

**Town of Chester  
Board of Selectmen Meeting  
Thursday, March 8<sup>th</sup>, 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  
Introduction of New Fire Department Member – Fire Chief Bolduc  
Acceptance of Eagle Scout Project – Caelan Dunwoody  
Transfer Station  
Spring Hill Farm  
Town Administrator  
Personnel Policy Change  
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:

Jack Cannon  
Steve D’Angelo  
Jeremy Owens  
Dick Trask

Selectmen absent:

Cass Buckley

Members of the Public present, at various times:

Greg Bolduc, Fire Chief  
Ben Clark, Deputy Fire Chief  
Caelan Dunwoody, Eagle Scout Candidate  
Richard LeBlanc, Spring Hill Farm Board of Trustees  
Patricia MacIsaac, Fire Department  
Chuck Myette, Spring Hill Farm Board of Trustees  
Nancy Myette  
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 with Fire Chief Bolduc has been added.

*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*

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

Deputy Fire Chief Ben Clark was on hand in case any Selectman had questions on a contract he had submitted to engage a listing agent to sell the Town’s old tanker. The contract had been submitted to Town Counsel and her one question on it answered. Deputy Fire Chief Clark plans to list it with this agent as well as post it on Craigslist and various Facebook pages where Fire Department equipment is sold. He expects it will sell for ~\$15k-20k. The new tanker is expected to be ready to be upfitted by May 1<sup>st</sup>, and Fire Chief Bolduc hopes that it will be able to stop in Chester for Town Meeting before proceeding up to Maine for the upfitting. It should be able to be in service by the beginning of the new Fiscal Year.

**III. New Business**

*3.1 Introduction of new Fire Department Member – Fire Chief Bolduc*

Fire Chief Bolduc appeared before the Selectmen with Patricia MacIsaac, a new member of the Fire Department.

Ms. MacIsaac began as an Explorer in Chester, and was hired as a Firefighter/EMT by the Town of Derry. She has purchased a house in Auburn just over the Chester line, and has joined the Chester Fire Department. The Selectmen had no questions for either, and welcomed Ms. MacIsaac.

Fire Chief Bolduc and Ms. MacIsaac departed the meeting table at 7:02pm.

*3.2 Acceptance of Eagle Scout Project – Caelan Dunwoody*

Caelan Dunwoody appeared before the Selectmen so that they might accept his Eagle Scout project and to sign the Town’s release of liability.

Mr. Dunwoody’s project is a flora/fauna kiosk at Wason Pond, built of pressure treated lumber and a cedar shingled roof, with a backboard of Lexan over a laminated poster. The Wason Pond Commission has already accepted this project. Vice-Chairman Cannon asked what research Mr. Dunwoody had done to ensure that the flora on his kiosk was correct for the location; Mr. Dunwoody replied that he had done reading as well as working with a botanist in Maine over the summer.

**Vice-Chairman Cannon moved to accept Caelan Dunwoody’s Eagle Scout Project of a kiosk at Wason Pond; Selectman Owens seconded the motion. The vote was four in favor with**

**Selectman Buckley absent; motion carried.**

Chairman Trask signed the Release of Liability form; it will be notarized by BOS AA Doda and sent to Mr. Dunwoody.

Mr. Dunwoody departed the meeting at 7:05pm.

*3.3 Transfer Station*

The Transfer Station’s keys and cell phone are in the Selectmen’s Office. Fire Chief Bolduc suggested that a Knox Box be installed. Employees have all been contacted and are stepping up. Time sheets for the last pay period and plowing from yesterday’s storm were handled via the Selectmen’s Office as well.

As Selectman Buckley had requested this topic and was unable to attend tonight’s meeting, it will be discussed again next week.

*3.4 Spring Hill Farm*

Chuck Myette noted that the tenants had vacated Spring Hill Farm and that the building was secure. He and Mr. LeBlanc are caring for Norma, the one remaining cow. Water remains on, as does the heat, and there is oil in the tank. If the heat is to be shut off, the house will need to be winterized. He turned the house key over to the Selectmen for disposition. Fire Chief Bolduc suggested that a Knox Box be installed.

Mr. Myette added that there are still items on the property that belong to the Trust, such as furniture and farm equipment. He has provided an inventory to BOS AA Doda as well as requesting a copy of another inventory from the Historical Society. These items will remain where they are, at least for the time being.

Last year it had been discussed that once the tenants had vacated, it would be necessary to install a security system. A quote from Alarm Systems Plus was received, and Chairman Trask will call them tomorrow to have it installed as soon as possible.

*3.5 Town Administrator*

A job description for a Town Administrator has been placed in each folder; please read and be prepared to discuss next week.

Selectman D’Angelo stated that the Town Administrator in Auburn earns \$84k; Chairman Trask believes that one in Chester would earn between \$75k and \$85k. He added that the Budget Committee is in favor of putting this position into the Budget itself rather than in a Warrant Article.

Vice-Chairman Cannon is not in favor of rushing this through, stating that a Warrant Article for a Town Administrator failed to pass by more than a 2/1 margin at last year’s Town Meeting as the Board was not united and there was no plan in place. He reiterated that hiring a Town Administrator would require an entire restructuring of the Town’s governing body, as five Selectmen would not be needed with such a position in place.

*3.6 Personnel Policy Change*

**Vice-Chairman Cannon moved to amend the Personnel Policy Section 42, Smoking, to read as follows, and to be effective March 9<sup>th</sup>, 2018:**

***Smoking is allowed only outside of town buildings. In addition, the entire property at 84 Chester Street, which includes grounds, parking lot, and inside vehicles, is***

***designated as a non-smoking area.***

**Selectman D’Angelo seconded the motion. The vote was four in favor with Selectman Buckley absent; so moved.**

#### **IV. Selectmen’s Business**

##### *4.1 Roundtable*

*Vice-Chairman Cannon:*

- Nothing to report.

*Selectman D’Angelo:*

- Nothing to report.

*Selectman Owens:*

- Nothing to report.

*Chairman Trask:*

- A job description for a DPW Director from last year’s MRI Report has been placed in each folder; please read and be prepared to discuss.
- The School Board, in the person of Royal Richardson, has informed the Selectmen that a proposal had been received to excavate and inspect the underground water tank shared between the School and the Fire Station. This tank was originally discussed at the Selectmen’s meeting of November 9<sup>th</sup>, 2017 and at that time the work had been expected to cost ~\$12k. This new proposal is for \$5,300. Apparently Groundskeeper John Dalrymple has offered to excavate the tank with the Town’s tractor; it is unclear if this offer has been shared with the School Superintendent.
- Although the roads have been posted with a weight limit of under 33,000 pounds, Road Agent Oleson is allowing Pinard Waste to travel these roads tomorrow morning – Friday, March 9<sup>th</sup>, 2018 – between 7am and 9am to pick up residents’ trash. Residents who are customers of Pinard are advised to have their trash out by 7am tomorrow morning.
- Building Inspector Myrick Bunker has requested that the Selectmen proclaim May as “Building Safety Month”. There was no objection.

##### *4.2 Public Comment*

As no other members of the Public wished to be heard, Public Comment was closed at 7:27pm.

#### **V. Adjournment**

The next regularly scheduled meeting of the Board of Selectmen will be Thursday, March 15<sup>th</sup>, 2018.

**Selectman D’Angelo moved to adjourn the meeting; Selectman Owens seconded the motion. The vote was four in favor with Selectman Buckley absent; motion carried.**

The meeting was adjourned at 7:28pm.

Respectfully Submitted,

Debra H. Doda  
Recording Secretary