

**Town of Chester
Board of Selectmen Meeting
Thursday, September 14th, 2017
Municipal Complex
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions and Deletions
Public Comment
Approval of Minutes
Items for Signature
Appointments to Recreation Commission
Tapping of Maple Trees on Town-Owned Land
Maintenance Update
Strategic Long-Term Municipal Needs Planning Committee
GovDeals.com
“Adopt-a-Flowerbed”
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Trask called this meeting of the Town of Chester Board of Selectmen to order at 7:00pm.

1.2 Roll Call

Selectmen present:

Steve D’Angelo
Jeremy Owens
Dick Trask

Selectmen absent:

Cass Buckley
Jack Cannon

Members of the Public present, at various times:

Tony Amato, Maintenance Supervisor
Leslie Hammond, Recreation Commission
Kevin Kistler, Recreation Commission
Kari Lerner
Nancy Myette
Ryan Neal, Ryan’s Sugar Shack
Michelle Trask, Recreation Commission
Penny Williams, Tri-Town Times
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Trask led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions and Deletions

There were neither additions nor deletions.

1.5 Public Comments

Kari Lerner stood and was recognized. She introduced herself as a candidate for the vacant State Representative seat. Her plan, should she be elected, is to attend one Board of Selectmen and one School Board meeting each quarter, and provide a legislative update every month on the Public Access Cable TV station.

Ms. Lerner opined that there is a disconnect between State and Town governments, and stated that her loyalty would be to the community, not to any out-of-state group with an agenda. She promised to vote based on her constituents’ input.

She can be contacted at KariLerner4NH@gmail.com. The election will take place on Tuesday, September 26, 2017.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:04pm.

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

Chairman Trask urged all members to review and sign items in the Signature Folder.

III. New Business

3.1 Appointment to Recreation Commission

Ms. Hammond, Mr. Kistler, and Mrs. Trask appeared before the Selectmen in order to be appointed to the Recreation Commission.

The Recreation Commission’s function is to promote Recreation programs and maintain the associated facilities/infrastructure. They oversee the Summer Program, and also support outside groups that wish to start programs that the Recreation Department does not manage.

Some of the Commission’s accomplishments in the recent past have been the introduction of newer programming geared towards older children, young adults, and seniors; they also reported an increase in the size of the Summer Program, which was 75-80% larger than previous years. This program is very popular with Kindergarten – 2nd grade aged children; they would like to identify ways to entertain middle schoolers as well.

All three Commissioners are to be appointed for a three-year term; Ms. Hammond and Mr. Kistler’s appointments expired this year, but Mrs. Trask’s expired in 2015.

Selectman D’Angelo moved to appoint Leslie Hammond to the Recreation Commission for a

three-year term to expire April 30th, 2020; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Selectman D’Angelo moved to appoint Kevin Kistler to the Recreation Commission for a three-year term to expire June 30th, 2020; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Selectman D’Angelo moved to appoint Michelle Trask to the Recreation Commission for a three-year term to expire July 31st, 2018; Selectman Owens seconded the motion. The vote was two in favor with Chairman Trask abstaining and Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Ms. Hammond, Mr. Kistler, and Mrs. Trask departed the meeting at 7:12pm.

3.2 Tapping of Maple Trees

Ryan Neal appeared before the Selectmen to request permission to tap maple trees on the Spring Hill Farm property.

Mr. Neal, who is 17 and attends Pinkerton Academy, had attended a Conservation Commission meeting in July to detail his plans and ask their permission. As Spring Hill Farm land is both Conservation property and Town-owned land, they advised him to visit the Selectmen to solicit their permission and to draw up a simple contract which could be forwarded to Town Counsel for approval. Mr. Neal is willing to pay the Town per tap, but the concern is that this would void the insurance; it was suggested that he could donate maple syrup to Town events instead.

The taps and tubing would not impact roads or trails.

Selectman Buckley, who was not present, had asked via Chairman Trask that the Board hold off on making a decision until there was a Spring Hill Farm management plan in place. Sugaring season is late February to late March/early April; Mr. Neal would need to have his taps in place by November 15th at the latest.

Selectman D’Angelo moved to allow Ryan Neal of Ryan’s Sugar Shack to tap maple trees on Town-owned land; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Mr. Neal departed the meeting at 7:19pm.

3.3 Maintenance Update

Maintenance Supervisor Amato appeared before the Board to give them an update on Maintenance activities.

Since his last visit, which was in July, the following projects have been completed:

- Roofing of the Wason Pond Barn, Highway Department Salt Shed, and Maintenance Garage by the County Workers at a cost of \$16,371. As vendors’ estimates had totaled \$55,500, using the County Workers saved the Town \$39,129. Selectman D’Angelo asked when the decision had been made to rent a lift for the roofing work; Maintenance Supervisor Amato replied that the plan had been created during Budget season as part of the major projects line request. Selectman

D'Angelo stated that he had no information on these projects and would prefer that Department Heads ask permission before incurring that sort of financial obligation.

- The LED lighting replacement project, for which funds were encumbered at the end of FY2016-2017. These new lights will reduce wattage use by 70% and are expected to pay for themselves in ~1.5 years.
- Almost all of the Town's eleven boilers have been serviced by the vendor for the upcoming heating season, except for those in the MPR, which are scheduled. This Preventive Maintenance program began 3-4 years ago and has greatly reduced down time.
- A walkway was built between the basketball court and soccer fields, and approved by the Building Inspector, although there are apparently no building regulations for walkways. Selectman D'Angelo demurred, stating that there are regulations, that he was especially concerned with the handrails, and that Building Inspector Bunker had not approved this walkway; Maintenance Supervisor Amato again stated that Building Inspector Bunker had indeed given his approval after viewing the finished product.
- The Church had its electric meters grounded properly; as they tie into the Town and Stevens Hall fire alarm systems, this should reduce the damage to our systems due to lightning strikes. ~\$45k had been spent over the past 15 years due to the improper grounding. The vendor who performed the original work is no longer being used by the Town. Selectman D'Angelo asked why he had not seen any bids for this work; Maintenance Supervisor Amato replied that the threshold for bids was \$5,000 but also that this work was performed for the Church, not the Town.

The following projects are planned:

- Fuel bids will be solicited once last year's usage totals are provided by the Finance Department.
- The Wason Pond Cottage and store, the playground water fountain, and Spring Hill Farm will be cleaned up and winterized. Leaves will be raked by John Dalrymple and TJ Eastman, probably twice. This should all begin the first week of October.
- Lumber will be purchased for the second Wason Pond bridge repair using the Town's account, which will save the Conservation Fund ~\$300.

Selectman D'Angelo then asked that Maintenance Supervisor Amato put more detail on vendor invoices received for Maintenance Department work, as he often does not know what the charges are for. Selectman Owens noted that all Department Heads should be putting more detail on their invoices and notifying the Selectmen about large expenditures, not just the Maintenance Department.

Selectman D'Angelo asked again why the Selectmen did not know about any of these projects before they were completed; Maintenance Supervisor Amato stated that they had all been approved during this year's Budget season for the Major Projects line. Selectman D'Angelo stated that he not only wanted to know what the Maintenance Department did 'last month', but he also wants to know what they plan to do 'next month'. Chairman Trask suggested that Maintenance Supervisor Amato return to next week's meeting with a list of his planned projects for the next three weeks, their time/cost estimates, and request permission for any large outlays.

Maintenance Supervisor Amato departed the meeting at 7:40pm.

3.1 Recreation Commission, Redux

Ms. Hammond and Mr. Kistler returned to the Meeting Room and asked if they could be appointed to the Wason Pond Commission, since they were in the building; unfortunately the Wason Pond Commission had not formally requested their appointment and there was no paperwork. The Chairman of the Wason Pond Commission will be asked to generate the request.

Ms. Hammond and Mr. Kistler departed the meeting again at 7:43pm.

3.4 Strategic Long-Term Municipal Needs Planning Committee

Selectman D’Angelo attended a meeting recently where he heard talk about the School wanting an addition in the next few years; he also spoke with Police Chief Berube about a request in the CIP for funds to investigate expanding the Police Station. As a result, he would like to discuss plans for the Town’s needs in the future – a school addition, a new police station, a highway garage?

Chairman Trask noted that the Strategic Land Protection Committee had been formed, by Warrant Article, a dozen or so years ago. It has been merged into the Conservation Commission, although that was not the original intent; perhaps it should be moved under the umbrella of a Needs Committee, or at least split off from the Conservation Commission.

Selectman Owens asked how this new committee would be differentiated from the Board of Selectmen, as they are the ones who should be making decisions for the Town. Selectman D’Angelo opined that this Committee would provide the input for the Selectmen’s long term strategic planning decisions.

Chairman Trask added that this sort of work would be done by a Town Manager or Town Administrator, if Chester had one. He suggested that the Committee’s membership include two representatives from the Planning Board, two Selectmen, two from the Budget Committee, two to four from the Public, and relevant Department Heads. Selectman Owens is not in favor of Selectmen being on this Committee.

It was suggested that the \$15k in the CIP for Police Station plans could be used to engage UNH for advice; Selectman Owens will look into this.

3.5 GovDeals.com

In the past, the Town has advertised surplus equipment locally and sold it via sealed bid. Other local towns have begun to use a website, govdeals.com, which works specifically with government agencies to sell their surplus equipment in an auction format at no cost to the Town. Insofar as the retired 2008 cruiser in the parking lot is concerned, a trade-in offer for \$100 was made; the Town surely can’t do any worse selling it via govdeals.com.

Selectman D’Angelo moved to use govdeals.com to sell the Town’s surplus equipment; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

3.6 "Adopt-a-Flowerbed"

Chairman Trask made reference to the flowerbed around the flagpoles, which is maintained by Mrs. Welch. He asked if other residents, clubs, or businesses might be interested in volunteering to maintain flowerbeds around Town for beautification purposes, as the 300th Anniversary is coming up in 2022. He has spoken to the owners of Chester General Store about maintaining the triangle of land along 102 near the store that contains various business signs. Selectman D’Angelo suggested coming up with a map of identified flowerbeds.

Selectman Owens moved that the Town start an "Adopt-a-Flowerbed" program; Selectman D’Angelo seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

IV. Selectmen’s Business

4.1 Roundtable

Chairman Trask:

- The parking area at the Maintenance Garage is falling apart and can no longer be plowed. Maintenance Supervisor Amato procured a bid from a paving company that came in at \$8,438. Road Agent Oleson suggested cold-patching it now for a few hundred dollars, and then paving it in the Spring or in the new fiscal year. The building has recently been roofed and is in the process of receiving other repairs; it is usable long-term, but its parking area is the worst of all Town buildings. Selectman D’Angelo would prefer to pave it now to avoid slips and falls during the winter. He suggested discussing this subject again when Vice-Chairman Cannon and Selectman Buckley are present, since it would be an unplanned expenditure.
- The Wason Pond Barn was also recently roofed, but needs other attention. The main section has two different kinds of siding – barn board and cedar shake shingles – and the addition has three different kinds of shingles. The Conservation Commission would like it repaired with lumber cut from Town Forests and milled by Dick Lewis; the Conservation Fund would pay for the wood and stain. The County Workers and volunteers would perform the work. Overhanging trees should be checked, and trimmed back or removed if necessary.
- Eversource is again appealing its pole tax assessments.
- The DMV will be shut down from October 6th through 10th, inclusive, so no motor vehicle transactions can take place in the Town Clerk’s office during that time.
- He attended a budgeting workshop; it was recommended that the Town belong to the New Hampshire Government Finance Officers Association. A regular membership costs \$25. **Selectman D’Angelo moved that the Town apply for membership in the NHGFOA; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon absent and Selectman Buckley absent; motion carried.**
- The Transfer Station is having a 20th Anniversary Celebration on Saturday, September 16th, 2017; there will be sandwiches and cake available starting at 10am.
- There is a Special Election scheduled for Tuesday, September 26th, 2017 from 7am to 7pm. Selectman D’Angelo will be there from 7am – 11am; Selectman Owens will be there early and late. The other Selectmen should be asked for their availability. A quorum of the Board of Selectmen is needed to open and close.

Selectman Owens:

- Nothing to report.

Selectman D’Angelo:

- He has a copy of a funds transfer from the Town into the Conservation Fund; he is unwilling to sign and believes that no funds should be provided to the Conservation Fund until all members of the Conservation Commission have been reappointed.

4.2 Non-Public Sessions

Selectman D’Angelo moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees and (e) Pending Litigation; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

The meeting room was closed at 8:27pm.

The meeting room was re-opened at 8:42pm.

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

Chairman Trask moved that the minutes to the first non-public session, on Public Employees, be sealed for an indefinite period; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Chairman Trask moved that the minutes to the second non-public session, on Pending Litigation, be sealed for a period of one (1) year; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Chairman Trask moved that the minutes to the third non-public session, on Pending Litigation, be sealed for a period of one (1) year; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Chairman Trask moved that the minutes to the fourth non-public session, on Public Employees, be sealed for a period of one (1) year; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

Chairman Trask moved that the minutes to the fifth non-public session, on Pending Litigation, be sealed for a period of one (1) year; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley absent; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, September 21st, 2017.

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

The meeting was adjourned at 8:44pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary