

**Town of Chester
Board of Selectmen Meeting
Thursday, January 12th, 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
Roundtable
Budgets
Department of Labor Safety Inspection Solutions
Opening of Non-Public Session Minutes
Appointment to the Conservation Commission – Aaron Hume
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 7:02pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Jack Cannon
Joseph Hagan
Stephen Landau
Dick Trask

Members of the Public present, at various times:

Kathy Burke, Supervisor of the Checklist
Dianna Charron, Supervisor of the Checklist
Leslie Packard, Supervisor of the Checklist
Penny Williams, Tri-Town Times

1.3 Pledge of Allegiance

Chairman Landau 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 7:05pm.

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 Budgets:

3.1.1 Supervisors of the Checklist

Ms. Burke, Mrs. Charron, and Mrs. Packard appeared before the Selectmen to discuss their budget.

This budget request’s bottom line is \$10,000, a reduction of 41.76% from last year’s budget. This is due largely to the fact that there are only two elections in the upcoming Fiscal Year – Town Election on May 9th and Town Meeting on May 13th – there are no state or federal elections scheduled.

As a result of this decrease, it was deemed a good year to replace the voting machine tabulator at a cost of \$1,700, as it is over a dozen years old and showing its age.

This year, “Libertarian” will be added to the registration system so now voters have four options for party affiliation: Republican, Democratic, Libertarian, and Independent.

The Supervisors are in need of additional ballot clerks. The only requirement is that one be 18 years of age and a registered voter in the Town of Chester. They are especially interested in attracting younger residents who might in the future run for a Supervisors of the Checklist position, and with only two Town election events this year, this is a good year to train.

The Supervisors of the Checklist departed the meeting at 7:15pm.

3.1.2 Executive

This budget request’s bottom line is \$87,870, an increase of 157.31% from last year’s budget.

The bulk of the increase is due to Salary Pool (01-4130-1-998), which showed \$0 last year and \$57,220 this year. The Selectmen queried why it was under Executive; would it not be more appropriate under Benefits?

Chairman Landau suggested increasing the line for Security (01-4130-1-997), which is currently set at \$1, in order to address items raised by the Department of Labor at their safety inspection in June of 2016. Selectman Cannon suggested that the Government Buildings section would be more appropriate; Maintenance Supervisor Amato will be asked to develop estimates and add funding to his budget.

3.1.3 Executive - TA

This budget request’s bottom line is \$72,952, a reduction of 8.19% from last year’s budget.

The Selectmen asked about the line for Town Report (01-4130-3-550), which is 38% less than last year’s request. The reasoning for this is that a reduction has been made in the number of

large books printed due to the production of the small books and a large overage of the large books from last year. The large books are only available to be picked up and will not be mailed, whereas the mailing of the small books costs less in postage (01-4130-2-625), so that line has also been reduced. The Selectmen also asked about the difference in cost between coil bound and perfect bound large books; BOS AA Doda will contact the printer to confirm what any difference might be.

3.1.4 Welfare – Direct and Intergovernmental

Direct

This budget request’s bottom line is \$13,900, a reduction of 27.98% from last year’s budget.

Changes to lines in this budget are based on actual spending over the past three years.

Intergovernmental

This budget request’s bottom line is \$4,512, an increase of 3.44% from last year’s budget.

Line 01-4444-1-200 (WR IG Meals on Wheels) has increased 23% due to that agency’s request for increased funding. The agency provided over a thousand meals to Chester residents in the past year and the Selectmen had no objection to the increase.

3.1.5 Health Agencies

This budget request’s bottom line is \$28,050, an increase of 5.45% from last year’s budget.

The Selectmen queried the increases on 01-4419-1-351, WR Center for Life and 01-4419-1-361, WR Seacoast Child Advocacy; these are based on an increase in services provided to the Town of Chester over the past few years.

3.1.6 Landfill

This budget request’s bottom line is \$11,615, an increase of 27.43% from last year’s budget.

Line 01-4325-1-100, Monitoring Wells, has increased by 37.79% and the accompanying proposal is not clear as to why. Nobis should be contacted.

3.1.7 Cemeteries

The Village Cemetery Trustees were not in attendance at tonight’s meeting, and the Selectmen would like an explanation on some of their lines. Chairman Landau will ask them to attend another meeting and this budget will be addressed at that time.

The tab for Great Hill Cemetery is empty; where is their budget? They do handle most of their expenses through their own funds, but the Budget Synopsis shows a request for \$100.

3.2 Department of Labor Safety Inspection Solutions

The topic of workplace violence prevention has been discussed many times since the Department of Labor (DOL) visited in June of 2016, and many options have been raised and discarded. A discussion at today’s Joint Loss Management Committee meeting resulted in a suggestion to install “knee walls” or countertops at the mouth of each of the two hallways, with a telephone which would be used to dial the

employee the visitor is there to see.

Much discussion ensued about the need for any modification. It is unclear whether this is a requirement or simply a request from the DOL, what their intention is, and what will happen if the Town does nothing. Modifications of any kind will be expensive, and there is no funding available in this year’s budget. If the DOL is not willing to assist in funding, this could be considered an unfunded mandate.

Town Counsel Gorrow should be asked to look at correspondence sent from the DOL to Police Chief Berube to determine the Town’s next steps.

3.3 Opening of Non-Public Session Minutes

Each week the Selectmen will open five (5) sets of minutes from non-public sessions, starting from the oldest available, and decide whether or not they should be resealed or left unsealed. This will be done in non-public session.

3.4 Appointment to the Conservation Commission – Aaron Hume

Vice-Chairman Trask moved to appoint Aaron Hume to the Conservation Commission for a three-year term; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Cannon:

- Nothing to report.

Selectman Buckley:

- Nothing to report.

Vice-Chairman Trask:

- Nothing to report.

Selectman Hagan:

- Nothing to report.

Chairman Landau:

- Police Chief Berube has drafted an update to the Town’s Sexual Harassment policy at the direction of our new insurance company, Primex. This draft was sent to Town Counsel Gorrow who responded with some changes. All Selectmen should read over this document and be prepared to discuss it next week.
- Shawn Patenaude of Dubois & King has spoken with Busby Construction and they have agreed to generally honor the bid of \$82,805 they submitted for the Edwards Mill Dam Work, Phase II, with a small increase of \$4,040 to reflect cost increases since 2014, for a total of \$86,845. (\$99,315 was raised and appropriated at the 2016 Town Meeting.) They plan to start work in June or July unless water flow can be controlled earlier in the year. Selectman Cannon wants to be sure that the previous contractor has no unsettled claims.

Chairman Landau moved to proceed with Busby Construction to finish up the Edwards Mill Dam; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; motion carried.

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 and (c) Reputation; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 8:04pm.

The meeting room was re-opened at 8:14pm.

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

Chairman Landau moved that the minutes to the first non-public session, on Public Employees, be sealed for a period of one (1) year; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

Vice-Chairman Trask moved that the Non-Public Session minutes from November 24th, 2003 be resealed for an indefinite period; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Cannon moved that the Non-Public Session minutes from January 12th, 2004 be resealed for an indefinite period; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; motion carried.

Vice-Chairman Trask moved that the Non-Public Session minutes from February 2nd, 2004 be left unsealed; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

Vice-Chairman Trask moved that the Non-Public Session minutes from February 9th, 2004 be left unsealed; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.

Vice-Chairman Trask moved that the Non-Public Session minutes from February 23rd, 2004 be resealed for an indefinite period; Selectman Cannon 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, January 19th, 2017.

Vice-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 8:16pm.

Respectfully Submitted,
Debra H. Doda, Recording Secretary