

**Town of Chester  
Board of Selectmen Meeting  
Thursday, January 26<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  
Roundtable  
Budgets  
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 (arrived 7:06pm)  
Jack Cannon  
Joseph Hagan  
Stephen Landau  
Dick Trask

Members of the Public present, at various times:

Aaron Berube, Police Chief  
Janet Boyden, ZBA Administrative Assistant  
Myrick Bunker, Building Inspector / Code Enforcement Officer  
Chip Fredette  
Trevor Gardner  
Billie Maloney, ZBA Chair  
Scott Marsh, Contracted Assessor from Municipal Resources, Inc. (MRI)  
Mike Oleson, Road Agent  
Jean Packard, Assistant Assessor  
Evan Sederquest, Planning Board Vice-Chair  
Mike Weider, Planning Board  
Penny Williams, Tri-Town Times  
And Others Unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

Chairman Landau led the attendees in the Pledge of Allegiance.

*1.4 Chairman’s Additions and Deletions*

Chairman Landau added a letter to the Department of Labor and Vice Chairman Trask added I-93 Exit

4A.

*1.5 Public Comment*

No Members of the Public wished to be heard.

**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 Appointment to the ZBA – Chip Fredette*

Billie Maloney, ZBA Chair, and Chip Fredette appeared before the Selectmen.

Mr. Fredette has been to many ZBA meetings and has shown interest in joining; Ms. Maloney explained that the entire ZBA is in favor of this and she is glad to see a younger member of the Community stepping forward. A Chester resident since 2013, Mr. Fredette has spent seventeen (17) years as a wireless acquisition specialist and looks forward to bringing his experience to the table.

**Selectman Cannon moved to appoint Mr. Fredette to the ZBA; Vice Chairman Trask seconded the motion. The vote was unanimous in the affirmative, so moved.**

The Selectmen congratulated Mr. Fredette and advised that the Town Clerk or Deputy Town Clerk may administer Oath of Office; Mr. Fredette may contact the BOS Office tomorrow to complete the appropriate paperwork.

*3.2 Budgets*

*3.2.1 ZBA (4193)*

Ms. Boyden appeared before the Selectmen to discuss the ZBA Budget.

The Dues & Subscriptions line increased fifty (\$50) dollars to accommodate sending the newly appointed member to lectures and workshops. The Advertisement and Postage lines increased (by \$75 and \$50, respectively) since it is impossible to predict the number of applications received. Overall, the Budget increased from seventeen thousand two hundred and ninety-two dollars (\$17,292) to twenty-one thousand and sixty-five dollars (\$21,065); Ms. Smith noted that some figures were skewed due to last year’s budgeting relative to the cost of living adjustment (COLA).

Ms. Boyden, Mr. Fredette, and Ms. Maloney departed the Meeting.

*3.2.2 Assessing (4152)*

Ms. Packard and Mr. Marsh appeared before the Selectmen to discuss the Assessing Budget.

Ms. Packard noted that the Budget remains level except for MRI’s proposal to provide cyclical revaluations. Mr. Marsh explained that twenty-five percent (25%) of properties would be visited each year for four (4) years and on the fifth year, the numbers would be crunched to obtain equitable and consistent assessments. Some properties have not been visited since 2001 and tax map errors could be

found and corrected faster than current procedures allow. Mr. Marsh will forward the new contract to the Selectmen for review.

Ms. Packard and Mr. Marsh departed the meeting.

### *3.2.3 Planning Board (4191)*

Mr. Weider and Mr. Sederquest appeared before the Selectmen to discuss the Planning Board Budget.

Mr. Weider explained that the Planning Board Budget saw an overall increase of 4.6%. The Planner line increased with a grant to allow work on Article VI for Senior Housing; Selectmen Buckley questioned this since it was uncertain whether a grant would be awarded. Selectman Trask and Mr. Weider explained that proof of funds must exist in the budget in order to qualify for grants. Mr. Weider suggested creating a Grants budget at some point in the future for all Town departments.

The Training line increased to allow the Planning Coordinator to receive training to perform GIS Mapping / Overlaying. The Planning Board hopes to enlist someone for five (5) or so hours per week to assist the Planning Coordinator with filing and archiving; this will fall in the Part-Time Clerk line. Mr. Weider explained that the Advertising line increased, even though this does translate to some revenue, since these expenses must be paid up-front.

Mr. Weider and Mr. Sederquest departed the Meeting.

### *3.2.4 Building Inspector (4240)*

Mr. Bunker appeared before the Selectmen to discuss the Building Inspection Budget.

The budget increased significantly--from fifty-five thousand eight hundred and twelve dollars (\$55,812) to eighty-seven thousand three hundred and twenty dollars (\$87,320)--to afford a full-time Building Inspector / Code Enforcement Officer; whereas last year’s budget reflected the arrangement to share an employee half-time with the Town of Raymond. The Administrative Assistant line increased the budget overall, as the position serves at least thirty (30) hours per week; the Building Department is now open and accessible Monday through Friday, 8am-4pm. Revenues for the department are quite high; one hundred and seventy thousand eight hundred and fifty dollars (\$170,850) was received in calendar year 2016 and this figure is projected only to rise.

Other minor increases were seen in Travel, House Numbering, Dues & Subscriptions, Telephone, etc., and Ms. Smith will add a Training line to provide for continuing education and conference attendance.

Chairman Landau wondered about the request for three hundred and fifty dollars (\$350) in Miscellaneous and felt that one hundred dollars (\$100) would be ample; Mr. Bunker agreed.

Mr. Bunker departed the Meeting.

### *3.2.5 Highway (4312)*

Mr. Oleson appeared before the Selectmen to discuss the Highway Budget.

Mr. Oleson explained that the Salaries line increased to allow for call pay and to retain experienced equipment operators. The Plow line increased to one hundred and ninety-five thousand dollars (\$195,000) to secure quality subcontractors and to accommodate the addition of least one (1) new road next year. The unpredictability of the weather combined with the predictability in rising costs are to account for the rise in Salt, Dirt Roads, Supplies, etc. Mr. Oleson mentioned that in the past, he had

used the Asphalt line as a “buffer” but can no longer. The process of obtaining services from the Town’s Engineering firm, DuBois & King, is often lengthy and convoluted since Mr. Oleson hasn’t had adequate funding for this in his own budget; serious projects requiring engineering expertise are on the horizon and must be addressed.

Mr. Oleson departed the Meeting.

### *3.2.6 Street Lighting (4316)*

Ms. Smith explained that she placed the Street Lighting Budget at four thousand five hundred dollars (\$4,500); which is in line with actuals of recent years.

### *3.2.7 Police / Animal Control (4210)*

Mr. Berube appeared before the Selectmen to discuss the Police Department & Animal Control Budgets.

The Admin Telephone & Fax line increased 42.22%; the bill currently averages four hundred and sixty dollars (\$460) per month due to follow-up calls made by the Detective. The Postage line increased due to mailing such a high volume of Prosecution paperwork, some of which must be Certified. It was noted that there were three hundred and thirty-nine (339) arrests made in 2016; whereas 2015 only saw one hundred and fifty-five (155). Books & Periodicals increased from two hundred fifty (\$250) to four hundred (\$400) dollars since each Officer receives his or her own set of materials for review. Fuel costs were cut by sixteen percent (16%) as the projected cost of fuel for the coming year is around three dollars (\$3) per gallon. Repair and Maintenance of Police vehicles remains around three thousand dollars (\$3,000) per vehicle, per year due to the frequent need to replace tires and perform regular maintenance.

Selectman Buckley wondered if volunteers may be enlisted to help corral loose animals (especially livestock) in order to defray Animal Control expenses. Mr. Berube advised that anyone interested contact the Police Department so that he may compose a call list for such circumstances. However, only certified Animal Control Officers may be summoned in extreme cases in which an animal may need to be euthanized.

Mr. Berube explained that the majority of the Animal Control budget is used to fund replacement of equipment such as snare poles and gauntlet gloves. The Board agreed to allow Mr. Berube to donate five hundred dollars (\$500) worth of dog food to the Doberman Rescue in Sandown if funds remain in the budget: the Rescue never asks for any payment for Animal Control services rendered the Town.

### *3.3 Candidate for Appointment as Auxiliary Police Officer – Trevor Gardner*

Mr. Berube appeared before the Selectmen with Trevor Gardner, a candidate for the position of Auxiliary Police Officer. Mr. Berube explained that, essentially, an Auxiliary Officer is one who is not paid and provides his / her own equipment while receiving one-on-one training required to enter the field of Law Enforcement. From beginning to end, the process could take approximately two (2) years; and in the case of Mr. Gardner, a role of Animal Control Officer and / or Park Ranger may be attained. Mr. Gardner has completed all the necessary aptitude and fitness testing and has been accepted into the Police Academy. However, he must be sworn in as a Chester Police Officer before he may begin at the Academy. Once field training is complete, Mr. Berube hopes to switch Mr. Gardner’s status to Part-Time Officer, and will require eighteen (18) months service to the Department, three shifts per week.

**Selectman Cannon 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 unanimous in the affirmative, so moved.**

The Meeting Room was closed at 8:20pm; Mr. Berube remained in the Meeting.

The Meeting Room was reopened at 8:31pm.

**Vice Chairman Trask moved that the Board come out of non-public session and seal the minutes for a period of one (1) year; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative, so moved.**

**Vice Chairman Trask moved to hire Trevor Gardner as an Auxiliary Police Officer; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative, so moved.**

Mr. Gardner departed the meeting.

#### *3.4 Discussion of Draft Sexual Harassment Policy*

Chairman Landau requested that the Selectmen review the draft Sexual Harassment Policy provided them by Mr. Berube so that they may review it at a later date.

#### *3.5 Opening of Non-Public Session Minutes*

This was not addressed this evening.

### **IV. Selectmen’s Business**

#### *4.1 Roundtable*

Chairman Landau announced that that a meeting and hearing of the ZBA will be held on Tuesday, January 31<sup>st</sup>, 2017 at 7:00pm to consider the request of property owners Kevin C. Scott and Annette M. Scott regarding the property at 359 Chester Street.

Chairman Landau mentioned that a letter had been composed to the Department of Labor regarding the safety audit; the Board agreed to send the letter tomorrow.

Vice Chairman Trask noted that preliminary data provided on the I-93 Exit 4A proposal had projected growth rates for Chester which seemed quite low. Information provided by the Town Clerk, Assistant Assessor and Building Inspector corroborated this.

Ms. Smith departed the meeting at 8:55pm.

#### *4.2 Public Comment*

No members of the Public wished to be heard.

#### *4.3 Non-Public Sessions*

**Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (c) Reputation with Mr. Berube present, then to seal the minutes and adjourn the meeting; Vice Chairman Trask seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Mr. Berube departed the meeting at 9:24pm.

**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 second non-public session under Reputation with Mr. Berube present be sealed for an indefinite period; Selectman Hagan 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, February 2<sup>nd</sup>, 2017.

**Vice-Chairman Trask moved to adjourn the meeting; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 9:26pm.

Respectfully Submitted,  
Caroline Rose Wilson, Recording Secretary