

**Town of Chester
Board of Selectmen Meeting
Thursday, August 3rd, 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
Fire Department - New Member and Per Diem Position
Used Plow Truck Purchase
Transfer Station 20th Anniversary
Board and Committee Appointments
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Vice-Chairman Cannon 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
Jeremy Owens

Selectmen absent:

Dick Trask

Members of the Public present, at various times:

Greg Bolduc, Fire Chief
Ben Clark, Deputy Fire Chief
Hannah Leonard
Nancy Myette
Michael Oleson, Road Agent
Penny Williams, Tri-Town Times
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Vice-Chairman Cannon led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions and Deletions

Vice-Chairman Cannon requested three non-public sessions: two on Reputation and one on Pending Litigation.

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. Vice-Chairman Cannon urged all members to read the minutes and indicate their approval.

2.2 Items for Signature

Vice-Chairman Cannon noted that in the signature folder there are three requests from employees for vacation time, and an invoice from DuBois & King for a culvert evaluation on Shattigee Road. Road Agent Oleson stated that the culvert work would begin in September.

III. New Business

3.1 Introduction of New Member, and Per Diem Position – Fire Chief Bolduc

Fire Chief Bolduc appeared before the Selectmen along with Deputy Fire Chief Clark and Hannah Leonard, a former Explorer who will be joining the Fire Department as a call member.

Ms. Leonard graduated from Pinkerton this year, and is already certified as an EMT; she is waiting for her provider’s license. She currently works as an EMT at Canobie Lake Park. She will be attending college in Manchester and continuing to live in Chester.

Fire Chief Bolduc explained how new Fire Department members are trained. Each one receives a Probationary Manual to familiarize themselves with Department equipment, policies, etc. They also attend “Recruit School” once a week for six months. Once they have proved their competence, they enter into a probationary period which can run anywhere from three months to a year. During that year, they must enroll in a Certification Program. Finally, when they begin going out on calls, they are paired up with a veteran member of the Department.

The Selectmen welcomed Ms. Leonard; she departed the meeting at 7:09pm.

Fire Chief Bolduc then raised the idea of a “per diem” position for the Fire Department, strictly to be used when a full-time firefighter calls out sick or goes on vacation and no call members are available to cover the open shift. A Per Diem firefighter would have to be fully certified, having completed Fire I, Fire II, EMT Training, and hold a CDL. He currently has two people in mind for this position – former full-time Firefighter Jason Coulter, and another former member who currently works as a Paramedic in Derry – and would not expect to have more than five persons on his list. There is currently not a “per diem” line in the budget.

As there will be an approximate twelve week gap between Mr. Coulter’s resignation and the hiring of a new full-time firefighter, Fire Chief Bolduc estimates that \$11,318 will be available to pay these per diem firefighters this year. Only eight weeks of coverage is estimated to be needed each year, and at \$17/hour, this would total \$5,541 and go un-noticed in this year’s budget.

Vice-Chairman Cannon stated that this position could be considered a part-time employee, and opined that this would be a significant change to the Fire Department. He asked what their bylaws would say about it; Fire Chief Bolduc stated that there would need to be an amendment. Selectman Buckley spoke in opposition, stating that Building Inspector Myrick Bunker was available for coverage. He stated that this was a change in the level of service being provided to the Town, and Vice-Chairman Cannon added that that sort of change should be discussed at Town Meeting.

Deputy Fire Chief Clark asked if it would be possible instead to pay call members more. As it stands, call members who cover an open shift have to take a vacation day from their full time job, and they are reimbursed at \$12/hour. Perhaps if the pay was higher, there might be more willingness by the call members to cover an open shift. Fire Chief Bolduc demurred, stating that bringing call members up to parity would cost the town ~\$10k annually; the per diem position would be closer to ~\$5k, and only if a per diem firefighter was actually used. Call members would always have the first chance to cover an open shift.

Selectman Owens asked if the per diem position could be considered a non-employee; Selectman D’Angelo stated that they could be contractors. Fire Chief Bolduc is not in favor of them being contractors, due to potential insurance issues. He asked if it would be possible to increase the amount paid to call members only when covering open shifts, perhaps \$5/hour or \$40/shift. He stated that he simply wanted to be sure the Town was protected at all times.

No decision was made; Selectman D’Angelo will contact Town Counsel Diane Gorrow to discuss this issue. Fire Chief Bolduc will be asked to return to a BOS meeting in a week or two to discuss it again.

Fire Chief Bolduc and Deputy Fire Chief Clark departed the meeting at 7:40pm.

3.2 Purchase of Used Plow Truck via CIP - Road Agent Oleson

Road Agent Oleson appeared before the Selectmen to discuss various Highway Department issues.

He informed the Selectmen that the Highway Department had received seven *Request for Action* forms about deteriorated trees, and that the Highway Department was currently involved in the cutting of these trees as well as others that were adjudged to be a hazard to residents. They are also mowing, cold patching, chipping, and shoulder leveling.

He is now in possession of a 2002 Sterling Class 8 6-wheeler truck with plow and sander, the purchase of which was authorized via Warrant Article #8. He previously owned this truck from when it was new until 2014, when he sold it to a person who used it to plow for the Town. This person cannot afford the insurance needed to continue plowing with it, and is selling it to the Town. He will continue to plow for the Town with this truck, but it will belong to the Town.

It has been serviced at the previous owner’s expense; it has a new clutch, a new flywheel, and new front tires. It should last for another 4-5 years. There are ~47k miles on it; a new truck of this sort retails for \$195k.

Finally, Chairman Trask had asked him to get quotes for paving. He solicited pricing from a long-time vendor, and believes that between the \$250k of the CIP funds granted via Warrant Article #10 and the ~\$122k that is coming from the State via SB38, he would be comfortable spending \$350k and should be able to crack fill and wear course a number of roads that can be saved. Some drainage issues may need to be handled beforehand.

Vice-Chairman Cannon was in favor of this work, stating that the Town has touted the CIP to the

residents and should show them where that money is going.

Selectman D’Angelo moved to spend up to \$350k on shimming, paving, wear coursing, and shoulder leveling on roads chosen by Road Agent Oleson; Vice-Chairman Cannon seconded the motion.

Selectman Buckley is opposed to this action, stating that no money should be spent until the Road Pavement Evaluation as specified in Warrant Article #8 is complete. Selectman D’Angelo disagreed, stating that the Evaluation may not be done until next Spring. Road Agent Oleson added that should he wait a year to do roadwork, roads that can be saved by a wear course at \$125k per mile will likely need to be reclaimed at \$400k per mile. If he had had control over the process, he would have reclaimed one road and wear coursed others with the available funds, but as the Planning Board was in charge of the CIP, he needed to follow their instructions. However, he added that should the Selectmen decide against paving, he will simply leave the money in the bank and do no roadwork this year.

The question was called. **The vote was three in favor with Selectman Buckley opposed and Chairman Trask absent; motion carried.**

Selectman Buckley asked why this project was not going out to bid. Road Agent Oleson responded that firstly, he has difficulty getting vendors to bid on his projects, as too often the Town votes down roadwork and the vendor has wasted his time creating the bid. Secondly, due to the fact that DuBois & King would have to write an RFP, there would be no time to get work done before the window of good weather – which is the middle of September – is closed. He is certainly willing to go out to bid next year.

Road Agent Oleson will call the paving company tomorrow morning to get on their schedule. He departed the meeting at 8:09pm.

3.3 Transfer Station 20th Anniversary

Selectman Buckley, as liaison to the Transfer Station, stated that this year is the Transfer Station’s 20th Anniversary. They would like to have a celebration at the Transfer Station on Saturday, September 16th, with light refreshments, spending perhaps \$300. There is no line in the Transfer Station’s budget to cover this, but the Executive Budget has a miscellaneous line that could be used for that small expenditure. The Selectmen were in favor of this.

3.4 Board and Committee Appointments

Selectman D’Angelo has reviewed the Town’s Boards that fill their open positions via appointment, and has discovered that there are many Board members whose terms have expired, or who were not appointed with a term expiration date. He would like to spend the next 30 days encouraging people to step up and volunteer to fill open positions, and to make sure that the Town is conforming to the RSAs. Selectman Buckley countered that the Town’s problem tends to be not enough volunteers.

Vice-Chairman Cannon suggested that all Chairs be contacted and advised that if they or their members are not properly appointed, they should arrange to come in front of the Board of Selectmen for reappointment. He believes that members who are not properly appointed should not be making decisions that might affect the Town, especially not on quasi-judicial boards.

BOS AA Doda will contact all chairs of appointed boards as Vice-Chairman Cannon directed. Any open positions should be advertised on the Town’s webpage as well as on the cable television station.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Buckley:

- Nothing to report.

Selectman Owens:

- Nothing to report.

Selectman D’Angelo:

- He recently signed off on an invoice from Lowe’s for \$6,500, which was apparently partially for supplies to build a walkway from the soccer field to the skateboard park. He would like to know who authorized this work, whether or not a building permit was pulled for it, how long it was expected to last, and whether it was constructed with quality materials and workmanship. Selectman Buckley will speak to Building Inspector Bunker about this; Selectmen should visit it.

Vice-Chairman Cannon:

- The Town Clerk’s office has an air conditioning/dehumidifier system in the vault where records are kept; it is not functioning well. Town Clerk Newnan received a quote of ~\$1,600 to repair it, or ~\$15,000 to replace it in kind. She then spoke with a local contractor who stated that he could replace it with a different sized unit for \$4,350. Maintenance Supervisor Amato will be asked to determine whether or not the \$4,350 unit would be suitable for the vault’s needs, and also to determine if the \$1,600 for repairs would allow the existing unit to work until money can be appropriated in next year’s budget to replace it.
- A letter was received from the DRA stating that the Town had performed the statistical revaluation update in a proper, transparent fashion and according to the RSAs.
- A letter was received from the DOT stating that the Highway Block Grant for the next Fiscal Year is estimated to be \$144,253.92.
- The State is expecting to distribute surplus funds via SB38 to each Town for roadwork. The amount being granted to Chester is \$122,044.18. As it is over \$10,000, the Selectmen need to hold a Public Hearing before they may accept it. **Selectman D’Angelo moved to hold a Public Hearing to accept the SB38 funds on Thursday, August 17th, 2017; Selectman Buckley seconded the motion. The vote was four in favor with Chairman Trask absent; motion carried.**
- As the lease for the Spring Hill Farm tenants expires on August 31st, Maintenance Supervisor Amato will be asked to begin the process to engage contractors now to arrange for fire and security alarms, which will include doors, windows, and motion detectors. These alarms would ideally be installed September 1st. The Tenants should be given 48-hours’ notice and should be treated sensitively and with every courtesy.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 8:28pm.

4.3 Non-Public Sessions

Vice-Chairman Cannon moved that the Board go into non-public session under RSA 91-A:3 II (c) Reputation for two items, and (e) Pending Litigation for one item; Selectman D’Angelo seconded the motion. The vote was four in favor with Chairman Trask absent; motion carried.

The meeting room was closed at 8:30pm.

The meeting room was re-opened at 8:47pm.

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

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

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

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, August 10th, 2017.

Vice-Chairman Cannon moved to adjourn the meeting; Selectman Owens seconded the motion. The vote was four in favor with Chairman Trask absent; motion carried.

The meeting was adjourned at 8:49pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary