



Town of Chester  
Selectboard  
84 Chester Street  
Chester, NH 03036  
Phone: (603) 887-3636 x114  
E-mail: [ChesterBOS@ChesterNH.org](mailto: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: February 15<sup>th</sup>, 2024 @ 6:00 PM – Meeting Room*  
*Broadcast on Channel 6 and streamed on [Government \(cablecast.tv\)](#) – 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

#### **III. BUSINESS:**

- 3.1 Budget Review
  - 3.1.1 Ambulance, Fire, Forest Fire, Fire Department Grants, Ambulance Billing: Phil Gladu
  - 3.1.2 Government Buildings: Paul Cavanaugh
  - 3.1.3 Highway: James Piper
  - 3.1.4 Police/ Animal Control: Aaron Berube
  - 3.1.5 ZBA: Nancy Hoijer/ Billie Maloney
  - 3.1.6 Transfer Station, Landfill: Stacy Manfrates
- 3.2 Warrant Review
- 3.3 Hiring Policy Review

#### **IV. CONSENT AGENDA:**

#### **V. SELECTBOARD’S ITEMS:**

- 5.1 Chairman’s Announcements
- 5.2 Roundtable
- 5.3 TA Report

**PLEASE NOTE:** *To be added to the next agenda, please contact the Selectboard’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.*



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- 5.4 Action Items
- 5.5 Potential Non-Public Sessions

**VI. ADIJOURNMENT:**

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## Town of Chester Hiring Policy

### **Purpose**

The Chester Selectboard finds that the provision of quality municipal services is dependent on the hiring of qualified personnel to provide those municipal services. The Selectboard further finds that individual Department Heads of the Town of Chester are uniquely positioned to understand the needs of their respective departments and the necessary qualifications for the various employees under their supervision.

Therefore, the Chester Selectboard, as the hiring authority of the Town and as the body responsible for the comprehensive personnel management in the Town of Chester, adopts this Hiring Policy to assist the Selectboard in the selection of qualified employees. The purpose of this policy is to solicit and hire the best possible applicants for the various positions in the Town of Chester.

### **Procedures**

The procedures for filling vacancies are:

#### I. Determining Need for Recruitment

The Department Head shall notify the Selectboard of a vacancy as soon as possible.

No recruitment activities shall commence until the Selectboard has completed the following:

- a. Determined whether recruitment is necessary to fill the vacant position.
- b. Reviewed the job duties / description.
- c. Established a target hiring date.
- d. By majority vote, authorized the Department Head and Town Administrator to recruit for the position.

#### II. Advertisement

Once authorized to do so the Department Head and the Town Administrator shall advertise the vacancy as directed by the Selectboard.

Advertisements shall run a minimum of two days and, when a closing date is specified, shall give prospective candidates a minimum of seven days to respond.



## Town of Chester Hiring Policy

### III. Recruitment Process

1. Recruitments may be advertised with a specified closing date or open until filled, at the discretion of the Selectboard.
2. All application materials are to be received by email to the Town Administrator, by mail to the Town Administrator, Chester Town Offices, 84 Chester Street, Chester, NH 03036, or delivered personally to the Town Administrator by the closing date (if applicable). The Town Administrator shall record the arrival date of all application materials and shall not accept any submissions postmarked or received after the closing date (if applicable).
3. The Town Administrator shall provide the Department Head with copies of all applications received in a timely manner. The Town Administrator and the Department Head shall review the application materials to determine which applications are complete. Applicants filing incomplete applications will be given the opportunity to correct their applications. All complete applications shall be provided to the Head of the Department in which the vacancy exists and the Selectboard Liaison to the Department.
4. The Department Head and the Selectboard Liaison shall review the applications of qualified applicants and select candidates for interview. Interviews shall be conducted by the Department Head and the Selectboard Liaison, who shall have the discretion to include additional personnel in the interview panel.
5. After completing the interviews, the Department Head and the Department's Selectboard Liaison shall recommend a candidate to the Selectboard.
6. The Selectboard Liaison or its designee may participate in the recruitment and interview process at their discretion.

### IV. Selection

The Selectboard has sole authority to hire an employee. When presented with a recommended finalist the Selectboard shall either accept or reject the recommendation.



## Town of Chester Hiring Policy

If the Selectboard accepts the recommendation it shall stipulate a salary or hourly wage based on the Wage Matrix and authorize the Department Head to present a written conditional offer of employment to the candidate. The conditional offer of employment shall include but may not be limited to: the starting rate of pay, the proposed first day of employment, the name of the position offered, reference to the policies governing terms and conditions of employment, probationary period, pre-employment testing requirements, and authorization to conduct employment background check.

If the Selectboard rejects a recommended candidate the Department Head and his or her Selectboard Liaison shall recommend another candidate to the Selectboard if another suitable candidate is available.

Once all pre-employment testing has been complete the Department Head shall notify the Selectboard which may either authorize a final offer of employment or withdraw the conditional offer. The Selectboard shall not authorize the final offer of employment of any individual until the conditional offer of employment and all pre-employment testing and other requirements have been completed.

Once the Selectboard has approved the final offer of employment, the Department Head shall notify all other candidates who were interviewed that they were not selected.

### V. Initial Start Date and Orientation

Employees may, at the discretion of the Selectboard, start work upon acceptance of a conditional offer of employment with the mutual understanding that if the conditions specified in the conditional offer of employment are not satisfied within the timeframe specified then the conditional offer of employment is immediately withdrawn, and the employee is no longer employed by the Town of Chester.

On their first day of employment, employees shall complete all new-hire paperwork and the employee's supervisor shall conduct a new employee orientation. Orientation shall include, but is not limited to, review of Chester's Employee Handbook, review of safety policy, review of Harassment Policy and any applicable training. Department Heads may, at their discretion, cover additional topics in the employee orientation.

All new hire paperwork shall be forwarded to the Finance Department within 24 hours of the new employee's first day of employment.



## Town of Chester Hiring Policy

### VI. Probationary Period

It is Town policy that all new employees will have a period of adjustment and assessment of the extent to which the employee's work meets the required standards of the department.

The probationary period for all employees shall be six months in length. The Selectboard is authorized to extend the probationary period, upon the recommendation of the Department Head, for no more than an additional six months.

During the probationary period an employee may be dismissed by the Selectboard based upon the recommendation of the Department Head if:

- The employee is unable or unwilling to perform the duties of the position satisfactorily,
- The employee's habits and dependability do not merit continuance of service, or
- The employee disregards or violates the rules of conduct or procedure of the Town or department.

Employees holding probationary appointments shall be compensated at the rate approved for the position to which they have been appointed and shall be eligible for and receive the benefits of the position, subject to the provisions and limitations of the Employee Handbook.

At all times, including after successful completion of the probationary period, employment with the Town is 'at-will' and the employment relationship may be terminated at any time either by the employee or the Town, subject to the provisions of relevant Federal and State Rules and Regulations and any written agreements existing between the Town and the employee.

### VII. General Provisions

All application materials shall be treated as confidential documents.

All Candidates, Town employees and Selectboard shall immediately disclose any previous or current professional, social, familial or other relationship with an applicant. Failure to do so is a violation of policy subject to discipline.



## Town of Chester Hiring Policy

No town official or employee shall conduct recruitment activities in violation of this policy. This includes, but is not limited to, negotiating salary or any other terms of employment with an applicant without approval of the Selectboard and refusal to consider all applicants objectively and in good faith. Persons violating this policy shall be subject to disciplinary action.

### VIII. Exceptions

Recruitments for Department Head positions may be exempt from this policy. Recruitments for positions governed by NH RSA may be exempt from this policy.

Recruitments for temporary seasonal positions may be exempt from this policy.

Recruitments for Police Department positions may be exempt from this policy.

Recruitments deemed to be an emergency in nature by the Selectboard may be exempt from this policy.

If fewer than five applications are received in response to an advertisement, the Selectboard may, at its discretion, suspend the recruitment process and re-advertise the position.

The Selectboard reserves the right to differ from and adjust the procedures set forth in this policy when such action is deemed to be in the best interest of the town.



## Town of Chester Hiring Policy

Adopted by vote of the Selectboard on this date, the \_\_\_\_\_ day of February 2024.

\_\_\_\_\_  
Charles F. Myette  
Chairman, Selectboard

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Steven M. Couture  
Vice Chairman, Selectboard

\_\_\_\_\_  
Stephen O. Landau  
Selectman

\_\_\_\_\_  
Richard S. Trask  
Selectman

\_\_\_\_\_  
Dana Theokas  
Selectwoman

## **Town Administrator's Report January 27<sup>th</sup> – February 11<sup>th</sup>, 2024**

Week of January 27<sup>th</sup> – February 4<sup>th</sup>, 2024: On Vacation

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Week of February 5<sup>th</sup> – February 11<sup>th</sup>, 2024:

1. Budgets: Joanne has made the changes requested after last week's meeting and the budget increase has been reduced from 7.66% (\$439,150) to 7.24% (\$415,196). We continue to tweak. This week you'll be looking at the four largest budgets - Fire, Police, Maintenance, and Highway - as well as Transfer Station and Zoning budgets.
2. Building: The new Permit Clerk/Admin has begun, and we have notified all of the other applicants that the position was filled. I'm retaining resumes in case of another suitable opening in the future.
3. Electricity: Affinity LEDs (the company that is auditing Town-owned buildings for electricity savings) continues its work; I believe they have everything they need right now. I will keep you updated.
4. Engineering RFPs: I have asked Diane about drawing up contracts.
5. Facilities: Corinna's office ceiling is being worked on this week. RR&R was also called to look at the Town Clerk's office ceiling and had to remove quite a few wet tiles. Having the roof redone next Fiscal Year is really a top priority.
6. Highway: James continues to meet with applicants for the vacant Heavy Equipment Operator position. He and Jack are managing so far with assistance, when needed, from Wayne.
7. Insurance: We solicited and received a new appraisal for the piano at Stevens Hall, as requested by Primex to continue insuring it.
8. Joint Loss: The JLMC (whose purpose is to promote workplace safety) is scheduling monthly trainings on a number of subjects. This month's is on Slip/Trip/Fall Prevention. These are voluntary, of course, although encouraged, and at no cost to the Town.
9. PACT: The PACT Committee meeting to review the new proposed Comcast contract is set for tonight (February 12<sup>th</sup>) via Zoom.
10. Right to Know: No RTKs this past couple of weeks.
11. Town Fair: The Town Fair Committee, such as it is, is meeting tonight (February 12<sup>th</sup>) before the Recreation Commission meeting.
12. Transfer Station: The skid steer has been returned; there appears to be some issues with the door that were not there when it left. I have contacted Chadwick Baross.

- 13.** Warrant: We have received two (2) very similar petitioned warrant articles, and both have had their signatures verified and have been inserted into the Warrant. The deadline for additional petitions is April 9<sup>th</sup>.
- 14.** Weather: I'm keeping an eye on the weather predicted for tomorrow (February 13<sup>th</sup>).