public session; 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 Reputation, be sealed for a period of six (6) months; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Mr. Scruton departed the meeting at 7:39pm and the Public Session reconvened.

1.3 Pledge of Allegiance

Chairman Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions and Deletions

Agenda Item 3.1, Non-Public Session, has already taken place; Agenda Item 3.2.2, ZBA Budget, has been rescheduled to October 24th.

1.5 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:39pm.

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

3.2 Budgets

It was noted by Finance Director Smith that the salary lines for all Departments with employees have been adjusted to match the recently approved Pay Matrix and in most cases this explains the increased requests. She will prepare a spreadsheet for the Selectmen to review.

3.2.1 Assessing

Assistant Assessor Packard appeared before the Selectmen to defend her budget request. The Assessing Department is requesting \$80,227, which is an increase of 4.94% over the current year’s budget.

She explained that the postage line has been reduced, as she is using email more often than the US Mail. All other lines, other than salary, remain flat; MRI has agreed to keep its price level for the upcoming year (\$1,000 per month for eight hours of work), the contract with the utilities appraiser still has one more year to go, and the new mapping program is in the IT budget.

As the Selectmen had no further questions for Assistant Assessor Packard, she departed the meeting at 7:50pm.

3.2.3 Recreation, Wason Pond Community Center

Recreation Director Reishus appeared before the Selectmen to defend her budget requests. The Recreation Department is requesting \$77,352, which is an increase of 10.22% over the current year’s budget.

She explained that the portables line has been increased, as she plans to have an additional handicap accessible portable toilet available during the summer. This spurred a discussion about building a restroom on the Wason Pond property (which is in the CIP) with many questions: is this permissible under the easement? Who would maintain, pump, lock, and unlock? Can Impact Fees be used to build it? Is it less expensive than renting portables?

There was also a lengthy discussion about the Recreation Revolving Fund. This is strictly governed by RSA, and fees collected for any particular program must be spent only on that program itself. The income and expenditures are managed by Recreation Director Reishus

and Finance Director Smith; the funds themselves are managed by Treasurer Rhonda Lamphere. Selectman D’Angelo inquired about using the Revolving Fund to pay for the portables, or trash pickup after recreation programs, stating that those who use the facilities should help pay for them.

The training line has been increased as well; this has remained flat since she became employed by the Town in 2016. The increased amount will pay for one day’s attendance at an annual Recreation conference. Selectman Landau inquired if the Revolving Fund could help pay for this, or the mileage; this is unknown at present.

Recreation Director Reishus also manages the Recreation portion of the Wason Pond budget. This request is for \$8,888, which is an increase of 28.01% over the current year’s budget.

The Supplies line was increased to pay for the installation of cork tiles in the Community Center to assist with the acoustics; the Selectmen asked that this expense be moved to the Maintenance Department’s budget. Finance Director Smith will make this edit.

The Signs line was increased to pay for new “Rules & Regulations” signs at Wason Pond, as they have been amended with tape too many times at this point and need to be replaced.

As with the Recreation budget, the Portables line has been increased.

As the Selectmen had no further questions for Recreation Director Reishus, she departed the meeting at 8:40pm.

3.2.4 Government Buildings, Stevens Hall

Maintenance Supervisor Cavanaugh noted that he and Building Inspector Bunker had inspected the pumphouse at Wason Pond, which houses a pump that feeds the Wason Pond Store sink. Building Inspector Bunker has recommended that the pump be relocated and the building dismantled; Maintenance Supervisor Cavanaugh will solicit quotes for this work.

Maintenance Supervisor Cavanaugh appeared before the Selectmen to defend his budget requests. The Maintenance Department is requesting \$304,911, which is an increase of 2.16% over the current year’s budget.

It was pointed out that the Propane line appears to have an error; the current year’s figure is \$13,500 but next year’s is only \$1,200. Finance Director Smith will check and edit if necessary.

The Pest Control line has increased, as prices have doubled. Selectman D’Angelo asked Maintenance Supervisor Cavanaugh to solicit quotes from different companies.

Maintenance Supervisor Cavanaugh noted that some of the Repair & Maintenance lines had decreased due to recent or ongoing work on the buildings – a newly painted Highway Garage, the ongoing Library renovations, etc.

The Maintenance Department will be handling the plowing of Stevens Hall, Town Hall, the Fire Department, Library, and Post Office, using the F-550. The Fire Station is a priority, as it must be kept clear at all times. The Highway Department will cover any overtime.

Selectman D’Angelo inquired about the decrease in the Spring Hill Farm maintenance line; Maintenance Supervisor Cavanaugh stated that a potting shed conversion will be in the CIP, and Selectman Landau added that the Rockingham County Jail Trusties will hopefully be utilized for painting needs.

Maintenance Supervisor Cavanaugh also manages the Stevens Hall portion of the budget. This request is for \$10,903, which is an increase of 1.87% over the current year’s budget.

The only line that has increased is for electricity.

Selectman Landau suggested that the Restoration line be increased from \$1 to \$1,000 as the Town prepares for the 300th Anniversary Celebration. The other Selectmen were amenable to this request, and Finance Director Smith will make the edit.

Selectman Landau also continues to be concerned that the cistern in the basement is contributing to the peeling paint, and would like it to be removed and an underground tank installed outside instead.

As the Selectmen had no further questions for Maintenance Supervisor Cavanaugh, he departed the meeting table at 9:02pm.

3.2.5 Police Department, Police Department Grants, Animal Control

Police Chief Berube appeared before the Selectmen to defend his budget requests. The Police Department is requesting \$781,042, which is an increase of 9.35% over the current year’s budget.

He explained that the upcoming year’s budget is for eight full time officers, and as such the part-time officers’ line has decreased by almost 50%. He currently has three conditional offers out, with one more pending. Two of the candidates are already certified, and two not. The certified officers will need 8-12 weeks of road training; non-certified officers will need to attend the Academy.

Selectman D’Angelo mentioned a carpeted area in the Police Department that is in need of replacement, hopefully with tile. This expense would be in the Maintenance Department’s budget.

The Radios purchase and repair line has decreased due to the purchase of portable radios out of the Police Special Detail account.

Police Chief Berube also manages the Animal Control portion of the budget. This request is for \$2,500, which is the same as the current year’s budget. The Selectmen had no questions on this budget.

There was some discussion about the Police Department Space Needs project, as Harriman has sent a report on the structural integrity of the Annex and its roof. The Selectmen agreed to reroof the Annex now; Maintenance Supervisor Cavanaugh will handle this. The Selectmen had voted at a previous meeting to have a schematic design created and cost estimate made; they would like Harriman to give a presentation at Town Meeting to determine how the residents react and decide how much money to into the CIP for the project.

In addition, they would like to be sure that the Planning Board is aware of the Selectmen’s priorities insofar as the CIP is concerned, and that projects are scheduled reasonably in order to avoid spikes in spending.

As the Selectmen had no further questions for Police Chief Berube, he departed the meeting table at 9:35pm.

3.2.6 Finance, IT, Legal, Benefits, Insurance, Ad & Regional Associations, Debt Service

Finance Director Smith noted that she is still awaiting the MS-535 from the Auditors before the tax rate can be set.

Finance Director Smith appeared before the Selectmen to defend a number of budget requests. The Finance Department is requesting \$142,466, which is an increase of 1.08% over the current year’s budget.

The only increases are for the salary line due to the pay matrix, and the cost of the audit.

The IT request is for \$118,680, which is a decrease of 8.05% over the current year’s budget.

This budget has decreased due to the need for new equipment and software leveling off. Things have improved since the hiring of Block5; they are detailed, accessible, and supportive at all times.

She has been reviewing various financial software packages over the past year, and will be presenting updated estimates to the Planning Board for the CIP. She expects it to cost somewhere in the \$50k range, perhaps less; BMSI is likely to go away, and she would prefer that the Town switch to a new software on its own timeframe, not on theirs. Selectman D’Angelo suggested that this be put into the IT budget instead, or perhaps at the end of the current Fiscal Year, there might be sufficient funds remaining to purchase it out of the surplus. The other Selectmen were amenable to this suggestion; she will add this expense to the IT budget.

The Legal request is for \$65,000, which is the same as the current year’s budget. The Selectmen had no questions on this budget.

The Benefits request is for \$836,662, which is an increase of 2.52% over the current year’s budget. This is a strict percentage calculation on wages. The Selectmen had no questions on this budget.

The Insurance request is for \$104,699, which is the same as the current year’s budget. This figure is not certain, as rates have yet to be released. The Selectmen had no questions on this budget.

The Ad & Regional Associations request is for \$8,248, which is the same as the current year’s budget. Again, this year’s fees have yet to be released. The Selectmen had no questions on this budget.

The Debt Service request is for \$52,021, which is the same as the current year’s budget. The

only payment remaining is for the Quint Fire Truck from 2011.

As the Selectmen had no further questions for Finance Director Smith, she departed the meeting at 9:53pm.

3.3 Fuel Bid Award

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"> October 1st, 2019 through June 30th, 2020 	<ul style="list-style-type: none"> Price valid through October 10th A discount is available for Town employees
#2	\$1.148 for 11,444 gallons only	\$2.27 for 12,644 gallons only	<ul style="list-style-type: none"> October 1st, 2019 through September 30th, 2020 	<ul style="list-style-type: none"> Price valid through October 10th Price becomes variable after maximum gallons purchased 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 If less than 95% of the expected amount purchased, damages to be paid A discount is available for Town employees All locations must be up to code at Town’s expense before delivery begins
#3	\$1.499 - unlimited	\$2.629 - unlimited	<ul style="list-style-type: none"> October 1st, 2019 through May 31st, 2020 	<ul style="list-style-type: none"> Price protection for oil \$0.10 per gallon, payable in advance All fees included A discount is available for Town employees

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

BOS AA Doda had contacted Bidder #2 to perform an inspection of the Town’s equipment to be sure that any cost to switch over would be minimal; this afternoon she had been informed in writing that there would be no charge to switch over the propane tanks, and that unless there was a major safety violation (which the current supplier would have brought to the Town’s attention) there would be no charge to begin delivering oil either.

Selectman D’Angelo moved to award the Winter 2019-2020 fuel oil and propane contract to Bidder #2; Vice-Chairman Myette seconded the motion. The vote was four in favor with Selectman Landau abstaining; motion carried.

The winning bidder was revealed to be Irving Energy.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- Nothing to report.

Selectman D’Angelo:

- He attended this morning’s Joint Loss Management Committee meeting and heard a few complaints about the Chester Kitchen. He would like to know if the fees are high enough to cover its maintenance needs.
- He has yet to hear back from Mike Henry of Busby about the Edwards Mill Dam retainage.

Selectman Hagan:

- The Church restoration project has begun; he encouraged residents to be supportive.

Vice-Chairman Myette:

- He will be meeting with Building Inspector Myrick Bunker tomorrow, as liaison to the Building Department.
- The Spring Hill Farm Fall Fest was excellent, with good weather, events, and demonstrations. Vendors appeared to do well for themselves, and funds were raised for the Barn restoration. He especially thanked the SHFAC Chairman, Emily Kunelius, for being instrumental in pulling it all together.

Chairman Owens:

- The Planning Board will be meeting next Wednesday, October 16th, to continue CIP discussions. Vice-Chairman Myette will be there as liaison; Selectmen D’Angelo and Landau plan to attend as well.

4.2 Non-Public Session

Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (c) Reputation, (d) Property, and (e) Pending Litigation; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 10:03pm.

The meeting room was re-opened at 10:28pm.

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

Selectman D’Angelo moved that the minutes to the third non-public session, on Property, be sealed for an indefinite period; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved that the minutes to the fourth non-public session, on Property, remain unsealed; Selectman D’Angelo seconded the motion. The vote was unanimous in the

affirmative; motion carried.

Chairman Owens moved that the minutes to the fifth non-public session, on Pending Litigation, be sealed for an indefinite period; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

Chairman Owens moved that the minutes to the sixth non-public session, on Reputation, be sealed for an indefinite period; 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, October 17th, 2019.

Selectman Hagan 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 10:30pm.

Respectfully Submitted,

Debra H. Doda,
Recording Secretary