

**Town of Chester
Board of Selectmen Meeting
Thursday, September 21, 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
Updating Town Facility Usage Agreements
Maintenance Update & Fuel Bids
Selection of Virtual Towns & Schools as Town's new Website Provider
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Trask called this meeting of the Chester Board of Selectmen to order at 7:00 pm on Thursday, September 21, 2017.

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:

Tony Amato, Maintenance Supervisor
Jim Headd, Republican Candidate for HOR special election
Nancy Myette
Corinna Reishus, Recreation Director
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

Selectman Buckley added one public session to recap Spring Hill Farm's 9/20 meeting
Selectman Buckley added one non-public session on Spring Hill Farm under NH RSA 91A:3II (e)
Vice-Chairman Cannon added one public session concerning this morning's dismissal of the Kurowski lawsuit against the town by the NH Supreme Court.

1.5 *Public Comments*

Chairman Trask acknowledged Jim Headd and invited him to speak concerning his republican candidacy for the special election to the House of Representatives on Tuesday, September 26th, 2017. Mr. Headd is Select Chair of the BOS in Auburn, NH, has served on their budget committee, and has volunteered with coaching and scouts.

Chairman Trask asked Mr. Headd about his experience as a Select Chair in Auburn and if he found there to be any disconnect between the state and local levels. Mr. Headd advised that he did not feel there were. There are two options to keep communication open, which are walking into the office and calling the secretary to make an appointment to come in and talk.

Chairman Trask and the BOS thanked Mr. Headd for coming in and Mr. Headd departed the meeting at 7:05 pm.

Chairman Trask asked if there were any other public comments and hearing none, closed the public comment session at 7:06 pm.

II. Old Business

2.1 *Approval of Minutes – Tabled*

Chairman Trask urged all members to read the minutes and indicate their approval.

2.2 *Items for Signature -*

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

III. New Business

3.1 *Updating of Town Facility Usage Agreements – Corinna Reishus, Recreation Director*

Chairman Trask acknowledged Recreation Director Reishus who appeared before the Selectman to discuss usage agreements of the Town's facilities and their respective insurance coverage requirements. Recreation Director Reishus stated that she had taken courses last year regarding mitigation of the insurance liabilities to the municipality and their user agreements. She explained that when a group wants to make use of a town facility, they must provide all of the following, if applicable:

1. Certificate of Insurance
2. Deposit
3. Rental Fee

She would like to update this year's facilities requirement list and schedule all of the facilities the town handles that she controls. Recreation Director Reishus stated that she looked at a number of vendors, price-point wise, including Open Source, a local group in Portland, from a functionality prospective. Selectman Buckley inquired as to the cost per user which he imagined was a few hundred dollars.

Recreation Director Reishus stated that she would like to return for a non-public session under NH RSA91-A:3, II (c) Reputation, to discuss the two groups that have not submitted insurance coverage, waived for them in the past. Recreation Director Reishus departed the meeting table and returned to the Public.

3.2 *Maintenance Update & Fuel Bids*

Chairman Trask acknowledged Maintenance Supervisor Tony Amato, who appeared before the Selectmen to discuss bids for the town's fuel service provider and to update areas of concern in his day to day maintenance of town's property.

Fuel Bids

Maintenance Supervisor Amato provided the Selectmen with a list of four potential contractors and their prices, for which Palmer Gas & Oil was deemed to be the lowest bid. Selectman D'Angelo stated that he had a problem with any provision of a discount to town employees which might be misconstrued as an incentive to accept their bid over others. This concern was further discussed by the Selectmen to determine whether accepting the discount is appropriate. Chairman Trask advised that whether or not a discount is provided to employees, it is not a deciding factor and immaterial to the selection of the lowest bid, which this is.

Vandalism, Repairs & Security

Maintenance Supervisor Amato advised that on his routine property inspections on Monday morning he discovered vandalism had occurred at Wason Pond sometime after 8 pm Sunday night, with portable toilets knocked down and damage to the fence, which have been restored by the vendor and repaired by maintenance, respectively. Vandalism is an ongoing problem and he hopes that the security cameras have been or will be installed soon. The inmates have finished the barn roof and flashing, took down the chimney on the maintenance garage for him, and patched the hole and fascia board on the garage hip roof. Selectman D'Angelo asked about the driveway. Maintenance Supervisor Amato explained that he was attending to that with Road Agent Oleson's help, with hot patch, and compacting which should hold it for the winter and can be finished under next spring or summer's budget.

Chairman Trask agreed that it was a good idea to wait and see how the winter's snow removal budget holds out before committing to anything more right now. Selectman D'Angelo stated that the pothole had been a huge concern with it freezing up, and becoming slippery. Maintenance Supervisor Amato advised that Road Agent Oleson had told him the workers don't like to plow there because of the raised edge doing damage to the plow blades. Maintenance Supervisor Amato advised that the snow blower had worked well, allowing him to get the snow up and over the tanks.

Maintenance Supervisor Amato stated that he was pleased with the discount that the town received from *Lowes* concerning the bridge repairs at Wason Pond; they had saved about \$500.

Insulation – Police Department Tech Support Room

Maintenance Supervisor Amato advised that he has been working on completion of insulating an area at the police department for their technology room. Selectman Buckley inquired as to why an air-conditioned police department would need insulating to protect the equipment, was there a logical reason? Could he consult the Chief on that?

Special Election - Tuesday

Maintenance Supervisor Amato advised that he has been preparing to set up for the Special Election on Tuesday and will have everything ready to go by Monday, at which time the room will be sealed off. He has braced some of the partitions with new angle brackets.

300th Anniversary Committee – Daffodils planting

Maintenance Supervisor Amato stated that Jean Methot would like to know when the inmates can return to help with planting the daffodils - end of September or beginning of October. Selectman D'Angelo advised that it has to be cool enough.

Winterization

Maintenance Supervisor Amato advised that he will begin winterizing properties shortly which include the cottage, Spring Hill Farm when possible, the playground water fountains, and the sink inside of the store. The heating systems have been tuned up and are ready to go.

Selectman D'Angelo motioned to accept vendor #1, Palmer Gas/Ermer Oil, as the Town's heating

fuel provider from October 1st, 2017 through June 30th, 2018 for propane at \$1.28/gal and oil at \$1.949/gal; Selectman Owens seconded his motion. The vote was unanimous in the affirmative; motion carried.

The Board thanked Maintenance Supervisor Amato, who departed the meeting at 7:30 pm.

3.3 Selection of Virtual Towns & Schools as Town's new Website Provider

Selectman Owens addressed the board concerning the town's potential selection of *Virtual Towns & Schools* as the town's new website provider. Chairman Trask stated that IT had charged us \$700 to bring the system back up. Vice-Chairman Cannon asked if this was in the budget. Chairman Trask advised that they had \$1,500 and there is now \$500 left. Selectman Owens stated that there would be more guarantees and back-ups with this company. Selectman Buckley likes the employee training. Selectman D'Angelo asked how soon this would be up and running if the Board voted to accept this contract at tonight's meeting.

Selectman D'Angelo motioned to accept Virtual Towns & Schools proposal; Vice-Chairman Cannon added that if we can pay for it spread it out over two years. Selectman Buckley seconded his motion. The vote was unanimous in the affirmative; motion carried.

3.4 Non-Public Sessions

Chairman Trask moved that the Board go into non-public session under RSA 91-A:3 II (c) Reputation and RSA 91-A:3 II (e) Pending Litigation; Selectman Buckley seconded the motion. The Vote was unanimous in the affirmative. Motion carried.

The meeting room was closed; Recreation Director Reishus remained in the room.

Recreation Director Reishus departed the meeting at 8:15 pm.

The meeting room was re-opened at 8:45 pm.

Selectman D'Angelo moved that the Board come out of non-public session; Selectman Buckley seconded his motion. The vote was unanimous in the affirmative; motion carried.

Selectman D'Angelo moved that the minutes to the two non-public sessions be sealed for an indefinite period. Selectman Buckley seconded his motion; motion carried.

3.5 Spring Hill Farm

Vice-Chairman Cannon asked if there had been any proposals received for security at Spring Hill Farm. Chairman Trask stated that he had received a few. Maintenance Supervisor Amato stated that there were funds for 90% of it under the budget.

Selectman Buckley asked what the plan was to winterize Spring Hill Farm. Maintenance Supervisor Amato advised that the water and hydrants would be secured. Selectman Buckley advised Maintenance Supervisor Amato not to do anything to shut off the water without first talking to the BOS because the cow will need to be fed and watered over the winter.

Selectman Buckley stated that he had attended the Spring Hill Farm Trustees meeting on September 20th. There are some beams and boards they had Dick Lewis cut for the barn repairs which need to be stored indoors.

Selectman Buckley stated that they would like to develop a new management plan with the trustees that would be different due to differing circumstances, and wants to work with the trustees who know the history of the farm and build that relationship. Selectman Buckley would like to see a process developed to deal with bids, he has interested parties and would like to have a stakeholders meeting and a working session that would be open to the public but not to public comment. Selectman Buckley would like to see things handled so that one use

does not prevent another potential use, such as with the maple syrup tapping that was recently approved. Selectman Owens would like to see the townspeople come out and know it's available and have clear hiking trails. Selectman D'Angelo pointed out that there are other towns that have likewise inherited farms and is going to visit Mont Vernon who has a town-wide barbecue once a year with the townspeople and activities that share its history with horses and sleigh rides etc.

3.6 *Kurowski lawsuit*

Vice-Chairman Cannon announced that he had received notice this morning from the attorneys that the NH Supreme Court has dismissed the Kurowski lawsuit, which was the child who was hurt by the rope-swing at Wason Pond recreation area. The finding was that there was no liability because of the fact that the town does not charge fees of any kind for use of the recreational area, including parking.

IV. Roundtable

Vice-Chairman Cannon:

- advised that the Board had received a letter of resignation dated September 14, 2017 from the Zoning Board of Adjustment's administrator, Janet Boyden. Vice-Chairman Cannon stated, and everyone present concurred, that Ms. Boyden had done a great job and had been with the town's ZBA for well over 20 years. Chairman Trask advised that it had been more like 23 years. **Vice-Chairman Cannon motioned to accept Ms. Boyden's resignation; Selectman D'Angelo seconded his motion. The vote was unanimous in the affirmative; motion carried.**
- advised that he attended the Zoning Board of Adjustment meeting on Tuesday and that the attorney for the owner of the Center Scoop Ice Cream business has asked for an extension of the temporary certificate of occupancy which expires on October 29th. Vice-Chairman Cannon stated at that meeting that he would not be opposed to an extension until next year, should progress be shown to address the life, health and safety issues. Their attorney will return to appear before the ZBA on October 17th.

Chairman Trask:

- advised that there would be a Special Election on Tuesday, September 26, 2017 from 7 am to 7 pm at the MPR. Chairman Trask urged all members to sign up to be there.
- advised that there would be a Public Hearing of Health Insurance Trust on October 3, 2017 at 9:30 at the Gilford Multi-purpose Room concerning providers for the town.
- advised that there will be a 50th Anniversary for the *Center for Life Management*, if anyone wants to attend that.
- advised that there are 30 copies available of the new Hazard Mitigation Plan.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, September 28, 2017 at 7:00 pm at the Meeting Room.

Selectman D'Angelo motioned to adjourn the meeting; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 8:45 pm.

Respectfully submitted,

Nancy J. Hoijer, Recording Secretary
Edited by Debra H Doda, BOS AA