



Town of Chester
Selectboard
84 Chester Street
Chester, NH 03036
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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: December 7th, 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 Painting Pickleball Lines on MPR floor - Corinna

III. BUSINESS:

- 3.1 Cole Road

IV. CONSENT AGENDA:

- 4.1 Minutes 11-16-23

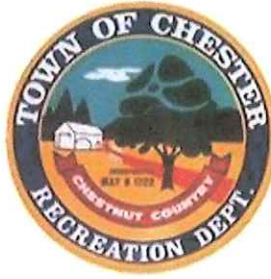
V. SELECTBOARD'S ITEMS:

- 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 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.*

TOWN OF CHESTER
84 Chester Street
Chester, NH 03036



RECREATION DEPARTMENT
(603) 887-3636 Ext. 100
director@chesternhrec.org

November 15, 2023

Dear Members of the Selectboard:

I would like to be added to the Selectboard meeting to be held on Thursday, December 7th to discuss the Multi-Purpose Room floor. Recreation has been offering pickup pickleball for the last six months on Tuesday and Thursday afternoons from 12:30-3:30 pm and Wednesday evenings from 6:00-8:00 pm. With over 80 community members who have signed up to play, they are very dedicated to the sport. For this reason, I am requesting that the Selectboard consider allowing permanent lines to be applied to the floor.

I contacted Gerflor who installed the Teraflex flooring. There are only two certified installers in the region. One is retired and the other sent a proposal for \$6,200.00. I reached out to a few more contacts and found a local company who feels they are qualified to do the job. They have contacted Gerflor and discussed the project and the steps needed to do the work on the Teraflex floor. They recommend that we buy the paint and primer directly from the floor manufacturer. The cost (without the paint/primer) for this company to come do the work is \$950.00. This amount is expected to be covered by donations from the pickleball community. Recreation will handle paying for the paint and primer.

Please let me know if Recreation can be added to the agenda for the December 7th meeting.

Regards,

Corinna L. Reishus
Recreation Director

**Town of Chester
Selectboard’s Meeting
Thursday, November 16, 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)
Composting Program @ Spring Hill Farm Follow-up
Fire Department Update
Approval of Impact fees for Lane Road
Holiday Decorations
Wage Matrix
Clarification of Town / Dump Road
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
Dick Trask
Dana Theokas

Selectboard Absent:

Steve Couture
Stephen Landau

Town Administrator Debra Doda

Members of the Public Present at various times:

Phil Gladu, Fire Chief
Stacy Manfrates, Transfer Station Foreman
Nancy Myette

Christy Ortins
Nick Ortins
Corinna Reishus, Recreation Director
Nate Rockwell

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 deleted the Wage Matrix from the agenda.

Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 6:01pm.

II. Appointments

2.1 Composting Program @ Spring Hill Farm Follow-up

Ms. Ortins mentioned the composting program is off to a slow start with just two customers. Ms. Ortins pointed out Chester has a composting program and so their customers are not from town. Mr. Ortins explained how their composting program works.

Ms. Ortins is still working on getting a letter from Rockingham County Conservation District (RCCD). Chairman Myette does not anticipate any issues with the program.

Chairman Myette pointed out the Ortins have been leasing the High Tunnel at Spring Hill farm for two years and would like to continue working with the Town.

2.2 Fire Department Update

Chief Gladu briefed the Board on personnel at the Fire Department. Chairman Myette inquired about staffing for the call members. Chief Gladu stated the department has a fair number of call members, but active members are a different story. No calls for service have been missed and the department is tracking for another 500 calls this year. Chief Gladu pointed out there are 37 fire departments in NH trying to hire.

Chairman Myette asked if any of the call members could take on leadership positions. Chief Gladu is working with a few potential candidates and once he is comfortable with their skill level, he will make offers.

Chief Gladu has started looking into a replacement fire engine. Currently the town has \$665K set aside and the estimate is \$980K. If the town ordered it today it would be a few years before it would be in service.

The cistern at the new development on Haverhill Road has been installed.

Chairman Myette thanked the Chief for all the extra things the department does in town such as the Veterans parade at the school. Chief Gladu pointed out the Thanksgiving baskets will be delivered next week, and Santa’s Ride is coming up.

III. New Business

3.1 Approval of Impact fees for Lane Road

The letter from the Planning Board has been received for additional impact fees to be used for the Lane Road repairs.

Selectman Trask motioned to approve the use of \$22,428.00 in impact fees for Lane Road. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

Once the letter is signed, Town Administrator Doda may send the packet to NH Department of Revenue Administration (DRA).

3.2 Holiday Decorations

Selectman Trask pointed out a tree has been spotted and needs to know when it should be placed at Stevens Hall. Chairman Myette mentioned once it has been placed a decorating party can happen. Town Administrator Doda mentioned the Church would like to set a date for a night of caroling by the tree once it is ready.

3.3 Wage Matrix (deleted from the agenda)

3.4 Clarification of Town / Dump Road

Town Administrator Doda mentioned that Dump Road has never been officially named but the sign reads Dump Road and 911 has it listed as Dump Road. Ms. Manfrates pointed out the tax map in town has it listed as Town Dump Road and that is causing an issue with Transfer Station/DES permits.

Chairman Myette suggested renaming the road entirely to something better than Dump Road. For the time being keep the name Dump Road and information can be sent to Mr. Hadik for renaming.

Selectman Trask motioned to keep Dump Road for the road name. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

Town Administrator Doda will ask all pertinent parties to change the name to Dump Road until further notice.

IV Consent Agenda

4.1 Minutes October 30, 2023 & November 2, 2023

Selectman Trask motioned to approve the minutes of October 30, 2023, and November 2, 2023. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

4.2 Intent to Cut

Mr. Rockwell pointed out he has a signed intent to cut on his property. He just purchased another piece of property, and he would like to have the logging company continue to cut on that land as well. He has the deed in hand.

Selectwoman Theokas motioned to approve the intent to cut. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

4.3 Abatement

An error occurred and this is to fix the error.

Selectman Trask motioned to approve the disabled exemption. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette announced the following meetings:

Monday November 20, 2023	Spring Hill Farm Committee Meeting at 7:00pm
Tuesday November 21, 2023	ZBA Meeting at 7:00pm
Tuesday November 28, 2023	Solar Working Group Meeting at 7:00pm
Thursday November 30, 2023	Selectboard Workshop at 6:00pm

Chairman Myette announced the following events:

Town offices are closed on Thursday November 23rd and Friday November 24th for Thanksgiving holiday.

5.2 Roundtable

Selectman Trask mentioned the Veterans breakfast was great. It was a nice way of celebrating the Veterans. Also, the toy drive and poinsettia sale went well.

Selectwoman Theokas mentioned the DOT went to the Planning Board meeting to discuss the 121 / 102 intersection. Plans should be posted on the DOT site soon. Chairman Myette attended the senior’s

coffee hour, and many were talking about the rotary. They wondered if there is an alternative other than property being taken from all sides of the intersection. They were also concerned with the bodies buried under the road.

Selectwoman Theokas advised the Planning Board is in the process of reviewing the CIP projects. Chairman Myette mentioned all the departments have large dollar items in the CIP. The Planning Board is looking at needs and moving the numbers around so there will not be spikes in the taxes. Once the Planning Board review is done the Selectboard will be looking into how to fund projects and possible grants.

Chairman Myette
Nothing to report.

5.3 Town Administrator’s Report

Town Administrator Doda mentioned representatives from AFLAC met with the employees. If employees join, there will be no cost to the Town; employees pay for it themselves via deduction from paychecks, which Finance Officer Duffy will handle.

Selectman Trask motioned to offer AFLAC to the employees. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

5.4 Action Items

The user fees for Stevens Hall being waived for Mr. Couture were discussed. Selectman Trask feels this will set a precedent in town if the fees are waived for an elected official. Chairman Myette asked for a motion and no motion was made. Mr. Couture will need to pay the fees to rent Stevens Hall.

Town Administrator Doda asked if the Board would like to give the employees \$25.00 Hannaford’s gift cards for Christmas as per usual.

Selectwoman Theokas motioned to approve the purchase of \$25.00 Hannaford’s gift cards for the employees for Christmas. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –absent, Landau – absent. With three in favor, the motion passed with Landau and Couture absent.

Selectman Trask mentioned the additional funding for Highway aid coming in from the state.

Town Administrator Doda mentioned the MPR heat was fixed. It took a few days as the parts are not readily available. Selectman Trask pointed out the system is old. The boilers for Stevens Hall, Post Office, and MPR are on the CIP.

Chairman Myette reiterated any items on the CIP need to have quotes. Selectwoman Theokas stated it is hard to get quotes.

5.5 Non-Public Session(s)

Chairman Myette announced a non-public session on reputation.

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

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

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

The meeting was reopened to the public at 7:18 PM.

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

VI. Adjournment

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

The meeting was adjourned at 7:21 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary

Town Administrator's Report
November 27th – December 3rd, 2023

1. Assessing: MRI has begun the revaluation process. Jean has posted an explanation of the process on the Town's website. Just a reminder for those who contact you with worries that a rising tide lifts all boats equally.
2. Christmas: The CCC will be hosting a Carol Sing/official Tree Lighting on December 9th. The whole tree is currently lit other than the star on top; that will be connected on the 9th.
3. Elections Redux: The Presidential Primary has been set for Tuesday, January 23rd, 2024. Steve, Stef, please be sure to let Janis know of your availability that day so she can procure Selectmen Pro Tems when necessary. The others have already let her know.
4. Facilities: I met with a representative from an energy company (that I had originally met at the NHMA conference) and scheduled (free) building and streetlight energy audits in January. Last Fiscal Year we paid ~\$45k in municipal lighting and ~\$3.5k for streetlights. The rep lives in Chester, so has a vested interest in paying less! The company installs LED lights, which use less power and are thus less expensive, and qualify for incentives. This would not conflict with solar, should the Town vote that way.
5. Highway: No response from DRA on the Lane Road UFB request as of yet.
6. Maintenance: The Maintenance and Fire Departments worked together to open the sluice gate at the Wason Pond Dam – successfully, I might add, thanks to Richie Bellemore donning a wetsuit and getting in the water. Better him than me. All of the debris has been removed from the top of the dam at this point.
7. PACT: Our workshop was filmed, but not broadcast, last week. It's available on the PACT page. Bob Grimm indicated that workshops are normally neither filmed nor broadcast. I'm in favor of filming, in order to be totally transparent, but this apparently is not the norm. Thoughts?
8. Police Department: Chuck & I met with Chief last week to discuss the PD's needs for the upcoming FY. I also participated in the Oral Boards for a prospective, already-certified candidate for a FT position.
9. Roofs: A representative from NH Grand Roofs was here Friday to inspect the roof over Corinna's office, which has begun leaking badly. A repair/replacement to that area is needed and would not impact the rest of the roofing project. We expect to get an estimate this week.
10. Solar Working Group: The three (3) bids received were provided to the SWG.
11. Transfer Station: The skid steer is down and our staff was unable to repair it. As the mechanic was not available right away, the Highway Department assisted in pulling it out of the Barn so that residents could use both lanes.

- 12.** Utility Cases: Jean has requested that Brian Fogg provide us with a contract to represent the Town in the 2017 Eversource Utility Case.
- 13.** Wason Pond: No update on the grant approval as of yet, although I have filled out and submitted all of the necessary paperwork. I believe the Governor's Council doesn't meet until later in the month.
- 14.** Welfare: We continue to work with one (1) client in need of assistance.