

**Town of Chester
Board of Selectmen’s Meeting
Thursday, January 21st, 2016
Municipal Complex Meeting Room
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Bid and Purchase Policy
Fire Department Assessment
Agricultural Commission Appointment
Building Inspector Updates
Budget Meetings: Ambulance, Fire Department, Forest Fire, Police Department,
Animal Control, Emergency Management, Budget Committee, Treasurer
Roundtable
Non-Public Session
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 7:02pm.

1.2 Roll Call

Selectmen Present:

Jack Cannon
Joe Castricone
Joseph Hagan, Vice Chairman – *arrived 8:10pm*
Stephen O. Landau, Chairman
Dick Trask

Members of the Public present, at various times:

Rich Antoine, Fire Chief	Mike Oleson, Road Agent
Aaron Berube, Police Chief	Matt Rittenhouse, Tri-Town Times
Greg Bolduc	Thom Roy, Building Inspector
Myrick Bunker	Leroy Scott
Mike Gilbert	Joanne Smith, Finance Director
Phil Gladu	Gary VanGeyte, Agricultural Commission Chairman
Rhonda Lamphere, Town Treasurer	Mike Weider, Budget Committee Chairman
Cindy LeBlanc	Members of the Fire Department
Chris LeClaire	And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Landau led the attendees in the Pledge of Allegiance.

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1.4 Additions and Deletions

After announcing plans to obtain a NH state flag during last week’s BOS meeting, Chairman Landau was pleased to have received such a flag from Darrell Quinn. Pending assembly with proper mountings, Chairman Landau intends to display the flag in the Meeting Room adjacent to the far end of the meeting table.

The addition of one non-public session was proposed, on matters pending litigation.

1.5 Approval of Minutes

Meeting minutes were not discussed this evening.

1.6 Public Comment

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

II Old Business

2.1 Bid and Purchase Policy: Mike Oleson, Road Agent

Mike Oleson, Road Agent, appeared before the Board to finalize a Road-Agent specific amendment to the Town’s Bid and Purchase Policy. The Policy mandates that competitive bids be obtained before any major purchases are made; and defines major purchases as equal to or greater than five thousand dollars (\$5,000.00). The amendment proposed would raise the per-project amount requiring bidding to twenty-five thousand dollars (\$25,000.00) for the Road Agent only. Major purchases and blanket purchases were clarified as defined in the Policy; the Board reassured Mr. Oleson that the amendment was conceived to allow the Road Agent optimal resource management.

Chairman Landau made a motion that the amendment be accepted and placed in the Bid and Purchase Policy; Selectman Cannon seconded the motion. The vote was unanimous in the affirmative, so moved.

Mr. Oleson departed the meeting table at 7:15pm.

III New Business

3.1 Agricultural Commission Appointment: Cindy LeBlanc

Agricultural Commission Chairman Gary VanGeyte appeared before the Board, accompanied by Cindy LeBlanc; with the request to appoint Ms. LeBlanc to the Commission.

As no members of the Board wished to comment, Selectman Cannon moved that Cindy LeBlanc be appointed to the Agricultural Commission; Selectman Castricone seconded the motion. The vote was unanimous in the affirmative, so moved.

Chairman Landau instructed Ms. LeBlanc to see Police Chief Berube about getting a photo ID badge made. At 7:18, Mr. VanGeyte and Ms. LeBlanc departed the meeting room.

3.2 *Fire Department Assessment: Chris LeClaire*

Chris LeClaire, a consultant with Municipal Resources Incorporated (MRI), appeared before the Board. Chairman Landau announced that Mr. LeClaire has been enlisted to perform a thorough, impartial assessment of the Fire Department. Mr. LeClaire has served as a fire fighter on the Seacoast for approximately thirty (30) years. Mr. LeClaire’s assessment will involve interviewing personnel; gathering data on call volume, response times, rosters, and budget; and evaluating overall performance. Within a month, Mr. LeClaire will present the Board with his data and recommendations; as based on International Association of Firefighters standards and Best Practices data.

Mr. LeClaire departed the meeting table at 7:22pm.

3.3 *Building Inspector Updates: Myrick Bunker, Thom Roy*

Myrick Bunker appeared before the Board. Selectman Trask announced that Mr. Bunker had been chosen to serve as Building Inspector and Code Enforcement in a new role to be shared by the towns of Raymond and Chester. Mr. Bunker has worked as the Building Inspector and Code Enforcement Officer in the town of Greenland; and hopes to begin with Raymond and Chester on February 1st, 2016.

Chester’s current Building Inspector and Code Enforcement Officer, Thom Roy, appeared before the Board. Pending retirement, Mr. Roy’s last day is February 11th, 2016; which will enable Mr. Roy and Mr. Bunker opportunity to collaborate. A part-time assistant was recently added within this department to ensure a smooth transition and to enhance permitting capacities moving forward. The permitting process will soon be available online, via “ePermits.”

Selectman Cannon asked Mr. Bunker to describe how he plans to serve Chester in a Code Enforcement capacity, within a part-time schedule. Mr. Bunker explained that he is part-time in Greenland; and he intends to continue his current method of addressing code issues as he becomes aware of any.

Mr. Bunker and Mr. Roy departed the meeting at 7:31pm.

3.4 *Fiscal Year 2016/2017 Budget Proposal Meetings*

3.4.1 *Ambulance Billing* 4223

Rich Antoine, Fire Chief and Greg Bolduc, Fire Captain, appeared before the Board. Mr. Antoine stated that the department’s requested amount was level with the current budget.

Rhonda Lamphere, Town Treasurer and Vice Chair of the Budget Committee, stood and introduced herself. Ms. Lamphere explained that low billing activity associated with this account could potentially complicate or prohibit moving forward with closing a Citizens Bank account. Mr. Antoine stated that he was awaiting a new billing contract with Comstar, and intends to forward that information to Ms. Lamphere immediately upon receipt.

3.4.2 *Ambulance Contract* 4215

Mr. Antoine explained that Chester was nearing the end of a five- (5) year binding ambulance service contract with the town of Derry. Selectman Cannon suggested a two- (2) year extension of the contract be considered and proposed to Derry in approximately early April; this idea appeared to be well-received.

Selectman Castricone made a motion at 7:43pm to move forward; Selectman Trask seconded the motion. The vote was unanimous in the affirmative, so moved.

Selectman Cannon suggested that Mr. Antoine reassess the requested energy-related budget items (Electricity, Heat/Propane, and Gas/Diesel) by comparing recent years' consumption averages with current values. Ms. Smith added that the Fire Department's past usage data could be furnished by Marianne Duffy of the Finance Office.

Chairman Landau addressed the request increase in the Personal Protection Equipment (PPE) line. Mr. Bolduc explained that some existing gear is or will soon be non-compliant; eighteen (18) sets are more than fifteen (15) years old. Cancer-prevention protocols require gear be washed and hang-dried immediately after smoke exposure; and if a call is received by crew while waiting for gear to dry or be re-assembled, they could have no gear. Five (5) sets of gear, gloves, and hoods are being requested for purchase at twelve thousand dollars (\$12,000.00). Selectman Castricone suggested proactively purchasing higher quantities of preferred gear, instead of buying fewer sets year after year.

Mr. Antoine clarified the one hundred percent (100%) increase seen in the EMS Supplies and Equipment line; noting that this amount included costlier items such as stethoscopes and oxygen. Mr. Bolduc and Mr. Antoine elaborated that supplies applied prior to ambulance arrival or to patients who refuse treatment or transport are not billed for, and require replenishment. Additionally, much incompatibility exists between these and Derry's supplies and equipment; and it was noted that correcting this would come at a great expense to Chester.

Chairman Landau questioned the Radio Equipment request line; Mr. Antoine stated his intent to replace obsolete mobile units at a rate of two (2) per year; beginning with the oldest units (engine, rescue vehicle) this year. Mr. Weider noted that the Capital Improvements Program (CIP) would allow purchase of thirty (30) radios at two thousand five hundred dollars (\$2,500.00) each, to total seventy-five thousand dollars (\$75,000.00); Mr. Antoine clarified that CIP allowance pertained to portable units only.

Selectman Cannon observed an increase in the Software line request; it was clarified that such reflected an annual expense that had been moved from the IT line. Per Selectman Cannon's request, Ms. Smith will return this expense to the IT line at an amount of one thousand dollars (\$1,000.00).

Selectman Castricone questioned the appearance of a salary line for Deputy Chief; Mr. Antoine responded that there will be a Deputy Chief.

Ms. Lamphere questioned Fire Chief salary line decrease; Ms. Smith explained that last year’s budget had been factored cautiously to avoid over-budgeting; and that proposed lines reflected factors determined post last year’s budget.

Ms. Lamphere also questioned the Verizon line increase; Mr. Antoine felt it would be reasonable to level the request with FY 2015/2016 budget, as his intent is to discontinue some devices. Ms. Smith agreed to bring the line level to two thousand two hundred dollars (\$2,200.00).

Mr. Weider questioned the amount of the Vehicle Maintenance and Repairs lines, as the year to date expenditures remained low; Mr. Antoine responded that a great deal of anticipated repairs and maintenance would be done in Spring.

Selectman Cannon requested explanation of proposed warrant articles; it was noted that some were old warrant articles that were being reintroduced. Mike Gilbert, Fire Lieutenant and Paramedic, appeared before the Board and explained the mechanism of operation and effectiveness of the fourteen thousand dollar (\$14,000.00) Lucas CPR device; proven to save lives by performing compressions necessary in successful administration of CPR. Chairman Landau felt that the potential benefits of this device were more than worth the expense; and that it be budgeted for immediately, foregoing a warrant article. An amount of fourteen thousand five hundred dollars (\$14,500.00) will be added via adjustment by Ms. Smith.

A warrant article requesting a defibrillator was questioned by Mr. Weider, who posed that the CIP may allow for such gear; Mr. Antoine commented that the requested amount of thirty-five thousand dollars (\$35,000.00) included monitoring equipment. Note was made that recently imposed impact fees may provide future funding for similar expense. Selectman Cannon suggested that a warrant article requesting defibrillator funding be pulled from the CIP be presented for upcoming May Town Elections.

Selectman Castricone made a motion that the discussed adjustments be made before moving forward with this budget. The vote was unanimous in the affirmative, so moved.

Mr. Gilbert departed the meeting table at 8:30pm.

3.4.4 Forest Fire 4221

As the Forest Fire budget remained level, Selectman Trask made a motion to move forward with this budget as-is. The vote was unanimous in the affirmative, so moved.

Mr. Antoine, Mr. Bolduc, and Mr. Gilbert departed the meeting at 8:33pm.

3.4.5 Police Department 4210

Aaron Berube, Police Chief, appeared before the Board.

The requested amount for Vests was noted to be a typographical error pending Ms. Smith’s correction to three thousand six hundred dollars (\$3,600.00). Mr. Berube stated his intent to purchase six to eight (6-8) vests with said funds. Receipt of additional funding is anticipated via an annual grant for vests. Mr. Weider suggested creation of a warrant article to fund vests; while Chairman Landau posited that it should instead become a recurrent budget line.

In the interest of keeping the Vehicle Purchase line open and available in case unforeseen replacement is needed, Selectman Castricone suggested adding one dollar (\$1.00) to that line. Ms. Smith stated she would verify whether zero funding in a budget line essentially prohibits its use.

Mr. Weider questioned the Detective line request for thirty-nine thousand dollars (\$39,000.00); Mr. Berube explained his intent to enlist a part-time detective to the Department; at the requested salary amount, without offered benefits.

Selectman Castricone made a motion to move forward with the proposed Police Department budget, adjusted as discussed. The vote was unanimous in the affirmative, so moved.

3.4.6 Animal Control 4414

Mr. Berube proposed the creation of a dedicated Animal Control officer role; contracted individual to serve the Department on an as-needed basis. Currently, animal control issues are delegated to part-time officers on duty; and/or potentially costly outside animal control services are rendered. Mr. Berube noted that an average of one (1) hour of a Chester officer’s time is required per unlicensed dog attended to. Acknowledging monies anticipated to be received via collection of implemented fines, Mr. Berube felt it would be ideal to implement such a role to establish baselines as soon as possible. Some additional equipment will be needed regardless; including gauntlet gloves and snare poles.

Mr. Weider asked what vehicle would be used by the contractor to transport animals; Mr. Berube stated that he may include vehicle requirement(s) within the stipulations of the contract to be made. Alternately, the Department’s Ford Expedition may be an option.

Selectman Castricone made a motion to move forward with implementation of Animal Control contract service as outlined. The vote was unanimous in the affirmative, so moved.

Chairman Landau made a motion to move forward with the Animal Control budget as-is. The vote was unanimous in the affirmative, so moved.

Mr. Berube departed the meeting table at 9:00pm.

3.4.7 Emergency Management 4290

Phil Gladu, Emergency Management Director, appeared before the Board. Mr. Gladu announced that the process of stocking a newly-purchased freezer was underway; and that application had been made for a grant to receive additional emergency shelter supplies.

Selectman Castricone questioned the six thousand dollar (\$6,000.00) requested budget line for Hazmat Mutual Aid; clarification was made that Mr. Gladu only manages the Equipment Repairs and Maintenance and Grant Expenses lines, totaling two thousand five hundred and one dollars (\$2,501.00).

Selectman Castricone made a motion to move forward with this Emergency Management budget; Selectman Trask seconded the motion. The vote was unanimous in the affirmative, so moved.

Chairman Landau addressed storage of emergency equipment, and the possibility of placing the emergency trailer in a garage or provision of an additional container. Mr. Gladu agreed that the trailer will need to be secured and protected from the elements once outfitted.

Mr. Gladu presented the Board with the latest version of the Emergency Operation Plan and requested they review and sign it; the Board agreed.

Mr. Gladu departed the meeting table at 9:07pm.

3.4.8 Budget Committee 4150-3

Mr. Weider appeared before the Board; it was noted that only one increase had occurred due to a membership fee.

Selectman Cannon made a motion to move forward with the Budget Committee budget as proposed. The vote was unanimous in the affirmative, so moved.

3.4.9 Treasurer 4150-6

Ms. Lamphere appeared before the Board. Ms. Lamphere explained that significant savings on the Bank Services line had been attained in keeping a minimum account balance. Certain software was no longer needed, dropping the Bank Software line as well. The total Treasurer requested budget amount for FY 2016/2017 stood at six thousand eight hundred and fifty dollars (\$6,850.00); reducing it 18.45% from FY 2015/2016 budget.

Selectman Castricone made a motion to accept this budget; the vote was unanimous in the affirmative, so moved.

Chairman Landau announced that budget reports must be received by the Board by April 20th, 2016; to be included in the upcoming Town Annual Report. Budget Committee Chairman Weider stated that the data was slated for final review during upcoming Committee meeting on April 11th (and no later than snow date, April 14th), 2016.

Ms. Lamphere questioned the Board’s recent decision to send a ~thirty-five (35) page booklet to each Chester household instead of a full Annual Town Report. Chairman Landau explained that eight hundred (800) full-length Reports would be made available at the Town Hall for those who wish to pick up a copy in May; and that the smaller booklets cost less to print and mail, and equated to a reduction in waste paper.

Ms. Smith departed the meeting room at 9:10pm.

IV Selectmen’s Business

4.1 Roundtable

Selectman Cannon addressed suspected fire code violations within a certain business establishment in town. Mr. Antoine reappeared before the Board and agreed that this structure had many fire code violations pending rectification, despite multiple orders made by himself and previous Fire Chiefs over several years. Mr. Antoine furthered that he had never received a timeline of intent to install sprinkler and fire alarm systems, as he requested. Selectman Cannon explained that opportunities to correct these situations prompted him to address the topic earlier in the evening with Mr. Bunker, future Code Enforcement Officer.

Mr. Antoine departed the meeting table at 9:15pm.

344 Vice Chairman Hagan announced his attendance of yesterday’s Rockingham County Delegation Committee
346 hearing, in which a Study Commission was passed on Narcan (Naloxone); a drug used to reverse narcotics
overdose.

348 Chairman Landau mentioned that he recently received a copy of the Planning Board’s Master Plan (as of
350 December 9th, 2015). Chairman Landau felt that the Plan was very well done; the Plan binder would be left in the
Meeting Room, and all were encouraged to review it.

352 **4.2 Non-Public Session**

354 As no one came forward upon the second and final opportunity given for public comment, Chairman Landau
356 moved that the Board go into non-public session under RSA 91-A:3 (e) regarding matters pending litigation. The
vote was unanimous in the affirmative; so moved.

358 The meeting room was closed at 9:23pm.

360 Chairman Landau moved that the Board come out of non-public session at 10:10pm. The vote was unanimous in
the affirmative; so moved.

362 Chairman Landau moved that the minutes to the non-public session, on matters pending litigation, be sealed for a
364 period one (1) year. The vote was unanimous in the affirmative; so moved.

366 **IV Adjournment**

368 The next meeting of the Board of Selectmen is scheduled for Thursday, January 28th, 2016 at 7pm in the Meeting
Room.

370 Chairman Landau moved to adjourn the meeting at 10:11pm. The vote unanimous in the affirmative, so moved.

372 The meeting was adjourned at 10:11pm.

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376 Respectfully Submitted,

378 Caroline Rose Wilson, Recording Secretary

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