

**Town of Chester
Board of Selectmen Meeting
Thursday, September 20th, 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
Baseball Warm-Up Mounds
American Legion Property Line
Maintenance Department Off-Boarding
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:

Steve D'Angelo
Joseph Hagan
Stephen Landau
Jeremy Owens

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Tim Callahan, Chester Baseball
Jess Edwards, American Legion Commander
Andrew Hadik
Chuck Myette
Nancy Myette
Duane Provencher, Maintenance Supervisor
Royal Richardson, School Board Chairman
Dick Trask, American Legion
Michelle Trask, Recreation Commission Chairman
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 the previous week’s meeting minutes is in the signature folder.

The minutes of September 6th, 2018, were approved with an error. Fire Chief Bolduc had requested that Building Inspector Bunker (who is a member of the Fire Department) be sent for his physical during working hours in order to avoid overtime pay; the minutes erroneously stated that Fire Chief Bolduc wished to pay Building Inspector Bunker overtime pay.

Chairman Owens moved to amend the minutes of September 6th, 2018 previously adopted; Selectman D’Angelo seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

2.2 Items for Signature

All members should review and sign items in the Signature Folder. There are also folders of invoices in Bookkeeper Duffy’s office that need signatures.

III. New Business

3.1 Baseball Warm-Up Mounds – Tim Callahan, Baseball, and Michelle Trask, Recreation Commission

Mr. Callahan and Mrs. Trask appeared before the Selectmen to discuss the building of warm up mounds at the baseball field.

The pitchers currently warm up in a flat area accessible to the spectators, which is a safety concern. Creating these mounds would separate them from the public as well as allow them to warm up at the proper distance and incline. The mounds would be built along the fence on the first and third base lines with a moveable backstop. Mr. Callahan has the material and the volunteer labor, so there will be no cost to the Town. They will also not interfere with the Babe Ruth or Soccer fields. The Recreation Commission is in favor of this project.

Selectman D’Angelo moved to approve the proposal for Warm up Mounds at the Chester Baseball Fields; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.

Mr. Callahan and Mrs. Trask departed the meeting at 7:04pm.

3.2 American Legion Property Line – Jess Edwards and Dick Trask, American Legion

Mr. Edwards and Mr. Trask appeared before the Selectmen to discuss the property line at the American Legion on Raymond Road.

Mr. Edwards stated that the Legion had recently attempted to assist a resident who wished to start a new business by allowing him to utilize their property. However, one reason for the ZBA’s denial of the application was that the business would be placed too close to the property line and Town’s Maintenance Garage. Mr. Trask added that the Legion had requested a building permit for a shed, but was denied because of the confusion about the property line.

Although the Town’s information shows that the lot is 0.3 acres, Mr. Trask has located a deed describing the lot as 0.5 acres, and therefore believes that the Maintenance Garage (the Old Salt Shed) is built partly on Legion property. He does not believe that the Town has a deed or a survey contradicting this. Mr. Edwards asked what the Selectmen thought was the best course of action, as although a survey was indicated, the Legion is a volunteer organization and would struggle to pay the cost.

There was some discussion about the history of both the Legion building and the Maintenance Garage.

Selectman Landau suggested that if the Town had no need for the Maintenance Garage, perhaps the Legion did; the Selectmen could consider renting it to the Legion long-term for a nominal amount, perhaps \$1/year. This question would need to go before Town Meeting if the lease were to be more than one year.

Mr. Edwards asked if the Legion should try to seek a clear title. Selectman D’Angelo stated, however, that as the property line had not been challenged in over 25 years, the Town owns it by adverse possession. He agreed with Selectman Landau that the easiest and less expensive solution was to lease the Garage to the Legion, perhaps via a short-term lease until Town Meeting and then a long-term one should the legislative body approve.

Mr. Trask asked if the Town might be interested in selling the property to the Legion for the \$1; the Selectmen are of the opinion that the Town is unlikely to vote to dispose of its property. Selectman Hagan opined that the advantage of a \$1/year lease may outweigh the disadvantages of owning property.

Mr. Edwards suggested that the lease include a statement that leasing the property did not mean that the Legion gave up its claim to ownership; Selectman D’Angelo stated that this is not part of a lease agreement. Mr. Edwards then suggested right of first refusal to purchase; this is reasonable, if a figure is included.

The Legion’s next meeting is the second Friday in October, October 12th; they would like to discuss the situation and return after that. They will be placed on the Selectmen’s agenda for Thursday, October 18th, 2018.

Mr. Edwards and Mr. Trask departed the meeting at 7:32pm.

3.3 Maintenance Department Off-Boarding – Duane Provencher

Maintenance Supervisor Provencher appeared before the Selectmen to give them an update on the Maintenance Department.

He has provided a “Maintenance Department Operations” outlining what he believes should be the priorities of the Maintenance Department going forward. Some of these priorities include Preventive Maintenance programs, an exterior painting schedule, remedying moisture in the basements of various Town buildings, and the replacement of some roofs.

He also made recommendations as to the optimal staffing number for the Maintenance Department, as well as its expected responsibilities, going forwards. He is of the opinion that one Maintenance

Supervisor, one part-time tech, and one part-time groundskeeper is insufficient for the number of properties that the Town owns. He recommended that one manager be employed to supervise maintenance and grounds (including cemeteries), and that one additional full-time maintenance person and one additional part-time groundskeeper be engaged, with Groundskeeper Dalrymple remaining as grounds manager. An experienced painter could be hired and would be busy year-round.

The Selectmen thanked Maintenance Supervisor Provencher for his work over the past two months evaluating the Town’s properties and preparing the Department for the next steps forward.

Maintenance Supervisor Provencher departed the meeting table at 7:41pm, but remained in the meeting room as the Selectmen requested his presence at a non-public session at the end of the evening.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- He would like to purchase candy for Halloween and distribute it in front of Town Hall, leaving the building open so that visitors may use the restrooms. The other Selectmen were amenable to this request.

Selectman D’Angelo:

- Nothing to report.

Selectman Hagan:

- He thanked the Historical Society for continuing the Scarecrow program.

Chairman Owens:

- The line for funds raised and appropriated at Town Meetings in 2012 and 2016 to repair Edwards Mill Dam has been overspent. This project was mandated by the State Dam Bureau, and took many years, multiple contractors, and some miscommunications between engineers, leading to an overage of \$8,487.28. It would be difficult to find this amount in this year’s budget, but the funds are available in the Undesignated Fund Balance and permission can be requested from DRA. **Selectman D’Angelo moved to request permission to use \$8,487.28 of the Undesignated Fund Balance to cover the Edwards Mill Dam repair overage; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.**
- Last week the Selectmen discussed a request for \$1,980 to run 1.5” conduit from the meter and into and through the Salt Shed to hold the coax cables Comcast needs to install the telephone and internet requested by the IT Committee to the site. Selectman D’Angelo spoke with Town Clerk Newnan, who chairs the IT Committee, and was reminded that the Selectmen had originally approved the project in February and that this is a necessity due to safety concerns. **Selectman D’Angelo moved to complete the cabling project at the Salt Shed; Selectman Hagan seconded the motion. The vote was four in favor with Vice-Chairman Buckley absent; motion carried.**
- The Selectmen are seeking persons interested in joining a Police Department Space Needs Working Group. Selectman Landau would like to be included, and suggested a second Selectman as well as the Police Chief, perhaps the Fire Chief, and perhaps the Building Inspector. Other employees and members of the public are welcome to join; a notice will be placed on the Town’s website. The goal is to have a working group in place by October 1st.

Selectman Landau noted that when this project had been discussed a few years ago, the architect that worked on the MPR floor had suggested that keeping the Police Department, either

via renovating existing buildings or building new, close to Town Hall could eliminate \$1m from the overall project cost due to the fact that utilities and services are already onsite. Otherwise the project could cost somewhere in the \$3m-\$4m range.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:56pm.

4.3 Non-Public Sessions

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

The meeting room was closed at 7:56pm. Planning Coordinator Hadik and School Board Chairman Richardson remained in the meeting room.

Planning Coordinator Hadik and School Board Chairman Richardson departed the meeting at 8:32pm; Maintenance Supervisor Provencher entered the room at this time.

Maintenance Supervisor Provencher departed the meeting at 9:06pm.

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

Selectman Landau moved that the Board come out of non-public session; 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 first non-public session, on Property, be sealed for a period of six (6) months; 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 second non-public session, on Reputation, be sealed for an indefinite period; 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 third non-public session, on Employment, be sealed for an indefinite period; Selectman Hagan 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, September 27th, 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 9:09pm.

Respectfully Submitted,
Debra H. Doda
Recording Secretary