

**Town of Chester
Board of Selectmen Meeting
Thursday, September 6th, 2018
Municipal Complex
Approved Minutes
Amended on September 20th, 2018**

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 Planning Board
Appointment to PACT
Assessing Revaluation Bids
Chester Senior Citizens
Maintenance Updates
Police Department RFP Opening
Roundtable
Potential 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 7:03pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Steve D'Angelo
Joseph Hagan
Stephen Landau (via telephone)
Jeremy Owens

Members of the Public present, at various times:

Aaron Berube, Police Chief
Greg Bolduc, Fire Chief
John Colman
Andrew Hadik, Planning Coordinator
Chuck Heuer
Joanne Millsaps, President, Chester Seniors
Nancy Myette
Jean Packard, Assistant Assessor
Louise Ross, Computer Correspondent, Chester Seniors
Genevieve Rowell, Treasurer, Chester Seniors
Herb Rowell
Brian Sullivan, Planning Board Chairman
Dana Theokas

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 7:04pm.

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. Selectmen were reminded that this is payroll weekend, and they should come to the Finance Office to sign the manifests (as well as any outstanding invoices) over the weekend or first thing Monday morning.

There was an item in the signature folder from Treasurer Rhonda Lamphere; the Selectmen asked that Treasurer Lamphere come to a future Selectmen's meeting to discuss this.

III. New Business

3.1 Appointment to Planning Board

Brian Sullivan and Andrew Hadik of the Planning Board appeared before the Selectmen accompanied by Dana Theokas. Ms. Theokas has attended the requisite number of meetings, and they asked that she be appointed to the Planning Board as an Alternate member. Mr. Sullivan noted that having an additional member makes it easier to reach a quorum at meetings; no quorum means no meeting, and agenda items get pushed back and start to 'snowball'.

Ms. Theokas moved to Chester four years ago from Derry, where she was an alternate on the ZBA, and before that from the Midwest. She is very interested in land use planning and how it shapes the community. Planning Coordinator Hadik added that he had met her at a SNHPC's "Age Friendly" meeting, and that her perspective as a young parent is different from that of most other members of the Planning Board.

Selectman D'Angelo moved to appoint Dana Theokas to the Planning Board as an alternate member for a three-year term to expire May 31st, 2021; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

The Selectmen thanked Ms. Theokas for volunteering. Mr. Sullivan, Planning Coordinator Hadik, and Ms. Theokas departed the meeting at 7:09pm.

3.2 Appointment to PACT

Chuck Heuer appeared before the Selectmen to be appointed to the PACT Committee.

Mr. Heuer has been volunteering for PACT for approximately one year, mostly computer related. He started his career when computers used vacuum tube technology, and now has a degree in Computer Science from BU, 1998, Magna Cum Laude.

Selectman D'Angelo moved to appoint Chuck Heuer to the PACT Committee as a member for a three-year term to expire May 31st, 2021; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.

The Selectmen thanked Mr. Heuer for volunteering. He departed the meeting at 7:12pm.

3.3 Assessing Revaluation Bids

Jean Packard appeared before the Selectmen to discuss the RFP for a Statistical Revaluation to take place in September 2019. She had sent out nine requests and received two bids, of which the Selectmen have copies. She then handed out a sheet summarizing each bid's pros and cons.

She believes that the main difference between the two bidders is that Bidder #1 charges \$75 for each error or incorrect sketch in the data whereas Bidder #2 does not.

The Town also has history with Bidder #2. Assistant Assessor Packard noted that Bidder #2 has little experience with Avitar, but recently hired two new employees with Avitar experience. She believes that there is currently ~\$45k in the Town Revaluation Capital Reserve Fund, which is almost enough to cover the cost.

Vice-Chairman Buckley asked for a week to review each bid, and that it be placed on next week's agenda.

Assistant Assessor Packard departed the meeting at 7:17pm.

3.4 Chester Senior Citizens

Treasurer Genevieve Rowell, President Joanne Millsaps, and Communications Secretary Louise Ross appeared before the Selectmen to discuss the Chester Senior Citizens.

Selectman D'Angelo, who had invited them, indicated that although he had had a number of questions about the group, a brochure that they had provided to the Selectmen for this evening's meeting answered many of those questions.

He asked if there is anything they need that the Town can do for them? He had noticed, while at their Open House a few weeks ago, a few necessary repairs, and had informed Maintenance Supervisor Duane Provencher about them. Mrs. Rowell suggested that the acoustics in the dining area were bad; Selectman D'Angelo asked Maintenance Supervisor Provencher, who was present at the meeting, to go over on Tuesday morning and take a look at it. If the remedy is expensive, it might need to go into the CIP or next year's budget.

There was some discussion about transportation. Selectman D'Angelo asked if there would be any interest in owning a van, but there was not; vans had been rented previously, but the driver had to use his own personal auto insurance. For major trips, the Seniors charter a bus through a company in Raymond, which allows everyone to ride together and enjoy the trip. For minor trips, or to get to the Community Center, people drive themselves and each other. Ms. Millsaps wondered, however, if the Town

purchased a van, if a Town employee could be the driver. CART is often an option, but is not directly door to door.

The Town gives the Chester Seniors, which are a 501(c)(3) organization, \$10k each year; do they need more? Mrs. Rowell noted that they have never asked for more, although in 2010 Rhonda Lamphere had increased their stipend from \$7,500 to \$10,000; they are grateful for what the Town gives them. They use the Town's funds to help cover the cost of the bus rental, and have their own small amount of funds that pay for the cost of coffee and as a "Sunshine Fund". They feel that the most important thing they share is camaraderie and social interaction with their peers.

2020 will be their 40th Anniversary.

Ms. Millsaps, Mrs. Rowell, and Ms. Ross departed the meeting at 7:39pm.

3.5 Maintenance Updates

Maintenance Supervisor Provencher appeared before the Selectmen to discuss various Maintenance issues that he has detected in the past six weeks since he came to work for the Town.

1. Post Office basement: The floor is uninsulated and with holes in the granite foundation allowing potential access to animals. This also causes a moisture problem that is causing the boiler, oil tanks, and electrical components to rust. He suggested that the floor be insulated and sealed, the foundation be sealed, and a mud/rat slab be poured. Selectman Landau suggested that this suggestion be put on hold until the Post Office lease expires in 2019, as not only may the Post Office decline to renew the lease but as it is normally a five-year lease, this renewal would need approval from Town Meeting.
2. Library: Again, the basement has a moisture issue which is causing boiler, HVAC, and oil tanks to rust. He suggested a mud/rat slab to cure the moisture issue. Selectman Landau was in favor of this, as the Town 'owns' the Library (rather than having an outside organization rent the building). Vice-Chairman Buckley asked if the Library had air conditioning, and if so, was it possible to direct the drier air down there after a slab was installed? He will get estimates.
3. Painting: The Town owns ~18 structures that should be painted every five years, which means four buildings each year. He will prioritize his list and get estimates. He also recommended considering vinyl siding outside of the Historical District. Selectman Hagan suggested that with such a large amount of painting to be done regularly, the Town might consider hiring a person to be a painter.
4. Preventive Maintenance: He is procuring estimates for a preventive maintenance plan for boilers, HVAC, etc. This procedure saves money in the long run over not maintaining the equipment.
5. Lead Paint: Funds for painting of both the Highway and Maintenance Garages was included on the Major Projects line this budget season. Both buildings have lead paint, and the amount raised and appropriated was insufficient for proper abatement or containment. Apparently the budget was drawn up with the idea of simple painting by the County Workers, but that program appears to be used less than before. Governor Sununu signed a new law on lead paint; this should be researched.
6. Roofs: The Annex roof is in bad shape and may not make another season. The price to re-roof is not too bad, but what is the future use of the building? The screws used to hold on the Police Department metal roof were intended to be tightened on a regular basis after its installation in ~1999, but this apparently never happened; should the screws be replaced, or a new roof installed?
7. Ford F150 – This vehicle is from 2001 and has 163,466 miles. He has an estimate of ~\$1,500-\$2,000 to fix it, not including new tires and bodywork to repair rotted rocker panels. It will not pass

inspection as is. The Maintenance and Groundskeeping Departments are currently sharing the F350, but as a flat bed, this is not completely suitable for Maintenance use. There was some disagreement about the best course to take – should funds be spent on repairing this vehicle in order to make it last another year or two, or would those same funds be better put towards a 'new' vehicle, with the shortfall being found elsewhere in the budget? The Highway Department has a new F550 in the CIP for FY19-20; if this vehicle is purchased, their old F550 could be moved to the Maintenance Department. Maintenance Supervisor Provencher has an extra truck that he might be willing to use for the Maintenance Department; he will create a proposal.

The Selectmen suggested that Maintenance Supervisor Provencher prioritize his requests and meet with Finance Director Joanne Smith to determine how many can be accomplished this year.

Maintenance Supervisor Provencher departed the meeting table at 8:57pm.

3.6 Police Department RFP Opening and Updates

Police Chief Berube appeared before the Selectmen for the opening of the Police Department Space Needs RFP bids, and other updates.

The Police Department had received seven bids by the RFP closing date of August 31st, 2018, and all packages were opened by the Selectmen tonight. Each Selectman and Police Chief Berube received a copy of each bid, and BOS AA Doda will email an electronic copy of each bid to the Selectmen. A small subcommittee may be formed to review, discuss, and make a recommendation.

The new cruiser is expected to arrive around the end of September or beginning of October; it will still need to be up-fitted. He has been offered \$5,500 to trade in the cruiser being retired, which is about twice what he expected; would the Selectmen prefer to trade it in, or keep it for another Department? No decision was made and this question will be raised again next week.

Candidates for the vacant Administrative Assistant position were interviewed, and a conditional offer has been made to the top choice. A background check is being performed at this time and should s/he pass, s/he will be presented to the Selectmen.

Sargent Tim Loveless will be the Supervisor on duty at Town Fair; officers have been assigned to shut down the road for the parade.

Wason Pond Ranger John Wright will be present at Town Fair as well. Police Chief Berube noted that Ranger Wright is working out well, and finding that 95% of the issues he encounters are caused by non-residents. As such, he is likely to garner complaints. Selectman D'Angelo added that the winter season would be a good time to come up with the 'next step' for dealing with Wason Pond; Chairman Owens stated that the Wason Pond Commission should make recommendations.

Ranger Wright has requested to be appointed as Animal Control Officer as well, as he is associated with Ark Animal Homecare and as such is able to house 'stray' animals of all sorts when necessary. As an ACO, he would be able to deal with all animals, not just the domesticated ones that the Police Department deals with.

Police Chief Berube departed the meeting at 9:23pm.

IV. Selectmen's Business

4.1 Roundtable

Selectman Landau:

- Nothing to report.

Selectman D'Angelo:

- As he is on the ballot, he will not be in attendance as a Selectman at Tuesday's Primary Elections except for during an emergency situation.
- The Town now has a new phone system, and the new number is being disseminated as widely as possible. He believes that voice-mail-boxes can be set up for the Selectmen should they be interested.
- The Planning Board has expressed interest in having Town-issued email accounts.
- At this morning's Department Heads meeting, there was some discussion about a visit from Cintas, a provider of safety items – first aid kits, AEDs, etc. Fire Chief Greg Bolduc and Maintenance Supervisor Duane Provencher joined the Selectmen at the meeting table to discuss this subject. In brief, the Town owns 16 AEDs that were purchased via a Grant approximately ten years ago. Lifespan of AEDs tends to be five-seven years. The Fire Department checks them and replaces the pads and batteries regularly.

Cintas has a program where they will buy the Town's current AEDs and provide new ones along with installation, training, maintenance, and supplies for a monthly fee of \$69 each AED for a three year period. They own all liability. They also provide, install, and maintain first aid kits, for the cost of the kits plus replenishments.

Vice-Chairman Buckley is opposed to this program, stating that the Town could save money by purchasing its own AEDs and maintaining them. He also suggested perhaps cutting down the amount from 16 to ten.

Selectman D'Angelo suggested that Cintas be invited to appear before the Selectmen.

Selectman Hagan:

- Nothing to report.

Vice-Chairman Buckley:

- Nothing to report.

Chairman Owens:

- There was some question as to whether the Town should perform background checks on all new employees; it was agreed that this was a good idea.
- The PACT Committee had questioned if their liaisons, both Selectmen and School, should be voting members of the Committee, which then expanded to whether or not all liaisons should be voting members (ex-officio) of Committees. The New Hampshire Municipal Association's legal team was consulted. It was explained that Planning Board and Budget Committee each have ex-officio members as per the Statutes, but if the Committee was non-statutory, formed by the Selectmen, then the Selectmen would decide whether or not the liaisons would be ex-officio. **Selectman D'Angelo moved to make the Selectman and School liaisons to the PACT Committee into ex-officio members; Vice-Chairman Buckley seconded the motion. The vote was one in favor with Selectman Hagan opposed and Chairman Owens, Vice-Chairman Buckley, and Selectman Landau abstaining; motion failed.**
- The PACT Committee had requested that the knob on the door to the studio be changed to a lockable one so that they might prevent people from coming in when they were filming; the Selectmen agreed to this request.
- The American Legion has requested to hold another car wash at the Transfer Station, as they did over Memorial Day weekend. They offered to pay the Town \$25 again to cover the cost of water and electricity. The Selectmen were amenable to this request.

- The Town Administrator Working Group has met three times and plans to have a Job Description prepared to show to the Selectmen for their perusal by the end of September. Selectman D'Angelo suggested that Planning Coordinator Hadik, who is involved in this Group, run the Job Description past the Department Heads before the Working Group's next meeting, which is Monday, September 17th. This would leave plenty of time for a presentation to be created well before Town Meeting in May of 2019.

4.2 Public Comment

Fire Chief Bolduc asked if the Selectmen had received his request for approval to send Building Inspector Bunker, who is also a member of the Fire Department, to have his physical for the Fire Department during regular working hours in order to avoid paying overtime. The Selectmen were amenable to this request.

As no Members of the Public wished to be heard, Public Comment was closed at 9:29pm.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, September 13th, 2018. Chairman Owens will be late, or possibly absent, due to a work conflict; Vice-Chairman Buckley will chair the meeting in his absence.

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 9:30pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary