



Town of Chester
Selectboard
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

SELECTBOARD MEETING AGENDA

Date of Meeting: October 5th, 2023 @ 6:00 PM – Meeting Room

Broadcast on Channel 6 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 Solar Working Group RFP??
- 2.2 Stevens Hall Chairs - Karl Knudsen

III. BUSINESS:

- 3.1 Review Property Repurchase Procedure
- 3.2 Acceptance of Gift to Conservation Commission

IV. CONSENT AGENDA:

- 4.1 Abatements
- 4.2 Minutes: September 7, 2023, and September 21, 2023

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, NEW HAMPSHIRE
REQUEST FOR PROPOSALS (RFP)

The Town of Chester (Town) is requesting proposals to lease an area of land owned by the Town for the development of a solar array.

A mandatory site walk will be held by The Town on XXXX, 2023 at XXAM/PM. The site walk will commence at the entrance gate to the Transfer Station at 50 Town Dump Road. The various potential sites listed in this document will be visited. The site walk is scheduled from XXXXXXTIME.

The Town reserves the right to reject any or all proposals, or accept any proposal determined to be in the best interest of the Town. The Town may cancel this Request for Proposals at any time for any reason.

Proposals should be emailed as follows:

Debra Doda, Town Administrator
DDoda@chesternh.org
Solar Array RFP xx-xx-2023

All proposals must be received no later than Wednesday November 15th, 2023, at 4:00pm (time period may be extended at the discretion of the Board of Selectmen) to be considered. It is the sole responsibility of the responder to submit the proposal prior to the deadline date and time. Telephoned, faxed, or mailed submittals will not be accepted.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.

Contact for questions and/or site inspection requests:

Debra Doda, Town Administrator
84 Chester Street
Chester, NH 03036
Telephone: (603)-887-3636
Email: DDoda@ChesterNH.org

Answers to questions received on or before ?, 2023, shall be posted on the Town website's RFP page that can be found at: <https://www.chesternh.org/requests-proposals> . No questions received after ?, 2023, will be answered.

A. General Information

The Town of Chester, New Hampshire is interested in the development of a solar array. The Town is seeking proposals for a long-term lease or other mutually agreeable arrangement for a municipal solar array. There are three town-owned sites that have been identified as being appropriate for solar installation. The sites are as follows:

1. 101 Town Dump Road (Tax Map 013-003)
 - a. Salt Shed Area off Dump Rd
 - i. The parcel is 18.51 acres in size and contains the Town's salt shed and associated buildings and equipment. The undeveloped area is forested and comprises approximately 16+/- acres. The site has not been delineated for wetlands at this time.
2. 50 Town Dump Road (Tax Map 013-005)
 - a. Burn Pile Area at Transfer Station
 - i. The parcel is 37.23 acres in size and contains the Town's transfer station and capped landfill. The "burn pile area" is located northwest of the transfer station and comprises approximately 2+/- acres (please confirm this estimate). This area of the site is partially cleared with some forested areas. The area is mostly upland, but has not been delineated for wetlands.
3. 84 Chester St Tax Map 005-012
 - a. Rear Field at Town Hall
 - i. The parcel is 13.51 acres in size and contains the Town Hall complex with associated outbuildings and parking lots. The undeveloped area of the parcel comprises approximately 8.5+/- acres and is mostly forested with a mowed field at the rear of the Town Hall complex.
4. ***Alternate – 34 Murphy Drive Chester Academy Roof*
 - a. *Gym Roof:*
 - i. *Anticipated to be a roof mounted array. Contingent upon the repair/replacement of existing roof and coordination with the School Board.*

This Request for Proposal is issued by the Town of Chester, NH.

All communications shall be made via email to:

Debra Doda, Town Administrator

DDoda@chesternh.org

Solar Array RFP xx-xx-2023

5. Instructions to Bidders

- a. RFP Schedule:
 - i. RFP Release Date: October 6, 2023
 - ii. Pre-bid Site Walk: _____
 - iii. Deadline for Bidder Questions: November XXXX
 - iv. Response to Bidder Questions: _____
 - v. Proposal Due Date: Wednesday November 15th, 2023, at 4:00pm

- vi. Interviews: _____
- vii. Award Date: December 16, 2023
- viii. The Town may change these dates at its sole discretion.

6. Submittal Requirements and Evaluation Criteria

- a. A description of the Person or Firm interested in the properties
- b. A list of any similar projects completed by the Person or Firm interested in the property and the outcome.
- c. Impact to the land - How will the proposed use impact each property and the adjacent Town operations?
- d. Proposed length of lease and proposed annual lease payment or other proposed arrangement.
- e. Other anticipated revenue(s) to the Town, if applicable.
- f. Anticipated schedule for operating on the site.
- g. Other pertinent information.

7. Selection

- a. The Town will use the above information to evaluate the proposals and determine which proposals are in the best interest of the Town.
- b. Criteria for evaluations shall include but are not limited to:
 - i. Proposal price and value
 - ii. Demonstrated experience installing, financing, and servicing systems of similar size and complexity in the region
 - iii. Response of references
 - iv. Available resources to complete projects in a timely manner

8. Attachments

- a. Aerial Photographs/GIS map of each site
- b. Previous year utility electric bill(s) or documented usage
- c. Third-party electricity supply agreement (if applicable)

Town of Chester

Standard Operating Guideline

Title: Property Repurchase

Issued: 09/13/2023

Page 1

Revised:



PURPOSE: To outline the process when a former owner wants to repurchase their property that the Town of Chester (TOC) has taken by Tax Collector Deed.

NOTE: These are based on RSA's in effect in September, 2023. Any changes to the RSA's will override this procedure.

RESPONSIBILITY: Shared responsibility : **Town Clerk/Tax Collector**, **Selectboard**, **Town Administrator**

REFERENCE: RSA 80:89; RSA 80:90

PROCEDURE:

- 1. Former Owner must submit a certified letter, return receipt requested, stating that the former owner is ready, willing, and able to pay all back taxes, interest, costs, and penalties, if any, to repurchase the property.**
 - a. The letter may be submitted to any one of the 3 Responsibility Parties listed above. Once received, copies should be provided to the other Responsibility Parties.
 - b. The Former Owner has 30 days from the date of their Intent to Purchase letter to make payment to the town for repurchase of the property.

- 2. Repurchase Calculation – Town Clerk/Tax Collector**
 - a. Create a folder for the Repurchase.
 - i. Go to: *P:\Town Clerk\TAX COLLECTOR\Tax Deeded Properties\Deeds*
 - ii. Select the folder for that property
 - iii. Create a new folder, and Name the folder (FormerOwner last name.Repurchase.date of repurchase). e.g. *Smith.Repurchase.07212023*
 - b. The **Town Clerk/Tax Collector** will collect information from the other parties (penalties, costs, etc.) and complete the Repurchase Calculation.
 - i. Go to : *P:\Town Clerk\TAX COLLECTOR\Tax Deeded Properties\Deeds*
 - ii. Select the *Anytime-Repurchase.xlsx* file
 - iii. Open this in Excel
 1. Input the following:
 - a. Name of Former Owner
 - b. Parcel/Address

Town of Chester

Standard Operating Guideline

Title: Property Repurchase

Issued: 09/13/2023

Page 2

Revised:



- c. Levy date deeded – this is the original Tax Levy year
- d. Book/Page – of the deed where the town took ownership
 - i. If not currently in the file, print a hard copy and save in file.
- e. Date of Recording – this is the date on the Tax Collector Deed (when TOC took ownership of the property)
- f. Payoff Date: NOTE: this must be within 15 days of the Former Owner's Intent to Repurchase Letter. If you don't have a payoff date, use the latest date possible.
- g. Assessed Value – Check the tax card, or call the Assessor
- h. Year of Value – Check the tax card, or call the Assessor

Total Amounts Owed at Deeding –

A. **Total Amounts Owed at Deeding** – In Avatar, search by PID – select the years of Liens, and input principal, interest, and penalties (costs) onto spreadsheet for each outstanding lien that was deeded.

B. **Daily interest owed from Deeding through Repurchase** This calculation is built in, so no entry needed. This calculates the daily interest owed from the date of the Deeding to the date of Repurchase for the outstanding liens at Deeding.

C. **Subsequent Taxes Accrued after Deeding** This includes ALL taxes and interest that would have been due had the property not been deeded. In other words, the taxes and interest for all years since the date of deeding. If these numbers are in Avitar, go ahead and use them. However, if not, you will need to calculate using the assessed value times the tax rate for that period.

D. All legal costs incurred by the Town of Chester in connection with the property, including those connected with the Town of Chester's sale or the former owner's repurchase.

E. All incidental and consequential costs as are reasonably incurred or estimated to be incurred by the Town of Chester in connection with its ownership and disposition of the property, including but not limited to insurance, maintenance, repairs or improvements, and marketing expenses.

F. An additional penalty equal in amount to 10 percent (10%) of the assessed value of the property as of the date of the tax deed, adjusted by the equalization ratio for the year of the assessment.

Town Clerk/Tax Collector provides the finalized calculation to the Town Administrator/Selectboard.

Town of Chester

Standard Operating Guideline

Title: Property Repurchase

Issued: 09/13/2023

Page 3

Revised:



3. **Town Administrator/Selectboard** Respond to Former Owner's Intent to Purchase Letter

The **Town Administrator/Selectboard** will create correspondence notifying the Former Owner of the amount owed, and include the Repurchase Calculation.

Any negotiations will be handled by the **Town Administrator/Selectboard**.

Payment should be made to the Town of Chester.

4. Once payment is received, the **Town Administrator/Selectboard** will inform:

- a. Finance of the transaction, and submit the payment to Finance. Note – this is considered sale of a town property, NOT taxes.
- b. Town Counsel to prepare the deed for the Selectboard signature

5. Once the Deed is prepared, the Selectboard and the Former Owner must sign. The **Town Administrator/Selectboard** will send the signed Deed to:

- a. The **Town Clerk/Tax Collector** to register with the Registry of Deeds.
- b. The Assessor to update the software to show the Former Owner replacing the Town of Chester as Owner.
- c. The Finance Officer (along with a copy of the calculation) to take the property off the Town's insurance policy and file the paperwork for audit purposes.

FORMS:

Anytime-Repurchase.xlsx

Approvals:

Charles F. Myette, Selectboard Chairman

Stephen Couture, Selectboard Vice Chairman

Town of Chester

Standard Operating Guideline

Title: Property Repurchase

Issued: 09/13/2023

Page 4

Revised:



Richard S. Trask, Selectboard Member

Stephen O. Landau, Selectboard Member

Dana Theokas, Selectboard Member

Debra H. Doda, Town Administrator

Justine Celentano, Town Clerk/Tax Collector

Anytown						
Repurchase Calculations - Tax Deed property						
Name: Owners of Record		Parcel #:		12-345		
				10 Any Street		
Levy year Deeded:	2012	Book/Page:	5300/1234	Date of Recording:	24-Jun-15	
Payoff Date:	18-Oct-15	Assessed Value:	200,000	Year of Value:	2012	
A. Total Amounts Owed at Deeding-14%						
	Year	Principal	Interest	Costs	Total	
	2012	\$3,636.42	\$2,494.95	\$71.50	\$6,202.87	
	2013	\$4,822.62	\$2,975.90	\$88.50	\$7,887.02	
	2014	\$4,937.55	\$2,068.92	\$63.50	\$7,069.97	
	116	Days - deed to payoff	\$5.22	per day	\$606.00	
	Total Prior:	\$13,396.59	\$7,539.77	\$223.50	\$21,765.86	
B. Subsequent Taxes accrued After deeding-8%						
	Year	Principal	PerDiem	Interest	Total	
	15-Jul	\$6,096.00	\$2.00	\$190.40	\$6,286.40	
	Total Sub:	\$6,096.00	\$2.00	\$190.40	\$6,286.40	

					Total	
	A: Total Prior				\$21,765.86	
	B: Total Subsequent				\$6,286.40	
	C: Equalized Assessed Value		195,000	10% Penalty	\$29,250.00	
	D: Other Charges*				\$40.00	
	Total Payoff:				\$57,342.26	
* Other Charges to include deed preparation, legal and recording fees, etc. at time of sale						
Notes:						
Assessed value and equalization ratio are both for the year of the deeding.						
When calculating the 10% you must multiply the assessed value times the ratio(formula in E3						
then MULTIPLY the 10% o arrive at the penalty(formula in G31).						

Town of Chester
Tax Year 2022 Abatement
In-House Real Estate abatement/credit

To: Selectboard

CC: Justine Celentano, T/C

From: Jean Packard, Asst Assessor

Date: 9/13/2023 (for 9/21/23 selectboard meeting)

Property Owner 2023: Champagne Enterprises, LLC

Previous property Owner 2022: Kevin, David & Theodore Scott

Property: Map 1 Lot 84-1 (now absorbed into 1-84-2 and 1-84-101 during re-subdivision in 2022)

Amount: \$ 28.54

This abatement is to clear a lein amount from 2022. This parcel should not have accrued tax amounts for 2022 as it should have been deleted in the tax system upon the re-subdivision of the area. I had previously submitted an abatement for the first half billing of 2023 for \$3 (see attached).

This abatement is for the previous year warrant – 2022, which is now in a lein status.

It is recommended the abatement be approved and a credit of \$28.54 be issued against the 2022 lein to clear the principal and interest as of 9/25/2023.

Approve

Deny

TOWN OF CHESTER
Total Due for CHAMPAGNE ENTERPRISES LLC

Interest as of 9/25/2023
Includes Only Unpaid Invoices

*Projected interest to day she CAN
data enter.*

Current Owner	Warrant	PID	Location	Per Diem	Principal	Int/Pen	Amount Due
CHAMPAGNE ENTERPRISES LLC	2022P02027807	000001 000084 000001	68 EAST DERRY RD	\$ 0.0009	\$ 4.00	\$0.25	\$4.25
CHAMPAGNE ENTERPRISES LLC	2022P01027904	000001 000084 000001	68 EAST DERRY RD	\$ 0.0007	\$ 3.00	\$21.29	\$24.29
Totals :				\$ 0.0016	\$ 7.00	\$21.54	\$28.54

Town of Chester
Tax Year 2023 Abatement
Real Estate abatement/credit

To: Selectboard

CC: Justine Celentano, T/C

From: Jean Packard, Asst Assessor

Date: 6/1/2023

Taxpayer: Champagne Enterprises, LLC
Property: 68 East Derry Rd
Map 1 Lot 84-1

Amount: \$ 3.

This lot was renamed to Map 1 Lot 84-2 upon the re-subdivision of the Scott's land on 102 and East Derry Rd. It was inadvertently repopulated in my absence and should be deleted from the system as it is a duplicate. For more information, please see the e-mail chain, a copy of the warrant and property cards attached. Upon approval, the account will be zeroed out and deleted.

It is recommended the abatement be approved and a credit of \$3 be issued on parcel 1-84-1.

Approve

Deny

Charles Myette

Steven M. Couture

Stephen Landan

Richard S. Trask

Dana Theokas

copy

Map: 000001

Lot: 000084

Sub: 000001

Card: 1 of 1

68 EAST DERRY RD

CHESTER

Printed: 09/13/2023

OWNER INFORMATION			SALES HISTORY				PICTURE																													
CHAMPAGNE ENTERPRISES LLC 7 EAST DERRY RD CHESTER, NH 03036			Date 03/22/2022	Book 6394	Page 408	Type Q V	Price Grantor 150,000 SCOTT, KEVIN, DAVID &																													
LISTING HISTORY			NOTES																																	
04/04/23	MM	CORRECT OWNERSHIP	4/1/20 RESTORATION OF MERGED LOTS, PARENT PARCEL M1 LOT 84 9/2023 LOT DISCONTINUED, RE-SUBDIVIDED VIA PLANNING AND ABSORBED BY 1-84-101 ETC 9/2023 LOT DELETED - SEE 2023 ABATEMENT FOR FIRST HALF. LOT SHOULD HAVE BEEN DELETED UP THE SCOTT'S RE-SUBDIVISION OF THE AREA. ACREAGE IS ABSORBED INTO LOTS 1-84-2 AND LOT 1-84-101																																	
04/01/20	JP	RESTORE LOT FROM M1 L84																																		
EXTRA FEATURES VALUATION			MUNICIPAL SOFTWARE BY AVITAR																																	
Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes	Town of Chester, NH Assessing Department www.chesternh.org/assessing																												
								PARCEL TOTAL TAXABLE VALUE																												
								<table border="1"> <thead> <tr> <th>Year</th> <th>Building</th> <th>Features</th> <th>Land</th> </tr> </thead> <tbody> <tr> <td>2021</td> <td>\$ 0</td> <td>\$ 0</td> <td>\$ 326</td> </tr> <tr> <td colspan="3"></td> <td>Parcel Total: \$ 326</td> </tr> <tr> <td>2022</td> <td>\$ 0</td> <td>\$ 0</td> <td>\$ 326</td> </tr> <tr> <td colspan="3"></td> <td>Parcel Total: \$ 326</td> </tr> <tr> <td>2023</td> <td>\$ 0</td> <td>\$ 0</td> <td>\$ 0</td> </tr> <tr> <td colspan="3"></td> <td>Parcel Total: \$ 0</td> </tr> </tbody> </table>	Year	Building	Features	Land	2021	\$ 0	\$ 0	\$ 326				Parcel Total: \$ 326	2022	\$ 0	\$ 0	\$ 326				Parcel Total: \$ 326	2023	\$ 0	\$ 0	\$ 0				Parcel Total: \$ 0
Year	Building	Features	Land																																	
2021	\$ 0	\$ 0	\$ 326																																	
			Parcel Total: \$ 326																																	
2022	\$ 0	\$ 0	\$ 326																																	
			Parcel Total: \$ 326																																	
2023	\$ 0	\$ 0	\$ 0																																	
			Parcel Total: \$ 0																																	
LAND VALUATION			LAST REVALUATION 2019																																	
Zone: RD RES DISTRICT Minimum Acreage: 2.00 Minimum Frontage: 290						Site: Driveway: UNDEVELOPED Road: PAVED																														
Land Type UNMNGD HARDWD Neighborhood: H						Cond Ad Valorem SPI R Tax Value Notes																														
<div style="text-align: center;">0 ac</div>																																				

Town of Chester
Previous Tax Years Abatement
2017, 2018, 2019, 2021, 2022
In-House Real Estate abatement/credit

To: Selectboard

CC: Justine Celentano, T/C

From: Jean Packard, Asst Assessor

Date: 9/13/2023 (for 9/21/23 selectboard meeting)

Property Owner 2023: Town of Chester

Previous property Owner 2022 & prior years: Candace Schofield

Property: Map 13 Lot 15

Amount: \$ 1,744.18

This abatement is to clear a lien amounts from tax years 2017, 2018, 2019, 2020, 2021 and 2022. This parcel was gifted to the town many years ago, but due to probate issues, it was never officially deeded to the Town of Chester until June of 2022. Tax amounts had accrued over the years as the legality of the gift was worked out through the courts and our town's legal counsel.

Now that the Town officially owns the parcel, the previous years lien's should be abated.

It is recommended the abatement be approved and a credit of 1,744.18 be issued against the amounts on attached lien list to clear the principal and interest as of 9/25/2023.

Approve

Deny

TOWN OF CHESTER
Total Due for PID 000013 000015 000000

Interest as of 9/25/2023

Includes Only Unpaid Invoices

Projected interest for when Justine can data enter - JP.

Current Owner	Warrant	PID	Location	Per Diem	Principal	Int/Pen	Amount Due
CHESTER, TOWN OF	2022P01027706	000013 000015 000000	HANSON RD	\$ 0.0206	\$ 94.00	\$9.21	\$103.21
CHESTER, TOWN OF	2021L01000020	000013 000015 000000	HANSON RD	\$ 0.1160	\$ 235.27	\$80.10	\$315.37
CHESTER, TOWN OF	2020P02027504	000013 000015 000000	HANSON RD	\$ 0.0199	\$ 91.00	\$20.10	\$111.10
CHESTER, TOWN OF	2020P01027403	000013 000015 000000	HANSON RD	\$ 0.0206	\$ 94.00	\$43.83	\$137.83
CHESTER, TOWN OF	2019L02000023	000013 000015 000000	HANSON RD	\$ 0.1180	\$ 239.19	\$199.66	\$438.85
CHESTER, TOWN OF	2018L01000037	000013 000015 000000	HANSON RD	\$ 0.0961	\$ 194.95	\$184.53	\$379.48
CHESTER, TOWN OF	2017L01000028	000013 000015 000000	HANSON RD	\$ 0.0518	\$ 104.94	\$153.40	\$258.34
Totals :				\$ 0.4430	\$ 1,053.35	\$690.83	\$1,744.18

from Justine

OWNER INFORMATION			SALES HISTORY						PICTURE								
CHESTER, TOWN OF 84 CHESTER ST CHESTER, NH 03036			Date	Book	Page	Type	Price Grantor										
			06/28/2022	6419	493	U V 35	1 SCHOFIELD, CANDACE										
			12/17/2008	4967	2275	U V 27	170,000 FEDERAL HOME MORTGAGE										
			05/01/2008	4912	2783	U V 51	194,900 TIGHE, JOSEPH C										
			10/12/2005	4563	0792	U V 27	225,000 TENNIS, MICHAEL L										
			03/25/1996	3145	1834	U I 99	100,000										
LISTING HISTORY			NOTES														
03/06/19	SG	REVIEW	LAND HANSON & SHEPARD HOM INCL W/13-16 LOT 1 = PLAN #2400 18,000+- SF														
11/02/18	DS	1/4 REVIEW															
07/08/11	JG14	VISION FIELD REVIEW															
01/21/09	SM47	CHANGE LEGAL OWNE															
06/22/06	DI14	VISION FIELD REVIEW															
10/01/98	DD																
EXTRA FEATURES VALUATION														MUNICIPAL SOFTWARE BY AVITAR			
Feature Type		Units	Lngh x Width	Size Adj	Rate	Cond	Market Value		Notes		Town of Chester, NH Assessing Department www.chesternh.org/assessing						
PARCEL TOTAL TAXABLE VALUE																	
Year	Building		Features		Land												
2021	\$ 0		\$ 0		\$ 9,000												
					Parcel Total: \$ 9,000												
2022	\$ 0		\$ 0		\$ 9,000												
					Parcel Total: \$ 9,000												
2023	\$ 0		\$ 0		\$ 9,000												
					Parcel Total: \$ 9,000												
LAND VALUATION														LAST REVALUATION: 2019			
Zone: RD RES DISTRICT		Minimum Acreage: 2.00		Minimum Frontage: 290		Site: AVERAGE								Driveway:		Road: PAVED	
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes			
EXEMPT-MUNIC	0.410 ac	94,400	G	95	100	100	100	100 -- BELOW STR	10	9,000	0	N	9,000	RVRBNK NONBUILD.SA			
		0.410 ac								9,000	9,000						

**Town of Chester
Selectboard’s Meeting
Thursday, September 7, 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)
Roadwork Updates
Town Owned property
Monitoring wells on Town Owned Property
Conservation Easements
Finalize Budgeting & Financial Planning Process for FY24-25
Finalize Engineering RFP
Post Office Lease
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
Dick Trask
Stephen Landau (via Zoom)

Selectboard Absent:

Dana Theokas

Town Administrator Debra Doda

Members of the Public Present at various times:

Ted Broadwater
Victor Chouinard

Mike Howley
Nancy Myette

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

There were neither additions nor deletions.

1.5 Public Comment

Chairman Myette opened the meeting to public comment at 6:01pm.

As no Members of the Public wished to be heard, Public Comment was closed at 6:02pm.

II. Appointments

2.1 Roadwork Updates

Supervisor of Roads Piper appeared before the Selectboard to discuss the Highway Department’s recent activities.

Lane Road has been paved and is open for business as of mid-August; after a consultation with Engineer Scott Bourcier, it was determined that guardrails should be installed on the downstream side of the road. These will cost approximately \$9k and will be installed when guardrails are installed on the Fremont Road Bridge.

SoR Piper also updated the Selectboard on the status of the Fremont Road Bridge work, which is projected to be more costly than originally anticipated due to the hidden damage revealed when the bridge was opened up.

2.2 Town Owned Property

Ted Broadwater appeared before the Selectboard in order to discuss a nine-acre parcel of land (Map & Lot 7-59) on Chester Street which is contiguous to his own 98-acre parcel (Map & Lot 4-28).

Mr. Broadwater is of the opinion that the nine acres in question has always belonged to his family (the “William P Underhill Farm”) and that it was improperly created as a separate lot and sold to another family in 1964 by a person who did not have clear title. These new owners eventually defaulted on their property taxes and the Town took ownership.

Mr. Broadwater would like to regain legal ownership of this nine-acre parcel in order to restore his property to its original size and to clean up the nine-acre parcel upon which sits a dilapidated building and is experiencing illegal dumping. He has suggested that he is willing to pay the back taxes owed and possibly the legal fees involved in transferring ownership.

The Selectboard asked that Mr. Broadwater attempt to get information from former owners, the Rands and the Sullivans, and solicit an attorney’s opinion as to the legitimacy of his claim so that they may consider the issue with full information. The subject will be discussed again at a future meeting.

2.3 Monitoring Wells on Town Owned Property

Chairman Myette stated this is a request from Department of Environmental Services (DES) to place monitoring wells on town owned property.

Mr. Howley, Senior Geoscience Program Specialist with New Hampshire Geological Survey, presented the proposal to install a bedrock well adjacent to the power line corridor at the end of Bridle Path on town owned property to monitor water. The monthly water monitoring is used to determine the status of the water. Multiple agencies use the information for monitoring droughts.

Mr. Howley is requesting the Board to sign an access agreement to allow them to install a monitoring well and access the well monthly. Chairman Myette would encourage the Board to sign this agreement.

Vice Chairman Couture inquired if the property had an easement on it. The parcel is .79 acres and does not have an easement. Chairman Myette asked that with the FAA Tower so close that they be made aware of the monitoring well and monthly visits to the site.

Selectman Landau mentioned there is a private contractor who plows the road for access to the FAA Tower every winter. Mr. Howley will send over the access agreement for signatures.

2.4 Conservation Easements

Mr. Chouinard will be presenting two conservation easements and they have both been reviewed by Town Counsel. The first easement is to add parcels to the North Woods. The Conservation Commission is working on getting bids to have the properties surveyed.

The Jenkin Farms easement is part of an open space subdivision that had been conservation land.

Vice Chairman Couture motioned to approve the Amended Declaration of Conservation Easement off Ledge Road and the Jenkins Farm Declaration of Conservation Easement as presented. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask – aye, Theokas –absent, Couture –aye, Landau – aye. With four in favor, the motion passed with Theokas absent.

III. New Business

3.1 Finalize Budgeting & Financial Planning Process for FY24-25

Town Administrator Doda mentioned the only change to the document was putting in the 3% that had been approved at a prior meeting.

Vice Chairman Couture motioned to approve the Budget and Financial Planning Process for FY24-25. as presented. Selectman Trask seconded the motion.

Selectman Trask stated he does not like the concept or idea of this document. Chairman Myette explained if the increases exceed the 3% then justification is required by the department head. Vice Chairman Couture mentioned the Budget Committee has not approved the document yet. Town Administrator Doda will revise the document.

A roll call vote was taken Myette – aye, Trask– abstained, Theokas –absent, Couture –aye, Landau – aye. With three in favor, the motion passed with Theokas absent and Trask abstaining.

3.2 Finalize Engineering RFP

Vice Chairman Couture thanked Town Administrator Doda for putting together the RFP.

Vice Chairman Couture motioned to approve the Engineering RFP as presented. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – nay. With three in favor, the motion passed with Theokas absent.

The Board decided to change the date to November 1st.

Vice Chairman Couture motioned to amend the motion to approve the Engineering RFP with the date for submissions changed to November 1, 2023. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – aye. With four in favor, the motion passed with Theokas absent.

3.3 Post Office Lease

Chairman Myette mentioned this lease for the Post Office expires in September of 2024. The new contract is for five years with an increase of 7%. Town Administrator Doda mentioned this is identical to past leases with the exception of a 4% broker fee to be paid by the Town. Selectman Trask does not feel the Town should be paying a fee.

Selectman Landau pointed out the worst scenario if the Town does not agree with the lease is the Post Office closes and everything will go to Derry. They could also look for other property and build a new Post Office.

Town Administrator Doda stated the last contract was approved via a warrant article in 2014. The Broker will be advised that nothing can be signed until the next Town Meeting in May of 2024. The Board feels the Post Office should be paying the broker fees.

IV Consent Agenda

4.1 MS-1

Selectman Trask motioned to accept the MS-1. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – aye. With four in favor, the motion passed with Theokas absent.

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

Monday September 11, 2023 Budget Committee Meeting at 7:00pm
Wason Pond Commission Meeting at 7:00pm

Tuesday September 12, 2023 Conservation Commission Meeting at 7:00pm

Wednesday September 13, 2023 Planning Board Meeting at 7:00pm
School Board Workshop at 6:00pm

Monday September 18, 2023 Spring Hill Farm Meeting at 7:00pm

Tuesday September 19, 2023 Solar Working Group Meeting at 7:00pm
ZBA Meeting at 7:00pm

Thursday September 21, 2023 Selectboard Meeting at 6:00pm

Scarecrows for sale – Saturday, September 9, 2023 – 9:00am at Stevens Hall. Price is \$30.00

Chester Town Fair - Saturday, September 9, 2023 - fun begins at noon!

5.2 Roundtable

Selectman Trask is continuing to work on getting funding from the state for Halls Village Road. The grant for the Police Department body worn cameras has been approved.

Vice Chairman Couture
Nothing to report.

Selectman Landau
Nothing to report.

Chairman Myette mentioned the Legion is hosting a fall fest at Busche Academy on September 30th. The Garabedian Pit will be starting to blast in the next few weeks. Neighbors have been notified.

5.3 Town Administrator’s Report

The Wason Pond Bridge grant was discussed.

5.4 Action Items
None

5.5 Non-Public Session(s)

Chairman Myette announced non-public sessions on reputation and property.

Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (c) reputation and (d) property. Selectman Trask seconded the motion. A roll call vote was taken

Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – aye. With four in favor, the motion passed with Theokas absent.

The meeting was closed to the public at 7:27 PM. Conservation Commission Chairman Chouinard remained in the meeting room.

Conservation Commission Chairman Chouinard departed the meeting room at 8:14 PM.

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

The meeting was reopened to the public at 8:30 PM.

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

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

VI. Adjournment

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

The meeting was adjourned at 8:37 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary

**Town of Chester
Selectboard’s Meeting
Thursday, September 21, 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)
Grants: Chief Berube
Great Hill Cemetery Roadwork and Signs
Review of Non-Public Minutes Unsealing Procedure
Review Property Repurchase Procedure
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 6:14pm.

1.2 Roll Call

Selectboard Present:

Chuck Myette
Steve Couture
Dick Trask

Selectboard Absent:

Dana Theokas
Stephen Landau

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief
John Colman, GHC Trustee (via Phone)
Mark Keddy, GHC Trustee
Nancy Myette
Darrell Quinn, GHC Trustee

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 Great Hill Cemetery Roadwork and Signs to the agenda.

1.5 Public Comment

Chairman Myette opened the meeting to public comment at 6:15pm.

As no Members of the Public wished to be heard, Public Comment was closed at 6:15pm.

II. Appointments

2.1 Grants: Chief Berube

Chief Berube presented the Highway Safety grant in the amount of \$10,238.13 and the Body Worn Cameras grant in the amount of \$50K. Chief Berube mentioned the benefits of the new body worn cameras and equipment.

The Board discussed the funding of the body worn cameras prior to the release of funds from the grant.

Selectman Trask motioned to acknowledge and vote to accept the Department of Safety Body Worn Camera Grant in the amount of \$50,000.00. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with Theokas and Landau absent.

Vice Chairman Couture motioned to acknowledge and vote to accept The Department of Safety FY24 Highway Safety Patrol Enforcement and Speed Equipment Grant in the amount of \$10,238.13. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with Theokas and Landau absent.

Chief Berube mentioned the Critical Incident Stress Management MOU was discussed at a prior meeting. The MOU is now ready to sign. Chief Berube has already begun preparing the budget for FY 24-25 and will add the funding needed into the budget. Chief Berube explained where the funding could be taken from in this fiscal budget.

Chairman Myette stated the Board felt this was a great opportunity.

Selectman Trask motioned to allow Chief Berube to sign the Critical Incident Stress Management Team MOU. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with Theokas and Landau absent.

101
102 *2.2 Great Hill Cemetery Roadwork and Signs.*
103

104 Mr. Quinn explained the Great Hill Cemetery Trustees are asking for consideration to expend funds
105 from the Great Hill Cemetery Maintenance and Future Expansion Fund for new signs and roadwork
106 in the cemetery.

107
108 Mr. Quinn explained the Trustees are trying to improve the roadways in the cemetery a little at a
109 time. The proposal is for \$4,594.00 from the same vendor as the prior year’s roadwork.

110
111 Mr. Quinn presented the second invoice for new signage at the Cemetery. The signs being replaced
112 are from 2009. The same vendor will be used, and they have the information from 2009 so they are
113 able to make identical signs.

114
115 ***Vice Chairman Couture motioned to approve the expenditure of up to \$10K for roadwork and***
116 ***signs at Great Hill Cemetery. Selectman Trask seconded the motion. A roll call vote was taken***
117 ***Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor,***
118 ***the motion passed with Theokas and Landau absent.***

119
120 Although not all five Trustees could be in attendance, Mr. Colman, Mr. Keddy, and Mr. Quinn approved
121 this expenditure.

122
123 **III. New Business**
124

125 *3.1 Review of Non-Public Minutes Unsealing Procedure*
126

127 Vice Chairman Couture thanked Town Administrator Doda for putting the procedures together
128 quickly.

129
130 ***Vice Chairman Couture motioned to adopt the Non-Public Minutes Unsealing Procedure.***
131 ***Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye,***
132 ***Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with***
133 ***Theokas and Landau absent.***

134
135 *3.2 Review Property Repurchase Procedure*
136

137 Town Administrator Doda mentioned this is for the repurchase of property by the original owner.

138
139 Vice Chairman Couture inquired if the document should be sent to Town Counsel for review. Town
140 Administrator Doda asked for any changes from the Board prior to being sent for review. This will be
141 placed on the agenda in October for approval.

142
143 **IV Consent Agenda**
144

145 *4.1 Minutes August 17, 2023*
146

147 *4.2 Intent to Cut*
148

149 ***Vice Chairman Couture motioned to approve the consent agenda with the revisions to the***
150 ***minutes as requested via email by Selectwoman Theokas. Selectman Trask seconded the motion.***

A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with Theokas and Landau absent.

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

Friday September 22, 2023	Conservation Commission Meeting at 6:00pm
Wednesday September 27, 2023	Planning Board Meeting at 7:00pm
Monday October 2, 2023	Recreation Commission Meeting At 6:00pm Wason Pond Commission Meeting at 7:00pm
Tuesday October 3, 2023	Solar Working Group Meeting at 7:00pm
Wednesday October 4, 2023	Planning Board Meeting at 7:00pm School Board Meeting at 6:00pm
Thursday October 5, 2023	Selectboard Meeting at 6:00pm
Saturday September 23, 2023	Spring Hill Farm Fall Fest 10am to 4pm.
Tuesday September 26, 2023	Register to vote or change your party affiliation before Primary Elections. Room #6 from 7pm to 8p

5.2 Roundtable

Selectman Trask
Nothing to report.

Vice Chairman Couture
Nothing to report.

Chairman Myette mentioned the Spring Hill Farm Fall Fest is on Saturday September 23rd and there will be a lot of vendors attending this year.

5.3 Town Administrator’s Report

Town Administrator Doda was asked by Primex to send photos of the Post Office foundation and submit a claim.

5.4 Action Items

None

5.5 Non-Public Session(s)

Chairman Myette announced one non-public session.

Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (c) reputation. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask – aye, Theokas –absent, Couture –aye, Landau – absent. With three in favor, the motion passed with Theokas and Landau absent.

The meeting was closed to the public at 6:48 PM.

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

The meeting was reopened to the public at 6:57 PM.

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

VI. Adjournment

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

The meeting was adjourned at 7:01 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary

Town Administrator's Report
September 2nd – October 2nd, 2023

1. 102/121 Intersection: Just a reminder to put Wednesday, November 8th in your calendar to attend the Planning Board meeting with NHDOT about this intersection.
2. Fire Department: The donation of Granite State Communications trust fund monies is almost complete – you as the Selectboard will need to officially accept the donation once it's ready to be transferred to the Town and then to the control of the Trustees of the Trust Funds.
3. Grants: No updates on the Wason Pond Bridge grant.
4. Highway: The Fremont Road Bridge will be closed tomorrow (Wednesday) for 4-5 hours to install the expansion joints on either side of the deck. I've posted on the Town's website and alerted the schools/CART/neighboring Towns. James has alerted the PD and FD.

We have received the final bill for the Lane Road work (guardrails) and are completing the paperwork to submit to DRA to use the UFB.

5. Scarecrows: The Historical Society is paying for a porta-potty to be set up by the shed at Stevens Hall for the month of October to accommodate the Scarecrow Visitors. It is being delivered tomorrow (October 4th).
6. Solar Working Group: They appear to be ready with their RFP that meets the Town's specs and will be presenting it to you this week.
7. Town Hall: Maintenance continues to work on the drainage problem along the west side of the building.
8. Transfer Station: The request for snowplow bids has been posted on the Town's and the NHMA websites with a closing date of October 16th.
9. Wason Pond: Maintenance is arranging to have the debris cleared off of the top of the Wason Pond dam.
10. Welfare: No new requests for assistance right now.