



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

Steven M. Couture, Vice-Chairman, '24

Stephen O. Landau, '24

Dana Theokas, '26

Richard S. Trask, '26

SELECTBOARD MEETING AGENDA

Date of Meeting: February 1st, 2024 @ 6:00 PM – Meeting Room

Broadcast on Channel 6 and streamed on [Government \(cablecast.tv\)](http://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 Engineering RFPs
- 2.2 Renewal Compost Program
- 2.3 Conservation Commission
- 2.4 Building Department
- 2.5 Highway Department Update

III. BUSINESS:

- 3.1 Engineering Firm Proposals

IV. CONSENT AGENDA:

- 4.1 Minutes January 4, 2024

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.*

Janis Jalbert

From: Debra Doda
Sent: Friday, January 26, 2024 12:01 PM
To: Debra Doda
Subject: Ann Podlipny

Hello Deb. Happy New Year to you and many thanks for all your help this past year!
Could you please add me to the next BOS meeting so I can discuss with them the possibility of helping fund the Renewal Compost program? Thank you and regards, Ann



CHESTER CONSERVATION COMMISSION

January 23, 2024

Select Board
Town of Chester
84 Chester Street
Chester, N. H. 03036

Subject: Request approval to accept a donation

Dear Select Board,

On January 13, 2024 the Chester Conservation Commission unanimously approved the acceptance of an annual donation to the Conservation Commission from Mr Edward Hawkins, a Chester resident.

Mr Hawkins is the "Grantor" and "Trustee" of the "Grid Taxable Trust".

Below, in italicized text, is an extract from the letter that Mr Hawkins sent to the Conservation Commission that best explains the gift:

"One of the directives of the trust is to make "Annual" donations. The "Annual" donations are a percentage of the "Annual" "After Tax" income. Currently a revocable trust. Which becomes irrevocable on my passing.

The donations are in "Perpetuity" and will increase over time. Not necessarily every year.

I would like to add the Chester Conservation Commission to this perennial and permanent list. This would amount to

TOWN OF CHESTER

84 CHESTER STREET • CHESTER, NEW HAMPSHIRE 03036



CHESTER CONSERVATION COMMISSION

\$2000 for next year (2024). I generally send checks out in Mid-Summer, but it could be sooner or later.

My only request and commitment from Chester is that it be used for "Hiking Trails". Maintaining or constructed within the town. This will be noted within the trust document. I request only a verbal commitment. No paperwork required."

Assuming your approval, the Conservation Commission plans to open a separate "Hiking Trails" banking account in order to keep these donations separate from our general conservation funds. We feel confident that this approach will cover Mr Hawkins' request. I have received approval from finance to do so once the first donation check arrives.

Should you have any questions concerning this matter please contact me at 603-421-4278.

Very truly yours,

Victor Chouinard, Chairman
Chester Conservation Commission

Members:

Ted Broadwater
Kristina Snyder
Kathie Ragsdale
Deb Muson
Rick Sibley
Nick Tranquillo
Michael Cejtin (alt)
Eric McGowan (alt)

**Town of Chester
Selectboard’s Meeting
Thursday, January 4 , 2024
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)
Engineering RFP Submissions
Department Plans
MPR Door Keypad Replacement
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
Dick Trask

Selectboard absent:
Dana Theokas

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief
Scott Bourcier, Gale Associates
Matt Caron, Gale Associates
Marianne Duffy, Finance
Phil Gladu, Fire Chief
James Piper, Supervisor of Roads

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

1.5 Public Comment

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

Chairman Myette announced the passing of Ms. Sarah St. Jean and asked for a moment of silence.

II. Appointments

2.1 Engineering RFP Submission

Chairman Myette mentioned an RFP was put out looking for firms that can provide engineering services to all departments in town.

Mr. Caron presented the Board with his background and also what services Gale Associates can provide. Mr. Bourcier gave a brief synopsis of his background and mentioned he has been working with the town for twenty years and would like to continue.

Mr. Bourcier asked the Board how Gale Associates can help the town. Chairman Myette mentioned the Board is looking for all around engineering services for the town which could include roads, bridges, culverts, structural integrity of buildings, and drainage.

Chairman Myette inquired how long the duration of the rates in the proposal are for; the rates will be held for 2024.

Mr. Bourcier is available by phone 24/7 for any emergencies and can be in town relatively quickly if it is a major issue. The response time for non-emergencies was also discussed. Selectman Landau asked if they work with local developers. Chairman Myette explained the Planning Board gives out a list of engineers for the developers to work with. They do work with 3rd parties, while still looking out for the town’s interest.

Selectman Landau inquired if they have experience with historical buildings. Yes, they do have experience and can provide the information for those types of projects.

Mr. Piper, Supervisor of Roads, has been working primarily with Mr. Bourcier for the last 12 months. Mr. Piper feels Mr. Bourcier’s work and ethics have been thorough, efficient, and very professional.

Chairman Myette stated there is one more consultant in the process. The Board plans to make a decision by the end of January.

The Board thanked Mr. Bourcier and Mr. Caron for coming this evening.

III. New Business

3.1 Department Plans

Chairman Myette asked if there were questions or comments from the board after reviewing the department plans. The Department Heads were applauded for their time and effort to create the plans.

Vice Chairman Couture has five comments and or questions.

- The Building Department plan identified no weaknesses; he feels a lack of coverage should be added as a weakness.
- On the Fire Departments plan there are paramedics on call; he inquired if there is a plan for a full-time paramedic. Fire Chief Gladu stated there is no need for a full-time paramedic as that service is provided by Derry Ambulance as part of the contract.
- The Highway Department is requesting an additional employee. Is the request for a replacement for the position that is going to be open, or an additional employee? Mr. Piper stated that it is an additional employee.
- For the Recreation Department, he would like to see a calendar of events for the entire year produced and a possible public hearing for residents’ input on the activities.
- The Town Clerk/Tax Collectors office is asking for grade increases, which is considered a reclassification, and the procedure should be followed for reclassifications.

Selectman Landau looked at department needs and suggested items like the bleachers and chairs be added to the CIP. Town Administrator Doda advised the items are already on the CIP. Another item is vehicles, the Highway Department needs a truck, and the maintenance vehicles are getting older. If an assistant building inspector is hired, they will also need a vehicle.

Chairman Myette mentioned these plans will help with future planning.

3.2 MPR Door Keypad Proposal

Town Administrator Doda presented the quote to have the MPR door keypad replaced. Chairman Myette asked for the contact person to be changed for the quote. The system shorted out during the bad rainstorm. It is an issue because now someone has to be here to open the doors for all the MPR users. Town Administrator Doda mentioned the facility rental fees collected this fiscal year totals \$2000.00. Selectman Trask asked if it is the same vendor as the other doors. Town Administrator Doda advised it is the same vendor and the same units as the doors for the town offices.

Vice Chairman Couture motioned to approve the expenditure for the access control point for the MPR door with \$2000.00 from rental fees and the remainder from the security line. Selectman Landau 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.

IV. Consent Agenda

4.1 Minutes 12-21-23

Vice Chairman Couture motioned to accept the minutes of December 21, 2023, as presented. Selectman Trask seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –absent, Couture –aye, Landau – abstained. With three in favor, the motion passed with Landau abstaining and Theokas absent.

4.2 Processed Glass Aggregate Member Agreement

Town Administrator Doda advised this is the same contract as before with minor changes. Selectman Landau asked if some of the material can be saved and used possibly by the highway department. Mr. Piper does not know enough about it, but he has been reading some articles and the comments have been negative.

Chairman Myette pointed out the fees for a contaminated load, and asked if the Transfer Station employees are aware of what contaminates a load. Town Administrator Doda mentioned the employees are the ones putting the glass in the container and they understand what is acceptable and what is not.

Selectman Landau motioned to continue utilizing NRRRA for the disposal of the glass at the Transfer Station. 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:

Monday January 8, 2024	Conservation Commission Meeting at 5:00pm (Rangeway) Budget Committee Meeting at 7:00pm (Meeting Room)
Tuesday January 9, 2024	Solar Working Group Meeting at 6:00pm (Rangeway) ZBA Meeting at 7:00pm (Meeting Room)
Wednesday January 10, 2024	Planning Board Meeting at 7:00pm
Monday January 15, 2024	Winter Fest Working Group Meeting at 6:00pm (Rangeway) Spring Hill Farm Advisory Committee Meeting at 7:00 pm (Rangeway) Budget Committee Meeting at 7:00pm (Meeting Room)
Thursday January 18, 2024	Selectboard Meeting at 6:00pm.

Chairman Myette announced the following events:

All Town offices will be closed on Monday January 15th for Martin Luther King Day

The Building Department will be closed through January 19th. There is coverage for most types of inspections; please contact Carrie Rouleau-Cote, Auburn Building Inspector, directly to schedule: bldginsp@townofauburnnh.com (603) 483-5052 ext. 3

201
202 *5.2 Roundtable*
203

204 Selectman Landau has been asked to volunteer for NHMA’s Legislative Advocate program. One of the
205 bills is HB 1479; it is very concerning as it would prevent organizations that represent town
206 managers, town clerks, libraries, police chiefs, firefighters, town planners, and every other public
207 entity from supporting or opposing specific legislation. It would also assign criminal penalties to
208 those who do. Selectman Landau asked for this subject to be placed on the next agenda, and he will
209 forward the document he has received.

210
211 Selectman Landau was speaking with the vendor about the proposal for the foundation at the Post
212 Office. The repairs are listed on the CIP. The vendor has suggested breaking the job into sections.
213 Chairman Myette asked if the thought process was to start the project this year or next. Selectman
214 Landau feels that is the board’s decision. Selectman Trask asked for a phased plan and Vice Chairman
215 Couture suggested a letter with professional input on if this would fix the issues.

216
217 Selectman Trask
218 *Nothing to report.*
219

220 Chairman Myette
221 *Nothing to report.*
222

223 Vice Chairman Couture mentioned the Budget Committee will be working on the school budget next
224 week.

225
226 *5.3 Town Administrator’s Report*
227

228 Vice Chairman Couture mentioned the guidance for the budget that was sent to all department heads.
229 As a reminder, the Budget Committee is looking for justification on any lines that exceed the 3%
230 threshold in the budget books.

231
232 Town Administrator Doda mentioned she reached out to other towns about coverage for permits in
233 Building Inspector Bunkers absence. She is still waiting for a call back from Raymond, but the
234 inspector in Candia mentioned they are willing to assist but noted there is a 30-day grace period for
235 permits and Mr. Bunker will have returned before the grace period ends. Selectman Trask mentioned
236 the Building Department Plan does not have regulations listed. He felt this should be looked at. The
237 statutory requirements for the department will need to be looked up.

238
239 Chairman Myette reminded the board of their duty to be at the election. If someone cannot be there
240 all day, Moderator Scott has requested the entire board be available for the counting and signing of
241 the documents in the evening.

242
243 Selectman Landau advised the skid steer is still out for repairs. The ignition switch went bad. The
244 repair shop is looking for other issues and doing the general maintenance on it.

245
246 *5.4 Action Items*
247

248 Chairman Myette pointed out there is a question on longevity in the matrix procedures. Vice
249 Chairman Couture mentioned the last meeting it was noted longevity is for full time employees only
250 and it was voted on. Town Administrator Doda mentioned a meeting with Recreation Director

Reishus regarding this issue earlier today. It is only for the full timers; the part timers receive premium pay.

Chief Berube explained the matrix was designed to simplify the process. Longevity is for full-time status employees in one position, not years of service with the town. If you change positions or get a promotion your three years starts over. Finance Officer Duffy asked for clarification on whether longevity starts now, or if the longevity will be prorated. It is not prorated, and it is 3 years in the same position.

5.5 Non-Public Session(s)

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

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) public employees and (c) 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.

The meeting was closed to the public at 7:30PM.

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

The meeting was reopened to the public at 8:07 PM.

Vice Chairman Couture motioned to seal the minutes of the first non-public session, on Public Employees. Selectman Landau 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.

Vice Chairman Couture motioned to seal the minutes of the second non-public session, on Reputation. Selectman Landau 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.

Vice Chairman Couture motioned to seal the minutes of the third non-public session, on Public Employees. Selectman Landau 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

Selectman Landau moved to adjourn the meeting. 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.

The meeting was adjourned at 8:12 PM.

Respectfully submitted,

301
302 Janis A. Jalbert
303 Recording Secretary

Town Administrator's Report
January 16th – 26th, 2024

1. Administration: Heads Up: When you get this, I will be on vacation, so will miss the February 1st BOS meeting. Back on February 5th.
2. Assessing: Jean has received her recertification.
3. Budgets, Redux: Budgets will be ready for the Selectboard to review starting on February 8th. The initial increase, once all figures were in hand, was 7.66%, which is not a painful start considering that we usually start out with a ~12% increase. (FWIW, the School has finished their budget process with over an 8% increase.) Still, not the 3% we were aiming for. Much of that is driven by the COLA that the Board approved, so I am pulling salaries out into a separate table so we can see where non-salary-cuts need to be made. We'll be meeting weekly in February to get this accomplished before the Budget Committee needs their books in mid-March.
4. Comcast: Bob has set up a PACT Committee meeting for February 12th to review the new proposed contract.
5. DOT: I have moved the intersection possibilities maps provided by DOT from the inner hallway into the map vestibule so that residents may inspect them at will. This work is still a few years down the road.
6. Elections: It seemed that all went relatively smoothly at Tuesday's Presidential Primary Election, although it appeared to be a late night due to the need for hand counts. I did receive some comments about how things could have been set up better. We should schedule a postmortem to see what tweaks could be made for the next one. In the meantime, if you have input about improvements, I'd love to hear it. I apologize that as a non-Chester-resident I'm unable to assist with Elections.

BTW, Jack did absolute yeoman's work clearing out a large parking area behind the MPR for employees/volunteers to park in order to leave the main parking lot and circle open for voters.
7. Electricity: Affinity LEDs (the company that is auditing Town-owned buildings for electricity savings) continues its work. I will keep you updated.
8. Engineering RFPs: Jeff Adler from Dubois & King is scheduled to be at the February 1st BOS meeting. They are the final response.
9. Facilities: Corinna's office ceiling had some additional damage that wasn't obvious upon its first inspection; representatives from Primex and RR&R (who cut out the previous damage) were back this week to inspect. RR&R will need to open up more of the ceiling to see what's going on up there, before the repairs can be done. Fortunately Primex is covering this, other than the deductible.

10. Fire Department: There was a nice pinning ceremony for the newly appointed Lieutenant Sheley on Tuesday night. I'm hoping having another Officer will take some pressure off of the Chief.

11. Highway: Applications for the Heavy Equipment Operator position that is now vacant continue to come in, albeit slowly.

There was a small kerfuffle about the schedule for payments to the snowplow contractors but that appears to have been solved; things will continue as they currently are.

12. Miscellaneous, Redux: Repairs to the portion of Shattigee Road in Raymond that washed out were scheduled to begin January 22nd – the Raymond DPW asked that we plow up to the washout, as they can't get to it - and will take about three (3) months to complete.

13. MPR: Pelmac has us on the schedule for mid-April to hook the MPR keypad up to the Feenics system; I have contacted our rep to see if this can be done any sooner.

14. Right to Know: We had one RTK to open three sets of NP minutes (done last week, and provided to the resident).

15. Transfer Station: The skid steer is still at Chadwick-Baross for repairs. Stacy has provided a list of what the skid steer currently does, and what functions she could use a machine for – a copy will be in this week's folder.

We had a discussion last week about compactors at the Transfer Station during extremely cold weather. I consulted with Waste Management who stated that as long as the temperature was above zero, and the compactors were operated regularly, the hydraulics should be fine. They weren't so sure about sub zero temperatures, so we should be cognizant of that.

16. Weather: We did have one delayed opening – January 16th. A few employees did not get the text message from the *I Am Responding* app and Phil has worked with them to determine the issue. In any case, I also email, post on the website, and post on WMUR in order that as many people as possible are aware of any change in hours. If you can think of anywhere else, please feel free to share!

1/24/24

Town Administrator & Select Board,

I hope this letter finds you well.

The following is what the Transfer Station current skid steer is used for and what would benefit the facility moving forward, as requested in the 1/18/24 meeting.

Skid Steer/Bucket Attachment:

CLEAR SNOW- After the plow driver finishes, the skid steer is used around the buildings and also pushes the snow piles as far back as possible. In between the plow driver, it is used to do the entire facility areas and maintain safe, clear path for emergency vehicles, residents, and staff.

SWAP SHOP- Large and or item donations are transported from the building to MSW compactor or a location suitable to be disposed of.

BOOK SHOP- Deep clean book recycle.

COMPOST PILE- Push and turn over the yard waste weekly.

BURN PILE- Arrange brush in a safe pile to burn. Containment of brush while burning. Remove large unauthorized items from pile before and during burning.

ASH- Ash from burn is transported to designated pile.

SCRAP METAL- Unload oversized/heavy items from resident's truck beds, trailers.

SCRAP METAL- After vender pick up of dumpster, it is used to push replacement one in its designated space.

TIRES- Assist vender load large tires onto their trailer.

FREON ITEMS- After the freon of refrigerators, A/C's, & humidifiers is removed, they are transported to scrap metal dumpster.

BUCKET- Transport resident donations worth re-sale to Boy Scout storage trailers located in Burn Pile area.

BUCKET/FORK- Darrell uses these attachments to move pallets (located in burn area) into burn pile fire as needed

Skid Steer/Fork Attachment:

AUTO BATTERIES-WIRE (55 GL DRUMS) are transported from metal shed to rear parking area for vender pick up. Pallet/Drums are placed in vender trailer during pick up.

PAPER/CARDBOARD GAYLORDS- When compactors stop working and or fill unexpectedly, gaylords are placed to keep production going.

Skid Steer/Grapple Attachment:

Has not been used during my employment at the facility.

It has been recommended by Maintenance Director, a Wheeled Mini Front End Loader would better fit the needs of the facility.

It offers an extended reach (compared to current equipment) that would crush scrap metal down before vender pick up & move the dumpster into its designated area. Currently we have HW Dept assist regularly.

Attachments this equipment the facility would benefit from:

Bucket, Fork, Sweeper, Snow Plow

*It should also be noted Paul & James have both suggested the same equipment (smaller version) Chester Academy School has parked in their lot.

Regards,

Stacy Manfrates

Transfer Station/Foreman