

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 5<sup>th</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  
Tax Software Proposal  
Salt Shed Roof  
Non-Public Session, Employment  
Budgets  
Genesis Woodworking Proposal  
Roundtable  
Non–Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:01pm.

*1.2 Roll Call*

Selectmen present:

Jack Cannon  
Joseph Hagan  
Stephen Landau  
Dick Trask

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Mike Bobinsky, Director of Public Works, Somersworth  
Erin Newnan, Town Clerk  
Michael Oleson, Road Agent  
Joanne Smith, Finance Director

*1.3 Pledge of Allegiance*

Chairman Landau led the attendees in the Pledge of Allegiance.

*1.4 Chairman’s Additions and Deletions*

Agenda item *3.6 Proposed Non-Public, Public Employees* with Fire Chief Bolduc has been cancelled.

*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 previous weeks’ meeting minutes is in the signature folder.

**III. New Business**

*3.1 Introduction of Mike Bobinsky*

Mr. Bobinsky, who is the director of Public Works in Somersworth, is working with Alan Gould of MRI to create a report on a possible transition from an elected Road Agent to a Department of Public Works.

He has been and will be speaking with the Selectmen and various elected officials and employees to gather the necessary information. His report is expected to be ready in February.

Mr. Bobinsky departed the meeting at 7:05pm.

*3.2 Tax Software Proposal – Erin Newnan, Town Clerk/Tax Collector*

Town Clerk Newnan appeared before the Selectmen to discuss the potential purchase of new tax collection software.

Town Clerk Newnan has discovered problems and deficiencies in BMSI, the software that is used for both Tax Collection and Assessing. These issues include inaccurate and inflexible reports, confusing bills, and lack of support. As a result, she consulted with the Assessing office and other Tax Collectors, and then met with two vendors for software that comes highly recommended – Interware and Avitar.

Her preference was for Avitar, which not only works for Tax Collection, Motor Vehicles, and Assessing, but also has a module for the Building Inspector. There would be a cost for conversion as well as support and licensing; these costs should be budgeted for in the IT Department budget.

Insofar as the Building Inspector is concerned, using this software for issuing building permits would mean that taxes could be collected on a property much sooner than with the current process. The Selectmen would like Building Inspector Bunker to come before the Board in order to discuss the purchase of this module of the software.

She also reported that the State DMV is planning an upgrade, and expects to be down completely on February 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>, 2017. This is the weekend that includes the third Saturday, when the Town Clerk’s office is normally open; the open Saturday will need to be moved. She plans to put notices in renewal letters, and asked Chairman Landau to announce it during BOS meetings. This information will also be placed on the Town Sign.

Town Clerk Newnan departed the meeting at 7:15pm.

*3.3 Salt Shed Roof and Proposed Non-Public*

Road Agent Oleson appeared before the Selectmen to discuss the need to budget for a new roof on the Salt Shed.

This roof, which was put on in December 2003, is failing, with shingles lifting up, and one half will definitely begin to leak soon; the other half should last another year. Road Agent Oleson has had problems with this particular brand of shingles, IKO, before. It cannot be patched.

It is estimated that the cost to replace the entire roof is ~\$15k; this can be done over a two year period or all at once, but at least one half should be done this summer.

Road Agent Oleson also has a topic to be discussed in non-public session.

**Selectman Hagan moved that the Board go into non-public session under RSA 91-A:3 II (b) Employment; Vice-Chairman Trask seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting room was closed at 7:20pm.

The meeting room was re-opened at 7:35pm.

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

**Vice-Chairman Trask moved that the minutes to the non-public session, on Employment, be sealed for a period of one (1) year; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

Road Agent Oleson departed the meeting at 7:35pm.

### *3.4 Budgets*

Finance Director Smith appeared before the Board to discuss the budgets for the Departments that she manages. At this point, with almost all Departments having submitted their requested budgets and before discussions begin, there is an estimated overall increase of 8.6%.

#### *3.4.1 Finance*

Melanson Heath’s quoted fee for the audit has increased from \$17k to \$17.5k. Chairman Landau asked if the job should be put out to bid. Finance Director Smith advised against it, noting that not only does she consult with them all year long, but that there are very few municipal auditing firms in New Hampshire. She added that when another municipality had gone out to bid recently, Melanson Heath’s bid proved to be the lowest. She would suggest waiting another few years before going out to bid again. This budget’s overall increase is 0.38%.

#### *3.4.2 Insurance*

All lines in the Insurance budget are down for a total reduction of 9.81%.

#### *3.4.3 Ad & Regional Associations*

These lines are based on contracts submitted to the Town; there is a total increase of 8.85%.

#### *3.4.4 Legal*

The Legal line is usually set at \$75k. FY 16-17 was higher, due to staffing changes that will no

longer be applicable. Finance Director Smith had planned to reduce the line back to \$75k, but received a letter from George Sansoucy which suggested that his fee for this Fiscal Year will be \$5k, so she raised it to \$80k, and asked for the Selectmen’s input.

Chairman Landau plans to speak to Town Counsel about the utility lawsuits (for which Mr. Sansoucy is an expert witness) to see where they think the lawsuits will be during next Fiscal Year. Selectman Cannon wants to be sure that there are no anticipated legal issues that might impact the budget. It will be left at \$80k for the time being, which is a 34.63% decrease over last year.

#### *3.4.5 Debt Service*

Debt Service currently covers principal and interest for the Skid Steer (2017), the Fire Station (2018), the Plow Truck (2019), and the Quint (2020). This budget has an overall reduction of 0.98%.

#### *3.4.6 Trustees of Trust Funds*

Fees are based on a percentage of the assets managed, and are paid by the interest generated. This budget has an overall increase of 109%.

There was also some discussion about where to place the COLA lines. The Police Department employees are calculated separately from the other employees; Vice-Chairman Trask opined that the COLA figure for the Police Department should be in their own budget in order that the Police Chief can better manage his expenditures. Chairman Landau countered that having them both in the Executive budget would ensure that those funds remain earmarked for COLA only, and not unwittingly viewed as part of the Police Department’s bottom line. A compromise was reached; COLA will be in the Executive budget, but on two separate lines.

#### *3.5 Genesis Woodworking Proposal*

Chairman Landau reminded the Board about the Department of Labor inspection from June 2016, where a small number of deficiencies were identified and promptly rectified. The only issue that has yet to be fully addressed is their request for “workplace violence prevention”, which will involve the construction of barriers of some sort to separate the public from the employees. It was suggested that “Dutch Doors” be installed, but the building, which was built in 1948, has metal door frames; removing them would disturb asbestos in the walls. A more recent suggestion, for which a local contractor has submitted a proposal, is to build “knee walls”. All solutions will involve quite a bit of money, which is not available in the current Fiscal Year’s budget; however, it is essential that employees be protected. Funding can be requested in the next Fiscal Year’s budget, or the work can be put into the CIP.

After some discussion, it was suggested that the Board of Selectmen’s Office, being on the ‘front lines’, be the first to be amended, with the Bookkeeper’s Office and the Finance Office following. A sketch will be requested from the contractor.

Finance Director Smith departed the meeting at 8:05pm.

### **IV. Selectmen’s Business**

#### *4.1 Roundtable*

*Selectman Cannon:*

- Nothing to report.

*Vice-Chairman Trask:*

- There was an issue with the Fire Department’s external website this week. A new IT Policy should be drafted, and include the caveat that no Department may have an external website.

*Selectman Hagan:*

- Nothing to report.

*Chairman Landau:*

- Nothing to report.

#### *4.2 Public Comment*

As there were no members of the Public in attendance, Public Comment was closed at 8:06pm.

#### *4.3 Non-Public Sessions*

**Vice-Chairman Trask moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees; Selectman Hagan 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 8:23pm.

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

**Chairman Landau moved that the minutes to the non-public session, on Public Employees, be sealed for an indefinite period; Selectman Hagan 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, January 12<sup>th</sup>, 2017.

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

The meeting was adjourned at 8:23pm.

Respectfully Submitted,

Debra H. Doda

Recording Secretary