

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, February 11<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  
Budget Meetings: Agricultural, Library, Spring Hill Farm, Warrant Articles, Benefits  
Attorney Appointment (8:15pm)  
Roundtable  
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:

Joe Castricone  
Joseph Hagan, Vice Chairman  
Stephen O. Landau, Chairman  
Dick Trask

Selectman Absent:

Jack Cannon

Members of the Public present, at various times:

Tony Amato, Maintenance Supervisor	Mike Oleson, Road Agent
Rich Antoine, Fire Chief	Don Penland
Richard Bellemore, Fire Department	Matt Rittenhouse, Tri-Town Times
Aaron Berube, Police Chief	Leroy Scott
Mary Beth Ditoro, Library Trust Chair	Joanne Smith, Finance Director
Tom Edwards, Spring Hill Farm Trustee	Lee Smith
Eric Emerson, Fire Department	Jay Sweet
Barbara Holmes, Library Trustee	Brad Wamsley, Spring Hill Farm Trust Chair
Kandace Knowlton, Library Director	Other Persons Unknown to Recording Secretary
Richard LeBlanc, Spring Hill Farm Trustee	
Chuck Myette, Agricultural Commission Vice Chair & Spring Hill Farm Trust Vice Chair	

54  
56 *1.3 Pledge of Allegiance*

58 Chairman Landau led the attendees in the Pledge of Allegiance.

60 *1.4 Additions and Deletions*

62 Chairman Landau added an appointment at 8:15pm; a possible amendment to the Transfer Station  
64 budget involving Household Hazardous Waste event; and a non-public session pending litigation.

66 Selectman Castricone requested a non-public session under employment be added.

68 *1.5 Public Comment*

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

72 **II Old Business**

74 *2.1 Approval of Minutes*

76 Minutes were not specifically discussed this evening; Chairman Landau requested the Board make note  
of approval or otherwise on a list of minutes pending, and submit to the BOS Administrative Assistant  
78 and the Recording Secretary.

80 Selectman Castricone announced his approval of all minutes pending except for those meetings he was  
absent. Selectman Trask announced the same; and recalled having been present for all such meetings.

82 **III New Business**

84 *3.1 Budget Meetings*

86 *3.1.1 Agricultural*

4620

88 Chuck Myette, Agricultural Commission Vice Chair, appeared before the Board.

90 Mr. Myette noted that the requested Agricultural budget remained level at a total of nine hundred dollars  
92 (\$900.00). Hosting Cow Plop Bingo & Cutest and Ugliest Chickens Contest at the Town Fair; and  
offering sessions on canning & soap-making, Mr. Myette explained, were a few of the ways the  
94 Commission raises agricultural awareness and promotes products for sale. Mr. Myette noted that postage  
expenses applied to seminar correspondence; and that most seminars are of no cost or fees are paid by  
96 individual(s) attending.

98 Selectman Trask made a motion to move forward with the Agricultural budget as proposed; Vice  
Chairman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent, so  
100 moved.

102 Mr. Myette departed the meeting table at 7:09pm.

*3.1.2 Library*

*4550*

Kandace Knowlton, Library Director; Barbara Holmes, Library Trustee; and Mary Beth Ditoro, Library Trustees Chair appeared before the Board.

Ms. Knowlton stated that the requested budget had increased one thousand two hundred and fifty dollars (\$1,250.00) from last year. An anticipated fee increase was reflected in the eResources line; and hopes of including Squam Lake passes (and others) to those offered to patrons was mentioned. Plans to renovate the Library to optimize utilization increased the Library Supplies line. Only shelving need be rearranged and in some cases replaced; funding for all other aspects of the renovation are to be expended from the Trust Fund or generated via upcoming fundraisers ~this Fall. An architectural estimate has been obtained of Dan Norris Batting, for less than five thousand dollars.

Plans to bring one part-time employee to full-time status were noted; increasing overall benefits expense should the individual elect to subscribe. Ms. Smith stated that the proposed amount included benefits at eight thousand nine hundred dollars (\$8,900.00) annually; excluding retirement, as this position will be thirty-five (35) hours per week or less.

Selectman Castricone asked of recent Town-funded renovations; the Trustees responded that all such improvements, including the elevator, had been wonderful. Vice Chairman Hagan expressed his appreciation of the materials and services provided by the Library; including the offering of the Wall Street Journal, which personally saves him over one hundred dollars (\$100.00) annually.

Selectman Castricone made a motion to move forward with the Library budget proposal; Selectman Trask seconded the motion.

Chairman Landau questioned the increase from 2013/2014 actual expense, to 2014/2015 budgeted amount; Ms. Ditoro noted change in Director.

Vote was called for Selectman Castricone’s motion seconded by Selectman Trask; four were in favor with Selectman Cannon absent, so moved.

Ms. Knowlton, Ms. Holmes, and Ms. Ditoro departed the meeting at 7:27pm.

*3.1.3 Spring Hill Farm (SHF)*

*4610*

Chuck Myette, SHF Trust Vice Chair; Jay Sweet, SHF Tenant; Brad Wamsley, SHF Trust Chair; and Tom Edwards, SHF Trustee appeared before the Board.

Chairman Landau explained that the SHF Trustees’ recent proposal for twenty thousand dollars (\$20,000.00) funding was recently struck as subsequent allowance was made in the Building Maintenance budget; and an upcoming warrant article is to propose pulling funds from the Capital Reserve. Chairman Landau felt that one dollar (\$1.00) should be placed in SHF account 4610 as a means of keeping such line open for appropriation, should any Town-owned property require funding. Mr. Wamsley thought that three thousand dollars (\$3,000.00) was allowed SHF; Chairman Landau clarified that such applied only to Building Maintenance, and reiterated that account 4610 could be drawn upon if any non-structural component or occurrence required funds.

Selectman Castricone abstained at the placement of \$1.00 in such account; Mr. Wamsley expressed that need for such funding was not anticipated. Vice Chairman Hagan seconded Chairman Landau’s suggestion; Chairman Landau further stressed that placing \$1.00 was means to an end of keeping the account active in the event anything at all, aside from strictly building maintenance, needed to be done.

Chairman Landau made a motion to move this forward; Vice Chairman Hagan seconded the motion. The vote was two in favor with Selectman Castricone and Selectman Trask having abstained, and with Selectman Cannon absent; so moved.

Mr. Myette, Mr. Sweet, Mr. Wamsley, and Mr. Edwards departed the meeting at 7:28pm.

#### *3.1.4 Proposed Transfer Station Budget Amendment*

4324

Chairman Landau announced that Chester had been asked to host this year’s Household Hazardous Waste Day event(s); as regular participation with the towns of Danville, Atkinson, Plaistow, Kingston, (and previously Hampstead) required rotation of host facilities. Chairman Landau moved that the Transfer Station’s Hazardous Waste Collection line be adjusted to twenty-one thousand and five hundred dollars (\$21,500.00); and furthered that tomorrow, application would be made for a seven thousand dollar (\$7,000.00) grant. Ms. Smith added that reimbursement monies based on each town’s subsequent event turnout would be submitted as well.

Selectman Castricone made a motion to modify the Transfer Station budget’s Hazardous Waste Collection line to read twenty-one thousand and five hundred dollars (\$21,500.00); Selectman Trask seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved.

#### *3.1.5 Warrant Articles*

Members of the Fire Department present in the audience received a call and departed the meeting room at 7:31pm. Chairman Landau stated that discussion of proposed Fire Department warrant articles would be addressed upon the return of these individuals.

Mike Oleson, Road Agent; and Aaron Berube, Police Chief, appeared before the Board to summarize warrant articles each wishes to submit for May Town Meeting and Elections. Mr. Oleson began:

- To crack-seal, shim, overlay and shoulder-level roads twenty (20) years or younger; for an estimated five hundred thousand dollars (\$500,000.00)—to increase tax rate by ~one dollar (\$1.00).
- To assess needs of roads over twenty (20) years old via a study to be conducted by an engineering firm. Mr. Oleson noted it was his understanding that other towns in the area have found such studies to be very effective; and range in cost from seventy-five to one hundred thousand dollars (\$75,000.00-\$100,000.00).
- To pull available funds from CIP to purchase a new Ford 550 truck, valued at ~one hundred thousand dollars (\$100,000.00). Current model has fifty-five thousand (55,000) odometer miles and may be repurposed for use by Mr. Amato/Maintenance staff to plow, sand, and haul tractor(s).
- To assign CIP funding to expand/replace failed culverts causing flooding on Halls Village Road, Edwards Mill Road, and Rod and Gun Club Road; verified by recent engineering study by DuBois & King consultants.

Recent discussion to replace culverts on Cole Road was mentioned as struck from warrant article list. Ms. Smith asked of a Winter Maintenance Reserve; Mr. Oleson responded that a balance of ~one hundred thousand dollars (\$100,000.00) remained, such Reserve unnecessary as long as the rest of

Winter was not severe. Selectman Castricone posed the likelihood of the \$500,000.00 warrant article passing in May; Mr. Oleson simply noted that despite his efforts to initiate improvements, it was the citizens’ money in question—and the citizens will decide the fate of their roads.

Mr. Berube introduced warrant articles to be proposed by the Police Department (PD):

- To replace an old cruiser with a new model; up-fitted with technologically-current portable radio and in-car digital camera system, at ~forty-nine thousand dollars (\$49,000.00).
- To obtain a new four-wheel drive (4WD) patrol vehicle via lease with one dollar (\$1.00) payoff at end of five-year term; annual cost of seven thousand six hundred and forty-four dollars and nine cents (\$7,644.09), plus a one-time up-fitting expense of ten thousand dollars (\$10,000.00) for in-car camera system and emergency lighting.
- To bring on another full-time officer at annual salary rate of ~seventy-six thousand dollars (\$76,000.00)--*only* if the PD’s budget proposal is rejected; as it requests addition of a permanent, part-time Detective. Mr. Berube furthered that a very qualified candidate is being considered for the Detective role and could begin July 1<sup>st</sup>; already possessing certifications and transferrable task force credentials otherwise extremely expensive to acquire.

Selectman Castricone questioned whether Mr. Berube would stand at Town Meeting and declare this latest warrant article be struck in the event the PD budget is approved; Mr. Berube agreed that he absolutely would. Vice Chairman Hagan posed whether vehicle purchases be budgeted instead of sought via warrant article; Mr. Berube agreed it would be ideal to budget for replacement of one (1) cruiser per year. Mr. Berube furthered that this would ensure maximum resale value, as each vehicle would be used four to five (4-5) years maximum.

Mr. Berube announced receipt of preliminary for a patrol funding grant of three thousand four hundred and eighty-one dollars and seventy-three cents (\$3,481.73) pending the Board’s approval as required to proceed.

Selectman Castricone made a motion to accept this grant; Selectman Trask seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved.

Per Chairman Landau, Mr. Berube is to provide the Board with grant documents tomorrow for review and signatures.

Mr. Oleson and Mr. Berube departed the meeting table at 7:52pm.

Tony Amato, Maintenance Supervisor, appeared before the Board.

Mr. Amato described the three (3) warrant articles requested for Maintenance purposes:

- To obtain a Commercial/Residential Tractor for snow removal, Spring & Fall cleanups, aeration & seeding of fields, hauling debris, erosion repair, etc.: at a one-time purchase of twenty-eight thousand dollars (\$28,000.00); OR through a five-year lease costing seven thousand dollars (\$7,000.00) annually with one dollar (\$1.00) payoff at term end. Estimates obtained of North Country Tractor and James R. Rosencrantz & Sons.
- To decommission and cap off underground fuel lines within NH Department of Environmental Services (NHDES) standards; for ~thirty-six thousand and forty dollars (\$36,040.00) as per estimate obtained of American Tank Management (ATM).
- To repair/replace the siding and trim of the residence at Spring Hill Farm; including demolition/removal, temporary electrical service, installation of clear cedar siding and trim, painting, and allowing for unexpected rot. Total project estimated to cost forty-eight thousand dollars (\$48,000.00); possibly less ~eleven thousand dollars (\$11,000.00) in the case that such is eligible as applied from an existing siding/painting account within the capital reserve.

Regarding the Tractor request, Mr. Amato noted that the next model up may be too large for certain uses, and would require a new truck and trailer for adequate hauling as well as ~twenty thousand dollars (\$20,000.00) worth of additional accessories. Mr. Amato mentioned that per NHDES, the fuel lines in question were already in violation; and could incur steep fines if not corrected right away—furthering that some forty thousand dollars (\$40,000.00) may already be available in the capital reserve Building Improvement line.

Mr. Amato departed the meeting at 8:10pm.

*8:15pm Appointment with Attorney*

Chairman Landau made a motion that the Board proceed with a ~half-hour appointment with an attorney; then return to continue Budget Meeting topics, etc. Selectman Castricone seconded the motion; the vote was four in favor with Selectman Cannon absent, so moved. The meeting room was closed at 8:12pm; with Ms. Smith and Mr. Berube remaining.

Chairman Landau made a motion to reconvene the meeting at 8:50pm; the vote was four in favor with Selectman Cannon absent, so moved. At this time, Mr. Berube departed the meeting; various persons rejoined audience.

*3.1.6 Benefits*

4155

Ms. Smith asked the Board how they wished to proceed; noting all proposed budgets factored the COLA (Cost of Living Adjustment) of three percent (3%) plus fifteen cents (\$.15) hourly into actual wages; plus FICA, Medicare, Health, and Dental Benefits. Chairman Landau suggested a warrant article be submitted per previous discussions; if such passes, the COLA line is to be struck; otherwise it shall stay.

Rich Antoine, Fire Chief; and Richard Bellemore and Eric Emerson of the Fire Department reentered the meeting room at 8:53pm.

Selectman Castricone made a motion to move forward with Benefits as-is; the vote was four in favor with Selectman Cannon absent, so moved.

*3.1.7 Warrant Articles, Continued*

Rich Antoine, Fire Chief, appeared before the Board at 8:55pm and addressed the Fire Department’s proposed warrant articles:

- To apply a ten thousand dollar (\$10,000.00) portion of the Fire Department’s revenue to offset EMS Supplies replenishment expenses.
- To purchase two (2) “LifePak 15” defibrillator units to be placed in trucks; at a maximum (list) price of ~thirty-one thousand dollars (\$31,000.00) each.
- To purchase a Structural Tanker, cost indefinite, ranging between three hundred and seventy thousand to four hundred and twenty thousand dollars (\$370,000.00-\$420,000.00) – Mr. Antoine to report back with updated estimate.
- To obtain cab & chassis for Forestry Truck, possibly via lease; or to swap cab/chassis with Utility Truck – Mr. Antoine to obtain cost estimates / to see if discount may be obtained by using the same vendor as Police and/or Highway Departments.
- To replace the Command SUV within one (1) year.
- To purchase twenty thousand dollars (\$20,000.00) of new Bunker Gear.

A proposal to purchase a Lucas Compression Device to aid in administration of CPR was noted as struck as a warrant article; as the Board agreed to allow budgeting for such during the Fire Department’s initial Budget Meeting.

Mr. Antoine informed the Board of his plan to purge the Department of various unneeded equipment by donating it to another country, for example; and noted he would need the Board’s approval. The Board agreed to discuss this at a later date; Mr. Antoine to compile a donation list in the meanwhile. Chairman Landau informed that an attorney would be contacting Mr. Antoine tomorrow; Mr. Antoine acknowledged such. Mr. Antoine mentioned intent to request the per-call pay be adjusted; Ms. Smith expressed that time was nearly up for such matters to be addressed, and Selectman Castricone noted this would be another warrant article.

Mr. Antoine departed the meeting table at 9:11pm.

Chairman Landau announced his intent to present a warrant article in an “either or” format, in proposition of creating a new operational format for the duties encompassed of the Highway Department/Road Agent; to maximize efficiency of funds, and to take effect in no less than one year’s time. Chairman Landau stressed the functional/systemic nature of this; noting he had already spoken with Mr. Oleson and this was not a matter of personalities. The first option would entail the appointment of a Public Works Director & the purchase of all Highway Department Equipment. The alternative would involve discontinuation of the Highway Department and contracting out an individual Road Agent, fully responsible for all associated business. Chairman Landau furthered that his is aware of many towns that have enacted either the Public Works model or the contracted Road Agent model. The Board agreed to further discuss this at next week’s meeting.

*3.1.7 Budget Proposal Amendments: Building Inspection (4240) and Fire Department (4220)*

Ms. Smith announced that she had updated the Building Inspection budget; and noted that salaries were factored with figures from Raymond (with whom part-time Officer is being shared), along with fifteen (15) weekly hours for contracted permitting assistant—which produced a decreased budget. Selectman Trask noted thirty thousand dollars’ (\$30,000.00) in benefits reduction.

Chairman Landau made a motion to move forward with the Building Inspection budget with salary kept at fifty-five thousand eight hundred and twelve dollars (\$55,812.00); Selectman Castricone seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved.

Ms. Smith addressed possible adjustments within the Fire Department budget: the electric line decreased to six thousand dollars (\$6,000.00); the gas & diesel line decreased to seven thousand dollars (\$7,000.00); and the Verizon line decreased to two thousand dollars (\$2,000.00). In anticipation of receipt of LifePak 15 units, the EMS contract services line increased to two thousand eight hundred and fifty-five dollars (\$2,855.00).

Selectman Trask made a motion to update the Fire Department budget proposal with these changes; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved. Ms. Smith agreed to adjust this budget proposal accordingly.

Ms. Smith asked for the Board’s approval of her intent to submit budget proposals as they stand (with this evening’s revisions) to the Budget Committee. Selectman Castricone asked of budget for Chester Public Access TV (PACT); Ms. Smith reminded that no PACT budget line exists and funds may only be expended pending warrant article approval. Selectman Trask noted that a budget line must be generated in order to offer online access of televised meetings. It was clarified that PACT would

purchase necessary equipment and would fund half of upload/streaming service (two thousand three hundred dollars/\$2,300.00) and that such budget would allow the other half of upload/streaming expense (\$2,300.00). Vice Chairman Hagan expressed that he did not wish to see subscriber-paid fees be used as exclusive funding source providing free online services.

Selectman Trask made a motion to place a line for PACT in the budget; in which two thousand five hundred dollars (\$2,500.00) allowance fund online streaming capabilities necessary to watch meetings online. Vice Chairman Hagan seconded the motion; Chairman Landau and Selectman Castricone both abstained. The vote was two in favor with Selectman Cannon absent, so moved.

Ms. Smith mentioned that additional warrant article items needed to be discussed; Chairman Landau intends to dedicate the bulk of next week’s meeting accordingly, and made Ms. Smith aware that her attendance would not be required.

Ms. Smith departed the meeting at 9:26pm.

#### **IV Selectmen’s Business**

##### *4.1 Public Comment*

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

##### *4.2 Roundtable*

Chairman Landau noted receipt of various correspondence:

- A proposal requesting land use via a program in exchange for taxes; denied by the Board.
- A very pleasant acknowledgement of a Town employee.
- Announcement of Joseph R. Sciuto’s intent to resign from the Fire Department. On behalf of the Board, Chairman Landau wished Mr. Sciuto and his family well in their upcoming relocation to Texas.
- A Public Notice: Abutters/Members of the Public are invited to attend the Continuation of a request made by Christine and Scott Anderson, that a Kennel variance be granted the property of 70 Emerson Road (Lot # 005-080-005). The Zoning Board of Adjustment (ZBA) will hold such meeting/hearing on February 16<sup>th</sup> at 7pm; written concern also welcome.

##### *4.3 Non-Public Sessions*

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

The meeting room was closed at 9:36pm; Mr. Antoine and Richard Bellemore and Eric Emerson of the Fire Department remained.

Mr. Antoine, Mr. Bellemore, and Mr. Emerson departed the meeting at 9:45pm.

The Board proceeded with two (2) non-public on employment and one (1) pending litigation.

Selectman Castricone made a motion to come out of non-public session; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved.



402 Selectman Castricone made a motion to seal the first non-public session on employment with Mr.  
Antoine, Mr. Bellemore, and Mr. Emerson present for an indefinite period; Vice Chairman Hagan  
404 seconded the motion. The vote was four in favor with Selectman Cannon absent, so moved.

406 Selectman Castricone made a motion to seal the second non-public session on employment for an  
indefinite period; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman  
408 Cannon absent, so moved.

410 Selectman Castricone made a motion to seal the third non-public session on employment for an  
indefinite period; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman  
412 Cannon absent, so moved.

414 Selectman Castricone made a motion to seal the fourth non-public session pending litigation for an  
indefinite period; Vice Chairman Hagan seconded the motion. The vote was four in favor with Selectman  
416 Cannon absent, so moved.

418 **V      Adjournment**

420 The next meeting of the Board of Selectmen is scheduled for Thursday, February 18<sup>th</sup>, 2016 at 7pm in  
the Meeting Room.

422 Selectman Castricone made a motion to adjourn the meeting at 10:15pm. The vote was four in favor  
424 with Selectman Cannon absent, so moved.

426 The meeting was adjourned at 10:15pm.

428 Respectfully Submitted,

430 Caroline Rose Wilson, Recording Secretary