

**Town of Chester  
Board of Selectmen Meeting  
Thursday, May 17<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  
Maintenance Supervisor position  
Tick Spraying  
Permission for Sign - Janet Janiak  
Elections for Chair & Vice-Chair  
Charges for Right to Know Requests  
RFP for Spring Hill Farm Haying  
Liaisons  
Highway Department Update – Road Agent Oleson  
Roundtable  
Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Selectman Owens called this meeting of the Town of Chester Board of Selectmen to order at 7:01pm.

*1.2 Roll Call*

Selectmen present:

Cass Buckley (arrived at 7:05pm)  
Steve D'Angelo  
Joseph Hagan  
Stephen Landau  
Jeremy Owens

Members of the Public present, at various times:

Greg Bolduc, Fire Chief  
Colin Costine, SHFAC  
Derrick Heins  
Kendall Kunelius, SHFAC  
Rhonda Lamphere  
Nancy Myette  
Michael Oleson, Road Agent  
Julia Webb  
Penny Williams, Tri-Town Times  
And other persons unknown to the Recording Secretary

*1.3 Pledge of Allegiance*

Selectman Owens 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 7:02pm.

### **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*

All members should review and sign items in the Signature Folder.

#### *2.3 Maintenance Supervisor Position*

The existing job description for a Maintenance person, a/k/a Facilities Superintendent, was discussed. It was agreed that the person hired should be capable of performing most maintenance duties him or herself rather than hiring and supervising contractors. The job description will be sent out to the Selectmen for review and editing, and will be discussed again at next week’s meeting.

#### *2.4 Tick Spraying*

Chairman Owens referred to the vote taken on Thursday, May 10<sup>th</sup>, to allow the Recreation Commission to spray for ticks using their revolving fund accounts. The Recreation Commission voted, at their meeting of Monday, May 14<sup>th</sup>, 2018, not to do so. As they are now getting pressure from both sides, they will discuss this again at a Recreation Commission meeting on Tuesday, May 22<sup>nd</sup>, 2018.

Selectman D’Angelo is concerned with liability should the fields not be sprayed, but believes that it should be done with Recreation funds. Chairman Owens and Selectman Landau both are concerned about the widespread use of chemicals, with Chairman Owens suggesting that parents should instead use insect repellent and check their own children after being on the fields.

**Vice-Chairman Buckley moved to disallow spraying for ticks at Wason Pond; Chairman Owens seconded the motion. The vote was four in favor with Selectman D’Angelo opposed; motion carried.**

### **III. New Business**

#### *3.1 Permission for Sign – Janet Janiak*

Janet Janiak appeared before the Selectmen to ask permission to place a sign on the hill at Stevens Hall.

The sign would advertise the 2<sup>nd</sup> annual 5k Run/Walk sponsored by The Jen’s “Just Be You” Memorial Fund, which was established in memory of Mrs. Janiak’s daughter Jennifer who passed away in 2015. They are fundraising in order to start a scholarship fund for seniors at Pinkerton Academy who plan to

study English or Journalism. The sign is planned to be a 36” x 48” sandwich board, and would go up a week to ten days before the race, which is scheduled for Sunday, June 3<sup>rd</sup>, 2018.

The Selectmen expressed concern that the Stevens Hall location might not be the best place, and there was some discussion about where the sign would be least distracting and yet still visible to motorists. It was suggested that the Maintenance Garage (formerly the Old Salt Shed) and the Wilcomb-Townsend Common (the triangle of land at the intersection of 121 and 121A) would be ideal locations, if Mrs. Janiak is willing to put up two signs rather than one; she is.

**Selectman D’Angelo moved to allow Jen’s “Just Be You” Memorial Fund to place signs advertising their June 3<sup>rd</sup>, 2018 5k Run/Walk at the Maintenance Garage and the Wilcomb-Townsend Common; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Mrs. Janiak departed the meeting at 7:14pm.

### *3.2 Elections for Chair and Vice-Chair*

Selectman Hagan nominated Selectman Landau as Chair; Selectman Landau respectfully declined, and Selectman Hagan withdrew his nomination.

**Selectman D’Angelo nominated Selectman Owens as Chair; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Selectman D’Angelo nominated Selectman Buckley as Vice-Chair; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

### *3.3 Charges for Right To Know Requests*

There has been some discussion about the appropriate amount to charge for copies of Public Records. Since 2005 the Town has charged \$1 per page after the first five; recent discussions in the Legislature have caused this amount to be questioned.

Selectman Landau noted that many questions posed as Right To Know require significant amounts of research; Vice-Chairman Buckley stated that employees need to be aware of the rules around Right to Know requests in order to know whether or not they need to be answered. Selectman D’Angelo added that the Right to Know law does not require that one create a record; the record must exist for a copy to be provided.

The current charge will remain as is until the Legislature votes.

### *3.4 RFP for Spring Hill Farm Haying*

Kendall Kunelius and Colin Costine of the Spring Hill Farm Advisory Committee appeared before the Selectmen to update them on activities of the SHFAC and to be present when the one haying proposal received was opened.

Vice-Chairman Buckley stated that due to the recent tax season, he had been unable to participate in the SHFAC activities as much as he would have wished, especially insofar as the Haying RFP was concerned. Mr. Costine stated that he would like an additional week to solicit more proposals; he normally does not begin his own haying until Memorial Day weekend, so it is not too late. Additionally, the Lane Road fields are always cut late due to the presence of nesting Northern Bob Whites.

Derrick Heins, who had submitted the only proposal received thus far, stood and was recognized. He objected to the extension of the submittal period, but was informed that it was optimal to have additional choices. Mr. Costine plans to visit potential hayers personally, but does not expect much in the way of results. Any additional proposals should be received by Wednesday, May 23<sup>rd</sup>, 2018.

There was some discussion about whose equipment would be used for haying; the RFP indicated that a bidder will be expected to use his or her own, although it was possible to negotiate for the use of Spring Hill Farm’s equipment. Permission for use of that equipment should be received in writing from the Trustees.

**Selectman D’Angelo moved to open Mr. Heins’ bid; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Buckley opposed; motion carried.**

The bid was opened and reviewed by the Selectmen, but not read aloud. The Spring Hill Farm Advisory Committee has a meeting scheduled for this coming Monday, May 21<sup>st</sup>; that would be an excellent opportunity to discuss the haying situation.

**Selectman D’Angelo moved to reseal Mr. Heins’ bid until after the next Spring Hill Farm Advisory Committee meeting; Vice-Chairman Buckley seconded the motion. The vote was three in favor with Selectmen Hagan and Landau abstaining; motion carried.**

In other matters:

- Ms. Kunelius noted that they had not heard back from the resident who had planned to rent the High Tunnel.
- Selectman D’Angelo requested that individual members of the SHFAC be instructed to use the Town’s Maintenance Request system should they see work that needs to be done on the property rather than instructing the Maintenance Staff directly.
- The SHFAC continues to work on plans for a Foodscaping Class and Farmer’s Market.

Mr. Costine and Ms. Kunelius departed the meeting at 7:47pm.

### 3.5 Liaisons

The liaison list was reviewed and discussed, with the following results:

Cass Buckley	Assessing, Building Inspector, Finance Department, Library, Planning Board, Senior Citizens, Spring Hill Farm Advisory Committee, Transfer Station
Jeremy Owens	Highway Department, Police Department, Highway Safety, Recreation, Web
Joseph Hagan	Brownfields Committee, Chester Kitchen, Conservation, Health Officer, School Board, Town Clerk, Welfare, ZBA
Stephen Landau	Agricultural Commission, Cemeteries, CIP Committee, Groundskeeping, Maintenance, Strategic Land Protection Committee, Trustees of the Trust Funds, Wason Pond Commission
Steve D’Angelo	Budget Committee, Emergency Management, Fire Department, Hazmat, Historical Society, IT Committee, Joint Loss Management Committee, NH Climate Resolution, PACT, Supervisors of the Checklist

### *3.6 Highway Department Update – Road Agent Oleson*

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

The Cole Road repair was finished in early May at a cost of \$74,301. This temporary repair was allowed by DES due to the catastrophic failure of the existing culverts; however, DES requires that a permanent repair with a box culvert be done within the next two to five years. This ~\$450k job is in the CIP. Road Agent Oleson will ask Planning Coordinator Hadik to put this job on the Bridge Aid program, although with an average ten year wait, it may be too late.

Road Agent Oleson would like to encumber \$98,649.64 from the CIP for work on Orcutt Drive and Isinglass Road this summer. He has a contract from Brox for ~\$120k; he will use some of the funds from next year’s budget to reach the total. He asked that future Warrant Articles be reworded if possible so that the funds would not expire and have to be encumbered each year.

**Selectman D’Angelo moved to encumber \$98,649.64 from the CIP for work on Orcutt Drive and Isinglass Road; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

This year’s Warrant Article for CIP projects included a chipper for the Highway Department. Road Agent Oleson plans to order a 110 HP Morbark to arrive after July 1<sup>st</sup> and to be stored at the Highway Garage. This chipper would only be operated by members of the Highway Department, as it can be dangerous.

This year’s Warrant Article for CIP projects also included a well at the Highway Garage. Road Agent Oleson plans to have it laid out behind the salt shed at the little knoll to the right, accessible from both existing and any planned additional buildings. Selectman Landau asked for a drawing of the plan when it is completed.

There is still no plan for this year’s road work; the study commissioned by SNHPC was originally delayed by the weather and is now tied up at DOT. Road Agent Oleson would prefer to use the list in the CIP rather than continuing to wait. He would like to use Brox for this work as well, as he finds their prices to be comparable to other vendors.

The latest version of the CIP indicates that Crawford Road, McIntosh Lane, Mulberry Lane, Muskrat Circle, Opossum Drive, and Red Squirrel Lane are Priority 1 and in need of a wear course. There could be some catch basin or culvert work as well, but most of the work should be paving and reclaiming. He will solicit a breakdown of expected costs from Brox, as requested by Vice-Chairman Buckley.

Road Agent Oleson attended a seminar sponsored by Dubois & King about a program named StreetScan. Towns pay by the mile to have their roads scanned; the first year it tends to cost ~\$50k, and then they return every year or two to update the files. He will provide the Selectmen with a copy of the handout.

Road Agent Oleson stated that the complaints about the roads are escalating as well as the amount of cold patch being purchased. He would like to propose a \$7M road work bond for next year’s Warrant, with the work to be done over two years. The roads to be addressed: rebuild East Derry Road, North Pond Road (which has many wetlands and thus many required permits), and Halls Village Road, and reclaim Jennifer Drive, Holman Way, Parker Road, and Rand Drive. This is a total of 6.5 miles of road. He asked that the Selectmen think about this and be prepared to discuss it again on June 28<sup>th</sup>. He would have all plans in place by Thanksgiving and hold Public Hearings which Jeff Adler of Dubois & King would be asked to attend. He expects work done under this bond to last 25 years. Some impact fees may be available as well.

Vice-Chairman Buckley stated that the road study needs to be completed first, but agreed that the conversation needs to take place, and that perhaps roads need to be turned back to dirt. Road Agent Oleson stated that his job was to keep the roads passable; dirt roads require a grader and a grader operator, which is a few hundred thousand dollars.

Selectman D’Angelo noted that there was a meeting scheduled for next Thursday, May 24<sup>th</sup> at 6:30pm in Londonderry on the proposed Route 93 Exit 4A Interchange. Road Agent Oleson plans to attend this meeting as well.

#### **IV. Selectmen’s Business**

##### *4.1 Roundtable*

*Selectman D’Angelo:*

- Nothing to report.

*Selectman Hagan:*

- If there are any more of his campaign signs around Town, please feel free to text him at (603) 661-3928 and he will pick them up.

*Selectman Landau:*

- The DOT meeting for Thursday, May 24<sup>th</sup> was addressed again and the majority of the Selectmen would like to attend. As a result, next week’s Selectmen’s meeting will be moved to 6:00pm on Wednesday, May 23<sup>rd</sup> for the opening of any additional Spring Hill Farm haying proposals only.
- He would like to discuss the possibility of somehow adding an IT employee, whether that be part-time or full-time, or even shared with the School. This should be added to the agenda for future meetings.

*Vice-Chairman Buckley:*

- Nothing to report.

*Chairman Owens:*

- The American Legion is planning a car wash at the Transfer Station for the Saturday of Memorial Day weekend, May 26<sup>th</sup>. Commander Jess Edwards has suggested making a donation to the Town to cover the cost of electricity and water. Bookkeeper Marianne Duffy calculated those costs for the Transfer Station at \$6/hour, and for a four-hour event, it was agreed that \$25 was a reasonable amount to request.
- A number of requests have been made to allow the Historical Society to fire the cannons on Memorial Day. As to their fitness, Selectman Landau noted that they had been inspected when they were rebuilt. **Selectman D’Angelo moved to allow the Historical Society to fire the Cannons on Memorial Day if they would like to; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**
- The American Legion Auxiliary is planning an Electronics Recycling Day on Saturday, June 2<sup>nd</sup>, at the corner of Murphy Drive and Route 102. They would like permission to block off the small parking lot up there on Friday night in order that the recycling truck can park there on Saturday morning. **Vice-Chairman Buckley moved to allow the American Legion Auxiliary to block off the parking lot on the corner of Murphy Drive and Route 102 on the evening of Friday, June 1<sup>st</sup>; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**
- There is an invoice for materials requested by the PACT Committee for the studio, and some dispute about who should pay for it. Selectman D’Angelo, as their liaison, will discuss this invoice at the upcoming PACT meeting on Saturday, May 19<sup>th</sup>, 2018.
- There is an invoice for the installation of a hot water system at the Fire Station, and some

dispute about who should pay for it. Selectman D’Angelo, as their liaison, will discuss this invoice with Fire Chief Bolduc.

#### *4.2 Non-Public Sessions*

**Vice-Chairman Buckley moved that the Board go into non-public session under RSA 91-A:3 II (a) Public Employees and (e) Pending Litigation; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting room was closed at 9:16pm. Road Agent Oleson remained in the meeting room.

Road Agent Oleson departed the meeting room at 9:27pm.

The meeting room was re-opened at 9:30pm.

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

**Selectman D’Angelo moved that the minutes to the first non-public session, on Public Employees, be sealed for a period of six (6) months; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Selectman Landau moved that the minutes to the second non-public session, on Public Employees, be sealed for a period of one (1) week; Chairman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Selectman Landau moved that the minutes to the third non-public session, on Pending Litigation, be sealed for a period of one (1) year; Vice-Chairman Buckley 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 Wednesday, May 23<sup>rd</sup>, 2018.

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

The meeting was adjourned at 9:32pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary