

**Town of Chester  
Board of Selectmen Meeting  
Thursday, August 16<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  
Introduction of New Fire Department Member  
Formation of CIP Committee  
Landfill Post-Closure Monitoring Program  
Town-Provided Cell Phones  
Release of Impact Fees  
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 7:05pm)  
Steve D’Angelo  
Joseph Hagan (arrived at 8:35pm)  
Stephen Landau  
Jeremy Owens

Members of the Public present, at various times:

Jack Cannon  
Ben Clark, Deputy Fire Chief  
Andrew Hadik, Planning Coordinator  
Shawn Kelly  
Richard LeBlanc  
Nancy Myette  
Sheryl Rich  
Liz Richter  
Evan Sederquest, Planning Board  
Rick Snyder, Planning Board  
Brian Sullivan, Planning Board  
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*

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 previous week’s meeting minutes is in the signature folder.

*2.2 Items for Signature*

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

**III. New Business**

*3.1 Introduction of New Fire Department Member*

Deputy Fire Chief Ben Clark appeared before the Selectmen to introduce Shawn Kelly, a new resident who would like to join the Fire Department.

Mr. Kelly has 15 years of experience in a Fire Department just outside of Newark Airport in New Jersey, most recently as a Captain, where they averaged 150 calls a year, including a great deal of EMS. Although he will be unavailable on the weekend twice a month, he will be in Town during the day while he looks for employment. Once the paperwork is complete on Mr. Kelly, it will be submitted to the Selectmen for signature.

The Selectmen thanked and welcomed Mr. Kelly. He and Deputy Fire Chief Clark departed the meeting at 7:05pm.

*3.2 Formation of CIP Committee*

Planning Board Chairman Brian Sullivan, Planning Board members Liz Richter, Evan Sederquest, Rick Snyder, Planning Coordinator Andrew Hadik, and interested Members of the Public Jack Cannon, Rhonda Lamphere, and Sheryl Rich appeared before the Selectmen to discuss the Capital Improvements Plan (CIP) Committee that had been authorized via Warrant Article 13 at May’s Town Meeting.

The Planning Board would like more information on how this Committee is intended to function – is the plan to replace the Planning Board’s work on the CIP entirely, and if so, why? They were unaware that there were any issues with how they were conducting the annual updates of the CIP, and believe that unless the new Committee plans to take over the work entirely, it would be redundant.

Mr. Hadik distributed copies of the latest CIP for the Selectmen to review. He noted this was very complex document which required a lot of knowledge, clerical work and time to update. He asked if everyone interested in being on the CIP Committee was aware of exactly how much work and time was

involved. Mr. Snyder opined that if adding another level of review was the intent, it might create chaos and draw out the CIP process even longer.

Mrs. Lamphere stated that she had worked with former Selectman Dick Trask when he had proposed this Warrant Article last year, and that the Committee was not intended to replace the Planning Board, but to be another level of review. For example, she stated that there were items in the CIP that could have instead been purchased with other kinds of funding, and that there were items that were not, in her opinion, strictly necessary. She also stated that last year the Budget Committee received the updated CIP and support data too late in the budget season.

Vice-Chairman Buckley strongly disagreed with the concept of creating another level of review, stating that his recollection was that this Committee would take over the entire CIP process in order to lessen the pressure on the Planning Board. He noted that Planning Coordinator Hadik had requested funds for clerical assistance during this year’s Budget process, and removing the CIP from the Planning Board’s duties would lessen his workload and avoid the need for that clerical assistance.

Mr. Hadik noted with regard to Mrs. Lamphere’s objection to the inclusion of certain items in the CIP, that inclusion of projects does not guarantee inclusion in a warrant article for funding at Annual Town Meeting. There is another review process whereby the Selectmen and Budget Committee review and agree on which projects to propose for funding. And then these projects must also be approved by the voters. He also noted that having additional items in the CIP allowed for the expenditure of impact fees when budget shortfalls occurred such as the emergency replacement of the police cruiser.

Planning Board members noted that their main issue last time was the lack of involvement, participation and input by the members of the Board of Selectmen and Budget Committee at the meeting with the Department Heads to review their project submittals. Another issue was receiving the requested project information in a timely fashion – last year one Department was seven weeks late in submitting anything, and then submitted additional projects up into January. Mrs. Lamphere agreed that this sort of delay doesn’t allow the CIP to be completed in time to allow the Budget Committee sufficient review time for the items proposed to be purchased. Vice-Chairman Buckley stated that the Selectmen should be informed if Department Heads fail to meet their deadlines. Selectman D’Angelo added that he had the impression that the School was resistant to the CIP process, which was refuted by Mrs. Rich, the Business Administrator for Chester Academy, who was in attendance as a resident. She explained that the School handles its CIP items differently – they do not purchase via Warrant Article as the Town does. Mr. Hadik added the School was newer to the CIP process than the Town, and he took responsibility for not properly explaining the approval and expenditure process to Superintendent Darrell Lockwood. Mr. Hadik noted, however, overall he had a good working relationship with Dr. Lockwood.

The Selectmen and Planning Board members discussed which process improvements could be made to the annual updating of the CIP. Increased communication about meeting schedules and dissemination of project submittals by Department Heads was discussed and agreed upon.

Planning Coordinator Hadik noted he had already started drafting the new Table 10 and updating corresponding documents for this fall’s update of the CIP. He plans to notify Department Heads this month that their deadline for new requests is the end of September, and that meetings will begin soon after that and may take several evenings. Ms. Richter suggested that Selectmen and Budget Committee members attend those meetings as well. Selectman D’Angelo added that Members of the Public interested in the CIP process should also be invited, and provided Planning Coordinator Hadik with a list of names and contact information of people who had contacted the Selectmen’s Office about this subject.

Chairperson Owens polled the Board whether they still saw any need to appoint a CIP Committee. Selectman D’Angelo said the issues discussed appear to have solutions. When asked, Selectman Landau said he had no comments. None of the people present dissented with Chairperson Owen’s question, so

the Selectman did not appoint anyone and left the annual update of the CIP under the jurisdiction of the Planning Board.

The Planning Board members, Mr. Cannon, Mrs. Lamphere, and Mrs. Rich departed the meeting at 7:56pm.

### *3.3 Landfill Post-Closure Monitoring Program*

The Selectmen have been reviewing two competing quotes for the Town’s Landfill Post-Closure Monitoring program. Both were quite similar and questions about differences were posed to the bidders and answered to the satisfaction of the Selectmen.

Selectman Landau noted that the Town has contracted with Nobis Engineering for many years, and has received good service. Chairman Owens responded that the employee who had managed the program for Nobis in previous years was now employed by Wilcox & Barton, the second bidder.

**Vice-Chairman Buckley moved to award the Landfill Post-Closure Monitoring Program contract to Nobis Engineering, Inc.; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan yet to arrive; motion carried.**

### *3.4 Town Provided Cell Phones*

Vice-Chairman Buckley noted that there are some Town employees who use their personal cell phone for Town business rather than having a Town provided cell phone. As Selectman D’Angelo had been concerned with Town business being done on personal email addresses, Vice-Chairman Buckley thought the Selectmen would prefer that Town business be done on a Town provided cell phone.

It is believed that all current Town provided cell phones come from the same provider, but not known for sure. It is also not known if the Town is receiving any sort of discount for having multiple phones. Bookkeeper Marianne Duffy will be consulted about both these questions, as well as requested to provide a list of employees utilizing their own personal phone for Town business and being reimbursed.

### *3.5 Release of Impact Fees*

The Selectmen reviewed the Planning Board’s release of impact fees in two cases.

**Vice-Chairman Buckley moved to approve the release of \$1,677.70, which is the second payment towards the five-year TASER 60 program for the Police Department; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan yet to arrive; motion carried.**

**Vice-Chairman Buckley moved to approve the release of \$4,750.50, which is for catch basin repair on Orcutt Drive in preparation for paving under the CIP; Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Hagan yet to arrive; motion carried.**

## **IV. Selectmen’s Business**

### *4.1 Roundtable*

*Selectman D’Angelo:*

- He spoke with Maintenance Supervisor Duane Provencher after this morning’s Department Heads meeting, and a number of items were raised. Maintenance Supervisor Provencher is concerned that the roof on the annex will not last another winter, and that there was not sufficient funding

in the Major Projects budget line to de-lead both the Maintenance and the Highway garages, as originally planned. He is also in the process of getting two more quotes for a hot water circulating pump in the annex which must be replaced before winter. Selectman Landau, as his liaison, will speak with him; he will be asked to attend a meeting in the near future.

- As originally mentioned at the Selectmen’s meeting of July 19<sup>th</sup>, Richard LeBlanc has requested that three 16’ gates be purchased and installed along Spring Hill Farm’s hay fields on Lane Road to keep cars out. Maintenance Supervisor Provencher is of the opinion that this will be quite costly to do properly; Vice-Chairman Buckley stated that the Town has not restricted the ability of people to drive onto that property and that the Maintenance Department has higher priorities.
- At this morning’s meeting, the Department Heads reviewed and edited a new simplified Employee Evaluation form. All Selectmen were given a copy and expressed approval. **Selectman D’Angelo moved to adopt the new Employee Evaluation form; Vice-Chairman Buckley seconded the motion. The vote was four in favor with Selectman Hagan yet to arrive; motion carried.**

*Selectman Landau:*

- Nothing to report.

*Selectman Hagan:*

- Nothing to report.

*Vice-Chairman Buckley:*

- Nothing to report.

*Chairman Owens:*

- The New Hampshire Municipal Association has asked that the Town identify a voting delegate for its conference.

#### 4.2 *Public Comment*

Richard LeBlanc joined the Selectmen at the meeting table. He is concerned with the PACT Committee’s decision to hire a part-time station coordinator, which was funded via Warrant Article 19 at May’s Town Meeting. He disagrees with the decision that this person will be a contractor rather than an employee, stating that the Selectmen never actually voted to make it a contractor position and that if nothing else, the person could be a PACT employee. Chairman Owens replied that Town Counsel had been consulted and stated that the PACT Committee could not have an employee, and that the person would be either a Town employee or a contractor. As the Selectmen did not want another Town employee, the person would need to be a contractor.

Mr. LeBlanc then stated that he had heard that liability insurance for this contractor could be waived upon request, and does not want that to happen. He is concerned that the person could damage valuable equipment, or injure themselves. Selectman Landau noted that the equipment is covered under the Town’s insurance policy. Selectman D’Angelo stated that ‘outside contractors’ should provide liability insurance, but that a contractor in the TV Studio would be treated more like a volunteer and as such would also be covered under the Town’s insurance policy.

Mr. LeBlanc reported that the School is supposed to be providing content to the TV Studio and had requested a \$2,500 camera to do so; the Committee had located much cheaper cameras that would perform the same functions (and, as Selectman D’Angelo reported, they had bought two).

Selectman D’Angelo thanked Mr. LeBlanc for his work on the PACT Committee and stated that the Selectmen did not plan to interfere with how PACT operated; he suggested that Mr. LeBlanc bring his concerns up with the PACT Committee itself.

As no other Members of the Public wished to be heard, Public Comment was closed at 8:32pm.

*4.3 Non-Public Sessions*

**Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (c) Reputation; Vice-Chairman Buckley seconded the motion. The vote was four in favor with Selectman Hagan yet to arrive; motion carried.**

The meeting room was closed at 8:33pm. Selectman Hagan arrived at 8:35pm.

The meeting room was re-opened at 9:08pm.

**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.**

**Chairman Owens moved that the minutes to the first non-public session on Reputation be sealed for an indefinite period; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Vice-Chairman Buckley moved that the minutes to the second non-public session on Reputation be sealed for a period of one (1) year; 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, August 23<sup>rd</sup>, 2018.

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

The meeting was adjourned at 9:10pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary