



Town of Chester
Board of Selectmen
84 Chester Street
Chester, NH 03036
Phone: (603) 887-3636 x114
E-mail: ChesterBOS@ChesterNH.org

Charles F. Myette, Chairman, '25
Stephen O. Landau, '24

Steven M. Couture, Vice-Chairman, '24
Dana Theokas, '26

Richard S. Trask, '26

BOARD OF SELECTMEN MEETING AGENDA

Date of Meeting: August 3rd, 2023 @ 6:00 PM – Meeting Room

Broadcast on Channel 20 and streamed on [Government \(cablecast.tv\)](https://www.governmentcablecast.tv) – click “Watch Now”

I. PRELIMINARIES:

- 1.1 6:00 PM Call the Meeting to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Chairman's Additions or Deletions
- 1.5 Public Comment (10 minutes)

II. APPOINTMENTS

- 2.1 Highway Department

III. BUSINESS:

- 3.1 Transfer Station Disposal Fee Changes
- 3.2 Appointment Adjustments: ZBA
- 3.3 Police Detail Rates

IV. CONSENT AGENDA:

- 4.1 Minutes 6/15/23, 6/29/23, and 7/13/23
- 4.2 Nobis Landfill Post Closure Monitoring Program FY23-24

V. SELECTMEN'S ITEMS:

- 5.1 Chairman's Announcements
- 5.2 Roundtable
- 5.3 TA Report
- 5.4 Action Items
- 5.5 Potential Non-Public Sessions

VI. ADJOURNMENT:

PLEASE NOTE: *To be added to the next agenda, please contact the Board of Selectmen's office by phone, in-person, or by email by 12pm Thursday prior to the next meeting. Please include any applicable documentation at this time for the Board's review. Agenda items may be added or deleted without notice.*



TOWN OF CHESTER
Selectboard
84 Chester Street, Chester, NH 03036

Date: _____, 2023

To: Chester Area Snow Removal Contractors

From: Supervisor of Roads James Piper

Re: Qualification requirements and equipment rates for the winter of 2023 - 2024

The winter of 2023-2024 is coming soon and the process of pre-qualifying the contractors for snow removal has started. The rates for contracted equipment for the upcoming winter are as follows:

Equipment Type	Base Rate per hour
	<u>FY 23-24</u>
6 Wheel dump truck with plow, wing, sander	\$116.64
6 Wheel dump truck with plow & sander	\$100.44
1 ton truck with plow & sander	\$86.40
1 ton truck with plow only	\$81.00
Backhoe	\$93.96

Please note that the use of any Town equipment will reduce the rate by \$5.00 per hour. Town equipment defined as plow, wing, or sander.

Please follow the instructions with this packet. Please have all documentation submitted prior to **October 1, 2023**.

We look forward to this winter with the assistance of the area contractors. Please respond with a list of equipment that you will have available for this winter.

INDEPENDENT CONTRACTOR AGREEMENT

Snowplowing for the 2023-2024 Season

AGREEMENT made this _____ by and between the Town of Chester (hereinafter "Town") whose address is 84 Chester Street, Chester, New Hampshire 03036 and _____ (hereinafter "Contractor") whose address is _____.

SERVICES TO BE PERFORMED

The Contractor agrees to perform the following services for the Town:

During the course of the winter season, the Town requires snow removal services from private contractors to supplement the work performed by the Town Highway Department. The Town intends to create a roster of qualified contractors willing to contract with the Town on an as-needed basis during the course of the winter season and to establish in advance the rate of compensation for such services.

Contractors placed on the roster will generally be ranked in order of rate per unit of hour for the equipment needed. The Town reserves the right, however, to take into account responsiveness as well as past performance in determining which Contractor will be contacted first and given the opportunity to perform the work. The Town will proceed down the roster as may be necessary to meet the needs of the Town.

Contractors who are placed on the roster and who undertake the work will be required to perform services pursuant to the terms described in this Agreement. By seeking contractors, the Town does not represent that it will utilize the Contractor's services any guaranteed number of times over the course of the year.

The Town shall retain the right to remove any Contractor from the roster with or without cause. Cause shall include, but not be limited to, if Contractor fails to meet and maintain the terms described in this Agreement or fails to perform work in a workman-like manner within the demands and time constraints established by the Town for the project.

PLACE OF PERFORMANCE

The work described above shall be performed at designated locations within the Town of Chester.

TIME PERIOD

The Contractor agrees to commence work immediately upon notification from the Supervisor of Roads and complete all functions required in a timely, professional, and competent manner. The Town can terminate this agreement at any time and pay the Contractor for all services performed up to that date.

Term of contract: November 15, 2023 to April 15, 2024.

TERMINATION

The Town reserves the right to terminate the agreement at any time with or without cause. Upon termination Contractor will be paid for work properly performed up to the date of termination.

SUPERVISION

The Town reserves the right to inspect the work being performed and to determine whether it is being performed in a good and “workmanlike” manner. The Town Supervisor of Roads shall have the ultimate authority to determine the hours of work and the length of workdays; the Contractor will provide the means and methods of performance of the work, and the Town shall not interfere in this regard, except when necessary to carry out the efficient and effective work.

GENERAL REQUIREMENTS SNOW REMOVAL SERVICES

1. Contractor must ensure that all equipment used is properly registered and inspected. The Town of Chester reserves the right to verify this information.
2. All drivers must be properly licensed operators. Photocopies of driver’s licenses must be submitted to the Selectboard. Contractor is responsible for updating operator information as necessary. The Town reserves the right to verify this information.
3. Upon notice of acceptance, Contractor must provide phone numbers where they can be reached. The inability to make contact with Contractor by the Supervisor of Roads within fifteen (15) minutes from the time the Supervisor of Roads initiates an attempt at contact is cause for the Town to use other Contractors on the roster.
4. All snow removal operations, including the location and timing of disposal of snow, will be scheduled and directed by the Town of Chester Supervisor of Roads.
5. All equipment must be equipped with a revolving or flashing amber light.
6. The Town will reimburse the Contractor, only upon prior approval in writing and in the sole discretion of the Town of Chester Supervisor of Roads, for one (1) cutting edge during the 2023-2024 winter maintenance season.
7. The Town of Chester shall have no obligation to engage the services of the Contractor for a specified number of times.
8. Contractor shall be knowledgeable of and comply with all federal, state, and local

laws, rules, regulations and ordinances that may be applicable to the operation of the equipment provided by Contractor for snow removal services.

COMPENSATION

The Contractor agrees to provide the Town with written invoices for all work performed on a weekly basis.

The Contractor agrees to keep himself and his vehicle(s) ready and able to respond when called in to work for the Town of Chester. In return, Contractor will be provided a guaranteed minimum payment of 10 hours for each bi-weekly period at the rate they are contracted for, minus the fuel adjustment for the bi-weekly period. These guaranteed payments will be made every two weeks as long as weekly invoices are received and approved by the Town of Chester Supervisor of Roads.

The 10-hour minimum will be reduced to reflect any hours actually worked during that bi-weekly period. Hours worked will be paid at the contracted rate for the work performed, with a fuel adjustment included.

Guaranteed payments are null and void for any day that the Contractor has been called in to work, but does not respond.

SUBCONTRACTORS OR ASSISTANTS

The Contractor may, at his/her discretion and at his/her own expense, employ such assistants or subcontractors that may be necessary for the performance of work. The Contractor agrees to pay any wages, taxes, unemployment insurance, withholding taxes, and workers compensation insurance required by law for assistants or subcontractors. Said assistants or subcontractors will not be paid or supervised by the Town.

INSURANCE

The Contractor shall maintain for the duration of the contract all required insurance coverage. Coverage must be written with insurance carrier licensed to do business in the State of New Hampshire. The Town of Chester requires thirty (30) days written notice of cancellation or material change in coverage. The contractor shall provide a Certificate of Insurance with evidence of the following coverage to the Chester Selectboard ten (10) days prior to commencing work under the contract document.

CRITERIA FOR ALL INDEPENDENT SNOW REMOVAL CONTRACTORS:

1. A copy of current motor vehicle registration for each vehicle is to be sent to the Selectboard.
2. A copy of the operator's current driver's license is to be sent to the Selectboard.

3. The Supervisor of Roads is to verify the vehicle to be operated has a current Inspection Sticker; this is to be noted in writing to Selectboard.
4. A Current Certificate of Insurance is to be obtained by Selectboard.

Minimal requirements relating to coverage and policy limits are as follows:

- A. General Liability - \$1,000,000
- B. Motor Vehicle - \$1,000,000 combined single limit for bodily injury and property damage
- C. Workers Compensation as required by statute

NOTE:

*The agent/insurance carrier must issue the certificate of insurance. **The declaration page of a personal auto policy is not acceptable. Insurance coverage must be provided via a commercial policy.** The agent/insurance carrier must be licensed in the State of New Hampshire and acceptable to the Town of Chester.*

5. **The Town of Chester must be named as an additional insured on all certificates.**
6. All contractors must provide proof of compliance meeting Federal Department of Transportation Commercial Driver Licensing requirements as to drug and alcohol testing.
7. **NOTICE OF CANCELLATION:** Each insurance policy required by the insurance provisions of this prequalification shall provide the required coverage and shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the Town of Chester – Selectboard. Such notice shall be sent directly to **the Town of Chester – Selectboard, 84 Chester Street, Chester, NH 03036** and shall be sent by certified mail, return receipt requested.

NOTE:

Any independent contractor subject to the commercial driver's license requirements must show proof of compliance with the random drug and alcohol testing. Proof of compliance must be in the form of a written communication from the agency overseeing the consortium to which the contractor belongs.

NOTE:

If the motor vehicle registration, inspection, driver's license, or any insurance coverage expires during the course of the project, updated documentation must be sent to the Selectboard ensuring that all items are current. If updated information is not received by the Selectboard it will notify the Supervisor of Roads of non-compliance and to withdrawal of the independent contractor from the program.

NOTE:

Owner/Operators: For owner/operator vehicles which are not in the CDL class, the minimum acceptable level of motor vehicle liability is \$500,000 combined single limit. In order to qualify for the lower limit, you must submit a current motor vehicle driver record which reflects no serious violations for the past three years. A Certificate of Insurance naming the Town of Chester as an additional insured must be submitted.

If the above criterion is met, then the requirement for General Liability coverage will be waived.

Workers' Compensation is not required of an Owner/Operator.

All other criteria must be met.

NOTE:

See sample Insurance Certificate attached.

INDEPENDENT CONTRACTOR

The Contractor agrees that s/he is completely independent from the Town and is not an employee of the Town. The Contractor warrants that s/he may work for other individuals and/or entities.

CHOICE OF LAW AND VENUE

The laws of the State of New Hampshire shall govern this INDEPENDENT CONTRACTOR AGREEMENT exclusively and any litigation related to this Agreement shall be brought to a court located in the State of New Hampshire.

<u>ACORD</u> CERTIFICATE OF LIABILITY INSURANCE						DATE (MM/DD/YY) 07/21/23	
PRODUCER Some Insurance Agency Name 100 Main Street City or Town, NH Zip				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.			
				INSUREERS AFFORDING COVERAGE			
INSURED Name of Contractor or Vendor 111 Some Street or Drive City or Town, NH Zip				INSURER A: USA INSURANCE COMPANY			
				INSURER B: AMERICAN INSURANCE INCORPORATED			
				INSURER C: NH WORKERS' COMPENSATION INSURANCE CO.			
				INSURER D:			
				INSURER E:			
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
IN SR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/>	000P98298-AI1 (Example #)	07/01/23	06/30/24	EACH		\$1,000,000
	FIRE				DAMAGE	\$	
	MED				EXP (Any)	\$	
	PERSONAL & ADV				\$		
	GENERAL				\$2,000,000		
	PRODUCTS-				\$		
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Additional Insured <input type="checkbox"/>	SKLS-029499S (Example #)	07/01/23	06/30/24	COMBINED (Ea accident)		\$1,000,000
	BODILY INJURY (Per person)					\$	
	BODILY INJURY (Per accident)					\$	
	PROPERTY (Per accident)					\$	
	AUTO ONLY-EA				\$		
	OTHER EA				\$		
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO AGG		\$
	EACH					\$	
	AGGREGATE					\$	
						\$	
						\$	
						\$	
C	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37 (Example #)	07/01/23	06/30/24	WC	OTH-	
	E.L.				EACH	\$100,000	
	E.L.				DISEASE-EA	\$500,000	
	E.L.				DISEASE -	\$100,000	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS							
TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; CANCELLATION INSURER LETTER: A & B					
Town of Chester ATTN: Selectboard 84 Chester Street Chester, NH 03036				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			
				AUTHORIZED REPRESENTATIVE John Smith, CIC (EXAMPLE)			

_____, 2023

As of the above date I/we, _____

Address: _____

Street	City/Town	State
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Telephone # Home: _____ Cell: _____

 Pager: _____ Other: _____

Type:_____

Make:_____ Model:_____

Series:_____ Serial No.:_____

Year of Manufacturing:_____ Plate No.:_____

Manufacturer's Rated Capacity:_____

If the capacity is greater than the manufacturer's standard rating for this model, list the manufacturer's standards oversize components by make, model and size, which make up to this rating.

If it is necessary for the Town of Chester to supply you with a radio:

RADIO:

Make	Model	Serial No.
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NOTE: A separate agreement must be filed for each vehicle

When returning this agreement, all information must be attached and agreement filled out in its entirety.

SIGNATURE _____

SOCIAL SECURITY # _____

DATE: _____

Chester Selectboard:

ACCEPTED BY: _____ DATE: _____
Charles F. Myette, Chairman

ACCEPTED BY: _____ DATE: _____
Steven M. Couture, Vice-Chairman

ACCEPTED BY: _____ DATE: _____
Stephen O. Landau

ACCEPTED BY: _____ DATE: _____
Dana Theokas

ACCEPTED BY: _____ DATE: _____
Richard S. Trask

June 28, 2023

From: Colin Costine Halls Village Rd.

To: Board of Selectmen Chester, NH

A New Era in Chester Road Maintenance

Chester Highway Superintendent James Piper has a plan for a significantly different approach to maintaining our roads that I think will work very well on most of our miles of roads, and is worthy of the full support of the BOS and the townspeople. Currently the highway department has to spend an inordinate amount of time frequently patching the roads in the same small areas where the pavement is breaking up due to water in the base and water running down the edges. Most of this could be repaired with localized shoulder and ditch work.

History: Fifty years ago we had far fewer miles of roads and a very high proportion were dirt surfaced. Most of Lane Road, Harantis Lake Road, Shepard Home Road, Halls Village Road, Rod and Gun Club Road, Wells Village Road, Reed Road, and others were unpaved. As these dirt roads were gradually paved, the pavement was put down by the “mix in place” method and the width was for the most part the same as the width of the dirt travel surface that existed at that time. This method worked well except in areas where there was ground water under the road, which made the gravel base unstable, which led in turn to premature pavement break up.

Around the turn of the century there was a significant shift in the philosophy in road upkeep and paving. Probably due to increase in population and traffic there was a perceived need to enable people to drive faster on our town roads, so the roads needed to be wider. Widening the roads has worked over many of our miles of roads, but putting the pavement down wider has lead to drainage problems in many areas. The problems have arisen because in many places the pavement couldn't be made any wider without extensive shoulder and ditch work, which made the project far more costly. This upgrade work was done in many places, but in many others the roadside ditch was partly or completely filled to accommodate the full desired width of pavement. For a few years this worked, but soon the water running along the roadside, unable to get away from the pavement, cut its own small but ever deepening path right next to the pavement. This leads quickly to undercutting and breaking of the pavement as well as water being retained under the pavement and break-up over a substantial width of the road surface. Now, instead of free flowing traffic, there are regular slow-downs as our highway department patches these areas on a regular basis. Two very good examples of this situation are on Harrantis Lake Road going towards Derry, and on Lane Road just before Olympia Kennels and further up on the hill before Laurel Lane.

Understand that as you drive these roads and you see “alligator hide” road surface, where the pavement is broken up but mostly still intact, you are for the most part looking at areas where water is being retained under the surface. The gravel underneath, which gives the road its strength to bear loads is made unstable by the water content, allowing the gravel to shift resulting in troughs in the surface. Understand also that in highway construction the roads need to be constructed and maintained to not only shed surface water that lands on the roads, but also ground water that comes through the ground from the sides, often some feet down, and destabilizes the base.

Restoration: Recovering our roads through the shim and resurface method that James proposes can work over many of the road miles, but in the “alligator hide” areas, the work will be for naught without first correcting the drainage problems. The scope of work needed varies greatly from one area to another. In many areas simply cleaning existing ditches and culverts will be adequate. However, in the areas where the ditches were filled and paved, obviously excavation out to the side will be necessary. There are also areas where ditching alone cannot keep the water from under the road. In those areas under drain will be needed. This will, in some cases require establishment of ROW boundaries and acquisition of slope easements. Re-establishing ditches on the hills can virtually eliminate the repair work needed after summer rain events, provided adequate erosion stone and rip-rap is placed.

One half mile section of town road is unique. This is the portion of Halls Village Rd. from Hart Roberts Rd. to Haverhill Rd. This portion of road was built in 1967 by then Road Agent Dick Lewis. This road runs in a very challenging setting along the bottom of a high, water bearing hill and next to a large swamp. Dick overcame the challenge by using the full width of the available right-of-way, which was unheard of at that time. The extra width gave him room to install a four foot deep ditch. The ditch intercepted the underground water as well as carrying off the rain water. Modern road design incorporates “under drain” to intercept the ground water, but under drain was at that time in only limited use. There are various places along our roads where it will be necessary to install under drain in addition to ditches. This part of Halls Village Rd. went until the late 1970s before being paved, and that pavement, in stark contrast to that of most town roads of that era, maintained its integrity for the next twenty-five years. The four foot deep ditch has gradually filled in since 1967. As the deepest roadside ditch in town, it hasn’t been thought to need cleaning except to maintain the entrances to the culverts. As the ditch has gradually filled in and driveway culverts have plugged, the road base has lost its stability so the surface now needs renewing. All that this part of Halls Village Rd. needs for preparation for shimming and repaving is the restoration of the four foot ditch, and some driveway culvert work.

Partridge Lane is a particularly problematic road. There is a very high proportion of alligator hide pavement over the length of the road, which is in a sidehill setting like Halls Village Road. It is apparent that the standard spec. six inch deep ditch provides for removal of surface water but not the ground water. It appears that the ditch on the uphill side could be deepened adequately to intercept the groundwater, preparing the road for shimming and repaving.

Preparation for work: Of the many miles of this ditch work needed, much can be done within the existing road width including the ditches and slopes. In some areas, however, the slopes will need to be excavated back, and here is where the Highway Department will need help from the Board of Selectmen. Many abutters think they own to the edge of the pavement or a certain distance from the center or up to the center of the stone wall, and will contest any work being done on what they perceive to be their property. The process can probably be helped along with some publicity of the plan once it is formalized. There will be a need for notification of abutters and meetings with residents who have trees in front of their homes that need to come down, or who need to relinquish some of the right-of-way that they had filled and graded

and planted for lawn. The Highway department also needs help from the BOS in addressing how to handle plugged driveway culverts. Under RSA 236:13, VI, all private driveway connections, including structures like culverts, remain the continuing responsibility of the landowner - even if located within the right of way. Most of our roads are three rods, or fifty feet wide from the old King's Grant range ways. Fifty feet generally allows plenty of room on each side for ditches and slopes, but since the current roadway wanders within the old original right-of-way, surveys will most likely be needed in some places before the necessary work can begin. These areas need to be identified and the public relations work set in motion. Most of this preparation work is not work that is under the purview of the BOS, but there is a need to firmly establish official public support for the Highway Department before they start any work that may be controversial. In addition it will be worthwhile to support the Highway Department with the funding needed to get this work done so that our exorbitant maintenance costs can be brought back down to a reasonable level.

Sequential Number starting at 1551

**TOWN OF CHESTER
DISPOSAL RECEIPT/FEE SCHEDULE**

Town Offices:

84 Chester Street
Chester, NH 03036
(603) 887-3636

Transfer Station:

50 Dump Road
Chester, NH 03036
(603) 851-0607

Name: _____

Address: _____

Date: _____

TIRES WITHOUT DEBRIS	PRICE		NUMBER		PRICE
Car, Light Trucks, Motorcycle, Bicycle, Golf, Lawn (25 lbs or less)	\$ 6				\$
Bobcat/ Skid Steer (16.5" or less / est. 25 lbs)	\$ 12				\$
Truck / Tractor Trailer (over 19" / est. 45 lbs)	\$ 25				\$
TIRES WITH DEBRIS					
Car and Light Trucks (est. 25 lbs)	\$ 12				\$
Truck / Tractor Trailer (over 19" / est. 45 lbs.)	\$ 50				\$
FREON-CONTAINING APPLIANCES (lightbulbs removed; doors off or \$2 fee)					
Refrigerator / Freezer	\$ 10				\$
AC/Dehumidifier	\$ 10				\$
PROPANE TANKS					
1 Pound Propane Tank	\$ 1				\$
20-60 Pound Propane Tank	\$ 5				\$
OTHER TANKS					
Helium, Acetylene, Oxygen, Nitrogen, etc.	\$ 4				\$
Fire Extinguisher	\$ 6				\$
ELECTRONICS					
Televisions, Monitors	\$ 15				\$
Laptop/Desktop Computer	\$ 5				\$
Printer/Scanner	\$ 5				\$
VCR/DVD	\$ 5				\$
OTHER					
Small Bags (Box)	Market				\$
Large Bags (Box)	Market				\$
					\$
TOTAL OWED	Cash - Check				\$

By signing below I certify that the information on this slip is complete, true and accurate.

Employee Signature

Resident Signature

Janis Jalbert

From: Rick Snyder <[REDACTED]>
Sent: Wednesday, July 19, 2023 3:58 PM
To: Janis Jalbert
Cc: Nancy Hoijer
Subject: ZBA Membership

Hello Janis,

Would you please advise the BOS that I wish to change my position on the ZBA from Regular member to Alternate member. Please contact me with any questions you or they might have for me.

Regards,
Rick Snyder

TOWN OF CHESTER
Office of Selectmen

Appointment and Oath

To: Rick Snyder

WHEREAS, there is a vacancy for the Planning Board Representative/Alternate Member to the ZBA (term to expire May 31st, 2025), and

WHEREAS, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Rick Snyder, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

Given under our hand this 27th day of July 2023:

Charles F. Myette, Chairman

Steven M. Couture, Vice-Chairman

Stephen O. Landau, Selectman

Dana Theokas, Selectwoman

Richard S. Trask, Selectman



Selectmen of Chester
New Hampshire

I, _____, do solemnly swear that I will faithfully and impartially discharge and perform all the duties incumbent as an Planning Board Representative/Alternate Member of the Zoning Board of Adjustment according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

State of N.H., Rockingham County; personally appeared the above named _____
who took and subscribed the foregoing oath, before me:

Date Received & Recorded: _____

Recorded by: _____
Justine Celentano, Town Clerk



TOWN OF CHESTER

Zoning Board of Adjustment

84 CHESTER STREET • CHESTER, NEW HAMPSHIRE 03036 PHONE: 603.887.3636

www.zoning@chesternh.org

July 19, 2023

Board of Selectmen
84 Chester Street
Chester, NH 03036

RE: ZBA Appointment – Regular Member – Jason Walsh

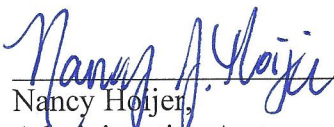
Dear Board Members:

This letter is being written to recommend highly the Appointment of Jason Walsh to the Zoning Board of Adjustment as a regular member.

Mr. Walsh has been serving as an Alternate the last couple of years and his attendance record in 100% reliable and dependable, he participates intelligently in deliberations and understands the materials. He has attended training annually without fail.

Sincerely,

ZONING BOARD OF ADJUSTMENT



Nancy Hoijer,
Administrative Asst.

TOWN OF CHESTER
Office of Selectmen

Appointment and Oath

To: Jason Walsh, Chester, NH 03036

WHEREAS, there is a vacancy as a Regular Member on the Zoning Board of Adjustment (term to expire May 31st, 2026), and

WHEREAS, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Jason Walsh, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

Given under our hand this 27th day of July 2023:

Charles F. Myette, Chairman

Steven M. Couture, Vice-Chairman

Stephen O. Landau, Selectman

Dana Theokas, Selectwoman

Richard S. Trask, Selectman



Selectmen of Chester
New Hampshire

I, _____, do solemnly swear that I will faithfully and impartially discharge, and perform all the duties incumbent as a regular member of the Zoning Board of Adjustment according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

State of N.H., Rockingham County; personally appeared the above named _____ who took and subscribed the foregoing oath, before me:

Date Received & Recorded: _____

Recorded by: _____
Justine Celentano, Town Clerk



TOWN OF CHESTER
Finance Office
Municipal Office Building
Eighty Four Chester Street
Chester, NH 03036
Phone (603) 887-3636 Ext. 103
Fax (603) 887-8811
E-mail: jsmith@chesternh.org

MEMO

July 17, 2023

To: Chester Selectboard
Aaron P. Berube, Chief of Police

From: Finance Office

RE: Police Detail Rates

As required by the Town's Auditing Firm, please review the following Police Detail Rate calculations. Upon approval, sign the acknowledgement.

Police Detail Rates Effective August 1, 2023:

Officer pay rate per hour: \$60.00 - \$65.00

Client billing rate per hour: \$85.00

TOWN OF CHESTER
SELECTBOARD

BY: _____
Charles Myette, Chairman

Aaron P. Berube, Chief of Police

BY: _____
Steve Couture, Vice Chairman

BY: _____
Stephen Landau, Selectman

BY: _____
Richard Trask, Selectman

BY: _____
Dana Theokas, Selectwoman

Joanne Smith

From: Aaron Berube
Sent: Monday, July 17, 2023 9:37 AM
To: Joanne Smith; Debra Doda; Marianne Duffy
Cc: Dana Theokas; Dick Trask
Subject: Detail rate billing
Attachments: Detail 2023.pdf

Hi Joanne,

It is that time of year again!!!! I have reviewed our detail billing rate and feel we should adjust ours to remain consistent with area police departments and competitive for your officers.

Please review the attached request and financial work sheet for your review.

If you have any questions, concerns or comments please let me know.

Marianne, thank you for helping me with the financial worksheet.

Regards,
Aaron



Aaron P. Berube
Chester Police Department
Chief of Police

Phone: 603-887-2080
Fax: 603-887-2090
Emergency: 9-1-1

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CHESTER POLICE DEPARTMENT

84 Chester Street
Chester, N.H. 03036-4305
chesterpd@chesternhpolice.org



Office (603) 887-2080
Fax (603) 887-2090
Emergency 9-1-1

Chief of Police
Aaron P. Berube

Date: July 17, 2023

To: Finance Director Smith / Chester Board of Selectman
From : Police Chief Aaron P. Berube
RE: Detail compensation and billing

Finance Director Smith,

I would like to increase the billing rate for details. The current rate is \$75.00 per hour billed to the company. Of that portion \$52.00 / \$57.00 is paid to the officer and the remainder to cover administrative costs and into the Police Department detail revolving fund.

I have checked with several agencies in the area and believe an equitable increase at this time would be \$85.00 per hour billed to the company. Of this portion \$60.00 / \$65.00 is paid to the officer and the remainder to cover administrative costs and into the Police Department revolving account. Please refer to the attached sheet for cost breakdown.

This increase would cover the associated costs and is consistent with area Police Departments.

I have attached a financial worksheet for your review relative to this request.

I would like this adjustment to become effective on August 1, 2023.

Respectfully submitted,

Aaron P. Berube
Chief of Police

Town of Chester

REV B

Police Detail

Billing rate / hour = \$ 85.00

Jul 2023 - Jun 2024

Officer rate / hour = \$ 60.00 \$ 65.00

Full-Time Officers:

Medi match	\$ 0.87	1.45%	\$ 0.94	1.45%
NH Ret pension	\$ 18.77	31.28%	\$ -	0.00% not grandfathered
457 Bonus	\$ 5.00		\$ 5.00	
Payroll Per Hour	\$ 60.00		\$ 65.00	
	\$ 84.64 per hr fixed cost		\$ 70.94 per hr fixed cost	
<i>Profit per hour:</i>	\$ 0.36		\$ 14.06	

Part-Time Officers:

Medi match	\$ 0.94	1.45%
FICA match	\$ 4.03	6.20%
457 Bonus	\$ 5.00	
Payroll Per Hour	\$ 65.00	
	\$ 74.97 per hr fixed cost	
<i>Profit per hour:</i>	\$ 10.03	

**Town of Chester
Selectboard’s Meeting
Thursday, June 15, 2023
Municipal Complex
Draft Minutes**

I. Preliminaries

Call the Meeting to Order

Roll Call

Pledge of Allegiance

Chairman’s Additions or Deletions

Public Comment (10 minutes)

Road Acceptance: Gladys Nicoll Lane, Southwoods “North” “South” & “Roundabout”

Halls Village Road Speed Limit Petition

PD Update

Review of Treasurer’s Investment Policy

Brush Pile Chipping vs Burning

Encumbrances

Consent Agenda

Chairman’s Announcements

Roundtable

TA Report

Action Items

Potential Non-Public Sessions

Adjournment

1.1 Call to Order

Chairman Myette called the meeting of the Chester Selectboard to order at 6:00pm.

1.2 Roll Call

Selectboard Present:

Chuck Myette

Steve Couture

Dana Theokas

Dick Trask (Via Zoom)

Stephen Landau

Debra Doda, Town Administrator

Members of the Public Present at various times:

Aaron Berube, Police Chief

Colin Costine

David Haddad

Rhonda Lamphere, Treasurer

Nancy Myette

Michael Oleson
Manette Pacheco
James Piper, Supervisor of Roads
Darrell Quinn

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

Chairman Myette led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

Chairman Myette added 3.3 Impact Fee Releases, 4.3 Timber Tax Warrant, 4.4 Excavation Tax Warrant, and 4.5 Veteran’s Tax Credit.

1.5 Public Comment

Chairman Myette opened the meeting to public comment at 6:02pm.

Mr. Costine, Halls Village Road, would like the petition for a speed limit reduction to include all of Halls Village Road. This would make it safer with the number of small children on the road.

Mr. Costine mentioned an area of concern in Southwoods. He has been watching the work and some of the grooves in the road have settled.

As no other Members of the Public wished to be heard, Public Comment was closed at 6:05pm.

II. Appointments

2.1 Road Acceptance

Selectwoman Theokas motioned to open the road acceptance public hearing. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The public hearing opened at 6:06pm and will stay open for one hour.

2.1.1 Gladys Nicoll Lane – Mike Oleson

Mr. Oleson explained that all conditions have been met, including that the final invoice has been paid to DuBois & King Inc.

Selectman Landau drove the road and felt the road was fine. He questioned how many more houses would be built on the road. Mr. Oleson stated there is one more lot on the road.

Chairman Myette read the letter from the Planning Board. Letter is attached to the end of the minutes.

Chairman Myette opened the meeting to public comment on the acceptance of Gladys Nicoll Lane at 6:09pm, but no Members of the Public wished to be heard.

2.1.2 Southwoods North Road - David Haddad – DJ Development

2.1.3 Southwoods South Road - David Haddad – DJ Development

2.1.4 Southwoods Roundabout - David Haddad – DJ Development

With Southwoods being one development for road acceptance, 2.1.2, 2.1.3, and 2.1.4 were combined.

Chairman Myette read the Planning Board letter, which is attached to the end of the minutes.

Selectman Landau drove the Southwoods development and noticed construction equipment right past a sign that said no construction equipment. Selectman Landau also inquired about the pipes in the area. Mr. Haddad explained the sign had been placed before his time and it was to keep construction equipment off the better road. The pipes are there for phase 4 which will consist of eight more houses. Selectman Landau is concerned with equipment going over the road. Mr. Costine asked about an area on the road that he feels did not stand up to the weight of the trucks. Mr. Piper, Supervisor of Roads, has inspected the road and gave his approval.

Chairman Myette opened the meeting to additional public comment on the acceptance of the Southwoods Roads and Roundabout, but no Members of the Public wished to be heard.

The Public Hearing will remain open until at least 7:06 PM.

2.2 Halls Village Road Speed Limit Petition

Ms. Pacheco read the petition to reduce the speed limit on the dirt portion of Halls Village Road from 30 miles per hour to 25 miles per hour. Chief Berube mentioned Ms. Pacheco had been to a few of the Highway Safety meetings and the committee had guided her to the Selectboard. The committee is in support of this change. Halls Village Road has seen an increase in traffic.

Selectman Landau agrees many roads in town have seen an increase in traffic and suggested all town roads be lowered to 25 miles per hour.

Selectman Landau motioned to change all non-state roads in town to 25 miles per hour.

Town Administrator Doda advised the state sets the speed limits on all rural roads. Chief Berube mentioned the Selectboard could change the limits and that a traffic survey in advance is preferred. A public hearing would be needed to reduce the speed limit on all the roads. Mr. Piper does not disagree with the reduction, but it would require a lot of new signs. He also feels it should be the entire road, not just the dirt section. Ms. Pacheco reminded Mr. Piper that she had requested signs for the speed reduction and also a sign mentioning horses might be on the road.

Chairman Myette asked about the plans for Halls Village Road. Mr. Piper advised the cost to pave is \$1.3 Million.

Mr. Costine feels that a 5 mile per hour reduction is not significant for commuters.

Vice Chairman Couture motioned to approve the speed limit reduction on the gravel section of Halls Village Road to 25 miles per hour. Chairman Myette seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – abstained. With four in favor, the motion passed with Landau abstaining.

Selectwoman Theokas suggested evaluating all roads at one time at town meeting rather than piecemeal. Vice Chairman Couture believes this should go thru the process starting with the Highway Safety Committee.

2.3 PD Update

Chief Berube mentioned the miscommunication with the mobile data terminals (MDTs) being taken off the capital improvement plan (CIP) and the warrant article was not presented at Town Meeting to utilize the Police Special Detail Special Revenue Fund for the purchase. Rockingham Dispatch is updating software and Chief Berube has obtained a 50% matching grant to help with the purchase. The grant will not pay for the installation. Chairman Myette recommended encumbering the money with a signed contract by the next meeting of the Selectboard. Selectman Trask asked why it was being encumbered and not just paid out the budget now.

Selectman Trask motioned to allow the purchase of the MDTs prior to the end of the fiscal year. Selectman Landau seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Chief Berube has been working on a grant for body worn cameras. They have the old style which is outdated and cannot be fixed once they break. He explained there is one company that would integrate into the current system with two options for the town, cloud based or server. Chief Berube mentioned with the new system it would have a redaction system built in. Currently someone in the Police Department has to watch the video and redact as they watch.

Chairman Myette mentioned this should be listed in the annual department plans and should be on the CIP. Chief Berube advised they were previously on the CIP and were purchased. Chief Berube inquired if the bid process is needed with only one company able to integrate into the current system. With Motorola being the only company, the bid process is not needed. Chairman Myette requested an escape clause on the five-year contract. Chief Berube felt that would not be an issue.

Selectwoman Theokas asked how much time it takes to redact something. Chief Berube does not have an exact amount of time. There will be authorized users on the new system with access to redact videos.

Chief Berube explained a new state accreditation program that is rolling out being modeled to NH Police Departments to help align policies and procedures. CALEA is the national law enforcement accreditation program, and it is very difficult to be certified. Chief Berube has been revamping polices, but it has been a long endeavor. The cost of the program in the first year is \$1,300 and \$500 per year after year one. Chairman Myette feels it is a good program and should be built into the budget.

Vice Chairman Couture requested a summary of what is required by the department. Chief Berube advised the information has not been released by the state and once he receives the information, he will forward it to the Selectboard.

199 *2.4 Review of Treasurer’s Investment Policy*

200
201 Ms. Lamphere has reviewed the policy and made one change.

202
203 Selectman Trask asked if the Town’s assets in the bank are insured. Ms. Lamphere explained the FDIC
204 only insures the first \$250K per depositor. Anything over \$250K is collateralized. No Town money is
205 unprotected. If the bank fails, the Town will present its letter of credit and will get all the money. Ms.
206 Lamphere stated any interest earned goes into the unassigned fund balance and not the general fund.

207
208 Ms. Lamphere mentioned that TD Bank utilizes positive pay and it helped to stop a fraudulent check
209 from being cashed a few weeks ago. Each time checks are created, a file is sent to the bank and tellers
210 can check to see who the check is made out to and for how much. Someone tried changing the name
211 and amount on a check and the teller used the positive pay file to prevent a fraudulent check from
212 being cashed.

213
214 ***Vice Chairman Couture motioned to approve the Treasurer’s Investment Policy. Selectman***
215 ***Landau seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye,***
216 ***Couture –aye, Landau – aye. With all in favor, the motion passed.***

217
218 Next policy for review will be the cash policy.

219
220 **III. New Business**

221
222 *3.1 Brush Pile Chipping vs Burning*

223
224 Vice Chairman Couture added this to the agenda just to analyze what could happen if the burn pit
225 was gone. The information has been provided to the Solar Working Group. Chairman Myette
226 suggested asking the Transfer Station employees if there is a better way to handle brush.

227
228 Selectman Landau mentioned the chipper at the Transfer Station has no safety equipment. He
229 suggested having someone look at it to determine if the equipment can be added. If it is determined
230 that safety equipment cannot be added, the Town should look into selling it. Selectman Trask
231 suggested sharing resources, and not purchasing a new chipper. Selectwoman Theokas asked how
232 we meet our residents’ needs.

233
234 This should be part of the Transfer Station’s Annual Department Plan.

235
236 *3.2 Encumbrances*

237
238 The Board went through the list of encumbrances. Chairman Myette asked how many of these items
239 are in the budget with contracts. Town Administrator Doda mentioned all have contracts except for
240 the one for the Planning Department. The MDTs have been removed from the list.

241
242 Chairman Myette asked why the roof is not on the list. Selectman Landau mentioned the engineer is
243 coming out to look at the roof. Vice Chairman Couture asked how long the town has been waiting for
244 the engineer to look at the roof. Selectman Landau explained they are coming from Vermont, and it
245 has been about three months.

246
247 Selectman Trask asked if there was a transition plan for the Highway Department. Chairman Myette
248 stated nothing was formally written down. Mr. Piper explained the hoop building. So far, he has found

one company that does them but will continue to look for others. Mr. Piper has a proposal; it just needs a signature. Selectman Landau advised it should be encumbered. This could be a good item for an agricultural grant. Mr. Piper mentioned the price for the hoop building does not include the paving, but the budget can handle the paving.

Town Administrator Doda stated that in the past the encumbrances have been ranked. Vice Chairman Couture mentioned the painting of Stevens Hall is not on the list and should be added.

Selectwoman Theokas mentioned the Duct cleaning has never been done. This should be done for the health of the employees and people entering the Town Offices.

Vice Chairman Couture motioned to approve the Duct Cleaning, Repair work at the library, small paving jobs on Mayfly, parts of Lane Road, and Fremont Road Extension apron, Crack Sealing, and Ship Ladder for the Fire Station encumbrances. Selectwoman Theokas seconded the motion.

Selectman Trask felt the Ship Ladder is lower priority and should be encumbered and not purchased now. Chairman Myette asked if these items were in the budget.

Vice Chairman Couture motioned to amend the motion to approve the Duct Cleaning, Repair work at the library, small paving jobs on Mayfly, parts of Lane Road, and Fremont Road Extension apron, Crack Sealing encumbrances. Selectwoman Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Town Administrator Doda mentioned the June 29th workshop would have to be a meeting in order for the Board to vote on the remaining encumbrances.

3.3 Impact Fee Releases

The Board had no comments on the release of impact fees.

Vice Chairman Couture motioned to accept the expenditures of impact fees for the Recreation ballfields fencing, Police Department PPE, and Highway Department Quadrant D Impact Fees. Selectman Landau seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

IV Consent Agenda

4.1 Abatement

4.2 Minutes June 1, 2023

4.3 Timber Tax Warrant

4.4 Excavation Tax Warrant

4.5 Veteran’s Tax Credit

Vice Chairman Couture motioned to approve items 4.1 Abatement, 4.3 Timber Tax Warrant, 4.4 Excavation Tax Warrant, and 4.5 Veteran’s Tax Credit on the Consent Agenda. Selectwoman

Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to approve 4.2 Minutes of June 1st, 2023. Selectwoman Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – abstained. With four in favor, the motion passed with Landau abstaining.

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

Monday June 19, 2023	Spring Hill Farm Meeting at 7:00pm
Tuesday June 20, 2023	ZBA Meeting at 7:00pm Solar Working Group Meeting at 6:00pm (Rangeway Meeting Room)
Tuesday June 27, 2023	Solar Working Group Meeting at 6:00pm
Wednesday June 28, 2023	Planning Board at 7:00pm
Thursday June 29, 2023	Board of Selectmen Workshop at 6:00pm. This was changed to a regular meeting for encumbrances to be voted on.
Wednesday July 5, 2023	Planning Board Meeting at 7:00pm
Thursday July 6, 2023	Selectboard Meeting at 6:00pm
Tuesday July 4, 2023	Town Hall Closed for July 4th Holiday.

5.2 Roundtable

Selectman Landau suggested getting rid of the oil during the Hazardous Waste Days and not spending the \$6k to have it removed. Allow Mr. Cavanaugh (not present) to seek an alternative solution to get rid of the contaminated oil. Selectwoman Theokas thought the Board was receiving a new quote for disposal, not having the contaminated oil retested; both are happening. The Board approved giving Mr. Cavanaugh time to seek an alternative solution as long as it does not sit past the allowed timeframe.

Selectman Landau mentioned #10 on the TA Report about the Stevens Hall curtains needing to be replaced. The cost is unknown, but it would be nice to replace the curtains behind the stage with the building being utilized for more events.

Selectman Landau pointed out #8 on the TA Report the current engineers have been with the Town over 40 years. There might not be a contract. Chairman Myette stated all vendors should have a contract and we should ask for one.

Vice Chairman Couture mentioned the Moose Plate grants. He suggested every year applying for a grant for Stevens Hall. Selectman Landau suggested the Town needs to hire a grant writer. Chairman Myette stated it needs to be built into the budget next year. Selectwoman Theokas asked if the Town is utilizing the people that currently work for the Town to the best of their ability.

Selectwoman Theokas mentioned Ms. Jalbert created a shared drive for the Solar working group. The Conservation Commission is asking for one. Chairman Myette asked that they work with Ms. Jalbert or Town Administrator Doda.

Selectwoman Theokas inquired who is responsible for disseminating information to department heads, commissions, and committees. Vice Chairman Couture stated Town Administrator Doda should be disseminating information to department heads and liaisons should be disseminating information to commissions and committees.

Selectwoman Theokas mentioned summer camp is starting on June 29th. There are concerns with electricity to the pump house. BK Electric suggested turning power off beyond the cottage. Town Administrator Doda will ask Recreation Director Reishus (not present) if power is needed in the bathhouse for the summer program. Selectwoman Theokas stated they are using other sources of lights for the kids to change in the bathhouse. Mr. Cavanaugh will be advised to have the power disconnected from the building.

Vice Chairman Couture stated the Solar group is meeting again next week.

Selectman Trask:
Nothing to report.

Chairman Myette
Nothing to report.

Chairman Myette motioned to close the Road Acceptance public hearing. Selectman Landau seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Selectman Landau motioned to accept Gladys Nicoll Lane as a Town Road with no conditions. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Selectman Landau motioned to accept the Southwoods “South “,” North”, and “Roundabout” as Town Roads with the following conditions: submittal of three sets of as-built plans approved by Jeff Adler, payment of all outstanding invoices, and replacement of the broken bracket of the road sign. All conditions must be met by July 31, 2023. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

5.3 Town Administrator’s Report
Nothing to report

4.4 Action Items

The Board reviewed the postcard to be sent to residents with Accessory Dwelling Units (ADU). One change requested on the postcard is to spell out Accessory Dwelling Units and it should be sent from the Assessing Department.

5.5 Non-Public Session(s)

Vice Chairman Couture asked why the employee summer BBQ was listed under nonpublic when it should be discussed in public. Town Administrator Doda mentioned in the past the Board has given some money to help with the potluck BBQ. The Selectboard were in agreement to give money for the BBQ.

Chairman Myette announced non-public sessions on Public Employees and Pending Litigation.

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees and (e) pending litigation. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was closed to the public at 9:10 PM.

Selectman Landau motioned to come out of non-public session. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was reopened to the public at 9:39 PM.

Vice-Chairman Couture motioned to seal the minutes of the first non-public session, on Public Employees. Selectwoman Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice-Chairman Couture motioned to seal the minutes of the second non-public session, on Public Employees. Selectwoman Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice-Chairman Couture motioned to seal the minutes of the third non-public session, on Pending Litigation. Selectwoman Theokas seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

VI. Adjournment

Selectman Landau moved to adjourn the meeting. Vice Chairman Couture seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was adjourned at 9:45 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary



Chester Planning Board

84 Chester Street
Chester, NH 03036
Tel. (603) 887-3636 Ext. 105
Planning@ChesterNH.org

June 13, 2023

To: Selectboard
Town of Chester

Re: Acceptance of Gladys Nicoll Lane as a Town Road
Michael & Lisa Oleson Subdivision

Honorable Selectboard,

At a duly noticed public meeting held on June 7th, 2023, the Planning Board reviewed the status of the Gladys Nicoll Lane of the Michael & Lisa Oleson Subdivision, per the Planning Board’s portion of the Town’s Road Acceptance Policy, for recommendation to the Board of Selectmen for acceptance this year as a Town road.

The Planning Board determined that all conditional requirements for acceptance as a Town road have been completed with one minor exception. The minor exception was verification that the final invoice owed DuBois & King Inc. has been paid. Since then, the invoice has been paid, and Gladys Nicoll Lane is now fully ready for acceptance without any exceptions or conditions

FYI, there will not be a two-year maintenance bond posted for this road because the subdivision’s approval date predates this surety requirement.

Please let me know if you require any additional information.

Sincerely,

Andrew L. Hadik
Town Planner
Chester Planning Board



Chester Planning Board

84 Chester Street
Chester, NH 03036
Tel. (603) 887-3636 Ext. 105
Planning@ChesterNH.org

June 13, 2023

To: Selectboard
Town of Chester

Re: Acceptance of the Southwoods "North", "South" and "Roundabout" roads as Town Roads
Southwoods Subdivision

Honorable Selectboard,

At a duly noticed public meeting held on June 7th, 2023, the Planning Board reviewed the status of the Southwoods "North", "South" and "Roundabout" roads of the Southwoods Subdivision, per the Planning Board's portion of the Town's Road Acceptance Policy, for recommendation to the Board of Selectmen for acceptance this year as Town roads.

The Planning Board determined that almost all conditional requirements for acceptance as a Town road have been completed with a few exceptions. The Planning Board therefore recommends the Board of Selectmen conditionally accept the Southwoods "North", "South" and "Roundabout" roads as Town roads with the following conditions:

- Submittal of three sets of as-built plans which have been approved off by Jeff Adler by 7/31/23;
- Payment of all outstanding invoices by 7/31/23;
- Replacement of the broken bracket of the road sign to be replaced by 7/31/23; and
- Painting of the STOP bars at the Southwoods "North" and "South" road intersections with Rte. 102 by 7/31/23. (This has been done since the Planning Board's meeting.)

I will work with the parties involved to obtain documentation verifying these conditions have been met, and will report to the Selectboard whether the 7/31/23 deadlines were met.

FYI, there will not be a two-year maintenance bond posted for these roads because the subdivision's approval date predates this surety requirement.

Please let me know if you require any additional information.

Sincerely,

A handwritten signature in blue ink that reads "Andrew L. Hadik".

Andrew L. Hadik
Town Planner
Chester Planning Board

**Town of Chester
Selectboard’s Meeting
Thursday, June 29, 2023
Municipal Complex
Draft Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment (10 minutes)
Boy Scout Eagle Project Presentation
Compost Recycling Program
Dog Licensing Civil Forfeiture
Roadwork Discussion, Including Dump Road
Release of Funds from CRF for Master Plan
Review of Assessing RFP Submissions
Review of Budget Plan for FY24-25
Encumbrances
Consent Agenda
Chairman’s Announcements
Roundtable
TA Report
Action Items
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Myette called the meeting of the Chester Selectboard to order at 6:00pm.

1.2 Roll Call

Selectboard Present:

Chuck Myette
Dana Theokas
Dick Trask
Stephen Landau

Debra Doda, Town Administrator

Selectboard Absent:

Steve Couture

Members of the Public Present at various times:

Barbara Cannon, Deputy Town Clerk
Justine Celentano, Town Clerk/Tax Collector
Jaden Gaudet, Eagle Scout Candidate
Mike Gaudet
Phil Gladu, Fire Chief
Nancy Myette
James Piper, Supervisor of Roads
Ann Podlipny
Jay Rowden, Scoutmaster

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

Chairman Myette led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

Chairman Myette added 2.5, Fire Department Update with Fire Chief Gladu.

1.5 Public Comment

Chairman Myette opened the meeting to public comment at 6:02pm.

As no Members of the Public wished to be heard, Public Comment was closed at 6:03pm.

II. Appointments

2.1 Boy Scout Eagle Project Presentation

Eagle Scout Candidate Jaden Gaudet appeared before the Selectboard with Scoutmaster Rowden. His project was to build an informational kiosk for Spring Hill Farm. He described the design, fundraising, purchases, and work that was done to create the kiosk, with the accompaniment of photographs. The kiosk is moveable, and will be placed at a designated spot in the near future.

Chairman Myette pointed out that there is currently a need for a building permit for the structure, and Candidate Gaudet should work with Building Inspector Bunker.

Selectman Trask moved to accept the Spring Hill Farm Informational Kiosk Eagle Project from Candidate Gaudet, contingent upon the receipt of the proper building permit;

Selectwoman Theokas seconded the motion. The vote was three in favor with Selectman Landau abstaining and Vice-Chairman Couture absent; motion carried.

Scoutmaster Rowden stated that Candidate Gaudet will be the 83rd Eagle Scout in the Town of Chester; Selectman Landau added that the troop was started in 1941.

It was suggested that the Spring Hill Farm Advisory Committee write a letter thanking Candidate Gaudet for his project; TA Doda will request this of SHFAC Chair Beth Sautter.

Candidate Gaudet, Mr. Gaudet, and Scoutmaster Rowden departed the meeting at 6:14pm.

2.2 Compost Recycling Program

Ms. Podlipny appeared before the Selectboard to discuss potentially offering a curbside composting program in Town.

She touted the many benefits of composting – less waste in the compactor, keeping food scraps out of landfills thus lowering the amount of methane gas produced, enrichment for the soil, etc. The State currently has two bills pending – HB300 and HB462 - that each address the need for food scrap composting.

She had contacted two firms that pick up one’s food scraps curbside. Black Earth Composting out of Massachusetts, which is looking to expand into New Hampshire, would need 100 residents to start a pilot program; Renewal Compost, which operates on J&F Farms properties in Derry, could start with any number between 1-29.

There was some discussion about forming a Composting Working Group, but Ms. Podlipny would like to begin by doing some grassroots organizing, knocking on doors, and sending letters to residents. The Town does have a bulk rate mailing permit which she could utilize to keep costs down.

Selectman Trask moved to authorize Ms. Podlipny to start a pilot composting program in Town within six months; Selectwoman Theokas seconded the motion. The vote was three in favor with Selectman Landau abstaining and Vice-Chairman Couture absent; motion carried.

Ms. Podlipny departed the meeting at 6:41pm.

2.3 Dog Licensing Civil Forfeiture

Town Clerk/Tax Collector Celentano and Deputy Town Clerk Cannon appeared before the Selectboard to discuss the statutory Civil Forfeiture for residents who have not registered their dogs.

Dog registration is required by the State in order to establish ownership (and thus liability), and to control rabies. The Town Clerk’s office has posted registration information on the

Town website, shared it via social media, and posted it on the Town Sign at Stevens Hall. At this point in time there are 41 residents on the list and a total of 62 dogs not registered. These residents have been contacted by postcard, by email (eight times), and by personal telephone calls (four times) yet their dogs remain unregistered, and the State’s grace period has passed.

The Selectboard inquired if failure to register dogs could be tied to motor vehicle registrations; this is unclear but not likely. They also inquired if the list could be made public; this is only possible if the Town obtained a court order. TA Doda will consult with Town Counsel on both these questions.

In the past, Civil Forfeiture letters had been hand-delivered to these residents by the Police Department; during Covid the Selectboard preferred that certified letters be sent out, and the cost to do that is currently \$8.10 per piece for a total of over \$300 in taxpayer dollars. TC/TX Celentano suggested that this might be done under the aegis of the Animal Control Officer. The Selectboard did not disagree, but would prefer that the residents were alerted beforehand with a telephone call in order that they might expect ACO Wright to come to their door. That information would also be shared on the website and on social media.

Should these residents not respond to the Civil Forfeiture letter by either paying their dog registration fees or informing the Town Clerk’s office that their pet has passed on, the next step will be a summons to court.

Selectman Trask moved to have Animal Control Officer John Wright deliver the Civil Forfeiture letters to the residents in question; Selectwoman Theokas seconded the motion. The vote was two in favor with Selectman Landau opposed, Chairman Myette abstaining, and Vice-Chairman Couture absent; motion carried.

TC/TX Celentano and DTC Cannon departed the meeting at 7:19pm.

2.4 Roadwork Discussion, Including Dump Road

Supervisor of Roads Piper appeared before the Selectboard to discuss this summer’s roadwork plans.

He has consulted with Finance Director Smith and they are of the opinion that there will be sufficient funds between the State’s two grants for roads and bridges and other remaining roadwork appropriations to complete the necessary work on the Fremont Road Bridge this summer. Apparently salt and water permeated the membrane and have caused the concrete to deteriorate to a point where it must be replaced. If it is not, the bridge may be placed on the State’s Red List. Unfortunately this work means the bridge will need to be shut down for up to two months, which will necessitate a detour via Shepard Home Road and Pheasant Run Drive.

Selectman Trask moved to perform the Fremont Road Bridge work; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

SoR Piper is also in favor of the Dump Road work, as previously discussed. The Town would only have to pay for the materials, while Remi-Sons would perform the work. Chairman Myette would like a public-private partnership with Remi-Sons drafted before going any further; availability of funds is also an issue. It was suggested that grants be solicited. The Selectboard asked that this subject be placed on the agenda for a future meeting.

2.5 Fire Department Update

Fire Chief Gladu appeared before the Selectboard to discuss the hiring of a per diem employee. The candidate in question has all of the required certifications, but is unable to start as a full-time employee at present as he has educational conflicts. The plan would be for him to work Wednesday through Friday now, increasing to four days a week in the Spring, and then work a full schedule after the end of the school year. He would be hired as a Grade 10, Step 0.

Selectman Trask moved to hire Logan Boudreau as a per diem employee for the Fire Department; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

Mr. Boudreau will be asked to attend the next Selectboard meeting, on July 13th.

The Selectboard also brought up the possibility of engaging a firm such as MRI to assist with Fire Department recruiting, especially for a second in command. Fire Chief Gladu is not in favor of spending the money, as he believes that MRI would be pulling from the same pool of candidates that he has been with limited success. He would prefer to promote from within, and has some current candidates, but they are still young and progressing. He also has some residents interested in becoming call members.

Fire Chief Gladu departed the meeting at 8:02pm.

III. New Business

3.1 Release of Funds from CRF for Master Plan

Town Planner Andrew Hadik had requested that the Selectboard release funds from the Town’s Master Plan CRF in order that Southern New Hampshire Planning Commission may begin updating the Town’s current version of the Plan, which dates to 2015. Selectwoman Theokas noted that all were looking forward to this project.

Selectman Trask moved to release the requested funds from the Town’s Master Plan CRF; Selectman Landau seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

228
229 *3.2 Review of Assessing RFP Submissions*
230

231 The Selectboard received three responses to the June 2nd RFP for the Town’s statistical
232 reappraisal (“revaluation”) in 2024. Two, unfortunately, simply stated that they were unable
233 to provide a bid. The third one was opened and reviewed; it met all of the required
234 qualifications and specifications.

235
236 ***Selectman Trask moved to award the Revaluation Contract to Municipal Resources, Inc.,***
237 ***for a price of \$57,750; Selectwoman Theokas seconded the motion. The vote was three***
238 ***in favor with Selectman Landau opposed and Vice-Chairman Couture absent; motion***
239 ***carried.***

240
241 The Selectboard inquired (a) how much was paid last time the Town performed a statistical
242 reappraisal, (b) how much was in the Capital Reserve Fund to pay for this work, and (c) was
243 the Selectboard named as agents to expend. TA Doda will research and report back.

244
245 *3.3 Review of Budget Plan for FY24-25*
246

247 The Selectboard reviewed the Budget and Financial Planning memo as requested by Vice-
248 Chairman Couture and drafted by TA Doda; some minor additions and edits were made. An
249 increase percentage goal was discussed, as well as ways one might arrive at this figure; in
250 the end it was determined that although a goal of 3% should be suggested when the memo
251 is disseminated, the Board should review that figure at budget time to ensure that it is still
252 appropriate.

253
254 Selectman Trask is not in favor of this plan, stating that he believes that it will make the entire
255 budget process more difficult.

256
257 ***Selectman Landau moved to accept an increase goal of 3%; Selectwoman Theokas***
258 ***seconded the motion. The vote was three in favor with Selectman Trask opposed and***
259 ***Vice-Chairman Couture absent; motion carried.***

260
261 TA Doda was asked to send the draft memo to the Budget Committee and Department Heads
262 for their review and comment, but to omit the suggested 3% increase for now.

263
264 *3.4 Encumbrances*
265

266 The Selectboard reviewed and discussed the encumbrances that have been requested out of
267 the current year’s Operating Budget. As of today, the projected surplus is a little over \$200k,
268 but this is by no means a firm figure. The final figure won’t be known until the year is closed,
269 which is likely to be late July.

270
271 There was a great deal of discussion about whether existing items should be removed or left
272 on, or new items added, as well as whether items should be prioritized or not. In the end it

was decided that all requests would be approved, but not prioritized; once the final surplus figure has been determined, funds will be appropriated as available.

Selectman Trask moved to encumber funds for the following projects:

Department	Account, if available	Amount	Legally Enforceable Obligation Paperwork?	Comments
Police	Bottom Line	\$ 54,085	Yes	Body-Worn Cameras - 50% - remainder paid for by grant already received
Transfer Station	01-4324-1-4390.58	\$ 6,666	Yes	Removal of contaminated oil and tank cleaning. Stacy pursuing grant for \$2,500
Highway	Bottom Line	\$ 121,000	Yes	Hooped Building for Sand/Vehicle Storage (\$47k foundation - \$58k building. Not recommended to split.)
Maintenance	Bottom Line	\$ 3,500	Yes	Ship Ladder to be installed at Fire Station - safety hazard
Maintenance	Bottom Line	\$ 26,450	Yes	Remainder of Stevens Hall Painting
TOTAL		\$ 211,701		

Selectman Landau seconded the motion. The vote was three in favor with Selectwoman Theokas opposed and Vice-Chairman Couture absent; motion carried.

IV Consent Agenda

4.1 Treasurer’s Investment Policy

This policy had been reviewed with Treasurer Rhonda Lamphere at the meeting of June 15th, 2023, and approved at that same meeting.

4.2 Granite State Analytical Water Testing Contract

This contract, which assists the Town in meeting DES’s drinking water testing requirements, is identical to prior years.

Selectwoman Theokas motioned to approve the Consent Agenda. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

V. Selectboard’s Business

4.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

Monday July 10, 2023 Wason Pond Commission Meeting at 7:00pm

Tuesday July 11, 2023 Conservation Commission Meeting at 6:00pm

Solar Working Group Meeting at 7:00pm

Wednesday July 12, 2023

Planning Board at 7:00pm

Thursday July 13, 2023

Selectboard Meeting at 6:00pm

Tuesday July 4, 2023

Town Offices are closed for July 4th Holiday

4.2 Roundtable

Selectman Landau:

- An engineer from Dubois & King was on site this week to inspect the roofs at Town Hall and at Stevens Hall.

Selectwoman Theokas:

- At this week’s Conservation Commission meeting, they discussed a deed with which they had concerns (due to the fact that the Town’s Tax Map hadn’t been created until 1978). They have determined that the Town does indeed own lot in the Town Forest area, and Colby Farms owns the lot in their area.
- The Conservation Commission is also working on a Natural Resource Inventory.

Selectman Trask:

- He noted that although the BOS had voted last week to discontinue a remote meter providing electricity to the bathhouse, he suggested that instead they move the electrical meter directly onto the bathhouse. Selectwoman Theokas is concerned that the meter, as it stands, is in a hazardous condition. Chairman Myette asked that Selectman Landau, as liaison to the Maintenance Department, be the only person to handle this situation.

Chairman Myette:

- Nothing to report.

4.3 Town Administrator’s Report

Nothing was queried.

4.4 Action Items

None.

4.5 Non-Public Session(s)

Selectman Trask moved to go into non-public session pursuant to 91-A:3(II) (a) Public Employees, (b) Employment, (c) Reputation, and (e) Pending Litigation. Selectman

Landau seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

The meeting was closed to the public at 9:15pm; Supervisor of Roads Piper remained in the meeting room. He departed at 9:32pm.

Selectwoman Theokas moved to come out of non-public session. Selectman Trask seconded the motion. A roll call vote was taken - Myette - aye, Trask- aye, Theokas -aye, Couture - absent, Landau - aye. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

The meeting was reopened to the public at 10:07pm.

Selectwoman Theokas moved to seal the minutes of the first non-public session, on Public Employees. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

Selectwoman Theokas moved to seal the minutes of the second non-public session, on Employment. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

Selectwoman Theokas moved to seal the minutes of the third non-public session, on Pending Litigation. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

Selectwoman Theokas moved to seal the minutes of the fourth non-public session, on Reputation. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

Selectwoman Theokas moved to seal the minutes of the fifth non-public session, on Public Employees. Selectman Trask seconded the motion. The vote was four in favor with Vice-Chairman Couture absent; motion carried.

VI. Adjournment

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

The meeting was adjourned at 10:12pm.

Respectfully submitted,

Debra H Doda

Recording Secretary

**Town of Chester
Selectboard’s Meeting
Thursday, July 13, 2023
Municipal Complex
Draft Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment (10 minutes)
Fire Department Introductions
Historical Society Request
Town Road Speed Limits
Consent Agenda
Chairman’s Announcements
Roundtable
TA Report
Action Items
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Myette called the meeting of the Chester Selectboard to order at 6:00pm.

1.2 Roll Call

Selectboard Present:

Chuck Myette
Steve Couture
Dana Theokas
Dick Trask (Via Zoom)
Stephen Landau

Debra Doda, Town Administrator

Members of the Public Present at various times:

Doug Batty
Logan Boudreau
Phil Gladu, Fire Chief
Joseph Hagan
Nancy Myette
Corinna Reishus, Recreation Director
Lynn Rockwell
Christopher Sawyer

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

Chairman Myette led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

More nonpublic items were added to the agenda.

1.5 Public Comment

Chairman Myette opened the meeting to public comment at 6:02pm.

As no Members of the Public wished to be heard, Public Comment was closed at 6:03pm.

II. Appointments

2.1 Fire Department Introductions

Chief Gladu asked the gentlemen to introduce themselves to the Board.

Mr. Batty mentioned he worked for the Greenfield Fire Department as a Captain for eight years.

Mr. Sawyer met Chief Gladu on a gas line inspection at his new house in Chester. He is going to be a driver / operator for the Fire Department, and in the future, he would like to get EMT certified.

Mr. Boudreau will be working with Chief Gladu Wednesday to Friday 7:00am to 3:00pm during school. He is studying Fire Science.

The Board thanked the new members of the Fire Department.

Selectman Landau motioned to hire Mr. Boudreau as a per diem employee for the Fire Department. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Selectman Landau motioned to hire Mr. Sawyer and Mr. Batty as call members for the Fire Department. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

2.2 Historical Society Request

Ms. Rockwell presented an opportunity for the Town to host a Smithsonian traveling exhibit. If Chester is selected, they would host the event for two months. The show will be touring New Hampshire and Vermont from August of 2024 to July of 2025.

Ms. Rockwell suggested Stevens Hall first floor would be the ideal location. But other groups would be impacted. The exhibit would be open for four days per week for six hours each day. When the exhibit is not open the restrooms on the first level will not be accessible. Chairman Myette

mentioned the handicap accessibility to the building might be an issue. Selectman Landau advised the elevator is currently working and there is a current inspection good for one year for its use.

Ms. Reishus mentioned there are seven monthly users for Stevens Hall. If Chester is chosen, those users would need to be given other accommodations. She suggested the multipurpose room as a backup if more space is needed for the display. Chairman Myette stated if we want to go forth, accommodations can be made. Ms. Rockwell mentioned only three New Hampshire towns will be chosen. The Board would like to go forth with the application.

III. New Business

3.1 Town Road Speed Limit

Town Administrator Doda mentioned this topic came up at a previous meeting. She brought it up to the Highway Safety Committee meeting and they were in favor of changing the dirt roads to 25 MPH. It was suggested to send out a survey to residents. Town Administrator Doda advised if something were mailed it would cost roughly \$700.00. It could be posted online but the last survey online only received a couple hundred responses.

Selectwoman Theokas attended the meeting and stated lowering the speed limit on all roads would create an unnecessary burden on the officers.

Selectman Landau suggested a warrant article for the next Town Meeting. Town Administrator Doda will ask the Police Chief to gather data by moving the speed trailer around town. They would like data on dirt roads, newly paved, and other paved roads in Town.

IV Consent Agenda

4.1 Intent to Cut: Old Sandown Road, LLC and Strandell

Selectwoman Theokas inquired if the research had been done prior to the document coming to the Board. Chairman Myette answered yes.

4.2 Veterans Credit: Herman

4.3 Assessing Monthly Contract

Vice Chairman Couture motioned to approve items 4.1 Intent to Cut and 4.2 Veteran’s Tax Credit on the Consent Agenda. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to approve 4.3 Assessing Monthly Contract. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – abstained. With four in favor, the motion passed with Landau abstaining.

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

Monday July 17, 2023	Spring Hill Farm Meeting at 7:00pm
Tuesday July 18, 2023	ZBA Meeting at 7:00pm
Tuesday July 25, 2023	Solar Working Group Meeting at 7:00pm
Wednesday July 26, 2023	Planning Board at 7:00pm
Thursday July 27, 2023	Board of Selectmen Meeting at 6:00pm.

5.2 Roundtable

Selectman Landau mentioned the Post Office is having issues with the foundation. It does not look like a major issue but there will be some excavation and resetting of the foundation. Chairman Myette stated some of the foundation blocks are tipping over.

Selectman Landau mentioned that with the winter coming he suggested continuing with the same provider for the oil and propane. Every time the Town changes vendors, new tanks or equipment are needed, which is very costly to the Town. Chairman Myette pointed out that the Town should have contracts with all the vendors.

Selectwoman Theokas inquired about the post office lease. Town Administrator Doda is continuing to work on the lease.

Selectwoman Theokas mentioned the meeting held about the Wason Pond Bridge Design. Chairman Myette mentioned the bridge is designed for a 100-year flood with a cost of three hundred and twenty thousand dollars (320K). Town Administrator Doda has been working on a grant to cover half the cost of the bridge.

Selectwoman Theokas attended the luncheon for the employees on Tuesday. About thirty employees showed up for the event and every department stepped up either helping with setup and or grilling the food.

Vice Chairman Couture asked about the engineering request for proposal (RFP). Town Administrator Doda is drafting it and will have it finalized soon.

Selectman Trask:
Nothing to report.

Chairman Myette attended the Seniors picnic held in the MPR Wednesday. It was well attended, and Mr. Oleson supplied the meat and had Mr. Higham help with cooking that day.

5.3 Town Administrator’s Report

Chairman Myette mentioned the work on Shattigee Road in Raymond is not finished and the Town of Raymond has asked to extend the MOU. The Board had no objections.

Town Administrator Doda pointed out a copy of the civil forfeiture procedure is in the folders. Town Clerk Celentano (not present) was given incorrect information about the Civil Forfeiture procedure. Chief Berube (not present) was made aware of the decision to utilize the Animal Control Officer to hand deliver the civil forfeiture letters at the last Selectboard meeting. Chief Berube had a meeting with Town Administrator Doda and Ms. Celentano to correct the misinformation. A Civil Forfeiture procedure was signed, and this is what they would like to use.

Vice Chairman Couture motioned to use the Civil Forfeiture procedure for dog licensing. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

4.4 Action Items

5.5 Non-Public Session(s)

Chairman Myette announced non-public sessions.

Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees and (e) pending litigation. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was closed to the public at 7:04 PM.

Vice Chairman Couture motioned to come out of non-public session. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was reopened to the public at 8:16 PM.

Vice Chairman Couture motioned to seal the minutes of the first non-public session, on Reputation. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to seal the minutes of the second non-public session, on Public Employees. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to seal the minutes of the third non-public session, on Reputation. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to seal the minutes of the fourth non-public session, on Pending Litigation. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Vice Chairman Couture motioned to seal the minutes of the fifth non-public session, on Pending Litigation. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

VI. Adjournment

Vice Chairman Couture moved to adjourn the meeting. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

The meeting was adjourned at 8:21 PM.

Respectfully submitted,

Janis A. Jalbert

Recording Secretary



July 14, 2023
File No. 048781.020

Mr. Chuck Myette
Chairman, Board of Selectmen
Town of Chester
84 Chester Street
Chester, New Hampshire 03036

Re: Proposal for Services
Landfill Post-Closure Monitoring Programs for July 2023 through June 2024
Chester Landfill
Chester, New Hampshire
NHDES Site No. 198704036

Dear Mr. Myette:

Nobis Engineering, Inc. d/b/a Nobis Group® (Nobis) is pleased to present this proposal for water quality and post-closure monitoring services for the above-referenced facility for July 2023 through June 2024. This proposal is based on the work required as outlined herein and Section Env-Sw 807.05 of the New Hampshire Department of Environmental Services (NHDES) Solid Waste Rules, the requirements of the Groundwater Management Permit (GMP) No. GWP-198704036-C-006 issued by the NHDES for the Chester Landfill (copy attached), and other NHDES correspondence.

SCOPE OF SERVICES

The following facility monitoring requirements will be performed:

Task 2301 – Supplemental Water Supply Monitoring

In a letter dated November 30, 2022 NHDES requested that water supply wells at the transfer station and five nearby residential properties be sampled for arsenic, manganese, volatile organic compounds, 1,4-dioxane, and per- and polyfluoroalkyl substances (PFAS). These samples were to be collected in May 2023, but NHDES agreed to delay sampling of the residences until after July 1, 2023 at the request of the Town. NHDES also agreed to hold off on the sampling of the transfer station well until the May 2024 groundwater sampling round.



Nobis will request access from the property owners at 1, 6, 10, and 12 Evelyn Noyes Lane and 819 Raymond Road and arrange for samples to be collected. Nobis has assumed that two trips will be required to collect the samples to coordinate around property owner availability. Laboratory results will be provided to the Town, property owners, and NHDES.

Task 2302 - Post-Closure Inspection and Monitoring

NHDES now requires semiannual inspection of closed landfills. Nobis will conduct site inspections in November 2023 and May 2024 to evaluate and document the condition of the landfill cap system. The May 2024 inspection will be performed concurrent with the groundwater monitoring round described in Task 2303. The perimeter fence will also be inspected during the site inspections for appropriate signage and potential maintenance needs. Nobis will notify the Town of any facility damage observed and recommend corrective actions.

A NHDES letter dated June 15, 2010 reduced the decomposition gas monitoring requirement at the facility to once per year. Decomposition gas monitoring will be completed concurrent with the annual inspection during November 2023.

Inspection findings and results of decomposition gas monitoring for 2023 will be documented in the Annual Post-Closure Inspection Report, which will be submitted to NHDES by March 31, 2024. NHDES also requires that interim reports be submitted within 30 days of each inspection. All Post-Closure inspections, decomposition gas monitoring, and reporting to NHDES are included in the Scope of Services of this Contract.

Task 2303 - GMP Water Quality Monitoring

The most recent GMP that was issued by the NHDES on November 30, 2022 requires annual water quality monitoring in the month of May. As such, Nobis will conduct the sampling for this contract period as summarized below:



Monitoring Location	Frequency	Parameters
MW-1R, MW-2, MW-3, MW-4, and MW-9	May each year	Specific conductance, pH, turbidity, chloride, nitrate, TKN, sodium, iron, manganese, arsenic, and static groundwater elevations
MW-5 and MW-8	May each year	Specific conductance, pH, turbidity, chloride, nitrate, TKN, sodium, iron, manganese, arsenic, volatile organic compounds including low-level 1,4-dioxane and static groundwater elevations
MW-1R, MW-2, MW-3, MW-4, and MW-9	May 2024	Volatile organic compounds including low-level 1,4-dioxane
MW-1, MW-2, MW-3, MW-4, MW-5, MW-8, and MW-9	May 2024	Drinking Water Metals

The sampling results will be provided in a Periodic Summary Report to the Town and NHDES in July 2024

FEES AND BUDGET

Based on the proposed Scope of Services, our lump sum budget estimate is \$10,000 for engineering services. You will be billed approximately quarterly on a percent-complete basis. Services requested outside the scope of work will be billed on a time and materials basis, in accordance with the current year's Schedule of Fees. You will be notified in advance if conditions require a change to the budget estimate.

Following review by Nobis, invoices for subcontracted laboratory services will be forwarded to the Town for direct payment. Laboratory fees are estimated to be **\$6,000** bringing the Town's



total costs to **\$16,000**. No mark-up will be applied to laboratory subcontractor invoices, and the Town may take advantage of prompt-payment discounts if available.

TERMS AND CONDITIONS

We will perform the services outlined herein in accordance with the Statement of Terms and Conditions included with our February 18, 2005 proposal which are hereby incorporated by reference. Please note that Article 12.0 of our Terms and Conditions includes a “Limitation of Liability” clause by which you agree to limit our liability for any damages arising out of our professional negligence to \$50,000 or our fees, whichever is greater. You may request an increase to this limitation by making the request in writing and by paying an additional fee.

Thank you for the opportunity to provide these services to the Town of Chester. If you have any questions or need additional information, please do not hesitate to call the undersigned.

Sincerely,

Nobis Group®

Lori Cox, P.E.
Project Manager

Clarence “Tim” Andrews, P.G. | Associate
Director of State & Municipal Services

Attachments:

2023 Schedule of Fees

Groundwater Management Permit No. GWP-198704036-C-006

c: File No. 048781.020 (w/attach.)



ACCEPTANCE

This contract for services and its attachments are hereby accepted by the Town of Chester as evidenced by the signatures below, and such persons so executing the same on behalf of the Town of Chester do hereby warrant full authority to act for, in the name of, and on behalf of the Town of Chester. This proposed contract is valid for 30 days from the date of issue.

Signature _____ Date _____
For the Town of Chester

Title _____

*Please indicate your acceptance by signing and returning one copy of this proposal.
Retain the second copy of this proposal for your records.*



2023 SCHEDULE OF FEES

Labor Rates

Principal	\$300.00
Senior Project Manager/LSP I - IV	\$175.00 - \$275.00
Project Manager/LSP I - III	\$140.00 - \$210.00
Senior Project Engineer/Geologist/Scientist I - III	\$135.00 - \$190.00
Project Engineer I - IV	\$110.00 - \$150.00
Project Geologist/Scientist I - IV	\$100.00 - \$150.00
Staff Engineer/Geologist/Scientist I - III	\$ 85.00 - \$120.00
Technician I - III	\$ 70.00 - \$100.00
Project Coordinator	\$110.00 - \$150.00
Clerical	\$ 75.00 - \$ 95.00

Reimbursable Expenses

Report Materials	At Cost
Travel, Field, and Miscellaneous Services	Cost Plus 15%
Subcontracted Services	Cost Plus 15%
Technology Fee	3% of Total Labor Cost

Notes:

1. Fees charged to the project will be in accordance with these rates for all work performed.
2. Fee Schedule effective through April 30, 2024.



Field Equipment Rates

Photoionization Detector (PID)	\$ 100.00 / day
4-Gas Meter	\$ 120.00 / day
Water Level Meter	\$ 18.00 / day
Interface Probe	\$ 30.00 / day
pH, Conductivity and Temperature Meter	\$ 23.00 / day
Dissolved Oxygen Meter	\$ 34.50 / day
Oxidation Reduction Potential (ORP) Meter	\$ 33.00 / day
Metal Detector	\$ 20.00 / day
Air Sampling Pump	\$100.00 / day
Data Logger Pressure Transducer	\$115.00 / day
Disposable Bailers	\$ 13.00 / each
Field Supplies	\$ 30.00 / day
Groundwater Sampling Filter	\$ 24.00 / each
Groundwater Sampling Pump	\$ 46.00 / day
Low-flow sampling systems	\$201.25 / day
Hand Auger	\$ 17.25 / day
Survey Equipment	\$45.00 / half-day
Multi-Channel Data Logger	\$287.50 / day
Hand-Held GPS Unit	\$ 33.00 / day
Trimble GPS Unit	\$135.00 / day
Turbidity Meter	\$ 17.00 / day
Water Quality Meter	\$115.00 / day



The State of New Hampshire
DEPARTMENT OF ENVIRONMENTAL SERVICES



Robert R. Scott, Commissioner

EMAIL ONLY

November 30, 2022

Charles Myette
Town of Chester
84 Chester Street
Chester, NH 03036

Subject: Chester - Closed Chester Municipal Landfill, 50 Town Dump Road
DES Site #198704036, Project #772

*May 2022 Groundwater Monitoring and Application for Renewal of Groundwater
Management Permit, prepared by Nobis Group (Nobis), dated August 12, 2022*

Dear Charles Myette:

Please find enclosed Groundwater Management Permit Number **GWP-198704036-C-006**, approved by the New Hampshire Department of Environmental Services (NHDES). This Permit is issued for a period of 5 years to monitor groundwater quality at the above-referenced site and is a renewal of your Permit that expired on August 27, 2022.

Please note that a periodic summary report is due in the month of July 2024. The Summary Report must provide all information required by N.H. Code of Administrative Rules Env-Or 607.04(a)(1 – 5). Results from the May 2024 monitoring event shall be included in the summary report; therefore, a separate data submittal is not required for this monitoring event. Standard groundwater quality data submittals are due within 45 days of completing the other annual monitoring events required by this Permit. These submittals must include a tabulated summary of analytical results, an updated site plan, groundwater elevation data, and laboratory analytical reports.

Please provide all required groundwater quality monitoring submittals to NHDES under the appropriate [Cover Sheet for Reports](#) and completed [Cover Sheet for Groundwater Monitoring Reports](#). The cover sheets must clearly show the NHDES identification number for this site (i.e., DES Site 198704036, Project #772). NHDES prefers for documents to be submitted in an electronic format through the [OneStop database](#).

Please note the requirements of the site water quality monitoring program, as defined under Condition #7 of the Permit, have changed based on our review of the monitoring results collected to date, and the information and recommendations provided in the Permit Renewal Application. NHDES notes the following changes have been incorporated to the monitoring schedule:

- The collection of groundwater samples for analysis of per- and polyfluoroalkyl substances (PFAS) biennially, starting in May 2023 from monitoring wells MW-4, MW-5, MW-8, and MW-9. Sampling of site wells during the years 2018 and 2019 has demonstrated perfluorooctanoic acid (PFOA) is present in groundwater adjacent and immediately hydraulically downgradient of the landfill, including at concentrations exceeding the applicable Ambient Groundwater Quality Standard (AGQS) of 12 nanograms per liter (ng/L). Due to the documented AGQS exceedances, monitoring PFAS contamination in site groundwater under the requirements of the Permit is necessary.

- The collection of water samples for analysis of total arsenic, total manganese, NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit), and PFAS during May 2023 from the water supply well (WS-1) located on the northwestern portion of the landfill property. According to Nobis, the supply well is installed in overburden material approximately 14 feet below ground surface (bgs) and is used for washing purposes and fire control. Although not used for consumptive purposes the water supply well is located within the site's Groundwater Management Zone (GMZ) and is to be monitored for impacts from the landfill.
- The collection of water samples for analysis of total arsenic, total manganese, NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit), and PFAS during May 2023 from the water supply well (WS-2) located at Tax Map 13, Lot 7. Given the persistence of contaminants in site groundwater and the proximity of this well to the landfill, sampling of this well once every five years is necessary to monitor for any future occurrence of site contaminants in the water supply.

NHDES has developed the following additional comments for your consideration:

1. Review of available maps and aerial imagery indicates properties in the Pondview Meadows Condominiums at Evelyn Noyes Drive (Tax Map and Lot designations 13-006-113 through 13-006-123) may be located within 500 feet of the landfill. Based on review of available NHDES records, supply wells in the Pondview Meadows Condominiums are installed in the bedrock aquifer and are used for drinking water. While these supply wells appear to be located hydraulically side-gradient of the landfill with respect to groundwater flow in the overburden, based on AGQS exceedances at the site and the lack of bedrock groundwater data, NHDES requests supply wells located on properties within 500 feet of the landfill be sampled for potential impacts from the landfill. This appears to include the properties at 1 Evelyn Noyes Drive (13-006-123), 6 Evelyn Noyes Drive (13-006-113), 10 Evelyn Noyes Drive (13-006-114), and 12 Evelyn Noyes Drive (13-006-115). **Please confirm which properties in the Pondview Meadows Condominiums are located within 500 feet of the landfill and sample the water supply wells, prior to any treatment, on these lots for analysis of total arsenic, total manganese, NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit), and PFAS during the May 2023 monitoring event, with the results reported with the subsequent data submittal. We note, per N.H. Code of Administrative Rules Env-Or 610.03(b), within 5 business days after receiving results, the responsible party shall submit all water supply well results that show a violation of the AGQS in writing to NHDES and the owner of the property on which the water supply well is located.**
2. Samples collected from monitoring wells MW-3, MW-4, MW-5, MW-8, and MW-9 contain site contaminants, including arsenic, manganese, 1,4-dioxane, and PFAS, at concentrations exceeding applicable AGQS. We note these wells are located proximate to wetlands and surface water and that no surface water quality monitoring points are sampled beyond these wells currently. However, historical sampling of surface water monitoring points SW-1, SW-2, SW-5, and SW-8 indicates the landfill has impacted surface water near its footprint. Based on review of available records, the wetland and surface water system proximate to the landfill appears to potentially be part of a larger system that extends beyond the site's GMZ.

Given the persistence of site contaminants in groundwater proximate to the wetlands, and the recent discovery of PFAS contamination associated with the landfill, a renewed effort to monitor surface water quality may be warranted to confirm the viability of the GMZ. **Please provide recommendations for additional investigation of surface water quality downgradient of the landfill with the May 2023 data submittal.** NHDES is amenable to discussions with Nobis and the Town of Chester during preparation for this work.

3. When analyzing samples for PFAS, please utilize an analytical method that targets the longest list of PFAS as feasible to better inform the understanding of potential source(s), transport, and fate of PFAS impacts. NHDES' current recommendation is to use an isotope dilution method using LC/MS/MS that targets a broad suite of PFAS target analytes, and we encourage you to use the draft USEPA CWA Method 1633 or a method following the protocols for PFAS by LC/MS/MS outlined in Table B-15 of the U.S. Department of Defense Quality Systems Manual 5.4 (or later version). NHDES will also accept data using isotope dilution following methodologies based on USEPA Method 533 or USEPA Method 537.1. NHDES also recommends that analytical data summary tables and laboratory reports include both CAS Number and analyte names, with PFAS ordered by carbon chain length and split by families.

NHDES requests that PFAS data for the site be uploaded to the Environmental Monitoring Database (EMD), including past results such as the results of sampling the water supply well located at Tax Map 13, Lot 7 during May 2020. Guidance for PFAS EMD uploads can be found at the following link: <https://www.des.nh.gov/sites/g/files/ehbemt341/files/documents/pfas-emd-guidance.pdf>.

4. Please note on several of the attached figures the AutoCAD drafting "notes" are present and when scrolling across the page do add confusion to interpreting the figures. For future submittals please provide figures without the AutoCad notes.

Should you have any questions, please contact me at NHDES' Waste Management Division.

Sincerely,



Scott Drew, P.G.,
Hazardous Waste Remediation Bureau
Tel: (603) 271-2890
Email: Scott.T.Drew@des.nh.gov

cc: Lori Cox, P.E., Nobis Group
Chester Health Officer
Leah McKenna, Administrator, SWMB/NHDES
James O'Rourke, P.G., Permit Coordinator, HWRB/NHDES



The
NEW HAMPSHIRE DEPARTMENT OF ENVIRONMENTAL SERVICES
hereby issues
GROUNDWATER MANAGEMENT PERMIT NO. GWP-198704036-C-006
to the permittee
TOWN OF CHESTER
to monitor the groundwater quality at the
CHESTER MUNICIPAL LANDFILL
(50 Town Dump Road)
in CHESTER, N.H.
via the groundwater monitoring system comprised of
7 monitoring wells and 2 water supply wells
as depicted on the Site Plan entitled
Figure 1 – Groundwater Management Zone Map
dated July 2022, prepared by Nobis Group

TO: TOWN OF CHESTER
84 CHESTER STREET
CHESTER, NH 03036

Date of Issuance: November 30, 2022
Date of Expiration: November 29, 2027

Pursuant to authority in N.H. RSA 485-C:6-a, the New Hampshire Department of Environmental Services (NHDES), hereby grants this Permit to monitor past discharges to the groundwater at the above-described location for five years, subject to the following conditions:

(continued)

STANDARD MANAGEMENT PERMIT CONDITIONS

1. The permittee shall not violate Ambient Groundwater Quality Standards adopted by NHDES (N.H. Admin. Rules Env-Or 600) in groundwater outside the boundaries of the Groundwater Management Zone, as shown on the referenced site plan.
2. The permittee shall not cause groundwater degradation that results in a violation of surface water quality standards (N.H. Admin. Rules Env-Wq 1700) in any surface water body.
3. The permittee shall allow any authorized staff of NHDES, or its agent, to enter the property covered by this Permit for the purpose of collecting information, examining records, collecting samples, or undertaking other action associated with this Permit.
4. The permittee shall apply for renewal of this Permit prior to its expiration date but no more than 90 days prior to expiration.
5. This Permit is transferable only upon written request to, and approval of, NHDES. Compliance with the existing Permit shall be established prior to Permit transfer. Transfer requests shall include the name and address of the person to whom the Permit transfer is requested, the signatures of the current and future permittees, and a summary of all monitoring results to date.
6. NHDES reserves the right, under N.H. Admin. Rules Env-Or 600, to require additional hydrogeologic studies and/or remedial measures if NHDES receives information indicating the need for such work.
7. The permittee shall maintain a water quality monitoring program and submit monitoring results to NHDES no later than 45 days after sampling. Samples shall be taken from the monitoring wells as shown and labeled on the referenced site plan and as listed in the following table in accordance with the schedule outlined herein:

Monitoring Locations	Sampling Frequency	Parameters
MW-1R, MW-2, MW-3, MW-4, MW-5, MW-8, and MW-9	May each year	Specific conductance @ 25°C, pH, turbidity, chloride, nitrate, TKN, sodium, iron, manganese, arsenic and static water levels
MW-5 and MW-8	May each year	NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit)
MW-4, MW-5, MW-8, and MW-9	May 2023, May 2025, and May 2027	Per- and Polyfluoroalkyl Substances (PFAS)

Monitoring Locations	Sampling Frequency	Parameters
MW-1R, MW-2, MW-3, MW-4, MW-9	May 2024	NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit) and Drinking Water Metals
MW-5 and MW-8	May 2024	Drinking Water Metals
WS-1 (Transfer Station Water Supply)	May 2023	Arsenic, manganese, NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit), and PFAS
WS-2 (Map 13 / Lot 7 Water Supply)	May 2023	Arsenic, manganese, NHDES Waste Management Division Full List of Analytes for Volatile Organics including 1,4-dioxane (to a 0.25 µg/L reporting limit), and PFAS

Sampling shall be performed in accordance with the documents listed in Env-Or 610.02 (e). Samples shall be analyzed by a laboratory certified by the U.S. Environmental Protection Agency, or NHDES pursuant to Env-C 300. All overburden groundwater samples collected for metals analysis (iron, manganese, and Drinking Water Metals) shall be analyzed for dissolved metals; and thus must be field-filtered (with a 0.45-micron filter), and acidified after filtration in the field. Surface water samples, and groundwater samples collected from bedrock or water supply wells, shall be analyzed for total metals, and shall not be filtered. As referred to herein, the term “Drinking Water Metals” refers to arsenic, barium, cadmium, chromium, lead, mercury, selenium and silver.

A summary of water quality shall be submitted to NHDES’ Waste Management Division, in the month of July 2024, using a format acceptable to NHDES. The Summary Report shall include the information listed in Env-Or 607.04 (a), as applicable.

The Summary Report shall be prepared and stamped by a professional engineer or professional geologist licensed in the State of New Hampshire.

8. Issuance of this Permit is based on the Groundwater Management Permit Renewal Application dated August 12, 2022, and the historical documents found in NHDES file DES #198704036. NHDES may require additional hydrogeologic studies and/or remedial measures if invalid or inaccurate data are submitted.

9. Within 30 days of discovery of a violation of an ambient groundwater quality standard at or beyond the Groundwater Management Zone boundary, the permittee shall notify NHDES in writing. Within 60 days of discovery, the permittee shall submit recommendations to correct the violation. NHDES shall approve the recommendations if NHDES determines that they will correct the violation.
10. All monitoring wells at the site shall be properly maintained and secured from unauthorized access or surface water infiltration.

ADDITIONAL CONDITION FOR LANDFILLS

11. The permittee shall maintain the capping system at the facility so that it continues to meet the standards set forth in Env-Sw 805.10.

SPECIAL CONDITIONS FOR THIS PERMIT

12. Recorded property within the Groundwater Management Zone includes the lot as listed and described in the following table:

Tax Map / Lot No.	Property Address	Owner Name and Address	Deed Reference (Book / Page)
Map 13 / Lot 5	Chester Municipal Landfill 50 Town Dump Road Chester, NH 03036	Town of Chester 84 Chester Street Chester, NH 03036	Book 1124/ Page 0285 & Book 2464/ Page 0567

13. Within 45 days of obtaining analytical sampling results for the drinking water supply wells, the permittee shall submit the results to the NHDES' Waste Management Division and the property owner. Immediate verbal notification is required upon receipt of analytical sampling results showing exceedances of the New Hampshire Ambient Groundwater Quality Standards for post treatment drinking water or drinking water that is untreated prior to the tap. The analytical sampling reports shall be submitted to both NHDES and property owner within 5 days of this verbal notification.
14. Each Annual or Periodic Summary Report shall include updated potential receptor information meeting the requirements of Env-Or 606.07(d). Potential receptor information shall be presented on a tax map with an accompanying table showing updated property ownership and use information.
15. The permittee shall update the ownership information required by Env-Or 607.03(a)(20) for all properties within the Groundwater Management Zone prior to renewal of the Permit, or upon a recommendation for site closure.



Jeffrey M. Marts, P.G., Administrator
Hazardous Waste Remediation Bureau
Waste Management Division

Any person aggrieved by any terms or conditions of this Permit may appeal to the N.H. Waste Management Council ("Council") by filing an appeal that meets the requirements specified in RSA 21-O:14 and the rules adopted by the Council, Env-WMC 200. The appeal must be filed directly with the Council within 30 days of the date of this decision and must set forth fully every ground upon which it is claimed that the decision complained of is unlawful or unreasonable. Only those grounds set forth in the notice of appeal can be considered by the Council.

Information about the Council, including a link to the Council's rules, is available at <https://nhec.nh.gov/>. Copies of the rules also are available from NHDES' Public Information Center at (603) 271-2975.

Town Administrator's Report
July 7th – 20th, 2023

1. Budgets: As of today (Monday, July 24th) we have about \$280k left over. The year is not finished yet – I was signing June invoices as recently as Thursday. Joanne believes she will be finished this coming Wednesday (July 26th).
2. Cole Road: The Cole Road work will require an easement; Scott Bourcier, Andrew, Diane Gorrow and I are trying to schedule a meeting this week to hammer out the details.
3. Grants: Everything LWCF requested for the Wason Pond Causeway Bridge grant has been submitted; LWCF submits it to the Feds on July 31st. I also signed up for NH Grant Watch and Grants.gov.
4. Highways: The Fremont Road Bridge work is tentatively scheduled to begin the week of August 14th (weather dependent). Neighboring towns, schools, and the Public Safety departments have all been notified.
5. Maintenance: The ad we posted on the website garnered us a couple young men to work with John this summer in Groundskeeping.
6. Spring Hill Farm: I've been assisting Joe Biedrzycki with the aesthetics of the SHF promotional brochure that they're working on.
7. Stowe Road: we had a complaint from a resident about Stowe Road. One small part was immediately solvable – subs hired by Groundhog were turning right onto Fremont Road instead of left. I called Jason at Groundhog. The rest, I'm not sure if we can do anything about, but we will look into it.
8. Tax Deeded Property: Justine continues to work with this former resident, who is objecting to the 10% penalty. She still expects July 31st to remain the payoff date.
9. Transfer Station: Paul, Stacy, and I met with Stef to work out new fees for Transfer Station fee-based items. Stef will present them to you on Thursday night. These small increases ensure that we'll break even on the removal of special items rather than having tax dollars pay for them.
10. Welfare: Janis continues to work with the resident mentioned in the last TA Report; Wilcomb-Townsend is also assisting.



**TECHNICAL SOLUTIONS
NORTH AMERICA**

07/20/2023

Paul Cavanaugh
Chester Transfer Station
50 Dump Rd.
Chester, NH 03036

Subject: Proposal for Pump out of Oil Tank containing Oil with PERC Waste Stream

Dear Paul,

Veolia ES Technical Solutions, L.L.C. (VES-TS) is pleased to submit this price proposal to your need for the oil tank pump out and the transportation and disposal of the oil with perc waste from this tank. This price proposal is based on the waste profile and information provided.

As the leader in the industry, VES-TS can offer preferred solutions for your environmental service needs. Based on the supplied inventory, we anticipate the following scope of services:

- Provide a two-person crew to include one (1) foreman and one (1) field technician to pump out the oil tank and pour off the small containers into 2 x 275 gal totes. All field personnel are trained and authorized for Hazardous Waste Site Operations per OSHA's 29CFR1910.120.
- The personnel will package and otherwise prepare the inventoried chemical waste for transportation and disposal according to USDOT, USEPA and disposal site protocols.
- The personnel will also prepare all the compliance paperwork required for the transportation and disposal of the waste.
- The personnel will finally load and transport the manufacturing waste off-site, and to disposal facilities for proper treatment.
- Provide return manifest copies back to the generator within 45 days of shipment
- Provide certificates of tracking showing ultimate disposition of waste

Veolia ES Technical Solutions, L.L.C. offers you the assurance that your waste will be properly and safely managed in compliance with the highest environmental standards.

We value the opportunity to service your environmental needs. If you have any questions or concerns, please contact me at (774)–556-4047.

Sincerely,

Kerry LaRoche

Veolia North America

Veolia E S Technical Solutions, L.L.C.
398 Cedar Hill Street, Marlboro, MA 01752
Tel : 800-354-2382 - fax : 508-804-4836
www.VeoliaES.com

Proprietary and Confidential



The following outlines the estimated pricing for information provided:

Price Proposal

	QUANTITY	UNIT	PRICE	EXT
Waste				
Oil with PERC - FB9	2	275 gal totes	\$ 1,270.00	\$ 2,540.00
Tools & Materials				
Pump 1" Chemical Double Diaphragm Transfer Pump	1	Day	\$ 150.00	\$ 150.00
Compressor	1	Day	\$ 130.00	\$ 130.00
PPE - Level D	2	Per Man Per Day	\$ 75.00	\$ 150.00
275 gal poly tote	2	each	\$ 375.00	\$ 750.00
Manpower & Transportation				
Foreman and Field Tech	8	Hr	\$ 150.00	\$ 1,200.00
Foreman and Field Tech - Overtime	2	Hr	\$ 225.00	\$ 450.00
Box Field Truck	1	Day	\$ 290.00	\$ 290.00
Mobilization Fee - Tote Shipment	1	each	\$ 275.00	\$ 275.00
Supervisor Driver - Tote Shipment	1	Hr	\$ 95.00	\$ 95.00
			sub-total	\$ 6,030.00
Currently 19% Energy & Security Surcharge				\$ 1,326.60
State Regulatory Fee (per manifest)	1	each	\$ 37.50	\$ 37.50
			TOTAL	\$ 7,394.10
<i>The above is an estimate only. Veolia will only invoice for actual waste shipped, hours worked and materials utilized. Pricing is based on profile approval. Note: \$1500 same day cancellation fee.</i>				
<i>*ESI Surcharge will fluctuate based on the National Average Price of Diesel Fuel.</i>				



Important Information Regarding This Price Proposal

- If a material received from a generating location deviates from the specifications detailed on the waste profile, VES-TS will research alternative solutions. Those alternative solutions will be offered and may require a price adjustment. If the price adjustment is unacceptable, the material will be returned to the generating location at the customer's expense.
- The foregoing pricing proposal is firm, provided that the materials covered by the proposal conform to the information, descriptions, profiles, samples, scope, etc. furnished by Generator. In the event that the quantity, nature of the material, scope of work, etc. description differ from the description listed in this document, additional charges may apply.
- Pricing is valid for thirty (30) days from the date of this proposal. Written direction to VES-TS to begin the work covered by this price proposal constitutes your agreement with listed VES-TS prices for that work.
- VES-TS will apply an Energy and Security surcharge to all invoice totals. The energy and security surcharge is currently **19%** but may vary depending on the time of service.
- The information contained in this proposal, including, but not limited to pricing, is considered confidential and proprietary and is to be used solely by the customers of VES-TS in response to bid solicitations. Any copying, faxing or otherwise communicating this information to any third party is strictly prohibited.
- Federal, State, and Local taxes, surcharges and fees are not included in this price proposal and will be charged at time of invoicing.
- VES-TS, in accordance with OAC 3745-54-12(B) and 40 CFR 264.12(b), warrants that it is qualified to handle the waste described in this approval confirmation letter, that it has secured all necessary permits for handling the waste described therein, and that it will transport, store, treat and dispose of the described waste in full compliance with all applicable laws and regulations.
- VES-TS payment terms are net thirty (30) days from the date on the invoice. Interest will be applied monthly, for every month past due, at a rate of 1.5% or the maximum allowed by law, whichever is less.

Accepted By (authorized signature): _____

Print Name: _____

Date: _____

PO Number: _____

By signing above, you agree and accept all of the pricing. This proposal must be signed and returned before any scheduled work can commence.