

**Town of Chester  
Board of Selectmen Meeting  
Thursday, June 2<sup>nd</sup>, 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  
ZBA Appointment – Adam Maciaszczyk  
Tony Amato – Maintenance Department  
LED Lighting Project  
BOS Chair and Vice Chair Elections  
Roundtable  
Public Comment  
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 7:03pm.

*1.2 Roll Call*

Selectmen present:

Cass Buckley  
Jack Cannon  
Joseph Hagan  
Stephen Landau  
Dick Trask

Members of the Public present, at various times:

Tony Amato, Maintenance Supervisor  
Adam Maciaszczyk, ZBA  
Matt Rittenhouse, Tri-Town Times  
Leroy Scott  
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*

A discussion of the LED Lighting project was added. Items *3.2, Planning Board Appointment - Rick Snyder*, and *3.5, Andrew Hadik, Planning Coordinator - Formulation of Impact Fees*, were both deleted and will be rescheduled for a future date. Item *3.6, Discussion of 457 Plans*, was deleted and rescheduled for two weeks from tonight.

### *1.5 Public Comment*

Leroy Scott stood and was recognized. He wanted to be sure that the Board was aware of ‘the situation at Wason Pond’ - to wit, the rope swing is back. Chairman Landau stated that he would contact the Town’s insurance company to find out what to do.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:10pm.

## **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 ZBA Appointment – Adam Maciaszczyk*

Adam Maciaszczyk appeared before the Board for reappointment to the Zoning Board of Adjustment. He has been a member for the past year and so far has attended one class.

Vice-Chairman Hagan thanked Mr. Maciaszczyk for his willingness to volunteer for the Town; Selectman Buckley reported that he had served on the ZBA with Mr. Maciaszczyk as the representative from the Planning Board and is in favor of his reappointment.

**Vice-Chairman Hagan moved to reappoint Adam Maciaszczyk as a regular member of the Zoning Board of Adjustment for a three year term to expire May 31<sup>st</sup>, 2019; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; so moved.**

Mr. Maciaszczyk should contact Town Clerk Newnan to be sworn in. He departed the meeting at 7:08pm.

### *3.2 Tony Amato – Maintenance Department*

Maintenance Supervisor Amato appeared before the Board to discuss his maintenance projects.

Due to the size of the maintenance budget, the Board would prefer that report to the entire Board every two weeks in the future, rather than assign him a specific liaison. They are interested in what has been accomplished over the past two weeks, what is ongoing, and what is planned for the next two weeks, as well as the costs. Maintenance Supervisor Amato added that in addition there would often be unexpected items; for example, today at Wason Pond he discovered a pole supporting the roof at the Store had been damaged and needed to be removed and replaced without delay.

Selectman Cannon also suggested that Maintenance Supervisor Amato provide the Board with a written update on the Tuesday or Wednesday before the meeting so that the Board could prepared to discuss the projects.

Maintenance Supervisor Amato reported that the Municipal Complex roof replacement was complete. When the roof was stripped off, very little rot was discovered. What was discovered, though, was that the roof was built with steel girders, and is very strong and tight. The new roof has four layers of ice/water shield, is completely flashed, and has a 25-year warranty. The dumpster is to be removed

tomorrow (Friday, June 3<sup>rd</sup>, 2016).

There is \$11,700 remaining in Warrant Article #16 from the 2014 Town Meeting to work on the farmhouse at Spring Hill Farm. These funds were already encumbered once, and cannot be rolled over again. Maintenance Supervisor Amato plans to use these funds to strip the siding and install Tyvek. He has spoken with three contractors, and asked that the Board waive the bid and purchase process in order to save time and simply select the contractor who verbally gave the best price. The Board declined to do so, saying that a brief RFP could be written, and the contractors with whom he spoke should be able to provide a written bid by next Thursday morning. These bids should contain a Time & Materials line as well in case stripping of the siding shows unexpected rot. Due to the construction of the basement, it is impossible to see the sills from inside.

The new cages at the MPR are completed, as is the Fire Inspection. Some pull stations are inoperable, and will be replaced after July 1<sup>st</sup>. He expects this to cost ~\$700.

Other planned projects are to paint the Stevens Hall porch (the front door will be locked, and patrons should use the back door, which has the same key), install a kitchen window, convert the Wason Pond Bathhouse into a changing room (Chairman Landau suggested that he spend \$50 on rubber mats for the flooring, rather than looking for rugs from the Transfer Station. He should notify the Board if he needs to spend more than that), the Stevens Hall Chimneys project, and contacting oil/propane vendors to get bids for the upcoming winter season.

The County Workers are coming back next week to paint the MPR and annex. He also plans to use the County Workers to dig a drainage ditch (either by hand, or by renting equipment), and fill it with stone.

He has spoken with American Tank Management about the work approved in Warrant Article #19 at this year's Town Meeting (the capping of underground lines and installation of oil tanks for the Municipal Complex). The Board agreed to waive the writing of an RFP and the Bid & Purchase process for this job, as AMT is the only local vendor who can do this work, and AMT has agreed to honor the price they gave the Town two years ago. They will handle the permitting, which will take 4-8 weeks. He added that the small room where the oil tanks are to be installed contains items for the Clothes Closet, and needs to be cleaned out.

John Dalrymple has begun the mowing; Maintenance Supervisor Amato is transporting the mower from place to place. He expressed interest in using the Police Department's retired Expedition, as the Department's mobility is limited during mowing season. Unfortunately, the gate in the new Wason Pond fence is only 8' wide, and he cannot get through it with the truck and trailer. He has installed combination locks for these gates, and has temporary fencing available that he plans to install on the abutter side of Wason Pond in order to keep balls, etc. in.

There was some discussion about the new fields at Wason Pond. Maintenance Supervisor Amato has a roller that can be towed behind the mower to keep the fields level. He would also like to install signs to exclude animals from these fields; he is concerned that horse riding will rip up the turf, and has found quite a bit of dog feces in the grass, as well as in the playground. He will also be re-installing the trash barrels. Chairman Landau asked that the Wason Pond Commission be contacted before any work is done.

**Selectman Cannon moved that the Board go into non-public session with Maintenance Supervisor Amato under RSA 91-A:3 II (c) reputation; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.**

The meeting room was closed at 7:44pm.

The meeting room was re-opened at 7:56pm.

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

**Vice-Chairman Hagan moved that the minutes to the non-public session on Reputation be sealed for an indefinite period; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.**

Maintenance Supervisor has met with the Fire Department about their mower and trailer; the Association will be meeting on Tuesday. This is not a commercial mower, but it can do smaller jobs.

Chester Academy graduation is June 11<sup>th</sup>; the tent will be up for two weeks, as it will be used by the Boy Scouts afterwards.

Maintenance Supervisor Amato will return to next week’s meeting in order to present the Spring Hill Farm siding stripping/Tyvek installation bids. After that, he will be on the agenda every other week.

Maintenance Supervisor Amato departed the meeting at 8:00pm.

### *3.3 LED Lighting*

Selectman Trask estimates that the Town will be saving ~\$10k each year on electricity, due to joining the consortium. He would be interested in using these savings to replace the Municipal Complex lighting with LED bulbs in order to realize even greater savings. He expects a 1.5 years’ ROI. The bulbs are compatible with present fixtures, but do not require the ballast. The U-shaped bulbs are much more expensive than the straight ones; it might be use to replace those fixtures in order to use all straight bulbs. He suggested using a phased process by first replacing the bulbs in the main offices and the police department.

Selectman Cannon would be interested in finding surplus funds from this year’s budget to fund these bulbs.

Quotes were solicited from two companies, EWM from Washington State and IMMI from New Hampshire. Selectman Buckley would prefer to support a New Hampshire company. The prices from EWM appeared to be less, but they were not for identical bulbs. The companies are willing to provide samples; Selectman Trask will arrange for this.

**Selectman Trask moved to add LED Bulb Replacement to the list of items to be paid for by encumbered funds, if possible; Selectman Buckley seconded the motion.**

There was some discussion about replacing only bulbs as they burned out, not all at once; another suggestion was to replace them all at once, but to save the removed bulbs to be used in areas where the LED project had not yet begun; there was also discussion about the cost of disposing of the old bulbs.

The question was called. **The vote was unanimous in the affirmative; so moved.**

### *3.4 BOS Chair and Vice Chair Elections*

**Vice-Chairman Hagan nominated Chairman Landau to continue as Chairman; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.**

**Vice-Chairman Hagan nominated Selectman Trask as Vice-Chairman; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.**

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

##### *4.1 Roundtable*

###### *Selectman Cannon:*

- Nothing to report.

###### *Selectman Trask:*

- The State previously had twelve risk pools for property and liability insurance; now it only has one. The Town contracted with Primex, due to PLT going out of business. Davis & Powell, another insurance carrier, has contacted the Lawson Group about creating a second risk pool to give competition to Primex. The Town is willing to speak with them next year when it is time to quote insurance again. Selectman Trask opined that the Town may see a 10-15% increase in Primex's cost next year, as they bid very competitively in order to secure the Town's business.
- Selectman Trask would like to have a large television screen installed in the meeting room in order that persons meeting with the Board who have photographs, presentations, etc. could project them on the screen for easier viewing. The Board was in favor of this idea; Selectman Cannon suggested a large screen, perhaps 55 - 60". Selectman Trask will return with final prices.
- Building Inspector Bunker has reported that although his revenue is up about \$25k, the Town's fees are lower than those of surrounding Towns and this should be discussed. Selectman Trask suggested that he come before the Board with details of other Towns' fees. He added, parenthetically, that Building Inspector Bunker is also interested in using the Police Department's retired Expedition. Selectman Buckley suggested that all Departments could share it.

###### *Selectman Buckley:*

- Selectman Buckley asked for a discussion of the roles of liaisons. It was reiterated that a liaison is not a 'boss'; the entire five-member Board is the 'boss'. The liaison is merely a contact person; a person to share information back and forth between the Department and the Board. All Selectmen are welcomed and encouraged to be in contact with Boards, Committees, and Departments, whenever they wish. Liaisons will be discussed and assigned at next week's meeting.

###### *Vice-Chairman Hagan:*

- Vice-Chairman Hagan reported that the American Legion Post is doing a great job for the Town. The second floor egress has been completed, a well has been dug, the inside has been painted, and the building is being rented out for various meetings and events. Now the parking and roadway area needs to be finished. This will cost ~\$8k, and fundraising has begun. The next fundraiser will be a Spaghetti Dinner on Saturday, June 18<sup>th</sup>, from 5:30pm to 8:30pm, at the MPR. Tickets are \$10 for adults and \$5 for children. There will be a raffle with one prize: a seven-day stay at a condo in Orlando. Tickets may be purchased, or questions asked, by contacting the Commander, Patricia Hagan, at (603) 661-3938. Selectman Cannon noted that Gladys Nicoll would be pleased to see what nice work had been done at the building. Vice-Chairman Hagan added that it all began with an Eagle Project by Daniel Landau ~14 years ago to shingle the outside.

###### *Chairman Landau:*

- Assistant Assessor Jean Packard has requested approval to purchase a desk for her office. Her current workstation is a countertop balanced on two filing cabinets, and it is beginning to bow in the middle. It was agreed that this should be put on the list to be purchased from encumbered

- funds, or if possible, to be purchased directly from her budget.
- The Recreation and Police Departments are hosting their annual “Cops & Bobbers” event at Wason Pond on Saturday, June 4<sup>th</sup> from 8am - 12 noon. This is a free event; no fishing license is required for children under 15.
- The Recreation Department has approved that a horseshoe pit be installed at Wason Pond as an Eagle Scout project.
- The Town received an abutters’ notice from the Town of Raymond; development is planned near a parcel which Chester owns as part of the Spring Hill Farm donation.

#### 4.2 *Public Comment*

As there were no Members of the Public who wished to be heard, Public Comment was closed at 8:44pm.

#### **V. Adjournment**

The next meeting of the Board of Selectmen is scheduled for Thursday, June 9<sup>th</sup>, 2016 at 7pm in the Meeting Room.

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

The meeting was adjourned at 8:45pm.

Respectfully Submitted,

Debra H. Doda