

**Town of Chester
Board of Selectmen Meeting
Thursday, March 2nd, 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
Review of Potential Warrant Articles
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 7:06pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Joseph Hagan
Stephen Landau
Dick Trask

Selectmen absent:

Jack Cannon

Members of the Public present, at various times:

Greg Bolduc, Fire Chief
Ben Clark, Deputy Fire Chief
Eric Emerson, Lieutenant
Andrew Hadik, Planning Coordinator
Joanne Smith, Finance Director
Steven White
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 7:07pm.

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 Warrant Articles

Discussions began last week, and continued tonight.

The first six Warrant Articles will be Zoning Amendments. There are currently an additional fifteen following these six; Articles designated as A, C, and G were accepted at last week’s meeting; Articles B and O do not require discussion. Articles D-F and H-N were discussed tonight.

D - CIP Projects

The remaining items from Table 10 that are planned for this year’s CIP WA were discussed as follows:

	REQUESTED	APPROVED
GGB		
VOIP Phone Wiring	\$20,000	\$20,000

It was reported that VOIP telephones will save the Town \$5-\$7k each year. Additionally, a second Cat-6 cable will be run through the ceiling at the same time for no additional cost, and the second cable can then be used for future years’ IT upgrades. No drilling will be needed; no work will be done in the Annex.

Vice-Chairman Trask moved that the VOIP Wiring be added to this year’s CIP Project List at \$20,000; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent; motion carried.

Exmark Mower	\$17,000	\$0
Tractor	\$0	\$28,800

The Maintenance Department had originally requested a tractor for FY17-18, and a mower for FY18-19; the Planning Board had swapped the two items. As the current mower is still running, the Maintenance Department would prefer to push the Exmark back out to FY2018-2019 and bring the Tractor back forward to FY2017-2018 instead. Maintenance Supervisor Amato procured three tractor quotes for the Selectmen to review.

Selectman Buckley is not in favor of a tractor, stating that a mower would reduce mowing time, and a tractor is redundant as the Maintenance Department could borrow one from Spring Hill Farm should they need one, the Transfer Station owns a Bobcat, etc. Chairman Landau noted that a tractor performs many more functions than a mower can, and he is loath to borrow equipment from other departments due to the difficulty of moving and the danger of breakage.

Vice-Chairman Trask moved that the Tractor be added to this year’s CIP Project List at \$28,800 and the Mower be pushed back to FY2018-2019; Selectman Hagan seconded the motion. The vote was three in favor with Selectman Buckley opposed and Selectman

Cannon absent; motion carried.

Fire Department

Fire Chief Bolduc and Deputy Fire Chief Clark joined the Selectmen at the Meeting Table.

Tanker	\$392,000	\$392,000
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The current tanker is 26 years old, purchased in 1991. There was a question whether or not the Fire Department could get a ‘volume discount’ by purchasing their tanker in conjunction with another Department which also plans to purchase a tanker. Unfortunately, these volume discounts are only available should one purchase a large number of vehicles – for example, if a large Fire Department such as New York, Boston, or Chicago plans to purchase two dozen vehicles, Chester could add one more vehicle and receive a price savings – however, most urban departments such as that run off of hydrants, and tankers are not common in such large numbers.

Command SUV	\$60,000	\$60,000
Forestry Truck	\$62,000	\$62,000

The price on each of these vehicles is based on the 2017 model year; however, by the time the new Fiscal Year comes around, the 2018 models will be out and there is no guarantee that any 2017 models will still be available. Ford estimates that their 2018 models will cost ~10% more than 2017 models; Chevy is unwilling to give a figure.

Camera	\$9,800	\$0
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There had been some discussion last week about reducing the funds needed for the Command SUV by tapping Detail Funds and some funds leftover from a purchase from last year. However, the full amount does need to be raised and appropriated, and any method used to apply these extra funds would be quite convoluted. It was suggested that the Department instead use the Detail funds to purchase another item outright; as the original amount available was in the ~\$9-\$10k range, the Thermal Imaging Cameras would be a good choice. Therefore, this line was removed from the CIP Project List Warrant Article.

Vice-Chairman Trask moved that the Tanker at \$392,000, Command SUV at \$60,000, and Forestry Truck at \$62,000 be added to this year’s CIP Project List for a total of \$514,000; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent; motion carried.

Fire Chief Bolduc and Deputy Fire Chief Clark departed the Meeting Table at 7:57pm.

Highway

Engineering	\$10,000	\$10,000
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There was a brief discussion about why Engineering Services are needed. As an example, there is currently a problem with driveway runoff at a new home on Shattigee Road; a drainage study is needed, and it is likely that a culvert will be installed. Mr. Hadik noted that a process for the Building Inspector and Road Agent to work together, which might have prevented this issue, was broken many years ago and is in the process of being fixed.

This figure used to be in the Budget, but was moved into the CIP in order that more Impact Fees could be collected.

Truck	\$110,000	\$110,000
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This amount of funding will likely only pay for a used vehicle. Mr. Hadik advised against removing it; if the Legislative Body is opposed, they can remove it at the Budget Hearing. It is unlikely that a line for \$110,000 would be added by the Legislative Body at that Budget Hearing.

Selectman Hagan moved that the Pavement Study at \$75,000, Engineering at \$10,000, and Truck at \$110,000 be added to this year’s CIP Project List for a total of \$195,000; Vice-Chairman Trask seconded the motion. The vote was three in favor with Selectman Buckley abstaining and Selectman Cannon absent; motion carried.

Roadwork was also discussed. It appears that there is \$257,300 available for Roadwork, a figure which consists of the Highway Block Grant, Impact Fees, and Offsite Improvement Fees.

Chairman Landau would prefer to set a consistent level of roadwork funding each year, suggesting that \$200k be used; Mr. Hadik dissented, stating that he would advise spending it all and has the expectation that there could be another \$400k available for roadwork next year. Selectman Buckley suggested spending the \$200k on a grader, and letting the roads go back to dirt. Chairman Landau is also in favor of that idea.

Selectman Hagan moved that the Town spend \$250k on roadwork from the Highway CIP funds; Vice-Chairman Trask seconded the motion.

Selectman Buckley noted that normally at the end of the Fiscal Year, excess funds are applied to the Highway Department for roadwork; as the Road Agent will be getting \$250k should this motion pass, what should happen with the excess funds this year? It was agreed that they could be used to lower the tax rate.

The vote was three in favor with Chairman Landau opposed and Selectman Cannon absent; motion carried.

The Warrant Article now reads:

Special Warrant Article. Shall the Town raise and appropriate the sum of Eight hundred forty-eight thousand, four hundred seventy-three dollars (\$848,473) for the following projects:

<i>General Government/Administration - Rewire Municipal Buildings - VOIP Phones</i>	<i>\$20,000</i>
<i>General Government/Administration - Utility Mowing Tractor and Accessories</i>	<i>\$28,800</i>
<i>Library - Replace Thirteen Windows</i>	<i>\$9,958</i>
<i>Police Department – Cruiser with Outfitting</i>	<i>\$50,715</i>
<i>Police Department – Police Protective Equipment</i>	<i>\$10,000</i>
<i>Police Department – Heavy Duty Safety Road Cones</i>	<i>\$5,000</i>
<i>Police Department – Space Needs Assessment Study</i>	<i>\$15,000</i>
<i>Fire Department – Structural Tanker</i>	<i>\$392,000</i>
<i>Fire Department – Command SUV</i>	<i>\$60,000</i>
<i>Fire Department - Forestry (F-450) Truck with Outfitting</i>	<i>\$62,000</i>
<i>Highway – Town-wide Road Pavement Evaluation</i>	<i>\$75,000</i>
<i>Highway – Annual Surveying & Engineering Services</i>	<i>\$10,000</i>
<i>Highway – Class 8 Plow Truck with Plow and Sander</i>	<i>\$110,000</i>

and to withdraw Eight hundred forty-eight thousand, four hundred seventy-three dollars (\$848,473) from the Capital Improvements Plan Capital Reserve Fund created for these purposes.

Chairman Landau will procure figures from the Architect to support the Police Department Space Needs Assessment Study figure.

E – Highway CIP

The actual Block Grant amount for this year is as of yet unknown. Last year’s figure was \$137,300, and an increase of ~2% is expected; therefore, the figure of \$140,000 will be used for the time being. These funds are intended for construction, reconstruction, and maintenance of local roads as well as equipment to maintain these roads; as a result, it must be kept separate from the regular CIP. Only the Block Grant will be put into the Highway CIP this year; no additional funds from taxation will be added.

The Warrant Article now reads:

Special Warrant Article. Shall the Town raise and appropriate the sum of one hundred forty thousand dollars (\$140,000) to be added to the capital reserve fund known as the CIP Highway Capital Reserve Fund established at the 2015 Town Meeting with one hundred forty thousand dollars (\$140,000) from New Hampshire Highway Block Grant to be used to offset this appropriation.

Mr. Hadik departed the meeting at 8:30pm.

F – PACT

As of the last meeting of the PACT Committee (Sunday, February 26th, 2017) the Warrant Article reads:

Special Warrant Article. Shall the Town raise and appropriate the sum of Eighteen thousand eight hundred twenty-seven dollars and eleven cents (\$18,827.11) for the purpose of providing public, educational, and governmental access television in the Town of Chester. Said funds to be withdrawn from the Special Revenue Fund known as the "PACT" Fund established at the 2003 Town Meeting, separate from the General Fund and funded by Comcast subscribers in the Town of Chester. If passed, this article will have no tax impact.

Selectman Buckley moved to approve the PACT Committee Warrant Article; Vice-Chairman Trask seconded the motion. The vote was three in favor with Chairman Landau opposed and Selectman Cannon absent; motion carried.

H – Veterans’ Property Tax Credit

The Warrant Article reads:

Shall the town adopt the "all veterans’ property tax credit" under RSA 72:28-b. If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or was an officer honorably separated from service, and (2) is not eligible for and not receiving the credit for veterans who served in a qualifying war or armed conflict or for veterans with a service-connected disability. If adopted, the credit will be in the amount of Five Hundred dollar (\$500.00), which is the same amount as the credit for a veteran who served in a qualifying war or armed conflict. If the credit is adopted, any person desiring to claim the credit will be required to file an application with the assessor’s office by April 15 of the tax year.

RSA 72:28-b allows Towns to extend the Veterans’ Tax Credit to veterans who did not serve long enough to qualify for the original credit at no fault of their own (for example, those who served but were

separated honorably from the Service due to lack of need). This is unlikely to affect more than a half dozen residents.

Vice-Chairman Trask moved to approve the Veterans’ Property Tax Credit Warrant Article; Chairman Landau seconded the motion. The vote was four in favor with Selectman Cannon absent; motion carried.

I - Well at Salt Shed

This request for \$15k, as a need, will be moved into Highway Budget and the Warrant Article deleted.

J - Winter Road Maintenance Fund

Road agent Oleson has requested that this Fund be increased from \$85,000 to \$125,000. Chairman Landau would prefer that increases happen in smaller steps, suggesting \$110,000. Selectman Buckley stated that \$100,000 was more appropriate. Vice-Chairman Trask suggested that the parties compromise at \$105,000; all were agreeable.

Vice-Chairman Trask moved to increase the total amount in the Winter Road Maintenance Fund to \$105,000; Chairman Landau seconded the motion. The vote was four in favor with Selectman Cannon absent; motion carried.

The Warrant Article now reads:

Special Warrant Article. Shall the Town increase the total amount in the expendable trust fund known as the Winter Road Maintenance Fund established at the 2006 Town Meeting for the purpose of plowing, salting, sanding and general winter road maintenance in the Town of Chester from Eighty-Five Thousand Dollars (\$85,000) to One Hundred Five Thousand Dollars (\$105,000) and further raise and appropriate the sum of One Hundred Five Thousand Dollars (\$105,000) to be added to this fund. The Winter Road Maintenance Expendable Trust Fund shall not exceed One Hundred Five thousand dollars (\$105,000).

K – Emergency Management Grant

The Warrant Article currently reads:

Shall the Town raise and appropriate the sum of Two Thousand two hundred ninety-five dollars and five cents (\$2,295.05) for the acquisition of emergency management broadcast equipment and authorize the Fire Department to apply for, accept, and expend a grant for this purpose, provided further that this article be null and void and of no effect if a grant for the purchase of said equipment is not received.

Town Counsel will be consulted to assist in the proper wording of this Article.

Vice-Chairman Trask moved to approve the Emergency Management Broadcast Equipment Warrant Article; Chairman Landau seconded the motion. The vote was four in favor with Selectman Cannon absent; motion carried.

L – Police Officer, Full Time

The Warrant Article reads:

Shall the Town raise and appropriate the sum of Seventy-one thousand, two hundred, thirty-three

dollars (\$71,233) to hire a full-time Police Officer for the Police Department. Thirty-nine thousand, five hundred twenty (\$39,520) is for wages and Thirty-one Thousand, seven hundred thirteen dollars (\$31,713) is for benefits.

There was some discussion about whether this new position should be in the Budget, or requested via a Warrant Article. Selectman Cannon had given his opinion that if a simple majority of the Board was in favor of placing the position into the Budget, that it should be funded in that fashion. He also expressed his support for placing the position into the Budget. Chairman Landau agreed that this position should be placed in the Budget, although he believes that the two Warrant Articles to follow (Recreation Coordinator and DPW Director) both should remain as Warrant Articles.

Selectman Buckley disagreed with putting the position into the Budget, stating that it was a significant change and opining that the Police Department was not in need of any additional manpower.

Selectman Hagan asked if there was a corresponding in the part-time and overtime lines; there is not, as of yet, as the position was not in the Budget. Police Chief Berube should be asked to come in and discuss this particular question with the Selectmen. This Warrant Article will be discussed again at that time.

M – Recreation Director, Full Time

The Warrant Article reads:

Shall the Town change the Recreation Coordinator from a part-time to a full-time position.

Vice-Chairman Trask moved to approve the Recreation Director Warrant Article and remove the position from the Budget; Chairman Landau seconded the motion.

Chairman Landau noted that the current employee is not in need of the benefit package, and is working much more than part-time hours.

The vote was four in favor with Selectman Cannon absent; motion carried.

N – Director of Public Works, Full Time

The Warrant Article reads:

Shall the Town rescind the action of the 1924 and 1992 Town Meetings to elect a road agent for a two-year term and instead authorize the Board of Selectmen to hire a full-time employee who will be the Director of Public Works. The term of the elected road agent will terminate at the - 2019 Annual Town election.

Vice-Chairman Trask moved to approve the Director of Public Works Warrant Article and remove the position from the Budget; Selectman Buckley seconded the motion.

There was much discussion about the wording of this Warrant Article. Selectman Buckley would like wording added to the Warrant Article stating that if this Warrant Article passes, it will not only add the Director position, but the Town will also need to add up to four new DPW employees and at least \$1M worth of equipment, and all potential costs should be included in the WA. It was noted that DRA will not allow such wording, but that Selectman Buckley could certainly prepare a presentation to give at Town Meeting.

Selectman Buckley also opined that although the Selectmen had engaged MRI to perform a study to

determine the feasibility of creating a Department of Public Works, in his opinion the study had merely served as justification of what the Selectmen wanted to happen.

Vice-Chairman Trask stated that this would be a huge change for the Town, and he urged residents to come to Town meeting; their input is needed.

The current Budget increase over last year is in the 8% - 10% range. Selectman Hagan noted that the School Budget is approximately four times as large as the Town Budget; if their increase had been 1% less, the overall increase would drop to ~2%.

The vote was three in favor with Selectman Buckley abstaining and Selectman Cannon absent; motion carried.

Finance Director Smith departed the meeting at 9:10pm.

IV. Selectmen's Business

4.1 Roundtable

Selectman Buckley:

- Nothing to report.

Vice-Chairman Trask:

- Nothing to report.

Selectman Hagan:

- Road Agent Oleson was compelled to close a portion of Lane Road Sunday; it was reopened Monday. There was much water damage and road work needed. The Road Agent is also deep into the Snowplowing lines.
- The Rockingham County budget was approved last night with less than a 2% increase.
- The Rockingham County Nursing Home is being rehabbed and will lose ~50 beds for the next six to nine months. No new patients are being accepted, and existing patients will be moved as needed.

Chairman Landau:

- Chairman Landau reviewed the "Important Dates for Local Officials" for the month of March. A list of these dates is appended to the end of these minutes.
- The Department of Labor has closed the Safety Audit from June 2016; they sent a letter to Chairman Landau stating that the building does not need to be renovated to separate the Employees from the Public. If the Town chooses to do so on its own, it may, but this will not be required.
- HealthTrust is holding two Public Hearings on March 9th, 2017: One in Concord, NH and one in Woodstock, NH. These will address rates for the July renewal. Details are available at <http://healthtrustnh.org/calendar/>.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 9:13pm.

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; Selectman Hagan seconded the motion. The vote was four in favor with

Selectman Cannon absent; motion carried.

The meeting room was closed at 9:14pm.

The meeting room was re-opened at 9:29pm.

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

Vice-Chairman Trask moved that the minutes to the first 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 Cannon absent; motion carried.

Vice-Chairman Trask moved that the minutes to the second 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 Cannon absent; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, March 9th, 2017.

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

The meeting was adjourned at 9:31pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary

MARCH 2017

Thursday, March 9, 2017 Last day to post and publish notice for first hearing on proposed adoption or amendment of zoning ordinance, historic district ordinance or building code if a second hearing is anticipated. [RSA 675:3; RSA 675:7 - 10 days before 3/20/17]

Friday, March 10, 2017 Last day for voters to present application to selectmen to call special town meeting prior to 2017 annual meeting. Number of petitioners required depends on size of town. [RSA 39:3 -60 days before town meeting]

Friday, March 10, 2017 First day to hold public hearing on bond or note issue over \$100,000. Notice of time, place and subject of hearing must be published in a newspaper in general circulation in the municipality at least 7 days before hearing. [RSA 33:8-a, I – not more than 60 days before town meeting]

Friday, March 10, 2017 Last day for governing body to vote to extend polling hours at May 9th elections. [RSA 659:4-a, IV - extension of polling hours increase may not go into effect sooner than 60 days before its adoption]

*Tuesday, March 14, 2017 Last day to publish notice for March 21st session for checklist correction. [RSA 654:27; RSA 669:5 – notice posted in 2 appropriate places one of which shall be the city's or town's Internet website, if such exists or shall be published in a newspaper of general circulation at least 7 days prior to the session]

Monday, March 20, 2017 Last day to hold first public hearing on adoption or amendment of zoning ordinance, historic district ordinance or building code if a second public hearing is anticipated. [RSA 675:3 -14 days prior to last date to hold public hearing on zoning/building/historic district ordinance amendment/adoption on 4/3/17]

*Tuesday, March 21, 2017 Supervisors must hold session for correction of the checklist for no less than 30 minutes. Change in party registrations may be accepted. [RSA 669:5 – session for checklist correction must be held on the day immediately prior to the filing period for candidates on 3/22/17]

Wednesday, March 22, 2017 First day for candidates in towns with non-partisan official ballot system to file declarations of candidacy with town clerk. [RSA 669:19; RSA 652:20 - seventh Wednesday before town meeting]

Thursday, March 23, 2017 Last day to post and publish notice of final planning board public hearing on proposed adoption or amendment to zoning ordinance, historic district ordinance or building code. [RSA 675:3; RSA 675:7 -10 clear days before 4/3/17]

Friday, March 31, 2017 Last day for filing declarations of candidacy with town clerk in towns with non-partisan official ballot system. Town clerk's office must be open at least from 3 to 5 p.m. [RSA 669:19; RSA 652:20 - the Friday next following the first day for candidates to file declarations of candidacy on 3/22/17] Friday, March 31, 2017 Last day for party caucus to nominate candidate for town office in towns using partisan system. [RSA 669:39 - sixth Friday before town meeting]