

**Town of Chester  
Board of Selectmen Meeting  
Thursday, March 16<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  
Building Inspector Fee Refund Policy  
East Derry Road Repairs  
Winter Maintenance Fund  
Road Acceptance Policy  
Potential Warrant Articles  
Roundtable  
Non-Public Session  
Adjournment

*1.1 Call to Order*

Vice-Chairman Trask 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  
Dick Trask

Selectmen absent:

Stephen Landau

Members of the Public present, at various times:

Penny Williams, Tri-Town Times

*1.3 Pledge of Allegiance*

Vice-Chairman Trask 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 7:02pm.

## **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 Building Inspector Fee Refund Policy*

Building Inspector Bunker would like to amend the Building Permit Fees document to include a provision for refunds in cases where no work has taken place, a written request has been received from the party who originally paid for the permit, and no more than 30 days have elapsed since the issuance of the permit. Application and review fees will be retained.

**Selectman Buckley moved to accept the Building Inspector's Permit Refund Policy as drafted; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Landau absent; motion carried.**

### *3.2 East Derry Road Repairs*

The Planning Board will be discussing the use of impact fees for this repair at their next meeting, which is Wednesday, March 22<sup>nd</sup>, 2017. This subject will be readdressed at next week's Board of Selectmen's meeting.

### *3.3 Winter Maintenance Fund*

Finance Director Smith has asked that the Board approve the use of the entire \$85k of the Winter Maintenance Fund to cover the costs incurred by the Highway Department for maintaining the roads so far this winter season.

As there are still over three months left in the Fiscal Year, Selectman Cannon suggested that the Selectmen wait a little longer in order to determine if there might be sufficient room to cover these costs out of the Budget rather than tapping the Winter Maintenance Fund. The remainder of the Selectmen agreed; this subject will be readdressed.

### *3.4 Road Acceptance Policy*

The Planning Board made revisions to the Road Acceptance Policy earlier in the year, which made it much more specific; these changes were approved by Town Counsel Gorrow. The Selectmen compared it to the previous Road Acceptance Policy from 2003 and found the changes to be significant and positive.

**Selectman Buckley moved to accept the updated Road Acceptance Policy; Selectman Hagan seconded the motion. The vote was four in favor with Chairman Landau absent; motion carried.**

### *3.5 Warrant Articles*

The entire Warrant document will be readdressed once all Selectmen are in attendance.

Vice-Chairman Trask noted that as the overall budget has increased, including a Department of Public Works director, alternate methods of funding should be sought. He expressed interest in diverting some of the Land Use Change Tax monies, of which 100% currently goes into the Conservation Fund, into a

Land Use Change Tax Fund and from there the Legislative Body would vote on having a percentage of these funds go towards another purpose, perhaps the CIP. The Conservation Fund currently has ~\$500k in it; Assistant Assessor Packard believes that it could increase another \$800k in the next couple of years.

Selectman Cannon opined that the Conservation Commission has done great things and has spent funds wisely. He would be in favor of diverting these funds for a period of time, perhaps readdressed each year as to the percentage split. He also would like the Conservation Commission to be invited to discuss this issue before anything is decided.

Selectman Hagan noted that he would be in favor of this diversion as well, provided that the amount of money raised and appropriated for the CIP via Warrant Article is reduced by the amount that came from the LUCT Fund.

Selectman Buckley stated that Conservation Fund usage is difficult to plan, and often needed as an opportunity arises. That said, he would be in favor as long as the diverted amount was used to offset taxes directly, not simply placed into the General Fund.

A split of 25%-75%, weighted towards the Town, might be a first step.

The Conservation Commission will be invited to appear before the Selectmen to discuss this issue further.

#### **IV. Selectmen's Business**

##### *4.1 Roundtable*

*Selectman Buckley:*

- Nothing to report.

*Vice-Chairman Trask:*

- There will be 24 open positions on 13 different Boards, Commissions, and/or Offices to be voted on in the May elections. Interested residents may sign up to run between March 22<sup>nd</sup> and March 31<sup>st</sup>, 2017, with the Town Clerk.
- Some residents have asked that picnic tables be installed in the Town Center near the cannons; Sam of the Chester General Store is willing to keep the area free of trash. Selectman Cannon suggested that the Historical Society be asked if they have any objections, due to the proximity of the cannons.
- The Fire Department is interested in pursuing a regional grant with Auburn and Sandown, and Fire Chief Bolduc would like the Selectmen's approval to utilize *Granting Opportunities, LLC*.
- The IT Committee has requested quotes from four copier vendors and five IT vendors.
- There have been beaver issues at Wason Pond; the Wason Pond Commission has contracted with a trapper for removal.
- An email was received from a resident, praising the Road Agent and Highway Department for their work clearing the roads after Tuesday's storm.
- The Recreation Department requested the Planning Board's approval to utilize \$15,000 of their ~\$30,000 in Impact Fees to purchase irrigation equipment for the Wason Pond and French fields; this request was approved. The Selectmen need to approve the purchase for the funds to be utilized. This purchase will not affect the tax rate.

**Selectman Hagan moved to allocate \$15,000 from Impact Fees for the purchase of irrigation equipment for the Recreation Department; Vice-Chairman Trask seconded the motion. The vote was four in favor with Chairman Landau absent; motion carried.**

*Selectman Hagan:*

- The Chinese School will be reopening in June with 150 students.
- The American Legion will be hosting a Corned Beef & Cabbage dinner at 6:30pm on Friday, March 17<sup>th</sup>, 2017 for all members. Veterans who wish to become members are also welcome.
- He also commended Road Agent Oleson, stating that he and others who used Chester's roads were able to attend a meeting Tuesday night in Concord with no problems whereas other members in different Towns were unable to make it.

*4.2 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 7:34 pm.

**V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, March 23<sup>rd</sup>, 2017.

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

The meeting was adjourned at 7:35pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary