

**Town of Chester
Board of Selectmen Meeting
Thursday, June 22nd, 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
Reappointment to ZBA – Charlotte Lister
Wason Pond
Encumbrances
Highway Budget & Highway CIP – Road Agent Oleson
Chipper Purchase
Budget Adjustments – Groundskeeping
BOS Functions & Summer Schedule
Fire Department Personnel
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:

Cass Buckley
Jack Cannon
Steve D'Angelo
Jeremy Owens
Dick Trask

Members of the Public present, at various times:

Aaron Berube, Police Chief
Greg Bolduc, Fire Chief
Myrick Bunker, Building Inspector
Ben Clark, Deputy Fire Chief
Andy Higham, Highway Department
Rhonda Lamphere, Treasurer
Michael Oleson, Road Agent
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 were neither additions nor deletions.

1.5 Public Comments

As no Members of the Public wished to be heard, Public Comment was closed at 7:01pm.

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

Chairman Trask also urged all members to review the items in the Signature folder.

III. New Business

3.1 Reappointment to ZBA – Charlotte Lister

Charlotte Lister appeared before the Selectmen in order to be reappointed to the Zoning Board of Adjustment.

Ms. Lister has been a member of various Boards and Commissions for the Town since 1992, including six years on the Board of Selectman. She is requesting to be reappointed to the ZBA for a three-year term, this time as an alternate. The Selectmen thanked her for her volunteerism; Chairman Trask stated that she was an asset to the Town.

Chairman Trask moved to appoint Charlotte Lister to the Zoning Board of Adjustment as an Alternate member for a three year term to expire May 31st, 2020; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.

Ms. Lister departed the meeting at 7:03pm.

3.2 Wason Pond

Chairman Trask reported that a majority of the Wason Pond Commission would like the Selectmen to do something about security at Wason Pond. He proposes a part-time/seasonal caretaker position to be managed by the Recreation Department. This person could do odd jobs such as maintaining the beach and trails, painting, providing assistance to visitors, etc., as well as providing security – if issues escalated beyond what that person could handle, s/he would call the Police. This position could run from end of May to beginning of September and might cost ~\$5-\$6k/year.

Selectman Buckley is opposed to spending money to make Wason Pond more attractive, as then it attracts out-of-towners and more security issues. Selectman Owens opined, however, that if people are encouraged to use Wason Pond, something must be done.

Time to be spent on the premises was discussed. Although last year the Wason Pond Commission had suggested 4pm to 8pm on weekdays, and 10am to 8pm on weekends, Selectman Buckley argued that

presence would be needed all day when it’s hot out. He asked if people had been asked to volunteer to act as monitors, with Vice-Chairman Cannon agreeing that those who voice concerns about the facility might wish to step up and assist. Failing that, perhaps a special police detail could be posted, with the cost of that coming out of the Conservation Funds; the Conservation Commission should be asked to respond.

3.3 Encumbrances

As of the deadline of June 15th, 2017, eight encumbrances were requested, as follows:

1. LED Lighting Project	\$10,000.00	Long term benefit of savings on electricity
2. 5 new computers	\$3,500.00	Five Town-owned computers are old/no longer suitable
3. Block 5	\$2,000.00	To install Office 365, which was not on original quote
4. CWS (Highway)	\$47,275.00	Hart Roberts Road
5. Assessing Revaluation	\$5,000.00	Replacing funds removed during Budget season
6. Police Holsters	\$3,084.11	Level 3 Holsters and Weapon Mounted Lights
7. FD Gas/CO Meters	\$5,638.00	4 meters to check air quality for First Responders
8. FD Quint	\$3,700.00	Repairs for certification
Total	\$80,197.11	

Each item was discussed as to its merits.

The recent cutting of trees along Hart Roberts Road has created potential safety issues. Selectman Buckley is opposed to spending money on this project. As Road Agent Oleson is in attendance tonight, this request will be discussed and considered separately from the others.

The request from the Police Department is for five “Level 3” holsters, and 20 weapon-mounted lights. New officers receive these as part of their uniform and they are included in the uniform line; this will fund the roll-out for existing officers. The holsters are designed so that an officer cannot be easily disarmed and yet the weapon is easy for him/her to draw. In answer to a question from Vice-Chairman Cannon, Police Chief Berube stated that Sergeants Loveless and Sable have both tested these holsters and find them easier to use than regular holsters; as a result, it is unlikely that an officer will pre-emptively draw his or her weapon when approaching an unknown situation.

The first request from the Fire Department is to partially fund four gas/CO meters which are used when a first responder goes into a building where smoke is not visible but the air quality is uncertain – after a fire, for example, when burning materials might have released toxic gases. These were not in the budget as they were not needed during Budget season. Fire Chief Bolduc noted that when he became Chief, the Department owned four meters, two of which worked and two of which were being used for parts. He planned to replace them using the Equipment line; however, after the budget was submitted, the working ones broke and parts cannot be procured to fix them. They are currently using loaners. The meters to be purchased are identical, so all would use the same parts, and use alkaline batteries. In the future, this sort of item could go into the CIP. He is only requesting part of the cost; the remainder will be taken from the Equipment line.

The Fire Department’s second request is for funds to repairs to the Quint. There was some discussion about encumbering the funds vs. using funds in a Capital Reserve fund from 1991; Treasurer Lamphere interjected that those funds were intended for the *purchase* of a Fire Truck, not for maintenance. In any case, none of the Selectmen were opposed to the encumbrance.

The requests will be put in order from most to least essential, in case insufficient funds are available at the end of the Fiscal Year. Selectman D’Angelo opined that Public Safety should come first; all were in agreement. Vice-Chairman Cannon reminded requestors not to spend these funds until the Fiscal Year is

closed and Finance Director Smith confirms that they are available.

Chairman Trask moved to encumber the following funds, in order of importance:

FD Quint	\$3,700.00
FD Gas/CO Meters	\$5,638.00
Police Holsters	\$3,084.11
Assessing Revaluation	\$5,000.00
Block 5	\$2,000.00
5 new computers	\$3,500.00
LED Lighting Project	<u>\$10,000.00</u>
	\$32,922.11

Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

3.4 Highway Budget & Highway CIP – Road Agent Oleson

Road Agent Oleson appeared before the Selectmen to discuss various items having to do with the Town’s roads.

Hart Roberts Road

He noted that he had met at Hart Roberts Road with Dubois & King, the Fire Department, the Police Department, and the Building Inspector, and all had agreed that the road, as it stands, will be hazardous especially in the wintertime. He could place the road into the CIP, but in that case he would have to bring it up to current standards, not just mitigate the issues, and that would cost ~\$250k; additionally, it would not be able to be repaired this year. Road Agent Oleson stated that if the repairs are not made, he cannot guarantee that the road will be safe in the winter.

Selectman Buckley asked if there was any follow-up on asking the tree cutter’s homeowners insurance about coverage for repairs; according to Selectman D’Angelo, New Hampshire abides by the ‘viatic easement’ rule that allows property owners to maintain the part of their property that is considered the Town’s right of way. It was pointed out that there are other homes in Town that cannot be reached by the larger vehicles, such as the Quint; however, the impediment in those cases is the homeowner’s driveway, not a Town road.

Vice-Chairman Cannon is in favor of encumbering, not because he wishes to spend the money but because it is an issue and it should be fixed. He agrees that the property owner’s insurance company should be asked to cover the cost.

Vice-Chairman Cannon moved to encumber \$47,275 for repairs to Hart Roberts Road, and to place it at the bottom of the list of encumbrances; Selectman Buckley seconded the motion. The vote was two in favor with Selectman Buckley, Selectman D’Angelo, and Chairman Trask opposed; motion failed.

Speed Limits

The speed limit on North Pond and Harantis Lake Roads was discussed again; although Road Agent Oleson and Police Chief Berube want it lowered to 20 mph, the Selectmen would prefer 25 mph. Police Chief Berube stated that occasionally the Police Department stations a cruiser along that road with a trunk-mounted flasher, and that slows drivers down; otherwise drivers travel on those roads over the speed limit and much too fast for conditions.

Highway Budget

Road Agent Oleson thanked the Selectmen for allowing him the extra funds to finish out the Fiscal Year once his own budget was exhausted. He has used those additional funds to cold patch, perform shoulder work, and grade the dirt roads.

Highway CIP

There was also some discussion about the \$250k raised and appropriated for roadwork in the next Fiscal Year from the Highway CIP at this year's Town Meeting via Warrant Article #10. Road Agent Oleson has had no direction as to which roads should be worked on, it is already too late in the year to begin arranging bids and contractors, and the funds will lapse at the end of the next Fiscal Year. (Treasurer Lamphere interjected at this point that the funds would *not* lapse, as they were raised and appropriated via a "Special Warrant Article".)

Selectman Buckley asked about the Town-Wide Road Pavement Evaluation that was funded via Warrant Article #8; that has not begun, of course, and Road Agent Oleson has no idea who is supposed to be arranging it. Selectman Buckley suggested that Road Agent Oleson could create a list of the roads he wishes to work on, but Road Agent Oleson countered that the Planning Board manages the CIP and they need to choose the roads.

Chairman Trask posited that Planning Coordinator Andrew Hadik will be arranging the Pavement Evaluation; Vice-Chairman Cannon believes that the Road Agent is more appropriate to lead an engineering study. Road Agent Oleson volunteered to be available to meet with Planning Coordinator Hadik, but pointed out that with the utilization of the CIP, much has been taken out of his hands and given to the Planning Board. Vice-Chairman Cannon suggested that perhaps Brian Sullivan, as Chair of the Planning Board, should be asked to meet with the Selectmen to come up with a plan.

Request for Action

Road Agent Oleson updated the Selectmen on a Request For Action he had received from a resident. The resident was of the opinion that a culvert at the end of his driveway was clogged and causing wetness on his property, and asked to have it cleaned out. Upon inspecting the property, Road Agent Oleson determined that there was no culvert; the pipe the resident was seeing was the end of a drainage pipe from his own basement. Additionally, the resident had planted grass in the ditch line, and as a result the runoff from the pipe was causing the area to remain wet and mushy. Road Agent Oleson does not plan to make any changes to this area, as the problem is not one of the Town's making.

3.5 Chipper Purchase

Chairman Trask noted that the Road Agent has spoken in favor of the Town purchasing its own equipment; therefore he has identified two used chippers at a vendor in Hollis that might be suitable. Each is a 15" chipper, no more than three years old, with fewer than 200 hours on the engines, in the ~\$25,000 range. Chairman Trask would like to use impact fees to purchase one of these chippers with the hopes that in the long run the Town would save money over renting a chipper from MLM, which cost the Town \$13k over this past Fiscal Year.

Road Agent Oleson reviewed the selected chippers and opined that at ~84 HP, they each appeared to be underpowered for their size and that neither had a winch, which was an essential piece of equipment that should not be retrofitted. He was also unfamiliar with the brand, and unsure who would service them. He recommended that the Selectmen instead consider a 12" chipper with 130 HP and a winch, perhaps a Morbark or a Vermeer. He noted that his own chipper cost \$4,800 for service over this past Fiscal Year which does not include fuel, insurance, or new knives at \$100/set, and he expects it to last a dozen years. He is in favor of the Town buying a chipper, but would prefer that they purchase the right one. He will procure quotes for the Selectmen to review.

There was some discussion and not much agreement about the use of Impact Fees rather than the CIP process to purchase this chipper.

Road Agent Oleson departed the meeting at 8:27pm.

3.6 Budget Adjustments – Groundskeeping

Chairman Trask would like to split all Groundskeeping lines out of the Maintenance budget for John Dalrymple to manage rather than Maintenance Supervisor Amato. Vice-Chairman Cannon suggested that although clarity is good, it would be better to define and identify first exactly what is Groundskeeping and what is maintenance. Selectman Buckley added that the two processes could then be split in next year’s budget. This year’s budget will be left as is.

3.7 BOS Functions & Summer Schedule

Selectman Buckley would like to clarify that whenever a quorum is available, the Selectmen will meet; there should be no cancelling of meetings without agreement of the entire Board. Openness and transparency are essential; no actions of any kind should be taken without the agreement of a majority of the Selectmen. Although in the past the Selectmen have cancelled meetings in the Summer more often than in other seasons, there is no standard practice, and no Summer schedule will be set at this time.

3.8 Fire Department Personnel

Fire Chief Bolduc reported that one of the Town’s full time Firefighters, Jason Coulter, had accepted a job offer from the Manchester Fire Department, and would need to be replaced. Fire Chief Bolduc will be contacting the State to procure the Eligibility List, which must be used in hiring. It will most likely take a few months to fill the open position, and the Department will use call members for coverage.

He also wished to update the Selectmen on a subject addressed at the BOS meeting of May 11th, 2017; after reviewing paperwork and interviews with him, Colin Costine would be joining the Fire Department as a Driver on a probationary basis.

Fire Chief Bolduc departed the meeting at 8:46pm.

IV. Selectmen’s Business

4.1 Roundtable

Vice-Chairman Cannon:

- Nothing to report.

Selectman Owens:

- Nothing to report.

Selectman D’Angelo:

- Nothing to report.

Selectman Buckley:

- Nothing to report.

Chairman Trask:

- The New Hampshire Electric Co-Op will be performing vegetation control by spraying herbicide along their power lines starting on or about July 31st, 2017. Abutting homeowners will be notified

by NHEC.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 8:46pm.

4.3 Non-Public Sessions

Selectman D’Angelo moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees, (b) Employment, (c) Reputation, (e) Pending Litigation for two items, and (I) Consideration of Legal Advice; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 8:46pm. Building Inspector Bunker remained in the Meeting Room.

Building Inspector Bunker departed the Meeting Room at 9:05pm; Police Chief Berube entered the Meeting Room at this time.

Police Chief Berube departed the Meeting Room at 9:25pm.

The meeting room was re-opened at 9:43pm.

Vice-Chairman Cannon moved that the Board come out of non-public session; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman D’Angelo moved that the minutes to the first non-public session, on Pending Litigation, be sealed for a period of six (6) months; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman D’Angelo moved that the minutes to the second non-public session, on Employment, be sealed for a period of six (6) months; Selectman Buckley 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 Reputation, be sealed for an indefinite period; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman D’Angelo moved that the minutes to the fourth non-public session, on Public Employees, be sealed for a period of 90 days; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

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

Selectman D’Angelo moved that the minutes to the sixth non-public session, on Consideration of Legal Advice, be sealed for a period of 90 days; Selectman Buckley 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, June 29th, 2017.

Chairman Trask moved to adjourn the meeting; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 9:45pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary