

**Town of Chester
Board of Selectmen Meeting
Thursday, October 24th, 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
Appointment as Assistant Emergency Management Director
Appointment as Library Trustee
Budgets
John Scruton
Secondary Access Road Ordinance
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 7:01 pm.

1.2 Roll Call

Selectmen present:

Steve D’Angelo
Stephen Landau
Jeremy Owens

Selectman absent:

Joseph Hagan
Charles Myette

Members of the Public present, at various times:

Kathy Burke, Supervisor of the Checklist and Senior Citizens
Joe Burke, Senior Citizens
Jack Cannon, Zoning Board of Adjustment
Dianne Charron, Supervisor of the Checklist
Mary Beth Ditoro, Library Trustee
Debra Doda, Town Administrator
Phil Gladu, Fire Department Captain and EMD
Andrew Hadik, Planning Board
Kandace Knowlton, Library Director
Rhonda Lamphere, Treasurer

Liz Lufkin, Town Clerk
Billie Maloney, Zoning Board of Adjustment
Deb Munson, Library Trustee
Leslie Packard, Supervisor of the Checklist
Beth Swanson, Library Trustee Appointee
Mike Weider, Budget Committee, Planning Board
Penny Williams, Tri-Town Times
And possibly other persons unknown to this Recording Secretary

1.5 Pledge of Allegiance

Chairman Owens 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 7:02 pm.

II. Old Business

2.1 Approval of Minutes

An approval sheet for the 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 Appointment as Assistant Emergency Management Director

EMD Gladu and Town Clerk Lufkin appeared before the Selectmen to have Town Clerk Lufkin appointed as the Assistant Emergency Management Director.

The Selectmen noted that as the Town Clerk, Ms. Lufkin was known to them, and that she would do well in this position.

Selectman D’Angelo moved to approve Town Clerk Liz Lufkin as the Assistant Emergency Management Director; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.

Chairman Owens swore in Town Clerk Lufkin to the office of Assistant Emergency Management Director at 7:07 pm.

Chairman Owens and Town Clerk Lufkin signed the appropriate paperwork.

EMD Gladu departed the meeting and Town Clerk Lufkin returned to a seat with the Public at 7:08pm.

3.2 Appointment as Library Trustee

Library Director Knowlton, Ms. Swanson, Ms. Munson, and Ms. Ditoro appeared before the Selectmen to have Ms. Swanson appointed to the Library Board of Trustees.

Selectman D’Angelo expressed his appreciation to Ms. Swanson for volunteering to be on the Library Board of Trustees.

There was discussion about the Library project and expected completion date.

Selectman Landau moved to appoint Ms. Beth Swanson as a Library Trustee until the next election (March 10, 2020); Selectman D’Angelo seconded the motion. The vote was three in favor with Vice Chairman Myette and Selectman Hagan absent; motion carried.

Library Director Knowlton, Ms. Swanson, Ms. Munson, and Ms. Ditoro returned to seats in the Public at 7:10 pm.

3.3 Budgets

3.3.1 Town Clerk, Tax Collector

Town Clerk Liz Lufkin appeared before the Selectmen to defend the budget request.

The Town Clerk’s Office is requesting \$65,327.00, which is an increase of 1.46% over the current year’s budget.

The Tax Collector’s office is requesting \$61,249.00, which is an increase of 0.74% over the current year’s budget.

Town Clerk Lufkin explained that the 90.18% decrease in the “office equipment” line is correct; new printers were purchased last year, and the only new equipment needed is a new laminator. She said that the “office supplies” went up because she is purchasing archive boxes for storage. Town Clerk Lufkin noted that the “dog tag” line went down because they stopped ordering the hooks with the tags, creating a savings.

As the Selectmen had no further questions for Town Clerk Lufkin, she departed the meeting at 7:18 pm.

3.3.2 Supervisors of the Checklist

Supervisors of the Checklist Mrs. Burke, Mrs. Charron, and Mrs. Packard appeared before the Selectmen to defend their budget requests.

The Supervisors of the Checklist are requesting \$17,228.00, which is an increase of 26.40% over the current year’s budget.

The Supervisors of the Checklist noted that they do not need any voting booths. They explained that their budget is based on the number of elections that are held during a given year. The budget

increase reflects the four elections which will be held in the next year, compared to the three elections that were held this year. They noted that they had requested another computer but have yet to receive one. A discussion was had about the best option of computer, a laptop versus a desktop. It was agreed that a laptop would be more convenient. Town Administrator (TA) Doda said that she would review the minutes during the meeting at which this was discussed and follow-up with the supervisors.

As the Selectmen had no further questions for Supervisors of the Checklist, Mrs. Charron and Mrs. Packard returned to their seats with the Public at 7:25 pm. Mrs. Burke remained at the table as she is part of the Senior Citizens, who are next.

3.3.3 Senior Citizens

Senior Citizens Mr. Burke and Mrs. Burke appeared before the Selectmen to defend their budget requests.

The Senior Citizens are requesting \$15,000.00, which is the same as the current year’s budget.

Selectman Landau noted that there have been discussions about the replacement of the ramp.

Mrs. Burke asked that the piano in the Senior Center be removed as it takes up space, making it difficult to get around it, and none of the seniors use it.

When asked if their budget is enough, Mr. Burke and Mrs. Burke responded in the affirmative.

As the Selectmen had no further questions for the Senior Citizens, they departed the meeting at 7:29 pm.

3.3.4 Zoning Board of Adjustment

ZBA Chair Billie Maloney and Mr. Cannon appeared before the Selectmen to defend their budget requests.

The ZBA is requesting \$19,233.00, which is an increase 5.61% over the current year’s budget.

There was discussion about the number of hours which the administrative assistant will be working per week. The Selectmen asked if the pay rate fell within the matrix, and they noted that the rate will increase in July.

As the Selectmen had no further questions for the ZBA, they departed the meeting at 7:36 pm.

3.3.5 Library

Library Director Knowlton, Ms. Ditoro, and Ms. Munson appeared before the Selectmen to defend their budget requests.

The Library is requesting \$169,960.00, which is an increase of 2.44% over the current year’s budget.

Director Knowlton said that the budget has increased because of wages. She noted that they do not follow the Town wage matrix.

As the Selectmen had no further questions for the Library, they departed the meeting at 7:40 pm.

3.3.6 Planning Department

Planning Coordinator Hadik and Mr. Weider appeared before the Selectmen to defend their budget requests.

The Planning Department is requesting \$82,451.00, which is a decrease of 4.22%.

Planning Coordinator Hadik explained that the decrease is mostly attributed to the “Southern New Hampshire Planning Commission (SNHPC) Planner” line decreasing by 41.93%. This year SNHPC helped with the annual update of the CIP and updating the senate impact fees. The requested budget includes the annual update of the CIP and a comprehensive rewrite of the ground water protection order. The Department of Environmental Services (DES) will pay 80 to 85 percent of the Water Source Protection Plan and the Town will pay 15 to 20 percent to update the Water Source Protection Plan, which hasn’t been updated in approximately a decade.

Planning Coordinator Hadik said that the department did get a new printer, but that he has saved costs by creating a binder system and updating only the sections that need to be replaced rather than replacing entire books to update sections of the books.

Planning Coordinator Hadik said that “printing” line is increased because they pay for one side of the ballot.

There was discussion on the amount of building and development expected next year. Planning Coordinator Hadik said he anticipates possibly 35 units for next year.

There was discussion of road work as related to South Woods’ roads.

As the Selectmen had no further questions for the Planning Department, Planning Coordinator Hadik and Mr. Weider departed the meeting at 7:56 pm.

3.3.7 Treasurer

Treasurer Lamphere appeared before the Selectmen to defend her budget requests.

The Treasurer is requesting \$12,287.00, which is an increase of 0.12% over the current year’s budget.

Treasurer Lamphere said that they had a good year because they moved everything that they didn’t need liquid to short term CDs and earned \$104,000 in interest. Interest rates are dropping and there isn’t as much to invest, so Treasurer Lamphere does not expect to be able to earn that amount next year.

There was discussion about an auditor’s letter. Treasurer Lamphere explained that the auditor keeps changing the format in which things are to be submitted.

As the Selectmen had no further questions for the Treasurer, Treasurer Lamphere departed the meeting at 8:01pm.

3.3.8 Village Cemetery

Mr. Aaron Mansur was unable to appear before the Selectmen to defend his budget request. The Village Cemetery is requesting \$28,784.00, which is the same as the current year’s budget request.

The Selectmen discussed the fencing for the 14 different cemeteries in Town. Selectmen Landau noted that there are two rock walls that are being repaired.

Selectman Landau reviewed the line items; he noted that the “Gas/Oil” line is for the equipment.

3.3.9 Great Hill Cemetery

Mr. John Colman was unable to appear before the Selectmen to defend his budget request. The Great Hill Cemetery is requesting \$1,677.00, which is an increase of 39.75% over the current year’s budget.

Selectman Landau said that the budget request is for grub treatment.

3.3.10 Street Lighting

The Street Lighting request is for \$4,300.00, which is the same as last year.

The Selectmen discussed the number of streetlights (Selectman Landau said he thinks there are 12), and the need, if any, for streetlights.

3.3.11 Patriotic

Mr. Darrell Quinn was unable to appear before the Selectmen to defend his budget. The Patriotic budget request for \$1000.00 is the same as last year.

The budget request is for new flags, and hardware items.

Selectman Landau suggested adding a New Hampshire flag to the outside front of the MPR. He recommended finding a group, such as, the Girl Scouts or Boy Scouts, to volunteer to do the work.

The Selectmen agreed that this was a good idea.

3.4 John Scruton

Mr. Scruton, TA Doda, and the Selectmen discussed and reviewed the Administrative Assistant job description.

Mr. Scruton and the Selectmen discussed the two different job descriptions which had been created for the Town Administrator. They agreed to “staple” the two descriptions together and keep them both on file.

Mr. Scruton said that he and TA Doda had determined four goals and deliverables that are attainable by March 1, 2020.

TA Doda described the goals:

- Develop and bring to the Selectmen three sections of the Personnel Policy Manual – either revising sections or creating new sections, addressing the holes in the manual

first.

- Achieve all of the deadlines for proper posting.
- Updating the Welfare Policy.
- Ordinance – Collect all the ordinances and establishing an organized format.

Mr. Scruton said that he thinks the four goals are attainable and measurable by March 1, 2020.

When asked about creating a purchasing policy, Mr. Scruton suggested establishing that goal for after March 1, 2020. He advised that he wants to create attainable goals for the TA by March 1, 2020.

The Selectmen agreed with the goals.

Mr. Scruton, TA Doda, and the Selectmen discussed the possible arrangement of offices for the TA, the Administrative Assistant, the Treasurer, and the Finance Director.

Mr. Scruton said that he and TA Doda are working on a plan for continuing education.

Mr. Scruton departed the meeting at 8:56 pm.

3.5 Secondary Access Road Ordinance

Selectman Landau suggested changing the title of the ordinance noting that one should not put in a negative but should use a positive. He proposed “Use of Fire Department Emergency Access Alternative to Murphy Drive.”

TA Doda noted that there needs to be a line added to the ordinance giving access to the road to First Responders, who are not in emergency vehicles.

The Selectmen agreed to wait until amendments are made to the ordinance and approve the ordinance at the next meeting.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- He has two Non-Publics.

Selectman D’Angelo:

- He has one Non-Public.

Chairman Owens:

- He asked the School Finance Director about the school’s tax rate. There was some discussion about the monies the Town will receive for education funding from the State.
- A sandwich board put on the wall of the MPR.
- NHMA annual conference – November 13 and 14 – Selectmen Landau and D’Angelo will go.

- National drug take-back day this Saturday
- Busche Academy is kindly allowing parking in their lot on Halloween night, Thursday, October 31.
- BOS meeting is on Tuesday, October 29 at 7:00 pm.
- NRRA

4.2 *Non-Public Session*

Selectman Landau moved that the Board go into Non-Public session under RSA 91-A:3, II (b) Employment (2), RSA 91-A:3, II (c) Reputation, and RSA 91:3, II (e); Selectman D’Angelo seconded the motion. The vote was three in favor with Vice Chairman Myette and Selectman Hagan absent; motion carried.

The meeting room was closed at 9:10 pm.

The meeting room was re-opened at 9:35 pm.

Selectman D’Angelo moved that the Board come out of Non-Public session; Selectman Landau seconded the motion. The vote was three in favor with Vice Chairman Myette and Selectman Hagan absent; motion carried.

Selectman Landau moved that the minutes to all Non-Public sessions be sealed indefinitely; Selectman D’Angelo seconded the motion. The vote was three in favor with Vice Chairman Myette and Selectman Hagan absent; motion carried.

V. Adjournment

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

The meeting was adjourned at 9:35 pm.

Respectfully Submitted,

C. Molly Qualters,
Recording Secretary