

**Town of Chester  
Board of Selectmen Meeting  
Thursday, March 29<sup>th</sup>, 2018  
Municipal Complex  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Additions and Deletions  
Public Comment  
Approval of Minutes  
Items for Signature  
Stockman Hill Road  
Police Department Warrant and Space Needs Study  
Warrant Articles  
Transfer Station  
Roundtable  
Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Trask called this meeting of the Town of Chester Board of Selectmen to order at 7:00pm.

*1.2 Roll Call*

Selectmen present:

Cass Buckley  
Jack Cannon  
Steve D'Angelo  
Jeremy Owens  
Dick Trask

Members of the Public present, at various times:

Aaron Berube, Police Chief  
Rhonda Lamphere, Budget Committee  
Murdock MacDonald, TRM  
Nancy Myette  
Jon Ritter, TRM  
Mike Weider, Budget Committee  
Penny Williams, Tri-Town Times  
And other persons unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

Chairman Trask led the attendees in the Pledge of Allegiance.

*1.4 Chairman's Additions and Deletions*

There were neither additions nor deletions.

*1.5 Public Comments*

As no Members of the Public wished to be heard, Public Comment was closed at 7:01pm.

**II. Old Business**

*2.1 Approval of Minutes*

An approval sheet for the previous weeks' meeting minutes is in the signature folder.

*2.2 Items for Signature*

Chairman Trask urged all members to review and sign items in the Signature Folder.

**III. New Business**

*3.1 Stockman Hill Road*

Murdock MacDonald and Jon Ritter of TRM, representing Sprint, appeared before the Selectmen to discuss erecting a communications tower on a parcel of Town-owned land off of Stockman Hill Road. Apparently this parcel has previously been approved for telecommunications.

Mr. Ritter stated that installing this tower would lead to improved coverage for Sprint customers, an additional 600 users at peak capacity. This tower could also be used by the Emergency, Police, and Fire Departments. It would be within a secured compound, inaccessible to children who might wander over from the abutting school property.

Selectman Buckley asked if there wasn't already a tower there; there is not, although there are a few houses and a substation. Vice-Chairman Cannon believes that the Fire Department had expressed an interest in egressing through Stockman Hill Road; Mr. Ritter suggested that perhaps Sprint would be interested in partnering with them on an access path. Selectman Buckley suggested that the Conservation Commission and Strategic Land Protection Committee be consulted.

Mr. MacDonald and Mr. Ritter's intent on coming tonight is to see if the Town would have any interest in this proposal before they go any further. Sprint would like an initial five-year lease, renewable for 20-25 years. The Town would receive a monthly rental payment of somewhat more than \$1,500. If there are no objections, they will report back that the property has already been designated for telecom, there is potential interest, and no other plans for the parcel in the future.

Mr. MacDonald and Mr. Ritter departed the meeting at 7:13pm.

*3.2 Police Department Warrant Article and Space Needs Study*

Police Chief Berube appeared before the Selectmen to discuss his amended Warrant Article and an RFP for a Police Station needs study.

He had previously submitted a Warrant Article for a Utility Vehicle for \$35,000 to come out of the Police Special Detail account; however, he was recently informed that the Department's communications equipment was no longer compliant as it is not dual band (analog/digital) and needed to be replaced. This equipment, which dates from ~1996, consists of three mobiles, seven portables, and a consolette. Although cruisers purchased in the past three years have received compliant radios, two of the older cruisers and the Lexus are not compliant. As a result, he would like to withdraw the request for a Utility

Vehicle and instead request replacements for that communications equipment.

Motorola, who provides the radios, had previously planned to offer a firmware upgrade, but this is not happening. Therefore, they have offered to take 50% off of MSRP for the mobiles (which ends up being ~27% off what the Police Department normally pays for them) and it is hoped that this offer will extend to the portables as well. Motorola is also planning to pay a portion of the installation costs, which can run \$700 for each vehicle.

This is not only a safety issue, but also an opportunity that should not be passed up.

Selectman Buckley approved, stating that this would benefit all Police Department employees and residents, and is a better value to the Town. The Selectmen agreed to the change in Warrant Article, and it now reads:

*Special Warrant Article. Shall the Town raise and appropriate the sum of Thirty thousand dollars (\$30,000) for the following project:*

*Purchase, Program, and Install Portable/Mobile Communications Upgrades*

*and withdraw Thirty thousand dollars (\$30,000) from the Police Detail Special Revenue Fund established for this purpose.*

Police Chief Berube has drafted an RFP for the Space Needs Assessment Study which was funded with last year's CIP Projects Warrant Article. The Selectmen made a few minor edits – Vice-Chairman Cannon suggested that he ask for a *budgetary* cost estimate, not a *total* cost estimate. Selectman Buckley suggested that the line which reads, 'The spatial needs assessment is an essential part of a comprehensive planning approach to achieve a new police station' be reworded to make it clear that a 'new police station' could also mean the current one is renovated or built out; Vice-Chairman suggested using the word 'upgraded' rather than 'new'. Selectman D'Angelo suggested that the overall goal is how to improve the Police facility; he is willing to assist with the editing. It is hoped that the RFP could go out in the next thirty days; a six-seven week turnaround time is expected.

Police Chief Berube departed the meeting table at 7:28pm.

### *3.3 Warrant Articles*

Chairman Trask has drafted an additional Warrant Article suggesting that the Selectmen be authorized to form a new CIP Committee in order to take pressure off of the always-busy Planning Board. The Article reads as follows:

*Shall the Town vote to allow the Board of Selectmen to establish an independent committee pursuant to RSA 674:5 to prepare and amend the recommended program of municipal Capital Improvement Projects and to make budgetary recommendations to the Board of Selectmen and Budget Committee. The Committee, to be known as the Capital Improvement Program Committee, will have seven (7) voting members to be appointed by the Board of Selectmen, shall include at least one member of the Planning Board, and may include, but not be limited to, other members of the Planning Board, the Budget Committee, and/or the Board of Selectmen.*

*The new Capital Improvement Program Committee would become effective on July 1, 2019.*

The CIP Committee could focus solely on the CIP and get more direct input from Department Heads.

Selectman Buckley stated that he had been involved with the CIP for many years and thinks that this is a fine idea. Vice-Chairman Cannon is also in favor, believing that there are flaws in the CIP process and that this would allow for more vetting of items. He added that the process is pushed around by the Budget Committee as they disagree with the funding mechanism.

Chairman Trask noted that the CIP should ideally function as a long-term financial planning tool for the municipality. For example, if the Police Department Space Needs Assessment Study shows that a new station needs to be built in four years, the Town should fund more than it draws down for the next four years in order to put monies aside for that project.

Terms for the appointed members would be staggered in order to prevent all terms expiring at the same time.

Some minor edits were made, and the final text of the Article is as follows:

*Shall the Town vote to ~~allow~~ authorize the Board of Selectmen to establish an independent committee pursuant to RSA 674:5 to prepare and amend the recommended program of municipal Capital Improvement Projects and to make budgetary recommendations to the Board of Selectmen and Budget Committee. The Committee, to be known as the Capital Improvement Program Committee, will have seven (7) voting members to be appointed by the Board of Selectmen, shall include at least one member of the Planning Board, ~~and may include, but not be limited to, other members of the Planning Board,~~ the Budget Committee, and ~~or~~ the Board of Selectmen.*

*The new Capital Improvement Program Committee would become effective on July 1, ~~2019~~ 2018.*

**Selectman D'Angelo moved that the *CIP Committee* Warrant Article be moved to the Warrant; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The Selectmen then discussed re-ordering of the Warrant Articles, with the following results:

- 1 Election of Officers
- 2 – 7 Zoning Amendments
- 8 Budget
- 9 Town Administrator
- 10 CIP Funding
- 11 CIP Projects
- 12 CIP Committee
- 13 Highway CIP Funding
- 14 Highway CIP Projects
- 15 Winter Road Maintenance Fund
- 16 Police Department Equipment
- 17 Revaluation
- 18 PACT
- 19 300<sup>th</sup> Anniversary
- 20 Keno
- 21 Discontinue Wason Pond Recreation Capital Reserve
- 22 Reports

*Article #0 – Tax Impacts* was deleted from the Warrant.

Rhonda Lamphere stood and was recognized. She pointed out that PACT only has \$1 in the operating budget; if their Warrant Article fails, that is all they will have for the Fiscal Year.

The Selectmen then voted to support or not support each Warrant Article, as follows:

8 Budget

**Vice-Chairman Cannon moved to recommend *Warrant Article #8 – Budget*; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

9 Town Administrator

The phrase 'Shall the Town vote to instruct' was replaced with 'Shall the Town vote to authorize'.

**Selectman D'Angelo moved to recommend *Warrant Article #9 – Town Administrator*; Selectman Owens seconded the motion. The vote was three in favor with Vice-Chairman Cannon and Selectman Buckley opposed; motion carried.**

10 CIP Funding

**Vice-Chairman Cannon moved to recommend *Warrant Article #10 – CIP Funding*; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

11 CIP Projects

Chairman Trask noted that the Recreation Department, among others, had reduced their requests in order to bring the expenditures closer to the funding.

**Vice-Chairman Cannon moved to recommend *Warrant Article #11 – CIP Projects*; Selectman D'Angelo seconded the motion. The vote was four in favor with Selectman Buckley opposed; motion carried.**

12 CIP Committee

**Selectman Buckley moved to recommend *Warrant Article #12 – CIP Committee*; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

13 Highway CIP Funding

**Vice-Chairman Cannon moved to recommend *Warrant Article #13 – Highway CIP Funding*; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

14 Highway CIP Projects

**Selectman D'Angelo moved to recommend *Warrant Article #14 – Highway CIP Projects*; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**

15 Winter Road Maintenance Fund

Although it is known that some monies from this Fund will be needed to cover winter road maintenance

this year, the exact figure is not known. This article will be amended on the floor as needed to ensure that the fund not exceed \$105,000.

**Vice-Chairman Cannon moved to recommend *Warrant Article #15 – Winter Road Maintenance Fund*; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

16 Police Department Equipment

**Vice-Chairman Cannon moved to recommend *Warrant Article #16 – Police Department Equipment*; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

17 Revaluation

**Vice-Chairman Cannon moved to recommend *Warrant Article #17 – Revaluation*; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

18 PACT

Vice-Chairman Cannon noted that this request includes funding for a part-time employee, and asked if the PACT Committee would have to request approval to hire from the Selectmen; they would.

**Selectman D'Angelo moved to recommend *Warrant Article #18 – PACT*; Selectman Buckley seconded the motion. The vote was four in favor with Selectman Buckley abstaining; motion carried.**

19 300<sup>th</sup> Anniversary

**Vice-Chairman Cannon moved to recommend *Warrant Article #19 – 300<sup>th</sup> Anniversary*; Selectman D'Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

20 Keno

An establishment which wishes to offer Keno must have a Pourer's License and pays \$500 for equipment/machines; there is normally a dedicated register and the New Hampshire Lottery provides all advertising, etc. Only one establishment in Town is eligible for Keno at this point in time, although the American Legion, for example, could apply for a Pourer's License. Police Chief Berube believes that there is a low risk to the Town for additional crime, although it is the beginning of gambling. Selectman D'Angelo opined that it encourages loitering; Selectman Owens also decried the possibility of encouraging a gambling addiction.

Budget Chairman Michael Weider stood and was recognized. He stated that the Town would actually lose money with Keno. Currently the Town receives \$2,300 for each student in half-day Kindergarten. To receive funding from Keno, the Town would have to switch to full-day Kindergarten, and would receive 'up to \$1,100'.

**Vice-Chairman Cannon moved to recommend *Warrant Article #20 – Keno*; Selectman Buckley seconded the motion. The vote was two in favor with Selectmen Buckley, D'Angelo, and Owens opposed; motion failed.**

21 Discontinue Wason Pond Recreation Capital Reserve

**Selectman Buckley moved to recommend *Warrant Article #21 – Discontinue Wason Pond Recreation Capital Reserve*; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**

## 22 Reports

There is no need to vote to recommend or not recommend this article.

### 3.4 Transfer Station

A form for Transfer Station disposal fees was drafted using the current rates. He suggested that under the Electronics heading, television size be defined more accurately than small, medium, large, using screen size. His suggestion was:

Small: 19" and smaller  
Medium: 20" to 40"  
Large: 41" and larger

He also suggested deleting 'Console TVs'.

Chairman Trask stated that the point of this form was to prevent the accumulation of cash at the Transfer Station. It would be printed on two-part paper with an identifying number at the top. The resident would bring in an item for disposal, and the attendant would fill out the form and give one copy to the resident and turn one copy in to the Town. The resident would then be able to pay within ten (10) days in one of three ways: bring payment to the Town Clerk’s office, mail in a check, or pay online with a credit/debit card. Selectman D’Angelo suggested fines if the person does not pay within the ten (10) days.

Selectman D’Angelo suggested that the fee schedule be posted on the Transfer Station page of the Town’s website.

In general, paying after the fact was not popular due to the time and personnel involved in tracking down offenders. Selectman Buckley stated that he would prefer to see some sort of POS system at the Transfer Station in order that people could pay immediately with their credit or debit card. The Transfer Station does not have internet or a smart phone, however; Town Clerk Newnan, as head of the IT Committee, would need to be consulted about this.

## IV. Selectmen’s Business

### 4.1 Roundtable

*Vice-Chairman Cannon:*

*Selectman D’Angelo:*

- Nothing to report.

*Selectman Owens:*

- Nothing to report.

*Selectman Buckley:*

- A request was made for signage to be posted at Spring Hill Farm reminding ATV riders that motorized vehicles are prohibited on the property, according to the Conservation Easement. The

Spring Hill Farm Advisory Committee will be advised and asked to determine how many signs and where they should be posted.

*Chairman Trask:*

- The Town Clerk's Office will be open tomorrow – Friday, March 30<sup>th</sup>, 2018 – from 3pm to 5pm for residents who wish to sign up to run for elected office only.
- Town Clerk Newnan is looking for input from the Selectmen on HB1673, which will make the interest rate on delinquent property taxes adjustable from year to year. The Tax Collectors' Association is concerned that this will require new software, increase delinquencies, and lead to more tax delinquency.
- With the recent changes in mind, he would like Town employees to be more recognizable and suggests that shirts and hats with the Town logo be purchased for the Transfer Station, Maintenance, and Highway Departments. Selectman D'Angelo suggested hi-visibility vests, at least; the vendor does have hi-viz hats. The other Selectmen agreed to this plan.

*4.2 Public Comment*

Budget Committee Chairman Weider stood and was recognized. He noted that the Budget Committee had requested that the Warrant Article for a Town Administrator be designated as 'Special', and his copy of the Warrant did not have that change. The change had indeed been made after last week's Selectmen's meeting; Mr. Weider had an older copy of the Warrant.

Budget Committee Vice-Chairman Lamphere stood and was recognized. She stated that the PACT Committee had been at the Budget Committee's meeting on Monday, March 26<sup>th</sup>, and that they had been asked at that time if they were considering adding a request from the School for equipment to their Warrant Article. Although their response was that they were unaware of any requests from the School, Mrs. Lamphere reviewed the minutes from the last PACT meeting when a letter from the school requesting \$5,137 in new equipment was mentioned. Selectman D'Angelo, who is the liaison to the PACT Committee, noted that no representatives from the School had attended this meeting to speak to their request. Mrs. Lamphere should speak with Joe Castricone.

As no other Members of the Public wished to be heard, Public Comment was closed at 8:31pm.

*4.3 Non-Public Sessions*

**Selectman D'Angelo moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting room was closed at 8:31pm.

The meeting room was re-opened at 8:38pm.

**Selectman D'Angelo moved that the Board come out of non-public session; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Chairman Trask moved that the minutes to the first non-public session on Public Employees be sealed for a period of ninety (90) days; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Chairman Trask moved that the minutes to the second non-public session on Public Employees be sealed for a period of ninety (90) days; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.**



**V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, April 5<sup>th</sup>, 2018.

**Selectman D'Angelo moved to adjourn the meeting; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 8:39pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary