

**Town of Chester
Board of Selectmen Meeting
Thursday, April 5th, 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
Appointment to ZBA
Highway Department Updates
Spring Hill Farm Advisory Committee Updates
School Board – Warrant Article Amendment Request
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
Jeremy Owens
Dick Trask

Selectmen absent:

Steve D’Angelo

Members of the Public present, at various times:

Andrew Hadik, Planning Coordinator
Chuck Heuer
Rhonda Lamphere, Treasurer
Reggie Moreau, DAR Builders
Chuck Myette, SHFAC
Nancy Myette
Michael Oleson, Road Agent
Kim Peterson, School Board
Royal Richardson, School Board Chairman
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

Members of the School Board are in attendance and will be heard at the end of the regularly scheduled appointments.

1.5 Public Comments

As no Members of the Public wished to be heard, Public Comment was closed at 7:02pm.

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 Appointment to ZBA – Matt Gelinas

Mr. Gelinas appeared before the Selectmen to be appointed as an Alternate member to the Zoning Board of Adjustment.

He has lived in Chester for ~five years and is interested in beginning his civic involvement. The Selectmen thanked him for volunteering.

Vice-Chairman Cannon moved to appoint Matt Gelinas to the Zoning Board of Adjustment as an Alternate member for a three year term to expire May 31st, 2021; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Mr. Gelinas was advised to visit the Town Clerk’s office in order to be sworn in. He departed the meeting table at 7:03pm.

3.2 Updates – Road Agent Michael Oleson

Road Agent Oleson appeared before the Selectmen to give them an update on recent activities of the Highway Department.

Due to the most recent snow event, he expects to need ~\$35,000 out of the Winter Maintenance Fund. A motion to move these funds will be made later in the Fiscal Year, when exact figures are available.

He asked if the well he had requested for the Highway Department was still in the CIP Projects Warrant Article; it is.

The Highway’s F-550 truck will be going into the shop as it has some broken springs, caused by weight and bad roads. The truck is four-five years old.

The Highway Department has been picking up branches, limbs, etc. that came down in last night’s windstorm. They will be working on shoulders, potholes, and dirt roads in the next few weeks.

People are parking illegally at the Highway Garage at night; he would like ‘No Parking’ signs ordered and installed.

He attended a program by Dubois & King today on ‘Street Scan’ – a program developed by Northeastern University that scans the Town’s roads for pavement condition and maps them using special software. These maps show problems with the roads, and assist with estimating costs to repair. In addition, data on existing roads can be entered manually into the program. Selectman Buckley stated that the Town was already in the process of having a street survey done by SNHPC, but that results were not yet available as late snow has caused issues with data gathering.

Road Agent Oleson departed the meeting table at 7:15pm.

3.3 Spring Hill Farm Advisory Committee RFP

Chuck Myette appeared before the Selectmen to give a brief update on the activities of the SHFAC.

They roughed out an RFP for haying the fields; the Selectmen’s Office put it into the Town’s usual RFP format and some additional edits were made. It is almost ready to move forward other than the SHFAC choosing a contact person for any questions.

The use of the High Tunnel is still being discussed; one proposal has been received, but no RFP has been drafted as of yet.

Mr. Myette departed the meeting table at 7:20pm.

3.4 Request to Amend Warrant Article - School Board

Kim Peterson and Royal Richardson of the School Board appeared before the Selectmen to request that the PACT Warrant Article be amended to include requests for new equipment for the School.

Ms. Peterson stated that students and parents had been surveyed about their ‘video needs’. Students were interested in viewing School sporting and other events, as well as creating their own newscast; parents were interested in viewing School events, School Board meetings, and the students’ newscast. Both groups are interested in viewing in high definition. Nothing is currently transmitted in high definition, only standard definition.

Although the remainder of the Town was not surveyed, the School Board surmises that they would also like to view School information and School Board meetings.

There are issues with the current equipment; it often hangs and needs to be unplugged and plugged in again, the mixer isn’t reliable, the sound is garbled on videos and PowerPoint presentations, etc.

Three quotes were solicited by the School’s Technical Director, and the School Board’s request is based on the one that was considered most competitive. Selectman Buckley asked for copies of these quotes; Ms. Peterson will procure them for him.

Therefore, the School Board is requesting that the PACT Warrant Article be amended to include \$5,137 worth of equipment for the School, as follows:

| School Board Meeting Room Equipment | Cost |
|---|----------------|
| Mixer Multiple Inputs *HD Video Streams (cameras) *Digital Feed *Processes audio with video (receives input from audio mixer) | \$909 |
| Converter Converts HD to SD | \$175 |
| Cameras (2) HD Ready | \$1,429 each |
| Student News Group or Other Function | |
| Portable Camera and Microphone HD Ready | \$1,195 |
| TOTAL | \$5,137 |

Selectman Buckley noted that the PACT Committee does not believe that the School is currently underserved, but he also believes that there is a disconnect between the two groups. He also asked who they planned to have operate the equipment and do the necessary work to get it onto the TV Station? School Board Chairman Richardson said they were not opposed to hiring a student from Pinkerton to take some of the work off of the PACT Committee. Vice-Chairman Cannon noted that the PACT Warrant Article includes funding for a person to work part-time in the studio; perhaps some of that person’s time could be spent with the School.

School Board Chairman Richardson stated that this is the third year that the School has attempted to be included in the PACT budget without success, and that there has been no improvement in equipment or quality over those three years. He believes that with upgraded equipment they will be able to generate more content.

Chairman Trask believes that PACT and the School Board should sit down together and work this out, but he is not opposed to the addition of this funding. He asked what kind of programming the School would provide to PACT, as they already film sporting events. Would they be able to transmit the annual School Budget Meeting?

Vice-Chairman Cannon opined that the survey was a great idea, but since the Town cannot transmit in high definition, why didn’t they price out standard definition equipment?

School Board Chairman Richardson stated that once the funding was in place, they would work the with PACT Committee. He asked if it was possible to have a School representative on the PACT Committee.

Selectman Buckley stated that some time in those past three years, the School Board should have brought this issue to the Board of Selectmen. He finds this request to be very last-minute. Chairman Trask added that in the future if the School Board is unable to communicate with the PACT Committee, they should get in touch with the Selectmen’s Office.

Vice-Chairman Cannon moved to amend *Warrant Article #18 – PACT* by \$5,137, for a total of \$40,520; Selectman Owens seconded the motion. The vote was three in favor with Selectman Buckley opposed and Selectman D’Angelo absent; motion carried.

Ms. Peterson and Mr. Richardson departed the meeting at 7:45pm.

3.5 Transfer Station

Work to establish a new method for payment at the Transfer Station continues. The plan is to eliminate the need to take cash there, as previous years’ audits have requested.

Chairman Trask has suggested that payment in advance could be made in three ways:

- the Town Clerk’s Office could take cash, check, or credit cards
- residents could pay online with a credit card
- the Transfer Station could take a check or credit card

The Town Clerk’s office would also keep Transfer Station stickers on hand.

Selectman Buckley is not in favor of paying in advance online, as a resident might pay the wrong amount (believing their medium sized TV is really a small sized TV, etc.). This could lead to dumping. Vice-Chairman Cannon is not in favor of residents paying at the Town Clerk’s office at all; he is concerned that people might bring their items for disposal into her office and ask her to determine what the item is. Therefore, they would prefer that payment be taken only at the Transfer Station, either check or credit card.

Rhonda Lamphere, as Treasurer, stood and was recognized. She stated that she is currently working with the Bank rep and Town Clerk Newnan is working with Interware to make this payment process happen. The requirements to take credit cards at the Transfer Station are quite involved, with the ‘Square’ application requiring the reading of 17 pages of disclosures. She added that the plan is always to avoid fraud.

She stated that most importantly, the fees need to be posted on the Town’s Transfer Station webpage and explanatory signage needs to be placed at the Transfer Station.

IV. Selectmen’s Business

4.1 Roundtable

Vice-Chairman Cannon:

- Nothing to report.

Selectman Owens:

- Nothing to report.

Selectman Buckley:

- Nothing to report.

Chairman Trask:

- The Town of Atkinson has two public hearings scheduled during the month of April for a communications tower. Chester is considered to be an abutter.
- The Budget Committee will be holding a Public Hearing on the proposed 2018-2019 budget on Monday, April 9th, 2018 at 7:00pm at the weekly Budget Committee Meeting.
- The Board of Selectmen will be holding a Public Hearing on Road Acceptance on Thursday, April 12th, 2018 at 7:00pm at the weekly Selectmen’s Meeting. The Roads being considered are Isaac Foss, Shetland, and Hackney.

- He has a price quote for the t-shirts and hats for the Highway, Maintenance, and Transfer Station employees; he has chosen to go with a lime green for greater visibility.
- The Budget Committee’s budget is \$2,400 lower than the Selectmen’s budget, as the Budget Committee removed \$2,400 from the Police Department’s vehicle maintenance line. This is the only difference. If the Selectmen choose to do the same, the budgets will be unified for the third year in a row.

Selectman Buckley moved to adopt the Budget Committee’s \$2,400 change to the Police Department Budget and go with a unified budget of \$4,529,390; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

4.2 Public Comment

As no other Members of the Public wished to be heard, Public Comment was closed at 8:06pm.

4.3 Non-Public Sessions

Vice-Chairman Cannon moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees, (b) Employment, (c) Reputation, (d) Acquisition, and (e) Pending Litigation; Selectman Buckley seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

The meeting room was closed at 8:07pm.

The meeting room was re-opened at 9:09pm.

Selectman Owens moved that the Board come out of non-public session; Selectman Buckley seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Chairman Trask moved that the minutes to the first non-public session, on Acquisition, be sealed for a period of ninety (90) days; Vice-Chairman Cannon seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Vice-Chairman Cannon moved that the minutes to the second non-public session, on Reputation, be sealed for an indefinite period; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Vice-Chairman Cannon moved that the minutes to the third non-public session, on Pending Litigation, be sealed for a period of ninety (90) days; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Chairman Trask moved that the minutes to the fourth non-public session, on Employment, be sealed for a period of ninety (90) days; Selectman Buckley seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

Vice-Chairman Cannon moved that the minutes to the fifth non-public session, on Public Employees, be sealed for an indefinite period; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, April 12th, 2018.

Vice-Chairman Cannon moved to adjourn the meeting; Selectman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo absent; motion carried.

The meeting was adjourned at 9:10pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary