

**Town of Chester
Board of Selectmen Meeting
Thursday, June 29th, 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 SNHPC – Andrew Hadik
Transfer Station Mowing
Emergency Management Storage
Roundtable
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:

Cass Buckley
Jack Cannon
Steve D’Angelo
Dick Trask

Selectmen absent:

Jeremy Owens

Members of the Public present, at various times:

Phil Gladu, Emergency Management Director
Andrew Hadik, Planning Coordinator
Bonnie Healey, Transfer Station Manager
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 7:02pm.

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 Appointment to SNHPC – Andrew Hadik

Andrew Hadik appeared before the Selectmen in order to be appointed as the Representative from the Town of Chester to the Southern New Hampshire Planning Commission.

The term of the former Representative, Janet Boyden, has expired and she did not wish to be reappointed; therefore, the Planning Board nominated Mr. Hadik. He formerly served as Planning Commissioner for the SNHPC for six years in the 1990s. The group meets ~once a month, in Manchester. They focus on items such as transportation infrastructure and DOT plans and recommendations, the review and approval of the Manchester Airport expansion, etc.; all part of the vetting process to receive federal funding.

Selectman D’Angelo moved to appoint Andrew Hadik as the Representative from the Town of Chester for a three year term to expire June 30th, 2020; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Owens absent; motion carried.

Chairman Trask also asked Mr. Hadik about an email that had been sent to the Selectmen, inviting them to attend the Wednesday, July 26th, 2017 meeting of the Planning Board where the SNHPC will be presenting a statewide program on Road Surface Management (SRSMS). Mr. Hadik explained that the University of Maine had originally developed software to guide municipalities in road maintenance. The SNHPC has been working with NH DOT and UNH T2 in order to roll this program out to local municipalities. Roads are ranked in order of work needed, DOT applies the costs, and the software helps the Town prioritize the work. It is hoped that the NH DOT will partially fund this program.

Vice-Chairman Cannon is loath to get involved with SNHPC, and asked what the difference would be between joining this program and the Town organizing its own Road Pavement Evaluation, as funded in the CIP. Mr. Hadik stated that whichever option was chosen, the work was unlikely to be completed before the end of this year’s paving season, and as a result, the Highway CIP funds will need to be used on roads already in the CIP. Engineering would not be needed for roads that only required wear course, and if a vendor could be found, work could begin right away. Selectman D’Angelo opined that this upcoming Fiscal Year, then, could be described as a ‘triage program’; Mr. Hadik agreed and stated that the ‘triage’ process was likely to continue for the next five years.

Mr. Hadik noted that after the study is complete, as one repairs roads that information goes into the software program; as a result, it is continually being updated and as such the study should continue to be useful.

Mr. Hadik departed the meeting at 7:15pm.

3.2 Transfer Station Mowing

Transfer Station Manager Bonnie Healey appeared before the Selectmen to discuss mowing at the Transfer Station.

Chairman Trask reported that this mowing had not gone out to bid for three years. He had asked John Dalrymple to look at the property to determine if he was able to cut it himself; Mr. Dalrymple reported back that it was too steep for him. The amount being paid is well under the bid threshold, and the Selectmen raised no objections to the current contractor continuing to mow the Transfer Station.

Selectman D’Angelo moved to authorize the current contractor to continue mowing the Transfer Station; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman Owens absent; motion carried.

Transfer Station Manager Healey departed the meeting at 7:19pm.

3.3 Emergency Management Storage

Emergency Management Director Phil Gladu appeared before the Selectmen to discuss purchasing a storage container for Emergency Management equipment.

His equipment, which consists of lighting towers, generators, etc., has been stored in an unused bay at the Fire Station; now that the Fire Department is getting a new utility truck, that bay is needed, and the equipment must be moved. He is interested in purchasing a 40’ shipping container, also known as a Conex Box. This Conex Box would be parked outside behind the Fire Station, behind the gas pumps, as access is guaranteed there. It should last ten years.

EMD Gladu has found one for ~\$3k; as there is only ~\$1,500 left in the Emergency Management budget, the vendor is willing to invoice half from this year’s budget and half from next. Vice-Chairman Cannon interjected that EMD Gladu should simply overspend his budget and pay for it all this year, as there appeared to be sufficient funds available in the budget.

Vice-Chairman Cannon wondered if it needed to be placed on an impervious surface; Selectman Buckley suggested that the Building Department be consulted before the Conex Box is placed on site. EMD Gladu agreed to consult Building Inspector Myrick Bunker.

On another topic, EMD Gladu wanted to confirm that the Selectmen had approved the Fire Department posting their soon-to-be-open position; they have.

Finally, EMD Gladu identified himself as the person who maintains the E-911 database for the Town; part of that system is the house numbers on the small reflectors on U-Channel posts. New house numbers must be placed into this database before Granite State Telephone can arrange for service. It was recently discovered that his back-up was former Fire Chief Richard Antoine, who has since left the Town’s employ. Fire Lieutenant Scott Newnan has agreed to take over the back-up position; the Selectmen signed the form that EMD Gladu provided to confirm their acceptance of this.

EMD Gladu departed the meeting at 7:28pm.

IV. Selectmen’s Business

4.1 Roundtable

Vice-Chairman Cannon:

- After hearing that the new tractor was delivered today, Vice-Chairman Cannon went to the garage to look at it. The garage was locked and he was unable to get inside; however, he did notice that there was quite a bit of trash around the sides and back as well as some broken windows. He would like this area cleaned up and repaired.

Selectman D'Angelo:

- He attended the meeting of the County Commissioners on Wednesday, June 28th; among other things, he learned that Towns can get in on bulk purchasing by the County for items such as salt, bark mulch, etc. If this includes oil and propane, this should be remembered when time comes to put heating fuel out to bid. Chairman Trask added that the County has had issues with Fire Dispatch, but that Police Dispatch is working well. Some changes have been made to policing procedures; arrestees need to be arraigned within 24 hours, and the discovery period has moved up as well.

Selectman Buckley:

- Nothing to report.

Chairman Trask:

- Town Counsel Diane Gorrow has asked that the Selectmen give permission for Assistant Assessor Packard to take records from the Selectmen's files when she complies with the subpoena she received from the Jackson case. The Selectmen had no objections.
- Maintenance Supervisor Tony Amato has received a contract from American Eagle to replace doors in the Police Department; these funds were raised and appropriated in the FY2016-2017 Fiscal Year, and must be encumbered. **Vice-Chairman Cannon moved to encumber \$5,285 from the CIP for replacement of doors in the Police Department; Selectman D'Angelo seconded the motion. The vote was four in favor with Selectman Owens absent; motion carried.**
- The Town has received an offer from Primex to lock in Workers' Compensation rates for three years. The Selectmen are not in favor of accepting this offer.
- An employee has requested to carry over vacation time. Vice-Chairman Cannon is not in favor of it, as per policy it is not permitted; however, Selectman Buckley stated that it should be determined on a case by case basis.
- The Town has received the final version of the Block 5 contract, which will cover PCs, telephones, software, etc. Unfortunately only the Exhibits were in the package to be signed, not the actual contract; Selectman Buckley would like to see the actual contract to determine what the payment schedule would be, among other things. **Selectman D'Angelo moved to approve the Block 5 contract with the caveat that suggested revisions are included; Chairman Trask seconded the motion. The vote was four in favor with Selectman Owens absent; motion carried.**
- The F-350 formerly belonging to the Fire Department was in need of ~\$2,200 worth of repairs. The mechanic was not expecting payment until next Fiscal Year, but as the budget is looking healthy, it will be paid this year.
- Police Chief Berube needed to purchase tires; the total cost was \$535, which is over the \$500 threshold that the Selectmen set on June 1st. As it was such a small amount over, Chairman Trask gave the Police Chief permission.

- The County Workers will be on site July 3rd and 4th, and will be supervised by TJ Eastman. They will be spreading bark mulch and painting the vestibule at Town Hall. The Selectmen were in favor of buying TJ his lunch along with the County Workers on those days.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:48pm.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, July 6th, 2017.

Selectman Buckley moved to adjourn the meeting; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Owens absent; motion carried.

The meeting was adjourned at 7:48pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary