

**Town of Chester  
Board of Selectmen Meeting  
Thursday, February 23<sup>rd</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  
Southeast Watershed Alliance Update  
Review of Potential Warrant Articles  
Presentation of DPW Study  
Acceptance of Sexual Harassment Policy  
Roundtable  
Non–Public Session  
Adjournment

*1.1 Call to Order*

Chairman Landau called this meeting of the Town of Chester Board of Selectmen to order at 7:05pm.

*1.2 Roll Call*

Selectmen present:

Cass Buckley  
Jack Cannon  
Joseph Hagan  
Stephen Landau  
Dick Trask

Members of the Public present, at various times:

Aaron Berube, Police Chief  
Michael Bobinsky  
Greg Bolduc, Fire Chief  
Alan Gould, MRI  
Andrew Hadik, Planning Coordinator  
Andy Higham, Highway Department  
Michael Oleson, Road Agent  
Joanne Smith, Finance Director  
Michael Trainque, Southeast Watershed Alliance  
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*

A non-public session on Public Employees has been added.

### *1.5 Public Comments*

As no Members of the Public wished to be heard, Public Comment was closed at 7:06pm.

## **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 Southeast Watershed Alliance Update – Michael Trainque*

Mr. Trainque appeared before the Selectmen to give them an update on the activities of the Southeast Watershed Alliance (SWA).

The SWA was established by the Legislature in 2009 under RSA 485-E. Mr. Trainque has represented Chester on the SWA since 2010, and has served as Chairman of its Board of Directors since 2011. Much of their focus is on stormwater management; they have received grants to develop regulations, which are available on their website (which is currently under construction) and many Towns have incorporated these regulations into their Ordinances.

There was a brief discussion about the MS4, which is a regulation that requires certain communities to clean up “impaired waterways”. It is currently under judicial review from February 1<sup>st</sup> through June 1<sup>st</sup>; Chester, however, has a waiver from its requirements. One challenge to the MS4 has been mounted, and others are being formulated. The EPA has two informational meetings scheduled on the MS4, one in Dover and one in Bedford.

Chairman Landau asked if the SWA was working on flood control as well, citing the floods from a decade ago that turned Chester into an island; Mr. Trainque will take this concern back to the SWA.

Mr. Trainque added that the Board of Directors had voted to have its representatives meet with the governing bodies of their Towns and ask for a voluntary \$200 donation to support SWA’s effort to improve water quality. The Selectmen were in favor of granting this request; it should be coded under *01-4130-1-560, EX Dues/Subscriptions*.

**Selectman Hagan moved that the Board of Selectmen approve a voluntary donation of \$200 for the Southeast Watershed Alliance; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Mr. Trainque thanked the Selectmen for the donation, and departed the meeting at 7:23pm.

### *3.2 Warrant Articles*

There are currently fourteen Warrant Articles drafted for inclusion in this year’s Warrant. Discussions commenced tonight, but due to lack of time, this topic will be continued next week.

#### A: 300<sup>th</sup> Anniversary, \$5k

The Selectmen approved inclusion of this WA as is.

C: CIP Funding, \$800k

Mr. Hadik joined the Selectmen at the Meeting Table for the CIP discussions.

Selectman Buckley is concerned that the budget is currently up 12% from last year, and believes that taxpayers cannot support both a 12% increase plus \$800k towards the CIP. He would prefer to set the figure at \$600k.

Selectman Cannon stated that the CIP had been built based on that particular level of funding for several years, and he did not see a contribution from impact fees as being meaningful any time soon.

Selectman Hagan spoke in favor of continuing with \$800k, as it would help keep the tax rate level. He also added that the Town budget was ¼ of the size of the School Budget, and as the Town was looking for areas to save, the School should be doing the same.

Mr. Hadik noted that from 2009 through 2016, voters approved \$5.7M in capital items; that averages out to \$713k each year, not including building projects in the GGB budget. Therefore, not much more is being asked; it’s just being called CIP now. He added that there were a few old Capital Reserve funds containing ~\$30-\$40k; if these were discontinued, those funds could be put into the general fund and then used towards the \$800k.

It was noted that revenues and building were both up, and that the unassigned fund balance (UFB) was healthy. This spurred some discussion on taking money from the UFB either to put towards the \$800 CIP funding, or to reduce the tax rate. Selectman Buckley warned against using the UFB as a ‘bank’, however. Finance Director Smith will prepare figures for a potential tax rate and the UFB over the weekend.

**Selectman Cannon moved to keep the CIP funding figure at \$800k; Selectman Hagan seconded the motion. The vote was three in favor with Selectman Buckley opposed and Chairman Landau abstaining; motion carried.**

The Selectmen approved inclusion of this WA as is.

D: CIP Projects

There is currently \$1,210,636 in unspent CIP funds.

The items from Table 10 that are planned for this year’s CIP WA can be broken down as follows:

ITEM	ORIGINAL REQUEST	INTERIM DETERMINATION
Maintenance - VOIP Phone Wiring	\$20,000	\$20,000
Maintenance - Exmark Lawnmower	\$17,000	\$17,000
Library – Windows	\$9,958	\$9,958
Police – Cruiser	\$50,715	\$50,715
Police – PPE	\$10,000	\$10,000
Police - Traffic Cones	\$5,000	\$5,000
Police - Space Study	\$15,000	\$15,000
Fire – Tanker	\$392,000	\$380,000
Fire – Command SUV	\$60,000	\$42,000
Fire – Camera	\$9,800	\$9,800
Fire - Forestry Truck	\$62,000	\$62,000
Recreation - Irrigation	\$15,000	
Highway - Pavement Study	\$75,000	\$75,000
<b>TOTAL</b>	<b>\$ 741,473</b>	<b>\$696,473</b>

The Recreation Department has also requested \$25k for Sports projects, but they have \$28k in Impact Fees which can be used for that. The Highway Department has requested \$120k for a truck and annual survey and engineering costs, but those funds will come from the Highway CIP Fund.

#### *Maintenance*

Chairman Landau asked why this year’s purchase was a lawnmower rather than the tractor that had originally been requested; the answer was that the current lawnmower was a dozen years old and failing. Chairman Landau also asked that the lawnmower not be specified as an Exmark in order to avoid issues if another brand was preferable.

#### *Fire Department*

Fire Chief Bolduc joined the Selectmen at the Meeting Table. He was asked if it was possible to push the Command SUV out a year; unfortunately the current one will no longer pass inspection. Repairing the rotted frame is not financially prudent, as it will cost ~\$6k and will most likely only last for another year. However, Fire Chief Bolduc expects to be able to cut \$18k off of the cost of this new vehicle by putting \$9k left over from the purchase of radios under last year’s CIP, plus another \$9k in the Detail Fund, towards the purchase.

He also expects to be able to cut \$12k from the cost of the tanker. The tanker does not come with breathing packs, but he is seeking a grant for these. He is also seeking a grant for the Thermal Imaging Camera.

The Forestry Truck price is firm right now.

The Selectmen would like to cut the Fire Department share of the CIP down from \$523,800 to \$500k; this will be discussed further at a later date.

#### *Recreation*

The Recreation Department’s requested \$15k was struck; it was determined that they should use their impact fees for all of their projects.

#### *Highway*

There was quite a bit of discussion about the \$75k for a Highway Pavement Survey. Selectman Cannon’s view was that if the road work would not be done for a number of years, why perform a survey now? Chairman Landau opined that with ~60 miles of road, the survey would cost ~\$1,250 per mile. Could it not be done cheaper using another method? He would prefer to spend less on a survey thus leaving more money for the actual roadwork.

Mr. Hadik and Selectman Buckley were in favor of performing the study. Mr. Hadik stated that the rationale was to determine which roads could be saved with the small expense of a wear course, for example, and last for another 10 years without needing to repave.

In the end, the \$75k was left alone.

#### I: Well at Salt Shed, \$15k

Road Agent Oleson stated that the Highway Department used to wash the salt from its trucks at the Highway Garage, but a neighbor complained to DES, so now he takes the trucks to his shop. This cannot continue; he would like a well drilled at the Salt Shed, where a catch basin is already installed to catch the parking lot runoff.

Chairman Landau opined that as a need, it should not be a Warrant Article but instead be included in the budget under Vehicle Repair & Maintenance; Selectman Buckley argued that as a capital expense, it

should be included in the CIP. No decision was made on this potential WA.

J: Winter Road Maintenance Fund, \$125k

Road Agent Oleson would like the Winter Road Maintenance Fund raised from \$85k to \$125k. Chairman Landau asked if \$110k would be acceptable; it would. No decision was made on this potential WA.

Warrant Article discussion will continue next week.

*3.3 Presentation of DPW Study – Mike Bobinsky and Alan Gould, MRI*

Mr. Bobinsky and Mr. Gould appeared before the Selectmen to discuss the draft Department of Public Works Feasibility Study that had been commissioned in December 2016.

The expected salary range for a DPW Director is \$75k - \$80k. The Study also suggests the addition of one to three more full time employees, the purchase of between \$500k and \$1M worth of equipment, and the expansion of garage facilities. This does not need to happen all at once – equipment could be leased, rented, or shared with other Towns; employees could be added one at a time, etc. Mr. Gould estimated that it would cost approximately \$5k should MRI be asked to recruit for the DPW Director position.

Road Agent Oleson stated that the Town is growing and that he believes it is time to transition from a Road Agent to a Town-run Public Works department. Insofar as employees are concerned, he stated that the Study’s staffing scenarios are low – he pointed out that more employees than are currently on staff are needed to cover vacations, illnesses, disability leave, holidays, etc.

Selectman Buckley stated that he would prefer that a Town Administrator be hired rather than a DPW Director. Mr. Gould noted that he had never before seen a Town Administrator perform the duties of a DPW Director, and that it was unlikely that such a person would have the necessary knowledge. Road Agent Oleson added that time he spends on administrative tasks was quite low. The ideal DPW director would be a hands-on person with a CDL, construction and/or engineering experience, etc. Selectman Hagan suggested that perhaps a retired master chief Seabee, or some other military retiree, would be a great option for this position.

One change that needs to be made is the inclusion of the seasonal groundskeeper, who had been omitted; another is updated demographics that were received today by Vice-Chairman Trask. These items will be updated right away.

Mr. Bobinsky, Mr. Gould, and Finance Director Smith departed the meeting at 8:59pm.

*3.4 Acceptance of Sexual Harassment Policy*

All Selectmen had read the proposed Sexual Harassment policy; there were no questions.

**Vice-Chairman Trask moved to accept the Sexual Harassment Policy; 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:*

- Nothing to report.

#### *4.2 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 9:09pm.

#### *4.3 Non-Public Sessions*

**Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees; Vice-Chairman Trask seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting room was closed at 9:10pm.

The meeting room was re-opened at 9:19pm.

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

### **V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, March 2<sup>nd</sup>, 2017.

**Chairman Landau moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 9:19pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary