

**Town of Chester
Board of Selectmen Meeting
Thursday, October 11th, 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
Street Scan Contract Discussion
Employee Evaluations
GGB CIP Requests
Transfer Station Hours
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 7:03pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Steve D'Angelo
Stephen Landau
Jeremy Owens

Selectmen absent:

Joseph Hagan

Members of the Public present, at various times:

Andrew Hadik, Planning Coordinator
Emily Kunelius, Spring Hill Farm Advisory Committee
Nancy Myette
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

Emily Kunelius of the Spring Hill Farm Advisory Committee stood and was recognized. She invited residents to the Spring Hill Farm Fall Fest on Saturday, October 13th, 2018 at the Farm from 9am to 3pm. The house will be open, and there will be vendors, tractor rides, historical displays, etc. Spring Hill Farm is located at 96 Towle Road, on the corner of Towle and Wason.

As no other Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

II. Old Business

2.1 Approval of Minutes

An approval sheet for the 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 StreetScan Contract Discussion

The original contract was reviewed by Town Counsel Diane Gorrow, and her changes were agreed to and incorporated by StreetScan. The Selectmen were satisfied with the contract.

Selectman D’Angelo moved to execute the StreetScan Contract; Selectman Landau seconded the motion. The vote was four in favor with Selectman Hagan absent; motion carried.

Selectman Landau asked if the results could be made available to the public. It is unknown at present in what format the results will be presented; if they are in .pdf format, for example, they could be posted on the Town’s website. Vice-Chairman Buckley noted the contract includes one year’s access to a web based portal. In any case, if it is possible to share the information, that would be optimal.

3.2 Employee Evaluations

Employee Evaluations are due by November 1st, 2018. Selectman D’Angelo worked with BOS AA Doda to create a simplified fillable form that was approved by both the Department Heads and the Selectmen.

BOS AA Doda will send the form out to all Selectmen.

3.3 GGB CIP Requests

Last year the Maintenance Department did not submit any new requests for the CIP. Former Maintenance Supervisor Duane Provencher had created a list of priorities before his departure, and also procured some estimates. Items for the CIP must cost a minimum of \$5k, have a lifespan of three years plus, and cannot be considered ‘recurring maintenance’.

There was some discussion about putting a **new pickup truck** on the CIP for a future year. The Maintenance Department is planning to take over the Highway Department’s F550 once they receive a new one, but that will be ~eight years old at that point and quite a bit bigger than necessary; a half-ton pickup would be sufficient. They do currently have the F350 flatbed, which has been outfitted with removable rails for flexibility. The F150 could be repaired if necessary. Purchasing outright vs. leasing

was discussed, as well as new vs. used.

Planning Coordinator Hadik joined the Selectmen at the meeting table at 7:21pm. He suggested that as the Highway Department's F550 should be forthcoming next year, a new pickup be requested for ~five years out, which could then be moved up if necessary. The Selectmen were amenable to this suggestion. Selectman Landau suggested a request for approximately \$20k.

Selectman Landau brought up the **Annex** building. He contacted seven vendors for roofing quotes, and received one in addition to the ones procured by Mr. Provencher, ranging from \$20k through \$50k. There was some discussion about whether the structural integrity of the building should be inspected first or not, if the roof will last through the coming winter, and where to find the funds. In the end it was determined that as the North side is not in such bad shape, the South side will be reroofed this year and reroofing for the North side will be put into the CIP for next year. A roofer will need to be selected before it is known how much to put into the CIP. The siding was also discussed; it is asbestos, and needs either repair/painting, or replacement.

The **Highway Garage** was discussed. Lead paint abatement has been discussed for many years, but as it's not a residence, Selectman Landau suggested simply painting it in-house with rented staging. Selectman D'Angelo made an alternate suggestion to side it. In any case, it is expected to cost between \$16k and \$18k.

Selectman D'Angelo would like to add the **Wason Pond Community Center**. He believes that it could use a new handicap ramp, windows, interior paint, flooring, and a reconfiguration of the first floor, among other things. Another suggestion was to tear the entire building down and erect a new one on its footprint. Vice-Chairman Buckley was opposed to these ideas, stating that space could be made in the annex by consolidating and reconfiguring, and this would be less expensive. A contractor's estimate would be needed for any renovation or rebuild.

Planning Coordinator Hadik listed other CIP items:

- HVAC improvements – boilers, air conditioners, and venting for the Men's Room – at over \$53k
- A diesel Exmark zero-turn mower for FY19-20 for \$20k, but Groundskeeper John Dalrymple suggested a gas version be purchased instead for \$12.5k
- Hardware and software upgrades are listed for ~\$5k
- A backup server at ~\$8k
- New financial software from ~\$30k - \$58k
- Painting Stevens Hall for \$68k

Stevens Hall was last painted before its centennial in 2012. The paint is bubbling on the lower level, as moisture from the 11,000 gallon water reservoir in the basement tends to go up the balloon frame. The reservoir cannot be emptied, as it is the only water for fire control in the area. Vice-Chairman Buckley suggested installing a dehumidifier in the basement that drains back into the reservoir.

Mr. Provencher's exterior painting schedule was read and discussed; Selectman Landau believes that it is overly aggressive.

The Selectmen have been invited, along with the Budget Committee and the School Board, to attend the Wednesday, November 7th, 2018 Planning Board meeting in order to review the CIP.

Planning Coordinator Hadik departed the meeting at 8:21pm.

3.4 Transfer Station Hours

Transfer Station Supervisor Rich Czarnec has requested that the Transfer Station’s hours on Wednesday night be shifted to a half hour earlier (5:30pm to 7:30pm rather than 6pm to 8pm) due to darkness. The Selectmen were amenable to this request for the Winter season at least; perhaps in the Summer they will return to the regular hours. They would like to revisit it in three months. This change should be posted on the Transfer Station and Town signs as well as put on the Town’s webpage and will take effect the first Wednesday in November.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

- The Maintenance Supervisor Hiring Committee met this afternoon and selected four resumes for further consideration. They would like to interview these candidates on Saturday, November 3rd; Selectman Landau would like to have lunch brought in for them. The Selectmen were amenable to this request.
- A member of the Police Department had requested permission to perform some grounds maintenance at the North Chester historical schoolhouse (on Candia Road across from Smith Road) as there are many saplings growing around it. The Selectmen were amenable to this request.

Selectman D’Angelo:

- Nothing to report.

Vice-Chairman Buckley:

- He reiterated that the Spring Hill Farm Fall Fest will be this coming Saturday from 9am to 3pm at 96 Towle Road.

Chairman Owens:

- The next Household Hazardous Waste Day is also this coming Saturday, October 13th, from 9am to 12noon in Atkinson. Residents should bring any hazardous waste to Atkinson, not to the Town’s Transfer Station.
- An unauthorized lock has appeared on the Bridle Path gate and must be removed or it will be cut off. Selectman Landau suggested that a sign be placed near the gate indicating that the road is subject to gates and bars and access should be cleared through the Selectmen’s Office.

4.2 Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 8:33pm.

4.3 Non-Public Sessions

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

The meeting room was closed at 8:34pm.

The meeting room was re-opened at 8:57pm.

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

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

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

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

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

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, October 18th, 2018.

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

The meeting was adjourned at 8:59pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary