

**Town of Chester  
Board of Selectmen Meeting  
Thursday, June 1<sup>st</sup>, 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  
Appointment to Wilcomb-Townsend Trust  
Edwards Mill Dam Pre-Construction Meeting and Contract Signing  
Highway Budget, New Hire, Speed Limits  
Maintenance Update  
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 7:01pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Steve D'Angelo  
Jeremy Owens  
Dick Trask

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Tony Amato, Maintenance Supervisor  
Myrick Bunker, Building Inspector  
Paul Busby, Busby Construction Co., Inc.  
Lisa Oleson, Wilcomb-Townsend Trust  
Michael Oleson, Road Agent  
James Piper, Highway Department  
Penny Williams, Tri-Town Times

*1.3 Pledge of Allegiance*

Chairman Trask led the attendees in the Pledge of Allegiance.

#### *1.4 Chairman’s Additions and Deletions*

There will be non-public sessions under public employees, employment, reputation, and pending litigation. Selectman D’Angelo would like to discuss the Fire Department’s contract for the new tanker.

#### *1.5 Public Comments*

As no Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

### **II. Old Business**

#### *2.1 Approval of Minutes*

An approval sheet for the previous week’s meeting minutes is in the signature folder. Chairman Trask urged all members to read the minutes and indicate their approval.

#### *2.2 Items for Signature*

Among the items in the Signature Folder is a contract for the Fire Department’s new tanker, which must be signed tonight.

### **III. New Business**

#### *3.1 Appointment to Wilcomb-Townsend Trust – Lisa Oleson*

Mrs. Oleson appeared before the Selectmen to be reappointed to the Wilcomb-Townsend Trust Board of Trustees.

Mrs. Oleson has been on the Wilcomb-Townsend Trust Board of Trustees for three five-year terms over the past 15 years; her term expired at this year’s elections and she did not run for re-election. Mrs. Oleson explained that when former Town Clerk Barbara Gagnon was in office, she would automatically place Mrs. Oleson’s name on the ballot; Town Clerk Newnan was not aware of this arrangement. The Selectmen are being asked to appoint Mrs. Oleson to a one-year term and she will run in May of 2018 for a four year term.

The Wilcomb-Townsend Trust is funded each year with about \$3k of interest from an account held by the Trustees of the Trust Funds; they also accept private donations. They are available to help residents by paying bills or providing gift cards for heating fuel, electricity, medical equipment, food, etc.; they do not assist with rent or mortgages. Persons in need may contact any of the Trustees directly; contact information is on the Town’s website.

**Vice-Chairman Cannon moved to appoint Lisa Oleson to the Wilcomb-Townsend Trust Board of Trustees for a one year term to expire June 30<sup>th</sup>, 2018; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

Mrs. Oleson departed the meeting at 7:08pm.

#### *3.2 Edwards Mill Dam Pre-Construction Meeting & Contract Signing*

Mr. Busby appeared before the Selectmen to discuss the Edwards Mill Dam Phase II work, and to sign the contract. The contract, which was drawn up by Dubois & King, has been approved by Town Counsel Gorrow.

Mr. Busby stated that the construction starting date will depend on flow; he thought that perhaps July 15<sup>th</sup> would be a reasonable time, and with the job taking 3-4 weeks, an ending date of September 15<sup>th</sup> would also be reasonable. He does not believe that there is any pre-work that needs to be done, but Maintenance Supervisor Amato plans to speak with him.

Mr. Busby and the Selectmen signed the contract. His bonding company will provide the payment and performance bonds.

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

### *3.3 Highway Budget, New Hire, Speed Limits*

Road Agent Oleson appeared before the Selectmen to discuss a number of items.

#### Funding

Although his budget was exhausted, the Selectmen had granted him an additional \$20k on April 20<sup>th</sup>, 2017. That has been spent, and he is looking for an additional \$25k in funding to finish out the Fiscal Year. The main usage of these funds would be for cold patch (\$3k), gravel (\$2k), road grading (\$5k), and labor (\$10k). The rain has caused many issues with the dirt roads, and potholes need to be filled. There are shoulder issues at intersections. Finance Director Smith believes that the Selectmen could grant him an additional \$35k without it being an issue, but he believes that \$25k will see him through the end of the Fiscal Year. Should the Selectmen grant him these funds and then need some of the money back next week, he will manage.

**Selectman D'Angelo moved to grant Road Agent Oleson \$25k for roadwork for the remainder of the Fiscal Year; Selectman Owens seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

Vice-Chairman Cannon stated that at this point, Department Heads should be told to curtail all unnecessary spending for the remainder of the Fiscal Year; Chairman Trask suggested a limit of \$500 without Selectmen approval, and all were in agreement. The Highway Department will be exempted.

**Chairman Trask moved to set a spending limit of \$500 for all departments except for Highway without Selectmen approval; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

A memo will be sent to all Budgetary Department Heads informing them that Selectmen's approval is necessary for any purchases over \$500.

#### Speed Limits

Drivers are driving too fast for the road conditions on East Derry and North Pond Roads. He consulted with Police Chief Berube who suggested that the speed limit be lowered to 20 MPH. The Selectmen would prefer that it be changed to 25 MPH; Road Agent Oleson will speak with Police Chief Berube and report back.

#### New Hire

Road Agent Oleson introduced James Piper to the Selectmen. He has worked for MLM for over three years, and for the Town in a part-time capacity since late December 2016. Road Agent Oleson finds him qualified and reliable, and would like to offer him the open full-time position starting on July 1<sup>st</sup>.

This subject will be continued in non-public session at the end of the meeting.

Road Agent Oleson departed the meeting table at 7:39pm.

### 3.4 Maintenance Update

Maintenance Supervisor Amato appeared before the Selectmen to give his monthly update on maintenance projects.

- The tractor voted on at Town Meeting via the CIP has been ordered; it ended up being less expensive than originally expected.
- The Stevens Hall chimneys project will begin next week, and is expected to take 3-4 weeks to complete.
- The County Workers were in Town four days last week; they moved mulch, painted the Recreation Office, and cleaned up at the Village Cemetery.
- Due to the rain, grass is growing quickly and it’s difficult to keep up with the mowing. The new tractor will come with a gang mower, which is expected to cut mowing time in half.
- Although he repaired the two damaged bridges at Wason Pond before the Pounder in early May, he has not heard back from the Wason Pond Commission about closing them. He would prefer to repair them with culverts and gravel; Vice-Chairman Cannon opined that this repair would be a good place to use Conservation Funds. A representative from the Wason Pond Commission will be asked to attend a Selectmen’s meeting to discuss. Chairman Trask will attend Monday night’s Wason Pond Commission meeting.
- The air conditioning units at the Municipal Complex are dying; Freon R-22 to recharge them is almost obsolete and extremely expensive. Maintenance Supervisor Amato is getting estimates to replace them with air handler units - each office will have its own thermostat – and hopefully these units can be purchased via the CIP.
- The generator maintenance and water sampling contracts will be up for renewal soon; heating oil and propane will go out to bid in July. Maintenance Supervisor Amato would like to sign up for a two-year contract this year in order to get a better price; this is only possible if the contract comes with an escape clause.
- Paul Busby will call when he’s visiting the Edwards Mill Dam worksite if he needs any pre-work done. Maintenance Supervisor Amato has some fencing that can be installed; additional parts would be needed at a cost of ~\$500.
- There is no longer a lock on the gate at Bridal Path for property owners, only one for the FAA. The Police Department prefers it that way, but the Selectmen should make their opinion known as well.

Maintenance Supervisor Amato departed the meeting at 7:49pm.

## IV. Selectmen’s Business

### 4.1 Roundtable

*Vice-Chairman Cannon:*

- Nothing to report.

*Selectman Owens:*

- Nothing to report.

*Selectman D’Angelo:*

- The Fire Department’s Quint is in need of ~\$3,600 of repairs; the Fire Chief will be asked to come to a meeting to discuss finding the funding for this.
- The Fire Department’s new Tanker Truck contract must be signed tonight; this does include a performance bond. Fire Chief Bolduc and Deputy Fire Chief Clark will be going to Buffalo to visit the vendor. **Vice-Chairman Cannon moved to accept the contract for purchase of the**

**Fire Department Tanker; Selectman Owens seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

*Chairman Trask:*

- On Wednesday, June 28<sup>th</sup>, 2017 at 5pm, the Rockingham County Board of Commissioners will be meeting to discuss items of interest to elected officials; he highly recommends attending this meeting.
- He congratulated Building Inspector Bunker on his certification as a Residential Mechanical Inspector.
- Sandown’s Board of Selectmen has petitioned for a Special Election to fill former State Rep Bill Polewarczyk’s vacant seat, so Chester will have to go along. Details will be set by the Secretary of State.
- The CPI for April 2017 is 2.5%; it will most likely not change significantly for May 2017. Therefore, automatic COLA raises will be 2.5%. Department Heads have guidelines for merit-based raises.
- The Fire Department’s utility truck is no longer fit for front line work, but certainly could be used by maintenance, groundskeeping, or cemeteries. An estimate for \$2,075 for repairs has been received; the Selectmen would like to see it repaired in the next Fiscal Year.
- There will be a Department Heads meeting on Wednesday, June 7<sup>th</sup>, 2017 at 9:00am. Subjects to be discussed include job descriptions, policies, and procedures.

*4.2 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 8:05pm.

*4.3 Non-Public Sessions*

**Vice-Chairman Cannon moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees, (b) Employment, (c) Reputation for two items, and (e) Pending Litigation for two items; Selectman Owens seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting room was closed at 8:06pm.

The meeting room was re-opened at 8:54pm.

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

**Vice-Chairman Cannon 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 Selectman Buckley absent; motion carried.**

**Vice-Chairman Cannon moved that the minutes to the second non-public session, on Employment, be sealed for a period of six (6) months; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

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

**Vice-Chairman Cannon moved that the minutes to the fourth non-public session, on**

**Reputation, be sealed for an indefinite period; Selectman D'Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

**Vice-Chairman Cannon 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 four in favor with Selectman Buckley absent; motion carried.**

**Vice-Chairman Cannon moved that the minutes to the sixth non-public session, on Pending Litigation, be sealed for an indefinite period; Selectman D'Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

**V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, June 8<sup>th</sup>, 2017.

**Vice-Chairman Cannon moved to adjourn the meeting; Selectman D'Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting was adjourned at 8:55pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary