

**Town of Chester
Board of Selectmen Meeting
Thursday, May 26th, 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 –Jean Methot

Michael Oleson, Road Agent - Encumbrances

Aaron Berube, Police Chief - Vehicle

Greg Bolduc, Fire Chief – Purchase Process of Approved Items & Requested Non-Public

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 7:04pm.

1.2 Roll Call

Selectmen present:

Cass Buckley

Jack Cannon

Joseph Hagan

Stephen Landau

Dick Trask

Members of the Public present, at various times:

Rich Bellemore, Fire Department Lieutenant

Aaron Berube, Police Chief

Greg Bolduc, Fire Chief

Ben Clark, Fire Department Captain

Phil Gladu, Fire Department Captain

Jean Methot, ZBA

Michael Oleson, Road Agent

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

Two non-public sessions were added on Public Employees.

1.5 Public Comment

Leroy Scott stood and was recognized. He asked if there were going to be any Memorial Day services, and if so, where. He was informed that the ceremony would begin at 9am on Monday, May 30th, 2016 at the flagpole (flags should be at half-staff), and that afterwards, the American Legion would be hosting a Mug & Muffin.

Mr. Scott also stated that the PA system in the MPR had proven insufficient for its purpose at Town Meeting.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:09pm.

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 – Jean Methot

Mr. Methot appeared before the Board to be reappointed as an Alternate to the ZBA for a three-year term. He has served on the ZBA for the past 17 years. Selectman Buckley noted that he has served with Mr. Methot before, and approves of this reappointment.

Selectman Trask moved to reappoint Jean Methot as an alternate to the ZBA for a three-year term; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

Mr. Methot departed the meeting at 7:12pm.

3.2 Michael Oleson, Road Agent - Encumbrances

Road Agent Oleson appeared before the Board to request that any funds remaining in his budget at the end of the Fiscal Year be encumbered in order that he can pave Pulpit Rock Road. The project is quoted at \$106k; he expects to have \$60 - \$68k left, and along with some funding from Warrant Article 9, CIP Projects (Asphalt and Engineering), he should be able to finish the road and remove it from the CIP. He noted, however, that the project could go as high as \$150k after test pits are performed, as there might be some need for crushed rock, etc.

There was a suggestion that should additional funds be available from the bottom line of the total budget, those could also be directed towards this job, potentially allowing other road(s) in the CIP to be worked on instead with the CIP funds.

Road Agent Oleson stated that plow trucks had caused quite a bit of damage to Pulpit Rock Road, and that it was a good place to spend funds. It was queried whether or not the Electrical Substation had had any impact; it was generally agreed that it had not, as the Substation can be accessed through Haverhill Road instead.

Vice-Chairman Hagan moved to encumber the remaining balance of the total budget, up to \$106k, to pave Pulpit Rock Road. Selectman Cannon seconded the motion.

Some discussion ensued, and a friendly amendment was made to the motion. This friendly amendment received unanimous approval, and the motion now reads:

Vice-Chairman Hagan moved to encumber the balance of the Highway budget remaining at the end of the Fiscal Year to pave Pulpit Rock Road. Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

Selectman Cannon inquired about the budget line for dirt road maintenance, which is quite high; apparently February’s mud season was much worse than usual.

The repairs to Cole Road are now complete, and the road is open. The repair cost less than expected, as the original estimate was based on a similar project in another town which cost \$50k. Road Agent Oleson has posted it with a 15mph speed limit, weight limits, and a ‘bump’ warning sign. The only issue seen so far is that a pipe on the Fire Department’s Quint only clears the bump by ~1-2”.

If there are not too many floods, he expects the repair to last three-five years, but eventually the road will eventually need to be raised and the rotted culverts replaced with either a box culvert or a bridge. He warned the Board that Cole Road is not the only road in Town with culvert issues.

Road Agent Oleson departed the meeting table at 7:24pm.

3.3 Aaron Berube, Police Chief - Vehicle

Police Chief Berube appeared before the Board to discuss a few various issues.

Firstly, on May 5th, 2016, Officer Todd Crumb graduated from the Part-Time Academy as the top candidate in his class. He is currently Field Training with Sergeant Sable. Chief Berube has the new hire pay sheet for the Board to sign.

Police Chief Berube noted that due to his promotion to Police Chief this Fiscal Year, he has been unable to utilize all of his vacation time. He requested that he be allowed to carry over 56 hours to be used in July and August. Chairman Landau suggested that to be safe, the carry over period be extended to include September as well.

Chairman Landau moved to allow Police Chief Berube to carry over 56 hours of vacation until September 30th, 2016; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so moved.

Police Chief Berube reported that he has spent \$1,200 of the \$10k raised and appropriated via Special Warrant Article 13, Police Communications Equipment, from the 2015 Town Meeting. He has been working with Finance Director Smith and has a work order from Boston Systems and IMC, so would like to encumber the remaining \$8,800.

Selectman Trask moved to encumber the remaining balance of Special Warrant Article 13, Police Communications Equipment from the 2015 Town Meeting; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative; so moved.

Police Chief Berube stated that he has approximately 18% left in his budget, and would like to replace a vehicle camera, which will cost ~\$6k, plus retrofitting. Funds are left over due to the gap in transitioning between the former and the current Administrative Assistant; those could be used.

Chairman Landau moved to encumber \$8k from the Police Department budget line for replacement of a vehicle camera and the necessary retrofitting; Selectman Trask seconded the motion. The vote was unanimous in the affirmative; so moved.

The Police Department’s new 2016 F250 Pickup Truck purchased under Special Warrant Article #8, CIP Projects, is ready, but cannot be picked up without a payment within seven days, so the Department will not take receipt until July 1st. The F250 will cost \$29,955; a six-year bumper to bumper warranty costs another \$3,400.

This vehicle is replacing the Expedition, which has a trade-in value of ~\$6 - \$8k. There was a lengthy discussion about the benefits of trading in this vehicle versus keeping it for another Department who can make use of it, such as the Building Inspector has done with an old Crown Vic. Police Chief Berube estimates that it will cost ~\$2,500 - \$3,500 to repair the Expedition; it will currently not pass inspection. The engine has 68k miles on it (although as a Police vehicle, one should double that mileage due to the engine being constantly running) and has been well maintained, but as it’s used in inclement weather, the undercarriage is rusting/rotting (although there are no holes). If another Department uses it, the Police insignia will need to be removed at the cost of ~\$300. If it is traded in, the Dealership assumes that cost.

It was suggested that the other Departments be polled to see if any of them can use the Expedition before a decision is made.

Police Chief Berube departed the meeting at 7:44pm.

3.4 Greg Bolduc, Fire Chief – Purchase Process of Approved Items & Requested Non-Public

Fire Chief Bolduc appeared before the Board with Captains Clark and Gladu.

He has met with Physio-Control, the vendor for the Life Paks to be purchased under Special Warrant Article #8, CIP Projects. It was noted that the \$59,479 in that Article did not include the cost of a service plan. The Life Paks have a one-year warranty period. If the Department purchases a four-year service plan within 60 days of purchasing the Life Paks, it will cost \$16,696. If they wait until after the 60 days, it will cost \$19,640. Therefore, purchasing it earlier rather than later will save the Town ~\$3k. This plan does not need to be paid for until after the first year warranty period is over; at that point it can be paid in full, or spread out over the four years. As maintenance on a CIP item, this can be paid from CIP funds.

Chairman Landau would like to check with Town Counsel to see if the Town can obligate itself to a four-year term. Fire Chief Bolduc noted that this is not a binding contract, merely an agreement to purchase in order to receive the reduced price.

Selectman Trask moved to allow the Fire Department to enter into a non-binding contract for a four-year service plan with Physio-Control; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; so moved.

Captain Clark stated that he had looked at various vendors for the Personal Protective Equipment to be purchased under Special Warrant Article #8, CIP Projects. The Department currently uses Globe; he also investigated Lakeland and Lion. Globe was willing to match the lowest bid, plus upgrade the PPE to its highest level for the same price as its lowest, and as a result, Captain Clark recommends going with Globe.

This new gear, which is bespoke, is more ergonomically designed; it moves with the wearer, and results in less stress and fewer burns. It is manufactured in Pittsfield, NH; the helmets are manufactured in Manchester. Fire Chief Bolduc thanked Captain Clark for his work on this purchase.

Fire Chief Bolduc reminded the Board about the two Motorola radios purchased by former Fire Chief Richard Antoine. These are now installed in two vehicles. He will be purchasing and installing two additional radios using the funds from Special Warrant Article #8, CIP Projects. He noted that in the future, his additions to the CIP will be for fully outfitted vehicles, not piecemeal.

An invoice for \$8,600 for the Motorola radios is coming. He would like to install a security system at the Firehouse; this quote is for \$2,620. The Rescue Truck, Engine 1, and Engine 2 all need front tires; this will cost \$3,000 which includes an alignment. There are no funds for any of these in the current budget. Fire Chief Bolduc hopes that the Town will be able to find/encumber some funds for this work rather than having to use funds from next year’s budget.

There was some discussion about the Fire Department’s mechanic, who is also a diver. The sluiceway at the Wason Pond dam is currently blocked; it needs to be inspected and photographed, and this diver will charge ~\$300 to do the work. It was stressed that the diver must provide a Certificate of Insurance listing the Town as additional insured before he can perform the job.

The former “Chief’s Car”, Car #1, is currently being redone at the Fire House.

The Fire Department will be hosting a Red Cross Blood Drive on Saturday, May 28th, 2016 from 9am – 2pm.

The Full Time Firefighter Hiring Committee presented Fire Chief Bolduc with their selected candidate, whom they interviewed on Tuesday. Fire Chief Bolduc interviewed the candidate today, and is ready to present the candidate’s name to the Board in non-public session.

Fire Chief Bolduc, Captain Clark, and Captain Gladu departed the meeting table at 8:10pm.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Cannon:

- Nothing to report.

Selectman Trask:

- Planning Coordinator Hadik is working on projected impact fees. \$110,734 will be collected from subdivisions currently being built; \$655,298 or as much as twice that is projected from subdivisions currently approved but not yet built. Once a subdivision is approved, fees are set on a 5-year timeframe. After the five years expire, the current multiplier will apply.
- He reiterated that after the Memorial Day Ceremony on Monday, May 30th, 2016, the American Legion will be hosting a Mug & Muffin.

Selectman Buckley:

- Nothing to report.

Vice-Chairman Hagan:

- Nothing to report.

Chairman Landau:

- The Board received a letter from a candidate for the NH Senate; current Senator Russell Prescott is not running for reelection. She will be invited to visit the Board. This is not to be considered an endorsement; any candidate running for public office is welcome to visit.
- There is information on wells and water testing/contamination in this week’s folder.

- 266 • The Town is in need of additional fireproof filing cabinets. Surplus Office Equipment was
268 contacted; they have four-drawer file Schwab 5000 cabinets for \$895 each, or will offer a 10%
discount if four are purchased, for a total of \$3,222. The Building Inspector’s office could use
270 nine; Room 20 could use 20-25.
272 • He recommends that the Board approve the lease of a second desktop PC for the Selectmen’s
Office, to be placed on the Selectmen’s Desk, at the cost of \$60/month, as of July 1st. If a future
274 decrease in workload makes this PC unnecessary, it can be returned to Boston Systems.
**Chairman Landau moved to lease a second desktop PC for the Board of Selectmen’s
Office; Vice-Chairman Hagan seconded the motion. The vote was unanimous in the
affirmative; so moved.**
276 • Liaisons and Election of Chair and Vice-Chair should be discussed at next week’s meeting.

278 4.2 *Public Comment*

280 As there were no Members of the Public who wished to be heard, Public Comment was closed at 8:25pm.

282 4.3 *Non-Public Sessions*

284 **Chairman Landau moved that the Board go into non-public session under RSA 91-A:3 II (a)**
286 **Public Employees, RSA 91-A:3 II (b) Employment, and RSA 91-A:3 II (e) Pending Litigation;**
Vice-Chairman Hagan seconded the motion. The vote was unanimous in the affirmative; so
288 **moved.**

290 The meeting room was closed at 8:27pm. Fire Chief Bolduc, Captain Clark, Captain Gladu, and Lieutenant
Bellemore remained in the meeting room.

292 Captain Clark departed the meeting room at 8:50pm.

294 Fire Chief Bolduc, Captain Gladu, and Lieutenant Bellemore departed the meeting room at 9:14pm.

296 The meeting room was re-opened at 9:51pm.

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

302 **Chairman Landau moved that the minutes to non-public session #1 on Public Employees be**
sealed for a period of ninety (90) days; Vice-Chairman Hagan seconded the motion. The vote
304 **was unanimous in the affirmative; so moved.**

306 **Chairman Landau moved that the minutes to non-public session #2 on Employment be sealed**
for a period of ninety (90) days; Vice-Chairman Hagan seconded the motion. The vote was
308 **unanimous in the affirmative; so moved.**

310 **Chairman Landau moved that the minutes to non-public session #3 on Public Employees be**
sealed for an indefinite period; Vice-Chairman Hagan seconded the motion. The vote was
312 **unanimous in the affirmative; so moved.**

314 **Chairman Landau moved that the minutes to non-public session #4 on Public Employees be**
sealed for an indefinite period; Vice-Chairman Hagan seconded the motion. The vote was
316 **unanimous in the affirmative; so moved.**

318 **Chairman Landau moved that the minutes to non-public session #5 on Pending Litigation be**
sealed for an indefinite period; Vice-Chairman Hagan seconded the motion. The vote was

unanimous in the affirmative; so moved.

V. Adjournment

The next meeting of the Board of Selectmen is scheduled for Thursday, June 2nd, 2016 at 7pm in the Meeting Room.

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

The meeting was adjourned at 9:53pm.

Respectfully Submitted,

Debra H. Doda