



Town of Chester
Selectboard
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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 21st, 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 Engineering RFP Submissions

III. BUSINESS:

- 3.1 Wage Matrix – COLA Adjustment
- 3.2 Department Plans

IV. CONSENT AGENDA:

- 4.1 Minutes: November 30, 2023, and December 7, 2023

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
Selectboard’s Workshop
Thursday, November 30, 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)
Workshop
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 7:00pm.

1.2 Roll Call

Selectboard Present:

Chuck Myette
Stephen Landau
Dick Trask
Dana Theokas

Selectboard Absent:

Steve Couture

Town Administrator Debra Doda

Members of the Public Present at various times:

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

None

Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 7:01pm.

II. New Business

2.1 Workshop

The Board discussed the CIP items for this year. The consensus was to have a survey done for the repairs to the Post office support beams in FY 24-25 and repair the foundation in FY 25-26 with the replacement of the basement steps and bulkhead.

Chairman Myette asked if the town is in the market to purchase new ballot machines. Selectwoman Theokas said it is a requirement for us to purchase new machines. Since it is a requirement Chairman Myette inquired if it is needed for the 2024 election. Town Administrator Doda believes that new machines are needed for the election. Selectman Landau asked if the town would be purchasing two. With this being a large voting year, it might be wise to have both machines working. Selectman Trask went to a demonstration in the summer for the new ballot machines. In his opinion Voting Works had the better machine, and they are local with backup machines if needed.

Chairman Myette pointed out the town capital projects for FY 24-25 is \$5.1M and the following year is \$2.1M. It is up to the Board to decide what projects can wait, since it would be hard for the town to do all the projects without a bond.

Chairman Myette stated the library is asking for \$31.5K to repair the water damage from improper construction years ago. It is not covered under insurance. Selectwoman Theokas would like to see more plans for the future. If they have nothing on the CIP, then no fees will be collected. Town Planner Hadik will be asked if there is another project that can be placed on Table 10 for the library.

Chairman Myette pointed out the large expense for the Police Department is the cruiser. Chief Berube has asked that the cruiser stay in the CIP for FY24-25. Two of the current cruisers have over 100,000 miles. Because of issues with manufacturing the department did not order a new cruiser last year and they are out of cycle with cruiser replacement.

Chairman Myette mentioned during the Planning Board Meeting, Chief Gladu was asked how much would be needed and when it would be needed to purchase a new fire truck. If ordered it will be over a year and a half before it gets delivered. The current balance of the capital reserve for fire department apparatus is \$685K and the cost of the new fire engine is estimated at \$980K. The full \$980K will not be expended in the next fiscal year unless the company requires a full payment. Selectman Landau pointed out it is a 20-year-old truck, but it is not working every day so is it truly needed this year, or can it wait? Chairman Myette stated that question has been asked for several years. Chairman Myette feels it should stay on the CIP just to get it ordered and continue to add money to the account to pay for it.

Town Administrator Doda added a warrant article to put \$125K, preferably from the UFB, into apparatus fund.

Selectman Landau inquired if the town could keep the old pumper as a backup for when the Quint is refurbished. Selectwoman Theokas asked if Chief Gladu could supply the Selectboard with usage reports for all the vehicles.

Selectman Trask pointed out the roads were neglected for many years and that the town is playing catch-up. Chairman Myette feels the Carkin Street repairs should stay on since this was a drainage and safety issue. The Cole Road project is halfway through the permitting phase. The report identifies bidding to start in February of 2024 with construction occurring in the spring. Chairman Myette pointed out that Cole Road bridge needed to be fixed within 5 years and hasn’t been done yet. ARPA funds were set aside for the project but at this point there are not enough funds for the entire project.

Halls Village Road is on the CIP in phases and Chairman Myette pointed out a grant has been applied for, but the status is unknown. The Board discussed what road shimming could be moved to another year. Chairman Myette suggested asking SOR Piper to look through the CIP projects and try to balance out the projects making sure Carkin Street and Donna Street stay on the CIP for FY24-25.

The new 4A exit off 93 north will bring a lot of traffic to Chester and Halls Village Road.

The Wason Pond Causeway is the largest expenditure for Parks and Recreation. The engineering is complete, and a grant has been applied for. It would be a 50% match if the town gets the grant. Town Administrator Doda stated the grant if received has a three-year period for the work to be completed.

Chairman Myette suggested the Board look at what they feel are priorities, look at available funds, then warrant articles can be drafted.

Selectman Landau mentioned the equipment needed for the highway department. Chairman Myette mentioned at the Planning Board meeting that Mr. Weider (not present) mentioned the possibility of purchasing used equipment since many projects are finishing up and the equipment will become available. SOR Piper was asked to look into this and also what a lease option would be for the Town.

Selectwoman Theokas asked if inflation is factored into the numbers for road projects not happening for a few years. Selectman Trask advised that is hard to do because of the fluctuation in asphalt pricing. Some projects are labor driven, and others are asphalt driven.

Chairman Myette mentioned there are many things not on the CIP that should be such as, red listed bridge repairs, a highway building, sally port for PD, paving at the Municipal Complex, new school, and a new police department building. Selectwoman Theokas pointed out when looking at the police department building, the town offices should be looked at since this building is not meeting the needs of the town.

Selectman Trask feels the Planning Department should have a coordinator position that is working 25 hours for the Planning Board which would give Town Planner Hadik time for the future planning of Chester. Chairman Myette stated there is an open position for a coordinator that has not been able to be filled. There is a clerk working in the department to help since the coordinator position has not been filled.

The Master Plan is being started now. Selectman Trask suggested reviewing the previous master Plan. Chairman Myette stated the master plan can be an agenda item at the next workshop.

Chairman Myette asked if a bond might be needed for some of the very high-priced items that have not made it on the CIP such as the red listed bridge repairs, a sally port or other buildings that are needed. Some of these projects run in the millions and it would be very hard to raise that amount of funds in a year.

The Board discussed COLA. Every employee gets a two percent increase every year and a COLA is in addition to that. Chairman Myette explained the difference between government and private sector raises.

Selectman Landau mentioned that some of the job descriptions do not fit on the matrix. Town Administrator Doda stated an issue with the matrix is that it was drawn up in 2019, cost of living increased 16% since then, and the matrix has only been adjusted once by 3%. Employees are falling further and further behind compared to their peers. Selectwoman Theokas pointed out the information provided about the salaries shows Chester is being fair in what they pay the employees.

Selectman Trask mentioned over the last three years natural gas increased 29%, electricity 25%, major appliances 12%, used cars 35%, car insurance 33%, and groceries increased 25%. Selectwoman Theokas pointed out in the wage matrix procedures an additional step is given every 3 years for longevity. Chairman Myette feels Chester is not far off on the matrix at this point, so it does not need to be adjusted. Selectwoman Theokas pointed out a 1% COLA increase for the town is \$33K and a 2% COLA increase is \$60K.

The COLA will be discussed at another meeting. Selectwoman Theokas asked for a calendar reminder to be set up to review the matrix and would like the forecast on the longevity increases. Chairman Myette opined that the longevity is based on grades, not on hire date. The longevity increases should be done in groups of employees, so the longevity bump does not hit all at once.

The Matrix procedures have never been approved by the Selectboard. Selectwoman Theokas pointed out for the wage matrix these items are needed: job descriptions, salary survey, where our employees are at, and the service needs in the town. Selectman Myette feels the goals this year should agree on the Matrix procedures and a COLA increase. The Matrix can be looked at before prior to the budget prep next year and all the pertinent information can be gathered.

IV. Selectmen’s Business

4.1 Chairman’s Announcements

Chairman Myette announced the following meetings:

Monday December 4, 2023	ZBA Site Walk for Busche Academy at 12:00pm. Parties will meet at Wadleigh Hall (40 Chester Street) and the tour will begin
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Chairman Myette explained that Busche Academy is looking to erect a large inflatable sports building on the property.

Monday December 4, 2023	Wason Pond Commission Meeting at 7:00pm
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Wednesday December 6, 2023	Planning Board Meeting at 7:00pm
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Wednesday December 6, 2023	School Board Meeting at 6:00pm
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Thursday December 7, 2023	Selectboard Meeting at 6:00pm
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Christmas with Santa and the tree lighting are coming soon, and this weekend is Christmas in the Village and the annual Boy Scouts food drive at the Transfer Station.

4.2 Roundtable

Selectman Landau
Nothing to report.

Selectman Trask
Nothing to report.

Selectwoman Theokas mentioned the Fire Department and Maintenance Department cleaned under the bridge and tested the gate at Wason Pond. Kudos to Mr. Bellemore. Chairman Myette mentioned a standpipe for the gate was recommended a few years ago and should be put in the budget.

Basketball has started and the buildings are very busy with different events such as pickleball.

Chairman Myette
Nothing to report.

4.3 Town Administrator’s Report

Nothing to report.

4.4 Action Items

Town Administrator Doda has received another call about selling the Post Office. Chairman Myette said the answer would be no every time this comes up.

The question was asked if payroll could be processed on Thursday December 21, instead of Friday December 22, 2023. The Board has no issues with processing early.

The Board has the information for the PD sallyport in their folders.

4.5 Non-Public Session(s)

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

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

The meeting was closed to the public at 9:42PM.

Selectman Landau 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 – aye. With four in favor, the motion passed with Couture absent.

The meeting was reopened to the public at 9:52 PM.

Selectman Landau 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 –absent, Landau – aye. With four in favor, the motion passed with Couture absent.

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

Selectman Landau motioned to seal the minutes of the third 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 – aye. With four in favor, the motion passed with Couture absent.

VI. Adjournment

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

The meeting was adjourned at 9:55 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary

**Town of Chester
Selectboard’s Workshop
Thursday, December 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)
Painting Pickleball lines on MPR floor
Cole 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
Steve Couture
Stephen Landau
Dana Theokas
Dick Trask

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief
Corinna Reishus, Recreation Director

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

Chairman Myette led the attendees in the Pledge of Allegiance.

Chairman Myette asked for a moment of silence in remembrance of Pearl Harbor Day.

1.4 Chairman’s Additions or Deletions

Items added to the agenda this evening include Fogg contract for Utility Case, Elderly Exemption, Veteran’s Credit, 2 Abatements, and Impact Fees

Public Comment

As no Members of the Public wished to be heard, Public Comment was closed at 6:04pm.

II. Appointments

2.1 Painting Pickleball lines on MPR Floor

Recreation Director Reishus pointed out the pickup games for pickleball have 87 people signed up and Mr. Goudreau has been laying painters tape down every week. The group has gotten together and are willing to pay for lines to be painted on the floor for two courts. The town would be responsible for purchasing the paint. Ms. Reishus stated the paint would be coming from the floor company.

Chairman Myette asked if the courts would interfere with the basketball courts. She said it would be a different color and showed a picture of the proposed court setup. Vice Chairman Couture asked if the Recreation Commission has recommended this. Yes, they are fully aware and are on board.

Selectman Landau asked for a letter from the flooring company stating the lines would not void the warranty. He is also not in favor of the group paying for the lines to be painted on the floor. Ms. Reishus mentioned Chester has never charged for pickup games where other programs pay a fee to cover the cost of the program.

Vice Chairman Couture motioned to approve the expenditure of \$950.00 for the paint being used on the pickleball floor. Selectman Trask seconded the motion.

Vice Chairman Couture motioned to amend the motion to approve the expenditure of \$1000.00 for the paint being used on the pickleball floor. Selectman Trask 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 asked for Ms. Reishus to contact him prior to the project being done.

III. New Business

3.1 Cole Road

Chairman Myette mentioned the Engineer’s report is back for Cole Road. The estimate for Cole Road is \$980K and according to the schedule bidding will start in February. Chairman Myette pointed out that funds have not yet been authorized and a warrant article will be needed for the project. This should be a high priority.

3.1 Impact Fees

Town Administrator Doda mentioned the Board did not vote on two of the impact fee requests because they were waiting for the third letter. The third letter, for \$22,428.00 in town wide highway impact fees, was approved by the Board and the others were not.

Selectman Trask motioned to utilize the impact fees and off-site improvement fees for the Lane Road Emergency Culvert Replacement. Vice Chairman Couture seconded the motion.

Selectman Trask motioned to utilize \$8235.00 from off-site improvement fees and \$24,206.00 from Quadrant A Highway impact fees for the Lane Road Emergency Culvert Replacement. 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 inquired why we are using impact fees since the DRA gave the Town permission to utilize the Unassigned Fund Balance for the emergency repairs. Town Administrator Doda advised the letter specifically called out that the town would be using impact and offsite improvement fees for a portion of the repairs. If the amount authorized by DRA is surplus at the end of the Fiscal Year, Town Administrator Doda asked for this amount to not be encumbered but allowed to lapse.

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

The Recreation Office has had many leaks in the past. The week before Thanksgiving a new leak was discovered from all the rain. A roofer has come out and a quote was received to replace the roof. Selectman Trask feels the drywall will need to come down after the roof is repaired. Primex will be coming to look at the damage. Vice Chairman Couture stated only one bid was asked for since this was an emergency.

Vice Chairman Couture motioned to approve the expenditure of up to \$10K from General Buildings Impact fees for the roof repair.

Selectman Landau will second with the amendment of Primex inspecting the damage.

Vice Chairman Couture motioned to approve the expenditure of up to \$10K from General Buildings Impact fees for the roof repair after Primex inspects the damage. 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 use of impact fees for the Nichols Field drainage was discussed next. Ms. Reishus mentioned this is a temporary fix which members of the last board did not want. The full repair of the field is on the CIP but people must understand that the field will be closed for one year. The temp fix is a continuation of the next section of the field. Chairman Myette mentioned his belief is that the culverts have collapsed.

Vice Chairman Couture motioned to approve the expenditure of up to \$5,500.00 from Recreation Impact Fees for the temporary repair of the Nichols ballfield drainage system. 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.

Chairman Myette asked Ms. Reishus to look for grants for the recreation fields.

Selectwoman Theokas asked for temporary lights at Wason when the field is closed for the non-temporary future repairs of the drainage. Ms. Reishus stated the French Field will still be open during that repair. A letter to the Rockingham County Conservation Commission, who holds the easement, will be drafted requesting an exception for temporary lights at Wason Pond when Nichols Field will be closed for a year for repairs.

IV. Consent Agenda

4.1 Minutes 11-16-2023

Selectwoman Theokas motioned to accept the minutes of November 16, 2023. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –abstained, Landau – abstained. With three in favor, the motion passed with Couture and Landau abstaining.

4.2 Fogg Contract

Chairman Myette pointed out the contract for Mr. Fogg is monthly installments of \$1K per month for 8 months to represent Chester in the utility case. Chairman Myette inquired if this is in the budget. Town Administrator Doda mentioned this expense is paid from the legal budget.

Vice Chairman Couture motioned to accept the contract for Mr. Fogg. 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.

4.3 Elderly Exemption (Moved to later in the meeting)

4.4 Veteran’s Credit (Moved to later in the meeting)

4.5 Tax Abatements (Moved to later in the meeting)

V. Selectmen’s Business

5.1 Chairman’s Announcements

Chairman Myette mentioned the Lane Road expenses were approved by DRA to be taken for the Unassigned Fund Balance. Selectman Landau inquired why only a portion was allowed and not the entire amount. It was explained that some of the repairs were paid from impact fees. Chairman Myette announced the following meetings:

Monday December 11, 2023	Budget Committee Meeting at 7:00pm
Tuesday December 12, 2023	Conservation Commission Meeting at 6:00pm
Tuesday December 12, 2023	Solar Working Group Meeting at 7:00pm
Wednesday December 13, 2023	Planning Board Meeting at 7:00pm

Tuesday December 19, 2023 ZBA Meeting at 7:00pm

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

Chairman Myette announced the following events:

Saturday December 9, 2023 Breakfast With Santa! This is a RESERVATION ONLY event!
Seating One 8:00 am to 9:30 am
Seating Two 10:00 to 11:30 am
Multipurpose Room, 84 Chester Street

Contact the Library for reservations and questions.

Saturday December 9, 2023 Join your friends and family at the official Christmas Tree
Lighting & Carol Sing! Crafts, refreshments, carols, and the
official tree lighting all take place at Stevens Hall starting at
5pm and running through 7pm. Chester Academy band will be
playing at the event as well.

5.2 Roundtable

Selectwoman Theokas mentioned the Superintendent of the School is retiring at the end of the school year. There is a recommendation that the position needs to be full-time with benefits.

Selectwoman Theokas mentioned talks about an SRO (School Resource Officer) for the school. A group of parents are concerned with the lack of proximity of the Police Department to the school and will be submitting a petitioned warrant article. Chairman Myette inquired if they were working on this with the Police Chief. Selectwoman Theokas stated the Police Chief was not in attendance, but there were a few officers that live in town at the meeting.

Chairman Myette advised there are many different options being looked at, and the Police Chief should be involved if it is going to affect the PD budget. Selectman Landau mentioned he has been to the school recently and they are doing a good job protecting the entrances to the school.

Selectwoman Theokas mentioned Christmas ornaments were donated for the Christmas tree. Everyone thanked Selectman Trask for getting the Christmas tree.

Selectman Landau suggested looking into trading in the skid steer. It is not working again. Chairman Myette feels a replacement should be placed on the CIP.

Selectman Landau is looking into compactors for the Transfer Station in order to cut down on transportation costs. He should have the information and pricing in the next few weeks. Both the skid steer and compactor should be identified on the CIP.

Selectman Landau asked about the roofs for the rest of the municipal building. Chairman Myette stated it is on the CIP and cannot be done until July. The Planning Board has inquired if the numbers are correct. Due to inflation and the timeframe for the work it was suggested to increase the price by 10%.

Selectman Trask

251 *Nothing to report.*

252
253 Vice Chairman Couture mentioned the Solar Working Group has received 3 bids and will be having
254 presentations on December 12th. They have asked if the Selectboard would like to be present for the
255 presentations.

256
257 Selectwoman Theokas pointed out there is broadband funding, and everyone should be taking the
258 internet speed test which will be posted on the Town’s website. The more people that take the test
259 will help with getting funding for Chester’s broadband infrastructure.

260
261 Chairman Myette reported the imbalance of projects on the CIP and departments have gone back and
262 rebalanced the CIP projects.

263
264 The RFPs for Engineering have been received and tabulated. Chairman Myette suggested having SOR
265 Piper and Town Planner Hadik look at the proposals. Each vendor offers something different and not
266 one offers everything that is needed in town. The vendors will be asked to come to present to the
267 Selectboard.

268
269 Vice Chairman Couture feels that the vendors should be interviewed by a team and the team can
270 make their recommendations to the Board. There should be criteria for the evaluation. Town Planner
271 Hadik, SOR Piper and Maintenance Director Cavanaugh should be part of the interview team.
272 Chairman Myette, Selectman Landau, And Selectman Trask have agreed to participate in the
273 interviews.

274
275 *4.3 Elderly Exemption (Moved from earlier in the meeting)*

276
277 *4.4 Veteran’s Credit (Moved from earlier in the meeting)*

278
279 *4.5 Tax Abatements (Moved from earlier in the meeting)*

280
281 ***Vice Chairman Couture motioned to accept the elderly abatement, Veteran’s credit and tax***
282 ***abatements as presented. Selectman Landau seconded the motion. A roll call vote was taken***
283 ***Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion***
284 ***passed.***

285
286 *5.3 Town Administrator’s Report*

287
288 Town Administrator asked for the board’s thoughts on filming and broadcasting the workshops.
289 Everyone is in favor. She will notify Mr. Grimm.

290
291 The employee luncheon for the Holidays is set for December 20th. The Town Hall will be closed during
292 the luncheon.

293
294 *5.4 Action Items*
295 *Nothing to report.*

296
297 *5.5 Non-Public Session(s)*

298
299 Chairman Myette announced non-public sessions on property and legal.

Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (d) property and (e) pending litigation. Selectman Trask 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 7:30PM.

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 8:00 PM.

Selectman Landau 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 –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.

Selectman Landau motioned to seal the minutes of the second non-public session, on Employment. 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.

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 8:05 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary

Town Administrator's Report

December 4th – 18th, 2023

1. Administration: Planning Clerk Kim has offered to take over daytime meeting minutes, as Caroline's departure leaves that need open.
2. Building: Caroline's last day is Tuesday, December 26th; Myrick goes on vacation as of Thursday, December 28th. Regular customers have been informed of the upcoming limited availability. Carrie Rouleau-Cote from Auburn will be assisting as much as possible. We have advertised the open position on the Town website, NHMA, and Indeed, but as Myrick really needs to have input into the new person, we may not be able to hire until later in January.
3. Elections Redux: 2024 is a big year for elections, and it was pointed out to me that we do not have a Liaison for the Supervisors of the Checklist/Moderator/Elections in general. We should rectify this. Can we discuss on Thursday?
4. Engineering RFPs: None of the three bidders are available to come on the same night, so will be scheduled separately. Underwood is coming this Thursday night.
5. Facilities: We're working on updating safety information for Town-owned properties – floor plans, exit and fire extinguisher locations, muster points, etc. This hasn't been updated for quite a few years.
6. Finance: Marianne is out from December 22nd through 28th; payroll is being done this week on Thursday, December 21st.

As you know, DRA did approve the Lane Road UFB request. I will reiterate that should we have a surplus at the end of the Fiscal Year, I'd like you to consider allowing ~\$149k (the amount we're using) of that surplus to lapse to the UFB rather than encumbering it for other expenditures

7. Fire Department: The FD used its bucket truck to assist with hanging the wreaths around Town.
8. Highway: The Class 8 plow truck approved from the CIP at the 2022 Town Meeting is finally ready to be picked up, which will be done this week once James has the check in hand.
9. Right to Know: We had two (2) requests in this past two weeks: Police Department Employees/Schedules/Wages, and Metal Dumpster information for the past five years. Both have been completed.
10. Roofs: A representative from Primex came out on December 11th to inspect Corinna's office/the MPR hallway and indicated that he believed that the damage could be covered. He recommended a remediation company; a rep from that company came out the next day and inspected. NH Grand Roofers were here on the 15th replacing the roof; unfortunately there are still some leaks today (much fewer, but still some). NH Grand Roofs has been called again.

- 11.** Transfer Station: The skid steer is up at Chadwich-Bayross for repairs. If we do decide to trade it in and get something new, we should speak with the Transfer Station Foreman/Staff to determine what it's used for, and what sort of jobs they think a new machine would be helpful for. In any case this should probably be put on the CIP.
- 12.** Utility Cases: All set with the Fogg contract for the Utility Cases.
- 13.** Welfare: We continue to work with one (1) client in need of assistance, and the Clothes Closet kindly provided that family with a gift basket.