

**Town of Chester
Board of Selectmen Meeting
Thursday, June 21st, 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
RFP: Police Space Needs
Appointment to Recreation Commission
Appointments to Planning Board
Encumbrances
Granite State Analytical Contract
Eversource Request to use Bridle Path
Spring Hill Farm Advisory Committee
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 7:01pm.

1.2 Roll Call

Selectmen present:

Steve D'Angelo
Joseph Hagan (arrived at 7:24pm)
Stephen Landau
Jeremy Owens

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Tiffany Coroka Gillen, SHFAC
Aaron Hume, Planning Board
Kendra Kearney
Emily Kunelius, SHFAC
Nancy Myette
Maria Oakley, Recreation Commission
Richard Pike, Recreation Commission
Corinna Reishus, Recreation Director
Liz Richter, Planning Board
Evan Sederquest, Planning Board
Maria Veale

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 add a Non-Public Session on the Maintenance position. Members of the Spring Hill Farm Advisory Committee are in attendance and would like to be heard.

1.5 Public Comments

Selectman Landau noted the recent passing of long-time resident John Chiaradonna.

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 RFP: Police Space Needs

This RFP is for an assessment of the Police Department's space needs only. Police Chief Berube will be asked to attend next week's meeting to discuss it.

III. New Business

3.1 Appointment to Recreation Commission

Maria Oakley, Richard Pike, and Recreation Director Reishus appeared before the Selectmen accompanied by Kendra Kearney. Mrs. Kearney has attended the requisite three meetings, and the Commissioners have asked that she be appointed to the Recreation Commission.

Mrs. Kearney has lived in Chester her entire life and was a participant in the Summer Program as a child. She described the Recreation Department as having played 'a significant role in her upbringing'. She now has two children involved in Recreation, and would like to contribute and be a voice for the parents.

Selectman D'Angelo moved to appoint Kendra Kearney to the Recreation Commission as a Regular member for a three year term to expire May 31st, 2021; Selectman Landau seconded the motion. The vote was three in favor with Vice-Chairman Buckley absent and Selectman Hagan yet to arrive; motion carried.

Mrs. Kearney, Ms. Oakley, Mr. Pike, and Recreation Director Reishus departed the meeting at 7:06pm.

3.2 Appointments to Planning Board

Aaron Hume, Liz Richter, and Evan Sederquest appeared before the Selectmen to be re-appointed to the Planning Board.

Selectman D'Angelo broached the subject of the CIP. He was concerned to see that the School had removed a \$25k purchase from the CIP and planned to purchase it out of their ~\$400k surplus rather than leaving it in the CIP to remain eligible for impact fees and be purchased when scheduled. He is concerned that the School is not fully invested in the CIP and believes that a School Board member should be on the newly authorized CIP Committee. Ms. Richter and Mr. Sederquest demurred, stating that they do find the School Board to be actively involved, but agreed that School Board membership on the CIP Committee would be appropriate.

Insofar as the new CIP Committee is concerned, they agreed that the Planning Board already has a full plate, and they are not unhappy about the formation of the new committee, as long as no work is duplicated. Ms. Richter indicated that the Planning Board would keep track of the Impact Fees while the CIP Committee worked with the Department Heads to determine their needs, and prioritized how the funds would be spent. They would be happy to share their documentation and plans with the new committee. Selectman D'Angelo added that the new CIP Committee should also have a member of the Planning Board as a member.

Selectman Landau asked Mr. Hume about his trail mapping project. Mr. Hume stated that he had all of the trails on his hard drive and was doing some final clean-up work on them before submitting them to the Conservation Commission. Selectman D'Angelo stated that these trail maps would be a great resource for the residents.

Selectman Landau then asked Mr. Hume if the Planning Board might be able to look at correcting the Town's maps, as they appear to be inaccurate. Ms. Richter described this as 'title research'. Mr. Hume will consider this and get back to Selectman Landau.

Selectman Landau moved to appoint Evan Sederquest and Liz Richter to the Planning Board as Regular Members and Aaron Hume to the Planning Board as an Alternate Member, all for three year terms to expire May 31st, 2021; Selectman D'Angelo seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

Mr. Hume, Ms. Richter, and Mr. Sederquest departed the meeting at 7:26pm.

3.3 Encumbrances

Six requests for encumbrances were made from the Fire Department, Police Department, Transfer Station, and one based on work suggested by the Building Inspector. Five of these were for the General Fund, and the sixth from the CIP. It is unknown how much money will be left over after the Fiscal Year is closed; Finance Director Smith's current conservative estimate is in the \$7-8k range.

Selectman D'Angelo wondered why there was not more left over, considering that at least three employees had left during this calendar year and were not replaced. Various items, such as the Cole Road repair, storm damage, and the IT budget were noted. Due to the first two items, Selectman D'Angelo suggested that perhaps a 'Severe Weather Events' emergency fund should be established, much like the winter maintenance fund, and with a very specific purpose. Selectman Landau agreed, suggesting also that the fund have a cap and that it be funded each year, whether from the Unassigned Fund Balance or taxation.

The funds from the CIP, originally raised and appropriated at Town Meeting 2017 via Warrant Article #8, are separate from those in the General Fund but still must be encumbered in order to prevent them from

lapsing. **Selectman D’Angelo moved to encumber \$15,000 for the Police Department Space Needs Assessment Study from the CIP; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.**

After some discussion, the encumbrance requests from the General Fund were ranked in order of importance.

Selectman Landau moved to encumber the following funds from the FY17-18 budget, if available, in order of importance:

Rank	Department	Item	Amount
#1	Fire Department	Ceiling Fans	\$2,500
#2	Transfer Station	Dock Plates	\$1,300
#3	Building Inspector	Portables behind Town Hall	\$1,172
#4	Police Department	ID Maker	\$3,000
#5	Fire Department	Mobile Radios	\$15,330
	TOTAL		\$23,302

Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

3.4 Granite State Analytical Contract

Selectman Landau would prefer that Granite State Analytical take over all duties as delineated in their contract, rather than assigning them to the Maintenance Department, as he believes it will yield more accurate results and the cost is minimal.

Selectman D’Angelo moved to authorize and accept the Granite State Analytical contract; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

3.5 Eversource Request to use Bridle Path

Eversource will be replacing thirteen wooden ‘structures’ in Chester, three of which are only accessible via Bridle Path, which is a Class VI road; they are requesting permission to use Bridle Path, which will be reached via Harantis Lake Road.

Selectman Landau stated that they need to take responsibility for any damage to Bridle Path caused by their heavy equipment. Selectman D’Angelo added that they should also be responsible for repaving Harantis Lake Road, and asked that a letter be drafted for the entire Board to sign indicating that their trucks will damage the road and requesting that it be repaved.

3.6 Spring Hill Farm Advisory Committee

Tiffany Coroka and Emily Kunelius from the SHFAC were present at tonight’s meeting, and asked for a few moments with the Selectmen. Maria Veale joined them at the Meeting Table.

There have been no additional bids on the Spring Hill Farm haying, and the bidder from last week with an incomplete bid has not contacted the Selectmen’s Office to update his package.

Selectman Landau suggested that as the Farm owns haying equipment, they should empower the Trustees, in conjunction with the SHFAC, to either hire people to hay, or to solicit volunteers (who could be compensated by receiving a break on the price of hay, if they’d like to purchase any). He noted that Spring Hill Farm was supposed to be an educational facility – what better way to learn about farming than to participate in the haying? Proceeds from any sold hay could be rolled back into the Spring Hill Farm funds to be used at Spring Hill Farm.

The SHFAC has scheduled a clean-up day, to which the public will be invited. Selectman Landau suggested alerting the Boy and Girl Scouts, as they might be able to use the service hours.

The SHFAC has also been discussing having a ‘Fall Festival’ a sort of farmers’ market/open house - at the Farm on October 13th. There would be events such as guided tours, hay rides, apple cider tasting, and talks, and local vendors could rent spaces for \$10 – Ms. Coroka said that Vice-Chairman Buckley will be working on the Vendor contracts. The Agricultural Commission plans to have scarecrows, so Spring Hill Farm will be on that map. Parking would be available on the hay fields, since haying time will be over. Selectman Landau added that the Town has previously used golf carts to shuttle people from parking areas to Town Fair.

Ms. Coroka, Ms. Kunelius, and Mrs. Veale departed the meeting at 8:10pm.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- The Cemetery Trustees have made some recent purchases, and are interested in speaking with the Groundskeeper about sharing work between them. He would be interested in seeing budget lines expanded in order that one can determine the actual cost of each individual building.
- Set up for the Boy Scouts Yard Sale is Friday, June 22nd, 2018 from 5pm – 8pm. The Yard Sale itself runs Saturday at 8am – 5pm, and Sunday from 8am – 2pm.

Selectman D’Angelo:

- Nothing to report.

Selectman Hagan:

- He had been late to tonight’s meeting as he was at the American Legion Junior Shooting Program awards dinner. There were over thirty participants between the ages of 13 and 17 in this Olympic sport. He thanked Chip Lamphere, Lee Werling, Dave Anderson, and Bob Packard for spearheading this program.

Chairman Owens:

- Nothing to report.

4.2 Non-Public Sessions

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

The meeting room was closed at 8:17pm. The Selectmen will only come back into public session to seal the minutes and adjourn the meeting.

The meeting room was re-opened at 9:22pm.

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

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

Selectman Landau moved that the minutes to the second non-public session, on Employment, be sealed for a period of one (1) year; Chairman Owens seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

Selectman D'Angelo moved that the minutes to the third non-public session, on Public Employees, be sealed for a period of one (1) month; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

Selectman Landau moved that the minutes to the fourth non-public session, on Public Employees, be sealed for a period of two (2) weeks; Chairman Owens seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

Selectman D'Angelo moved that the minutes to the fifth non-public session, on Public Employees, be sealed for a period of two (2) weeks; Chairman Owens seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

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

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, June 28th, 2018.

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

The meeting was adjourned at 9:24pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary