

**Town of Chester
Board of Selectmen Meeting
Thursday, February 15th, 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
Appointment to Spring Hill Farm Advisory Committee
Derry Ambulance/Dispatch Contracts
Trash/Recycling Removal
Lease of Town-Owned Land
Budget Discussion
Warrant Articles
Roundtable
Adjournment

1.1 Call to Order

Chairman Trask called this meeting of the Town of Chester Board of Selectmen to order at 7:00pm.

1.2 Roll Call

Selectmen present:

Cass Buckley
Jack Cannon
Steve D’Angelo
Jeremy Owens
Dick Trask

Members of the Public present, at various times:

Andrew Balch, ABI
Aaron Berube, Police Chief
Colin Costine
Andrew Hadik, Planning Coordinator
Nancy Myette
Michael Oleson, Road Agent
Penny Williams, Tri-Town Times
And other persons unknown to the Recording Secretary

1.3 Pledge of Allegiance

Chairman Trask led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions and Deletions

An appointment to the Spring Hill Farm Advisory Committee was added, as Mr. Costine was in attendance; an appointment to accept an Eagle Project was deleted, as the Eagle Scout Candidate did not appear.

1.5 Public Comments

As no Members of the Public wished to be heard, Public Comment was closed at 7:00pm.

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

Chairman Trask urged all members to review and sign items in the Signature Folder.

III. New Business

3.1 Appointment to Spring Hill Farm Advisory Committee – Colin Costine

Colin Costine appeared before the Selectmen in order to be appointed to the Spring Hill Farm Advisory Committee.

Chairman Trask noted that Mr. Costine was one of the original Trustees of the Spring Hill Farm Board of Trustees when it was formed in 1996, and as such has a unique perspective and much to offer.

Selectman D’Angelo moved to appoint Colin Costine as an alternate member of the Spring Hill Farm Advisory Committee for a two-year term to expire February 14th, 2020; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.

Mr. Costine departed the meeting at 7:03pm.

3.2 Derry Ambulance and Dispatch Contracts

Fire Chief Bolduc, Chairman Trask, and Selectman D’Angelo have been working with Derry to finalize the new Ambulance contract, as the current one expires June 30th, 2018. During these negotiations they offered to extend the existing dispatch contract to match the term of the Ambulance contract in exchange for a better rate. The offered contracts will run until 2028, with the increases on the Ambulance side being 0% the first year, 2% the second, 2.5% the third, 2.75% the fourth, and 3% the fifth through the tenth. On the Dispatch side, the increases will again be 0% the first year, then 2% the second year, and 3% for the third through tenth years.

Selectman D’Angelo noted that the previous years’ contracts had increased approximately 10% each year and commended Fire Chief Bolduc on his negotiations.

Vice-Chairman Cannon moved to approve the Ambulance and Dispatch contracts with the Town of Derry; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

3.3 Trash and Recycling Pickup

Chairman Trask received a call from Andrew Balch of ABI, stating that as he hauls residents’ trash to Auburn each Thursday and his truck is not full, he would be willing to put trash barrels at Town-owned properties and take that trash to Auburn at no charge. This would save the Town the cost of the dumpster rental from Casella, which is approximately \$5,000 each year, minus the normal cost of dumping. It is unknown if the Town currently has a contract with Casella; this should be researched.

Mr. Balch joined the Selectmen at the Meeting Table at this point. When queried about how long he was willing to do this, Mr. Balch stated that his truck has room for more trash, and that the Town using his dumpsters would be considered ‘advertising’ for him.

Mr. Balch plans to bring a half dozen trash barrels to the rear of Town Hall, one by the Police Station, one out front, and one at the Highway Garage. The Selectmen thanked him.

Mr. Balch returned to the Public at 7:12pm.

3.4 Lease of Town-Owned Land

A letter was received in this week’s mail from a Murdock MacDonald, Site Acquisition Specialist from Sprint, expressing interest in leasing a portion of Town-owned land on Stockman Hill Road for a ‘telecommunications facility’ to improve coverage in the Chester area. The Selectmen are willing to listen to his proposal, although of course it would need to go through the Planning Board; he will be invited to attend a meeting.

3.5 Budget Discussions

At the conclusion of last week’s meeting, all Selectmen were charged with taking their Budget Books home and identifying areas that could use cuts, or items that needed to be added.

Executive

Line 01-4130-1-997 EX Salary Pool was decreased from \$106,083 to 4% of salaries, approximately \$84,866. This figure takes into account both COLA (estimated at 3% based on current CPI) and merit increases (estimated at 1%).

Treasurer

Line 01-4150-5-130 T Stipend was cut from \$16,500 to \$11,500.

Benefits

These lines will adjust automatically due to the changes in Salary lines.

Planning Board

Line 01-4191-2-117 PB PT Clerk was decreased from \$4,680 to \$2,300. Selectman Buckley opined that Building Department AA Caroline Wilson could assist Planning Coordinator Hadik when necessary; ZBA AA Nancy Hoijer has also volunteered.

Maintenance

There was some discussion about the merits of having one full-time maintenance person vs. two part-timers. Some would prefer part-time employees with a Town Administrator doing any managing necessary; others prefer a full-time employee who would do both maintenance and run the Department, although having a ‘supervisor’ was not the original intent of the Department.

It was agreed that the Job Description drafted by Vice-Chairman Cannon for a ‘Maintenance Superintendent’ would be suitable for posting.

It was also agreed that the Town may need to pay more to hire someone with more advanced skills, but the decreased need to hire outside contractors would offset that. That salary line was left unchanged.

Line 01-4194-1-113 GB Maintenance Seasonal was decreased from \$15,000 to \$10,000.

Line 01-4194-1-415 GB Major Projects was decreased from \$39,000 to \$22,000 as the County Workers will be painting the Highway and Maintenance Garages once the existing lead paint is abated professionally.

There was some discussion about decreasing line 01-4194-1-741 GB Truck Maint. The Fire Department retired its forestry truck last year, and it is currently in the shop being prepared for use by Groundskeeping, as it was not suitable for use by Highway. In the end this line was left unchanged.

Line 01-4194-1-630 GB Gas/Oil/Diesel was decreased from \$3,800 to \$2,300; it had originally been increased due to the fact that the Groundskeeping Department will be getting a vehicle of its own, but it was pointed out that the original truck will now be driven less as it will not have to do double-duty so the cost for fuel was unlikely to increase.

Line 01-4194-1-853 GB Pest Control was decreased from \$5,000 to \$3,500 with the expectation that the Maintenance Department can perform some of the functions currently being contracted out.

Police/Animal Control

There was some discussion about moving line 01-4414-1-991 ACO Wason Pond Ranger to the Police Department, 01-4410.

Recreation

Line 01-4520-1-110 REC Salaries was decreased from \$48,115 to \$34,549, where it had been when the budget was first drawn up. The current increase had been put into the budget due to the Director being told to do so, inappropriately, at a Department Heads meeting.

Miscellaneous

The subject of a Town Administrator was then raised. This prospective employee, who could provide day to day oversight including the management of finance and human resources as well as represent the Town in regional meetings, would command a salary in the \$75-80k range, plus benefits. There was some disagreement about whether the position would be put into the Operating Budget, or as a Warrant Article, and whether or not the Board of Selectmen should be reduced from five to three if a Town Administrator is employed. There is no job description or plan in place at this point, which is of concern to Selectman Buckley.

Chairman Trask believes that all lines for electricity can be decreased by 10% due to the installation of LED lights over this past Fiscal Year.

According to Selectman Buckley’s calculations, these changes bring the budget increase down from a ~7% increase to a ~4.3% increase, which all Selectmen found much more acceptable. He will forward his spreadsheet to BOS AA Doda, who will send Finance Director Joanne Smith details on all changes.

Vice-Chairman Cannon moved to submit the amended budget to the Budget Committee; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

3.6 Warrant Articles

Planning Coordinator Hadik joined the Selectmen at the Meeting Table to discuss the current iteration of

Table 10 and possible funding and spending scenarios. The Public Hearing for the CIP will take place at the Planning Board meeting of Wednesday, February 28th, 2018.

Requests from the Municipal CIP are lower this year than last, when three large vehicles were requested by the Fire Department; as a result, spending approximately the same amount as last year would allow for a good amount to be spent on the Town’s roads. Field data from the road survey performed by the Southern New Hampshire Planning Commission was gathered and has been input in the RSMS program by UNH T²; however, there is a software rewrite currently underway. The final results are expected in May.

There was also some discussion about funding the Municipal CIP. The Highway CIP is funded by the State’s block grant; this year the Town is expecting ~\$140k. The Municipal CIP, however, is funded by tax dollars, either raised and appropriated, or drawn from the Undesignated Fund Balance. With the UFB somewhere in the 15% range, and the School returning a substantial surplus from the past Fiscal Year – apparently in the \$225k range – it should be possible to fund a portion of the CIP from the UFB.

This particular Warrant Article will be discussed further next week. Planning Coordinator Hadik departed the meeting at 8:36pm.

The draft Warrant Articles were reviewed. The following articles need further discussion and are not ready to move forward:

- a. Operating Budget
- b. CIP Funding
- c. CIP Projects
- e. Highway CIP Projects
- i. PACT

The following articles did not need further discussion, and motions were made to move them onto the Warrant:

- d. **Selectman D’Angelo moved that the *Highway CIP Funding Warrant Article* be moved to the Warrant; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.**

- f. **Selectman Buckley moved that the *Police Department Equipment Warrant Article* not be moved to the Warrant; Selectman D’Angelo seconded the motion. The vote was two in favor with Chairman Trask, Vice-Chairman Cannon, and Selectman Owens opposed; motion failed.**

Vice-Chairman Cannon moved that the *Police Department Equipment Warrant Article* be moved to the Warrant; Chairman Trask seconded the motion. The vote was three in favor with Selectmen Buckley and D’Angelo opposed; motion carried.

- g. **Vice-Chairman Cannon moved that the *Winter Road Maintenance Fund Warrant Article* be moved to the Warrant; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.**

- h. **Vice-Chairman Cannon moved that the *Revaluation Warrant Article* be moved to the Warrant; Selectman Buckley seconded the motion. The vote was unanimous in the affirmative; motion carried.**

- j. **Chairman Trask moved that the *300th Anniversary Warrant Article* be moved to the**

Warrant; Vice-Chairman Cannon seconded the motion. The vote was unanimous in the affirmative; motion carried.

k. **Chairman Trask moved that the *Keno Warrant Article* be moved to the Warrant; Vice-Chairman Cannon seconded the motion. The vote was three in favor with Selectman Buckley opposed and Selectman D’Angelo abstaining; motion carried.**

l. This Warrant Article was originally written as a Special Revenue Fund, which restricts spending to that approved by a vote of the legislative body. The Selectmen would prefer to be able to spend the funds. It was suggested that the word ‘Special’ be deleted and that wording be amended, appointing the Selectmen as agents to expend; Town Counsel Gorrow and Finance Director Smith will be consulted as to the legality of such an edit. Assuming that this is permissible, **Selectman D’Angelo moved that the *Spring Hill Farm Revenue Fund Warrant Article* be moved to the Warrant; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.**

m. **Selectman D’Angelo moved that the *Discontinue Wason Pond Recreation Capital Reserve Warrant Article* be moved to the Warrant; Selectman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.**

Road Agent Oleson inquired about the well at the Highway Garage he had requested last year which had not made it into the Budget or the CIP. It was suggested that he contact Planning Coordinator Hadik in the morning to request that it be added to the CIP, and attend the CIP Public Hearing on February 28th.

IV. Selectmen’s Business

4.1 Roundtable

Vice-Chairman Cannon:

- In wake of the latest school shooting in Florida, he has written to the Governor encouraging a ban on the AR-15. He asks residents similarly concerned to do the same, including contacting one’s representatives, senators, etc.

Selectman D’Angelo:

- Nothing to report.

Selectman Owens:

- Nothing to report.

Selectman Buckley:

- Nothing to report.

Chairman Trask:

- Nothing to report.

V. Adjournment

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, February 22nd, 2018.

Selectman Buckley moved to adjourn the meeting; Selectman D’Angelo seconded the motion. The vote was unanimous in the affirmative; motion carried.

The meeting was adjourned at 8:55pm.

Respectfully Submitted,

Debra H. Doda
Recording Secretary