

**Town of Chester  
Board of Selectmen Meeting  
Thursday, September 27<sup>th</sup>, 2018  
Municipal Complex  
Draft Minutes**

**I Preliminaries**

Call the Meeting to Order  
Roll Call  
Pledge of Allegiance  
Additions and Deletions  
Public Comment  
Approval of Minutes  
Items for Signature  
Police Department Administrative Assistant  
Impact Fees  
Road Updates & Plow Contracts  
Spring Hill Farm Fall Fest Police Detail  
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  
Steve D’Angelo  
Joseph Hagan  
Stephen Landau  
Jeremy Owens

Members of the Public present, at various times:

Aaron Berube, Police Chief  
Jennifer Kirsch  
Michael Oleson, Road Agent  
Bryan Remillard  
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 weeks’ 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 Administrative Assistant – Police Chief Berube*

Police Chief Berube appeared before the Selectmen to introduce Jennifer Kirsch as the new Police Department Administrative Assistant.

The Police Department had begun looking for a new AA after Heather Paquette submitted her resignation in July. They received over 70 applications, out of which ten were selected for further review.

A hiring committee of Sergeant Sable, Recreation Director Reishus, Building Department AA Wilson, and Karl Knudsen reviewed these ten applications and interviewed two. A second interview was conducted with Melissa LaJoie, who is the assistant to the Town’s prosecutor and who works with eleven other Police Departments. She selected Ms. Kirsch, who was then interviewed by Police Chief Berube and received a conditional offer. Her background was checked; she was interviewed by the background checker, and then interviewed one final time by Police Chief Berube.

Ms. Kirsch, who has a Masters in Social Work, lives in Manchester and most recently worked as a Court Researcher in Massachusetts. She is looking forward to working closer to home and plans to stay for at least five years.

**Selectman Landau moved to hire Jennifer Kirsch as the Administrative Assistant to the Chester Police Department; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Ms. Kirsch departed the meeting at 7:11pm.

### *3.2 Impact Fees – Bryan Remillard*

Mr. Remillard appeared before the Selectmen to discuss impact fees on his recently built home.

He stated that he had received two contradictory letters from the Building Inspector about the Impact Fees on his recently built house; he showed the first letter to the Selectmen, which he indicated stated that he had overpaid, but did not have the second one in hand. Apparently Impact Fees had increased between the first and second letters and he stated that he would have pulled his permit a year earlier had he known. Selectman D’Angelo did note that the Planning Board can retroactively change impact fees.

Mr. Remillard will locate his second letter and send a copy of each to the Selectmen for their perusal.

Mr. Remillard departed the meeting at 7:14pm.

### *3.3 Road Updates and Plow Contracts – Road Agent Oleson*

Road Agent Oleson appeared before the Selectmen to give an update on the Highway Department and discuss this season’s snow plow contracts.

All roads that had been on the CIP for this Fiscal Year have been completed (other than an unfinished guardrail on Red Squirrel) and can be removed, and believes that there will be ~\$100k left in the Highway CIP after all bills are paid. For those who are concerned about the repair of some roads in poor condition, he noted that all of the money spent on paving roads over the past two years would still not have been enough to fix North Pond Road only. He would, however, like to request funding for some of the poorer roads, such as North Pond or East Derry, in next year’s budget.

He reminded the Selectmen of the metric to determine this year’s plow rates, which is based on a CPI of 3.4%. The base rate for this year, then, is as follows:

<b>Equipment Type</b>	<b>Base Rate per hour FY 18-19</b>
6 Wheel dump truck with plow, wing, sander	\$93.75
6 Wheel dump truck with plow & sander	\$88.03
1 ton truck with plow & sander	\$75.58
1 ton truck with plow only	\$70.85
Backhoe	\$82.31

He would also like to make a change on page 3 under General Requirements, item #3 – the response time this year will be 15 minutes, not 30 minutes.

**Vice-Chairman Buckley moved to accept the updates and authorize Road Agent Oleson to proceed with the new contracts in order to secure Snow Plow services for the 2018-2019 winter season; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Road Agent Oleson departed the meeting table at 7:20pm.

### *3.4 Spring Hill Farm Fall Fest Police Detail*

This festival is scheduled for October 13<sup>th</sup>. The Advisory Committee asked if they needed a Police Detail, and if so, was the Town willing to pay for it? A detail is required if the event will attract 50+ people or if there is a traffic concern. Vice-Chairman Buckley opined that it would be a good idea, what with parking planned for both sides of the street. Police Chief Berube stated that the cost would be \$240.

**Selectman D’Angelo moved to authorize up to \$300 to pay for a Police Detail and the Spring Hill Farm Fall Fest on October 13<sup>th</sup>, 2018; Selectman Hagan seconded the motion.**

Selectman Landau stated that he would not object if more than \$300 ended up being necessary, as the Fall Fest is planned to promote Spring Hill Farm.

The question was called. **The vote was unanimous in the affirmative; motion carried.**

### *3.5 Impact Fees*

The Selectmen reviewed the Planning Board’s release of impact fees in one case. The Planning Board had requested that \$903.96 be released for netting at the soccer field based on a quote from West Coast Netting, but freight turned out to be less than originally estimated and the final price was \$882.12. This invoice was paid by the Chester Academy Booster Club in order to expedite the process.

Selectman D’Angelo inquired about using the Revolving Account instead of impact fees, but these particular fees are also for Recreation purposes only and must be used or will be lost.

**Selectman D’Angelo moved to approve the release of \$882.12 in impact fees, which is for netting at the Soccer Field; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

#### **IV. Selectmen’s Business**

##### *4.1 Roundtable*

###### *Selectman Landau:*

- He would like to readdress the Annex building. Some research has shown that the building is used extensively by the Clothes Closet, Recreation Department, Boy Scouts, and Police Department, and at this point finding other space for all of the occupants will be difficult. As it’s a truss building, it would also be easy to reconfigure in the future for additional uses. He would like the Selectmen to consider replacing the roof and repairing the heating system.

The building measures 120’ x 48’, so will need at least 60 square. The current roof is ~32 years old. Selectman D’Angelo suggested making sure the roof trusses were still good, and Road Agent Oleson suggested that a shingle roof was preferable to metal.

The other Selectmen had no objection to Selectman Landau seeking out bidders for roof repair and asking Mr. Ouwerkerk to repair the heating system. It is believed that former Maintenance Supervisor Duane Provencher had sought roofing bids, and those will be forwarded to Selectman Landau.

- He would like to see use of the gate separating the MPR from the Town Offices discontinued, as all offices are locked and keeping it open would allow MPR visitors to utilize the additional bathrooms in Town Hall. The Selectmen were amenable to this request, as long as the employee break room is secured along with the offices.

###### *Selectman D’Angelo:*

- The time for tax rate setting is approaching.
- He noted that the School tends to have a surplus every year – the amount left over in last year’s budget after the required retention amount is ~\$425k. Chairman Owens suggested that the Budget Committee should address this issue this year.

###### *Selectman Hagan:*

- Nothing to report.

###### *Vice-Chairman Buckley:*

- Nothing to report.

###### *Chairman Owens:*

- Town Hall will be closed between 1pm and 2:30pm on Friday, September 28<sup>th</sup>, 2018.
- Eversource would be working on structure replacement between 9am and 5:00pm on Sunday, September 30<sup>th</sup>, 2018 at their locations off of Candia Road, Chester Street, Lane Road, Old

- Chester Turnpike, and Pingree Hill Road. There should be no impact to electrical service.
- Town Clerk Newnan has asked where the Selectmen would like the invoice for the conduit into and through the Salt Shed (as approved at last week’s meeting) to be charged. **Vice-Chairman Buckley moved to request Impact Fees to pay this invoice; Selectman Landau seconded the motion. The vote was unanimous in the affirmative; motion carried.** Planning Coordinator Hadik will be approached.
- Last week’s discussion about the Maintenance Garage was readdressed. At this point the Maintenance Garage is full and in constant use. The Wason Pond Garage is not only quite a distance from the center of Town but also in use during the summer. Unless another location can be found for its contents, it needs to be retained by the Maintenance Department. Selectman Landau noted that if/when the Highway Department gets a new building, the Maintenance Department could take over the current Highway Garage on Chester Street.

#### *4.2 Public Comment*

As no Members of the Public wished to be heard, Public Comment was closed at 7:45pm.

#### *4.3 Non-Public Sessions*

**Selectman Landau moved that the Board go into non-public session under RSA 91-A:3 II (e) Pending Litigation; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting room was closed at 7:46pm. Road Agent Oleson and Police Chief Berube remained in the meeting room.

Road Agent Oleson departed the meeting at 8:00pm.

Police Chief Berube departed the meeting at 8:23pm.

The meeting room was re-opened at 8:25pm.

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

**Selectman Landau moved that the minutes to the first non-public session on Pending Litigation be sealed for an indefinite period; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Selectman Landau moved that the minutes to the second non-public session on Pending Litigation be sealed for an indefinite period; Vice-Chairman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

**Selectman Landau moved that the minutes to the third non-public session on Pending Litigation be sealed for an indefinite period; Vice-Chairman Buckley 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, October 4<sup>th</sup>, 2018.

**Selectman Landau moved to adjourn the meeting; Selectman Hagan seconded the motion. The vote was unanimous in the affirmative; motion carried.**

The meeting was adjourned at 8:26pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary