

**Town of Chester
Board of Selectmen Meeting
Thursday, June 14th, 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 Position
Town Administrator
Eagle Project Approval
Boy Scouts Request
Jean Methot
RFP: Haying at Spring Hill Farm
RFP: Police Space Needs
Contract Renewals
Non-Smoking Ordinance
Roundtable
Non-Public Sessions
Adjournment

1.1 Call to Order

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

1.2 Roll Call

Selectmen present:

Cass Buckley (arrived at 7:04pm)
Steve D'Angelo
Joseph Hagan
Stephen Landau
Jeremy Owens

Members of the Public present, at various times:

Colin Costine
Emily Kunelius
Jean Methot
Nancy Myette
Benjamin Qualters
Molly Qualters
Jay Rowden
Penny Williams, Tri-Town Times
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions and Deletions

Selectman Landau would like to talk about encumbrances.

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

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

2.3 Maintenance Position

Two candidates for the Maintenance position will be interviewed tomorrow morning – Saturday, June 16th, 2018 – beginning at 9am and concluding at 12pm. Selectman D’Angelo will join Selectman Landau, Police Chief Berube, Road Agent Oleson, Recreation Director Reishus, and Groundskeeper Dalrymple on the interviewing panel. Should neither of the candidates be right for the position, an additional resume was received today that was of interest. A start date of Monday, July 2nd, 2018 would be ideal.

If the interviewing panel cannot agree on a candidate, the Selectmen should be consulted.

2.4 Town Administrator

A notice seeking members for a Town Administrator Working Group has been placed on the Town website. BOS AA Doda has received emails of interest from two employees and two residents so far.

III. New Business

3.1 Eagle Project Approval – Benjamin Qualters

Benjamin Qualters appeared before the Selectmen to present his proposed Eagle Project for their approval. Selectman Landau recused himself at this time, as he is Mr. Qualters’ Eagle Coach.

Mr. Qualters proposes to enhance and beautify the landscaping at the Fire Department, and to move the Volunteer Firefighters’ Monument from in front of the Post Office to in front of the Fire Station, moving another memorial stone into the vacant spot. This project had originally been suggested by the Fire Department to Scoutmaster Jay Rowden.

Jean Methot stood and was recognized. He inquired if it Mr. Qualters had considered dedicating a replacement stone to Desert Storm; Selectman Landau asked if the Historical Society had a list, which they do not.

This project must be completed by March 2019, when Mr. Qualters turns 18.

Selectman D’Angelo moved to approve Mr. Qualters’ Eagle Project; Selectman Hagan seconded the motion. The vote was four in favor with Selectman Landau recused; motion carried.

Mr. Qualters departed the meeting table at 7:10pm, and Selectman Landau returned to the Selectmen.

3.2 Boy Scout Request – Jay Rowden

Jay Rowden appeared before the Selectmen to request permission for the Boy Scouts of Troop 163 to camp at the French/Nichols fields on Friday, June 22nd, 2018, the night before the Boy Scouts’ Yard Sale.

He originally made this request to the Recreation Department, which had no objections but directed him to apply to the Board of Selectmen for permission. The Selectmen had no issue with this request and gave their approval.

Mr. Rowden departed the meeting at 7:11pm.

3.3 Updates – Jean Methot

Jean Methot appeared before the Selectmen to update them on various Historical Society and 300th Anniversary Committee projects.

Missing Work Orders: He stated that he had submitted three work orders in May using the Town’s online request form and they had yet to be completed. Two were to move soil to Wilcomb Common and along the Raymond Road Cemetery wall for daffodils, and the third to remove a stump and small butternut tree from in front of the Post Office. BOS AA Doda had researched this issue when first raised by Mr. Methot yesterday, and cannot locate these work orders in the database; she will work with Mr. Methot to find out where the problem lies.

Additional Work Orders: He would also like the outside water turned on at the Post Office so that he and Mrs. Methot, who maintain the garden there, may use it for watering purposes. He mentioned that some daffodils were mowed down after the flowers were gone but before they turned yellow, which means they may not produce a flower next year. Selectman Landau stated that he has received a donation to replace those particular daffodils, and suggested that perhaps the new ones should be planted further away from grass to avoid a recurrence of this problem. Mr. Methot is also interested in having daffodils planted along the fence at Wason Pond towards the Community Center, as well as at the Town Pound (which needs clearing of ferns first).

Town Flag: When he appeared before the Selectmen approximately a year ago, he had floated the idea of creating a Town flag. The Selectmen are in favor; a background color needs to be chosen, and Mr. Methot will create some mockups.

Mural: At this same meeting of last year, he had mentioned the possibility of having a mural painted on the side of the MPR in time for the 300th Anniversary Celebration in 2022. This mural would be of a stagecoach, much like the Robert Frost Scenic Byway signs (which Selectman Landau described as an ‘Abbott Downing coach’). The first question posed was as to who would maintain this mural; Mr. Methot stated that he had seen murals that were fifteen years old plus that were still in good condition, so this was not an immediate concern. The 300th Anniversary Committee would pay for the mural via fundraising. Selectman Hagan noted that the New Hampshire Institute of Art in Manchester might be a place to contact for assistance. The Selectmen gave their approval to Mr. Methot continuing to explore this project.

300th Anniversary Celebration: The opening ceremonies will be at Town Fair 2021. The logo has been created. The Committee plans to send out a Town-wide mailing with a survey asking for suggestions and preferences for the celebration events themselves, so that they can focus on what residents think is important. They have also consulted with various organizations in Town to be sure that individual events do not conflict. All event dates need to be in place by Spring 2021.

Mr. Methot departed the meeting at 7:37pm.

3.4 RFP: Haying at Spring Hill Farm

Two additional bids were received for the haying at Spring Hill Farm and opened. Bidder #1’s bid was incomplete, as it was missing page 3, which is the actual proposal. Mr. Costine, who was present, offered to contact the bidder to procure that page. The Selectmen agreed to postpone a decision on this subject until next week.

3.5 RFP: Police Space Needs

Police Chief Berube had been satisfied with Vice-Chairman Buckley’s edits to his original RFP for the Police Space needs. As Selectmen Hagan and Landau were not on the Board when the RFP was originally presented, they should review it and be prepared to discuss again next week. The funds for this work, which were raised and appropriated in the CIP Warrant Article at the 2017 Town Meeting, need to be encumbered at the end of the Fiscal Year in order that they do not lapse.

3.6 Non-Smoking Ordinance

There had been some discussion in May about enacting an ordinance to make all Town-owned property non-smoking, and a draft was solicited from Town Counsel. Selectman Landau asked how this might be enforced, noting that although there is an agreement that there will be no signs at the center of Town, signs are still posted there on a regular basis. He also inquired how one defines Town-owned property – for example, the Town has an easement on the sides of the roads; can one be ticketed for smoking while walking?

Chairman Owens pointed out that the original request (from the Joint Loss Management Committee) had been for the ballfields only, which Vice-Chairman Buckley suggested returning to; however, Selectman D’Angelo stated that selective enforcement was not possible - it had to be all, or none.

Vice-Chairman Buckley stated that there is quite a large amount of Town-owned property; how would it be enforced? Mr. Costine noted that often the Police Department doesn’t specifically plan to go out looking for enforcement opportunities, but if there is a problem, there is something that they can do.

The Selectmen agreed to discuss this subject again at a later date.

3.7 Contract Renewals – Block 5, Granite State Analytical

Two contract renewals have been received recently – Block 5 and Granite State Analytical.

Chairman Owens reported that the only change on the Block 5 contract was a small increase in the rate for an item covered by Appendix A, but that the Town did not normally utilize that item. All Selectmen have seen this contract.

Selectman D’Angelo moved to accept and allow Chairman Owens to execute the Block 5 contract; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau stated that there are choices to be made in the Granite State Analytical contract as to who will perform specific testing; he suggests having GSA do all of the work rather than expecting the Maintenance Department to handle it. Not all Selectmen have seen this contract, however, so BOS AA Doda will send it out to all Selectmen to review and it will be discussed again next week.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- He has received some encumbrance requests: one for portable classrooms behind Town Hall totaling \$1,172, broken down to \$572 in materials and \$600 in labor, and another for ceiling fans at the Fire Station for \$2,500, broken down to \$1,297 in materials and nine hours of labor at \$125/hour. He believes the Cemeteries will also have a request. These will all be considered, along with any other requests, at next week’s meeting.

Selectman D’Angelo:

- He is interested in the status of some of the new Committees, such as the CIP and Strategic Land Protection Committees. He is concerned that the School recently pulled an item out of the CIP and purchased it outright; he suggests that a School Board member be on the CIP Committee. Selectman Landau will be its liaison. Vice-Chairman Buckley noted that there are RSAs specific to CIP Committees, so those should be consulted to determine what can and cannot be done.
- He attended the annual Hazmat meeting tonight along with Fire Chief Bolduc. The Town is potentially going to receive a significant grant for air packs, joint with other Towns; this will be known for sure tomorrow.
- Members of boards whose appointments have expired or will be expiring soon will be attending upcoming Selectmen’s meetings to be reappointed.
- A Lowe’s invoice that has been discussed repeatedly over the past few weeks has been determined to be a PACT expense, not Maintenance, and should be coded as such by the Finance Department.
- He would like to discuss setting up Town email addresses for Boards and Committee members, or at least their Chairs, in order to keep Town business on Town servers rather than on personal ones. The cost may be an issue; BOS AA Doda will compile a list of all elected and appointed board and committee members and distribute it.

Selectman Hagan:

- There are only two Selectmen’s meetings left before the end of the Fiscal year and much to finish up.
- Selectmen should look at their vacation schedules to determine if any meetings need to be cancelled, as often happens in the summer.

Vice-Chairman Buckley:

- He would like to discuss the Town’s roads. An assessment study is in process at the moment, but it is clear that it will take tens of millions of dollars to repair every road in Town. He would be interested in having a group formed to research this subject and come up with possible alternatives to asphalt paving, and costs involved – for example, the cost of a dirt road grader with employee, the cost of different materials for paving, etc. Chairman Owens suggested inviting residents, both long-time and more recent, to join this group, as their opinions are essential. Selectman D’Angelo suggested involving the Highway Safety Committee.

Chairman Owens:

- The Planning Board has approved the release of Impact and Offsite Improvement funds to be

- used for the Cole Road culvert repairs; the Selectmen approved of this.
He would like Board Chairs and Department Heads to remember that when emailing the Selectmen, all members should be included in the email or only one’s liaison.

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, (c) Reputation, and (e) Pending Litigation; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting room was closed at 8:44pm.

The meeting room was re-opened at 9:41pm.

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

The minutes to the first non-public session, on Public Employees, will remain unsealed.

Selectman Landau moved that the minutes to the second non-public session, on Public Employees, be sealed for a period of thirty (30) days; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Hagan moved that the minutes to the third non-public session, on Public Employees, be sealed for a period of thirty (30) days; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Hagan moved that the minutes to the fourth non-public session, on Public Employees, be sealed for a period of thirty (30) days; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved that the minutes to the fifth non-public session, on Reputation, be sealed for an indefinite period; Chairman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

Chairman Owens moved that the minutes to the sixth non-public session, on Pending Litigation, be sealed for a period of thirty (30) days; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman D’Angelo moved that the minutes to the seventh non-public session, on Pending Litigation, be sealed for a period of thirty (30) days; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved that the minutes to the eighth non-public session, on Public Employees, be sealed for an indefinite period; Chairman Owens 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, June 21st, 2018.

Selectman Landau moved to adjourn the meeting; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 9:41pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary