

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, February 25<sup>th</sup>, 2016  
Municipal Complex Meeting Room  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Chairman’s Additions or Deletions  
Public Comment (10 Minutes)  
Approval of Minutes  
Erin Newnan, Acting Town Clerk: Personnel Staffing  
Warrant Articles Continued  
Roundtable  
Chris LeClaire of MRI: Proposed Non-Public  
Non-Public Sessions  
Meeting Adjournment

*1.1 Call to Order*

Stephen O. Landau, Chairman, called this meeting of the Town of Chester Board of Selectmen to order at 7:03pm.

*1.2 Roll Call*

Selectmen Present:

Jack Cannon  
Joe Castricone  
Joseph Hagan, Vice Chairman (*arrived 7:05pm*)  
Stephen O. Landau, Chairman  
Dick Trask

Members of the Public present, at various times:

Rich Antoine, Fire Chief  
Ben Clark, Fire Captain  
Chris LeClaire, MRI  
Erin Newnan, Acting Town Clerk  
Matt Rittenhouse, Tri-Town Times  
Leroy Scott  
Joanne Smith, Finance Director

*1.3 Pledge of Allegiance*

Chairman Landau led the attendees in the Pledge of Allegiance.

*1.4 Additions and Deletions*

Chairman Landau proposed that the appointment with Erin Newnan, Acting Town Clerk, be conducted in non-public session; and noted that an additional non-public session on compensation would be added.

Selectman Trask requested that three (3) items pending the Board’s approval be addressed briefly during Roundtable.

Chairman Landau gave notice of the following dates, relative to Town Election to take place Tuesday, May 10<sup>th</sup>, 2016:

- Thursday, March 10<sup>th</sup>: the last day to post Public Notice of hearings for amendments to zoning ordinances, historic ordinances, or building codes.
- Friday, March 11<sup>th</sup>: the last day voters may request the Selectmen call a special meeting; per RSA 39:3.
- Friday, March 11<sup>th</sup>: the first day to hold public hearings for bonds over one hundred thousand dollars (\$100,000.00)—notice of which must be published in newspaper seven (7) days prior.
- Friday, March 11<sup>th</sup>: the last day for governing body to extend polling hours of Town Election.

Chairman Landau noted that polling hours for Town Election will be 7am to 7pm. Selectman Trask mentioned he was aware of a proposal that may be made to amend an ordinance/code. Chairman Landau stated that he was recently informed that the Tri-Town Times would not be suitable for publishing hearing notices, as it is no longer mailed to all residents.

## **II Old Business**

### **2.1 Approval of Minutes**

Minutes were not addressed this evening.

## **III New Business**

### **3.1 Erin Newnan, Acting Town Clerk: Personnel Staffing**

Chairman Landau made a motion to enter a brief (ten minute) non-public session on employment / compensation under RSA 91:A3 II (a) with Erin Newnan, Acting Town Clerk; then to come out of non-public session and seal the minutes. Vice Chairman Hagan seconded the motion; the vote was unanimous in the affirmative, so moved.

The meeting room was closed at 7:09pm; Ms. Newnan remained and appeared before the Board.

Selectman Castricone made a motion to come out of non-public session; Vice Chairman Hagan seconded the motion. The vote was unanimous in the affirmative, so moved.

The meeting room was reopened and general session reconvened at 7:23pm; Joanne Smith, Finance Director, rejoined the meeting table.

Chairman Landau made a motion to seal the minutes of the first non-public session on employment / compensation with Erin Newnan present for a period of six (6) months; Selectman Castricone seconded the motion. The vote was four in favor with Selectman Cannon having abstained, so moved.

Chairman Landau made a motion, as per the suggestion of the Acting Town Clerk, to appoint a Deputy Town Clerk; Selectman Castricone seconded the motion. Vice Chairman Hagan expressed that recent office transitions as well as customer service demands required additional resources; and that the Town

had already received these changes very well. Much training will be required of the future Town Clerk appointee; Vice Chairman Hagan felt that appointing the Deputy role would be a win for the Town and would enable the mission of Town Clerk to continue successfully. The vote was four in favor with Selectman Cannon having abstained; so moved.

Ms. Newnan departed the meeting at 7:25pm.

Ms. Smith asked if the employment status of Deputy Town Clerk would be full-time; per Chairman Landau this was pending further discussion.

### *3.2 Public Comment*

Chairman Landau acknowledged that Public Comment had been inadvertently passed earlier; no members of the Public wished to comment at this time.

### *3.3 Warrant Articles Continued*

#### *3.3.1 Fire Department*

Last week, the Board approved moving forward with the Fire Department’s proposal to obtain two (2) LifePak 15 defibrillators, totaling sixty two thousand dollars (\$62,000.00). Since then, Ms. Smith suggested adding “to take on via lease purchase agreement” to the article. Ms. Smith noted that three hundred and eighty thousand dollars (\$380,000.00) had been placed into the CIP last year via warrant article; it was unclear as of yet if or how funds were earmarked. Should this article pass, Ms. Smith estimated the first year’s lease payment would be fifteen thousand dollars (\$15,000.00) for both LifePak 15 units.

Ms. Smith asked if the CIP schedule presented to the Board this evening had yet been voted on or approved; this was unknown as of yet. The 2008 through 2014 version of the CIP schedule was noted by Selectman Trask to be the authoritative table; as per Andrew Hadik, Planning Board Coordinator.

Chairman Landau confirmed that the Board agreed the LifePak 15 units needed to be obtained; but requested Ms. Smith determine whether the units must be leased, or if any CIP funds enabling outright purchase are available. Ms. Smith agreed and is to report findings to the Board on Monday.

Ben Clark, Fire Captain, appeared before the Board with information relative to the article requesting a new Tanker truck; estimated to cost three hundred and seventy thousand dollars (\$370,000.00).

Mr. Clark stated that resale/trade value for Tanker 1 was projected at between twenty and thirty thousand dollars (\$20,000.00-\$30,000.00); and that he expected to receive an email tomorrow containing an updated cost estimate for the new truck—reminding that this was likely to be less than the initial \$370k figure. Ms. Smith confirmed the terms of the lease included no payment was due in 2017; this was Mr. Clark’s understanding as well.

Chairman Landau asked if further information had been obtained on the cab and chassis lease proposal; Mr. Clark noted that he was not specifically involved but he believed that a Ford F-250 with a utility body was being researched by Rich Antoine, Fire Chief. Selectman Castricone expressed concern that incompleteness/delay in justifying such costly proposals may jeopardize the successfulness of Fire Department warrant articles. Chairman Landau explained that the Board would continue to wait; but would not guarantee future approval if further information is not received.

Mr. Clark departed the meeting at 7:39pm.

### *3.3.2 Police Department*

Chairman Landau noted last week’s approval by the Board to move forward with the article for a cruiser; and that actuals had since been received on the four-wheel drive (4WD) vehicle. The leased 2016 Ford F-150 would cost a total of thirty three thousand six hundred and seventeen dollars (\$33,617.00)—with the first year’s expense being seven thousand six hundred and forty-five dollars (\$7,645.00).

Selectman Castricone made a motion to recommend this vehicle warrant for the Police Department; Selectman Trask seconded the motion. Chairman Landau suggested determining whether discounted rates may be achieved if multiple vehicles are financed together; so that better prices may be announced at Town Meeting if the articles pass. The vote was called; and was unanimous in the affirmative, so moved.

### *3.3.3 Highway Department*

Ms. Smith clarified that the culvert repair article was actually meant to propose four hundred and twenty-five thousand dollars (\$425,000.00) be placed into the CIP; to allow subsequent repairs for Edwards Mill Road culverts only. Chairman Landau reiterated that last week the Board discussed this under the impression that funds were to be drawn from the CIP; to include repair of culverts on Halls Village Road and Rod and Gun Club Road as well. Selectman Trask reminded that funds may only be drawn for a specific purpose as listed in the CIP; and that such listing did not yet exist within the CIP. Ms. Smith added that the sum requested still needed to be raised; Chairman Landau noted that this would require raising ~three hundred thousand dollars (\$300,000) through general taxation.

Selectman Cannon made a motion to create such an account and to place funds accordingly into the CIP; Vice Chairman Hagan seconded the motion. Vice Chairman Hagan asked Ms. Smith of remaining funds balance; supposing a line item for Edwards Mill culvert is set, and the repairs can be done for less. Ms. Smith was not sure but intended to consult the Planning Board for more information. Chairman Landau suggested placing NH Highway block grant funds into the CIP for Culverts; and to make appropriations later, just prior to repairs. Vice Chairman Hagan amended the motion to include two hundred thousand dollars (\$200,000.00) be added to the CIP via block grant; and the rest be raised through taxation. The original motion was withdrawn by Selectman Cannon.

Chairman Landau made a motion to raise and appropriate two hundred thousand dollars (\$200,000.00) for a CIP program for culverts, the bulk of which is to be derived from NH Highway block grant funds; and the rest through taxation. Vice Chairman Hagan seconded the motion.

Selectman Castricone questioned this; reasoning that the CIP had been implemented as a basis for long-term planning. Vice Chairman Hagan and Selectman Cannon explained that this strategy was necessary in order to offset tax impact of residents that already live here (as compared to those purchasing new homes for which impact fees apply). The vote was four in favor with Selectman Castricone opposed; so moved.

### *3.3.4 Other Warrant Articles*

Chairman Landau clarified that the article requesting a purchase of utility tractor was only to include loader, mower, and brush hog. Ms. Smith questioned whether the annual lease expense of nine

thousand nine hundred and sixty dollars (\$9,960.00) reflected a four- or five- (4- or 5-) year term; confirmation is to be obtained from Tony Amato, Maintenance Supervisor.

Chairman Landau mentioned that the article for an increase to employee wages would be discussed in a non-public session to follow.

Vice Chairman Hagan highlighted the intent to develop and commit to a funding methodology that best accentuates the concept behind the CIP; Ms. Smith agreed and stated she would discuss funding strategies with Andrew Hadik, Planning Coordinator. Chairman Landau noted this could help stabilize tax rates; Selectman Cannon added the benefit of allowing impact fees to accumulate. Chairman Landau proposed planning for a term of ten or twenty (10 or 20) years; Selectman Trask felt a ten-year program would appeal more to taxpayers; and furthered doing this to the tune of five hundred thousand dollars (\$500,000.00).

Vice Chairman Hagan departed the meeting at 8:13pm.

Chairman Landau mentioned that five hundred million dollars (\$500,000,000.00) in Tiger Grants were now available; suggesting the Board apply for three hundred thousand dollars (\$300,000.00) for a ten-year term; Selectman Cannon and Selectman Castricone agreed this would be ideal.

Vice Chairman Hagan returned to the meeting at 8:15pm.

Selectman Trask made a motion to put forth a three million dollar (\$3,000,000.00) bond over a ten- (10) year period to fund the CIP; Selectman Cannon seconded the motion. Chairman Landau preferred to allow Ms. Smith to research further in to determine optimal sum ratio. Vice Chairman Hagan wondered whether interest would accrue on funds in CIP relative to what is drawn annually; Selectman Trask commented that this depended in part upon the efforts of the Trustees of the Trust Funds. Selectman Cannon noted that various warrant articles may not be necessary if a three million dollar bond is obtained; and for example a new Tanker for the fire department could be purchased outright, conceptually. Selectman Trask suggested this be discussed prior to getting a bond. Vice Chairman Hagan suggested next year implementing a gradually-increasing funding program, working up to three hundred thousand dollars (\$300,000.00) placement by year ten (10).

Selectman Trask amended the motion to include “up to three hundred thousand dollars (\$300,000.00);” Selectman Cannon seconded the motion. The vote was unanimous in the affirmative, so moved.

Ms. Smith made note that a table provided the Board indicated what the new tax rate would be, with warrant as it exists factored in. Ms. Smith departed the meeting at 8:22pm.

#### **IV Selectmen’s Business**

##### *4.1 Public Comment*

No members of the Public wished to comment at this time.

##### *4.2 Roundtable*

Selectman Castricone requested the Board approve a request to cut three (3) dead trees near the Fire Station, for one thousand eight hundred dollars (\$1,800.00) per estimate from Mr. Amato of Maintenance. Chairman Landau suggested the Board consider implementing a program to plant trees; including but not limited to placing new trees in the vicinity of those removed. The Board agreed both

with Chairman Landau’s suggestion; and to move forward with the requested removal. Selectman Castricone also mentioned that the PACT Studio was equipped for filming; so that meetings should be conducted in either the meeting room or the studio.

Selectman Trask notified the Board that the contract with eCity Systems—the provider of online building permits soon to be available—needed to be signed. Selectman Trask made a motion that the Board sign the eCity Systems contract; Vice Chairman Hagan seconded the motion. The vote was unanimous in the affirmative, so moved.

Selectman Trask mentioned that Standard Power—the provider of discounted utility rates—had requested the Board sign a letter of exclusivity, allowing further discounts via bundling. Selectman Trask made a motion that the Board sign this letter of exclusivity; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative, so moved.

Selectman Trask mentioned receipt of request to allow the Building Inspector’s office assistant to attain annual membership of the NH Building Officials Support Staff (NHBOSS) for fifty dollars (\$50.00). The Board signed in approval.

Vice Chairman Hagan congratulated Chester residents James Boulter and Nicholas McNeil; both were recently recognized on the Dean’s List at RPI (Rensselaer Polytechnic Institute) in New York State. Earning a grade point average (GPA) of 3.5 or greater and no grade lower than a “C” are requirements of attaining this honor.

Chairman Landau notified the Board of a new clause allowing employees to opt out of receiving benefits; and that Ms. Smith suggested that the Board not elect to make changes at this time. Chairman Landau felt that it would be best to heed Ms. Smith’s advice; Selectman Trask explained this change applied to other benefits as well, and felt it may be useful to consider.

Selectman Castricone made a motion to move forward with Ms. Smith’s suggestion; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman Trask having abstained, so moved.

Chairman Landau announced that the School District’s annual meeting was scheduled for Tuesday, March 8<sup>th</sup> at 7pm at the Chester Academy Auditorium on Murphy Drive. Vice Chairman Hagan encouraged the Public to attend; as the majority of tax dollars (~75%) are spent on education.

#### *4.3 Non-Public Sessions*

Chairman Landau made a motion to enter non-public sessions, under RSA 91-A:3 II (a) on compensation, and (e) pending litigation; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative, so moved.

The meeting room was closed at 8:31pm; Chris LeClaire of MRI remained in the room and appeared before the Board.

Mr. LeClaire departed the meeting at 9:21pm.

The Board proceeded with non-public sessions.

300 Chairman Landau made a motion to come out of non-public session; Selectman Castricone seconded the  
motion. The vote was unanimous in the affirmative, so moved.

302  
304 Selectman Castricone made a motion to seal the second non-public session pending litigation with Mr.  
LeClaire present for an indefinite period; the vote was unanimous in the affirmative, so moved.

306 **V      Adjournment**

308 The next meeting of the Board of Selectmen is scheduled for Thursday, March 3<sup>rd</sup>, 2016 at 7pm in the  
Meeting Room.

310  
312 Chairman Landau made a motion to adjourn the meeting at 10:03pm. The vote was unanimous in the  
affirmative, so moved.

314 The meeting was adjourned at 10:03pm.

316  
318 Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary