

**Town of Chester
Board of Selectmen Meeting
Thursday, June 23rd, 2016
Municipal Complex
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment
Approval of Minutes
John Colman – Great Hill Cemetery Insurance
Andrew Hadik – Encumbrance for Impact Fee Contract
Encumbrances
457 Plans
Liaisons
Roundtable
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 7:00pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Jack Cannon
Joseph Hagan
Stephen Landau
Dick Trask

Members of the Public present, at various times:

Don Brown, Great Hill Cemetery Trustee
John Colman, Great Hill Cemetery Trustee
Jess Edwards, Candidate for State House, Rockingham District 4
Andrew Hadik, Planning Coordinator
Darrell Quinn, Great Hill Cemetery Trustee
Matt Rittenhouse, Tri-Town Times
Brian Sullivan, Planning Board
Michael Weider, Planning Board
And others unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

1.4 Additions and Deletions

One non-public session was added, under Public Employees.

1.5 Public Comment

Jess Edwards of Auburn, NH introduced himself as a candidate running for a Rockingham County District 4 House seat. He is here to observe and meet people.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

II. Old Business

2.1 Approval of Minutes

This subject was not addressed tonight. There is a sheet in the Selectmen’s Office on which Selectmen can note their approval of past minutes.

III. New Business

3.1 John Colman – Great Hill Cemetery Insurance

Mr. Colman, Mr. Brown, and Mr. Quinn appeared before the Board to discuss vandalism insurance for the monuments at Great Hill Cemetery.

This insurance costs \$923 annually and has a \$500 deductible. As Great Hill Cemetery is town-owned property, the Town should pay for this insurance. As the premium is due on July 2nd, the Trustees will pay it and be reimbursed by the Town.

There was some discussion about ways to possibly recoup the cost of this insurance. One suggestion was to add a small amount - \$5 to \$10 – to each gravesite sold. Mr. Quinn suggested raising gravesite prices, which are low in comparison to other towns, by \$50. As the trustees are elected, any decisions made on prices are theirs alone.

Mr. Colman also asked if Town Counsel Gorrow had written a letter giving her opinion on the Great Hill Cemetery Trustees opening a new account; she has not as of yet, but Chairman Landau will contact her.

Mr. Brown, Mr. Colman, and Mr. Quinn departed the meeting at 7:28pm.

3.2 Andrew Hadik – Encumbrance for Impact Fee Contract

Mr. Hadik, Mr. Sullivan, and Mr. Weider appeared before the Board to request an encumbrance in order to fund the development of two new impact fees, for Government Buildings and the Library. They already have the Scope of Work and Cost Estimate of \$4,200.

If there are not sufficient funds at the end of the Fiscal Year to cover the entire \$4,200, Mr. Hadik asked if they could have at least \$2,100; in that case, they would develop the fees for Government Buildings first.

There was also some discussion on the Highway items in the CIP, which equal ~\$20m; impact fees based on this figure are legally indefensible if the Town has no intention of raising and appropriating sufficient funds each year to fund them. In order to avoid an issue, Mr. Hadik suggested earmarking, for example, ~\$500k of a ~\$800k CIP appropriation for Highway work exclusively. If this process was carried through for the next seven years of the CIP program, \$3.5m would be earmarked; could the Highway items be prioritized to equal that sum? The total amount to be raised and appropriated towards the CIP may be

adjusted each year, although Selectman Cannon spoke in favor of consistency. It was noted that the Highway Block Grant funds would be added on top of this annual ~\$500k.

Mr. Hadik stated that although Dubois & King would charge \$75k to do a town-wide paving evaluation, T-square (T²) at UNH would be able to do it for much less.

The Board agreed to put the requested \$4,200 on their list of potential encumbrances; it will likely be mid-July before the exact figures are known.

Mr. Hadik, Mr. Sullivan, and Mr. Weider departed the meeting at 8:05pm.

3.3 Encumbrances

Ten requests have been made for encumbrances.

Highway Budget	\$60,000
Article #13 Police Communication	\$8,827
Fire Dept/Boston Systems-IT Upgrade	\$1,620
Fire Dept/Security System	\$2,620
Town Lighting Project	\$10,000
Fire & Police/match homeland security grant	\$15,000
Impact Fee Methodology non-lapsing article	\$1,109
Great Hill Cemetery Sonar/Radar	\$6,750
Impact Fees	\$4,200
Agricultural Commission Brochure	\$438

The Agricultural Commission had requested an encumbrance of \$438 in order to print its new brochure; the Board would prefer that this expenditure be made this Fiscal Year.

There was some discussion about lighting of the flagpole for the village cemetery and it was confirmed that there will only be one pole, not two.

Vice-Chairman Trask moved that the Town prioritize the requests, and encumber funds if available, in the following order:

1. Highway Budget	\$60,000
2. Fire & Police/match homeland security grant	\$15,000
3. Article #13 Police Communication	\$8,827
4. Fire Dept/Boston Systems-IT Upgrade	\$1,620
5. Fire Dept/Security System	\$2,620
6. Impact Fees	\$4,200
7. Great Hill Cemetery Sonar/Radar	\$6,750
8. Town Lighting Project	\$10,000
9. Impact Fee Methodology non-lapsing article	\$1,109

Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; so moved.

It is estimated that after this \$110,126 is encumbered, that there will still be ~\$18k remaining at the end of the Fiscal Year.

3.4 457 Plans

Vice-Chairman Trask reported that the 457 Plans would incur a one-time setup cost of \$300, plus a maintenance fee of \$150 each year. A new budget line item under benefits will need to be created.

Vice-Chairman Trask moved that the Town go forward with the 457 Plans; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

3.5 Liaisons

It was clarified that a Liaison does not function as a “Boss”, but rather as a “Contact Person”. After some discussion, the roles are assigned as follows:

Chairman Landau	Vice-Chairman Trask	Selectman Buckley	Selectman Cannon	Selectman Hagan
Agricultural Commission	Budget Committee	Assessing	Police & Highway Safety	Fire Department
Brownfields	Emergency Management	Building Inspector	Senior Citizens	Health Officer
Cemeteries	Fire Department	Finance	Strategic Land Protection	Highway Department
Chester Kitchen	Historical Society	Planning Board & CIP	ZBA	School Board
Conservation	NH Climate Resolution	Recreation		
Library	PACT	Spring Hill Farm		
Town Clerk	Joint Loss			
Transfer Station	Supervisors of the Checklist			
Trustees of the Trust Funds	Web			
Wason Pond				
Welfare				

IV. Selectmen’s Business

4.1 Roundtable

Selectman Cannon:

- Nothing to report.

Vice-Chairman Trask:

- Nothing to report.

Selectman Buckley:

- Nothing to report.

Selectman Hagan:

- He thanked the Town for supporting the American Legion by attending its Spaghetti dinner on Saturday night.

- The Annual Boy Scout Yard Sale is taking place this weekend, with food and water being supplied by the American Legion.

Chairman Landau:

- Police Chief Berube has notified the Board about ongoing issues at Wason Pond, and asked for additional signage (“swimming in designated areas only”, “keep to marked trails”, etc.) in order that his Department has the authority to arrest disorderly patrons. Although there is no supervision onsite, the Police Department does have funds in their budget for additional patrols. Vice-Chairman Trask added that signage prohibiting animals on the athletic fields would be welcome, as patrons are allowing their dogs to foul the fields and not cleaning up afterwards. The Wason Pond Commission leadership has been notified of this request; Chairman Landau will speak with Town Counsel Gorrow about what is allowable.
- A Safety Inspector visited the Town recently and identified two problems: one was a scarcity of eyewash stations, which have now been ordered; another was too-easy access to Town Employees in the Municipal Complex. She left a packet with photographs of suggested changes, which will be left in the Selectmen’s Office.
- The Church Tower clock should be appraised in order to arrange for the appropriate amount of insurance coverage. The piano in Stevens Hall, and the Town’s historic books, are covered. All were in agreement to have the clock appraised.
- Record destruction is continuing as planned.
- An Area Selectmen’s meeting is scheduled for 6:30pm on Thursday, July 14th, 2016 at Sandown Town Hall. Currently a Public Hearing on Building Inspector fee increases is planned for that date.

4.2 Public Comment

As no members of the Public were in attendance, Public Comment was closed at 8:50pm.

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; Chairman Landau seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting room was closed at 8:51pm.

The meeting room was re-opened at 9:04pm.

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

Vice-Chairman Trask moved that the minutes to the non-public session on Public Employees be sealed for a period of ninety (90) days; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

V. Adjournment

Vice-Chairman Trask moved to adjourn the meeting; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

The meeting was adjourned at 9:05pm.

Respectfully Submitted,

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Debra H. Doda

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Recording Secretary