

**Town of Chester  
Selectboard’s Meeting  
Thursday, June 15, 2023  
Municipal Complex  
Approved Minutes**

**I. Preliminaries**

Call the Meeting to Order

Roll Call

Pledge of Allegiance

Chairman’s Additions or Deletions

Public Comment (10 minutes)

Road Acceptance: Gladys Nicoll Lane, Southwoods “North” “South” & “Roundabout”

Halls Village Road Speed Limit Petition

PD Update

Review of Treasurer’s Investment Policy

Brush Pile Chipping vs Burning

Encumbrances

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

Dana Theokas

Dick Trask (Via Zoom)

Stephen Landau

Debra Doda, Town Administrator

Members of the Public Present at various times:

Aaron Berube, Police Chief

Colin Costine

David Haddad

Rhonda Lamphere, Treasurer

Nancy Myette

Michael Oleson  
Manette Pacheco  
James Piper, Supervisor of Roads  
Darrell Quinn

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 3.3 Impact Fee Releases, 4.3 Timber Tax Warrant, 4.4 Excavation Tax Warrant, and 4.5 Veteran’s Tax Credit.

### *1.5 Public Comment*

Chairman Myette opened the meeting to public comment at 6:02pm.

Mr. Costine, Halls Village Road, would like the petition for a speed limit reduction to include all of Halls Village Road. This would make it safer with the number of small children on the road.

Mr. Costine mentioned an area of concern in Southwoods. He has been watching the work and some of the grooves in the road have settled.

As no other Members of the Public wished to be heard, Public Comment was closed at 6:05pm.

## **II. Appointments**

### *2.1 Road Acceptance*

***Selectwoman Theokas motioned to open the road acceptance public hearing. 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 public hearing opened at 6:06pm and will stay open for one hour.

#### *2.1.1 Gladys Nicoll Lane – Mike Oleson*

Mr. Oleson explained that all conditions have been met, including that the final invoice has been paid to DuBois & King Inc.

Selectman Landau drove the road and felt the road was fine. He questioned how many more houses would be built on the road. Mr. Oleson stated there is one more lot on the road.

Chairman Myette read the letter from the Planning Board. Letter is attached to the end of the minutes.

Chairman Myette opened the meeting to public comment on the acceptance of Gladys Nicoll Lane at 6:09pm, but no Members of the Public wished to be heard.

*2.1.2 Southwoods North Road - David Haddad – DJ Development*

*2.1.3 Southwoods South Road - David Haddad – DJ Development*

*2.1.4 Southwoods Roundabout - David Haddad – DJ Development*

With Southwoods being one development for road acceptance, 2.1.2, 2.1.3, and 2.1.4 were combined.

Chairman Myette read the Planning Board letter, which is attached to the end of the minutes.

Selectman Landau drove the Southwoods development and noticed construction equipment right past a sign that said no construction equipment. Selectman Landau also inquired about the pipes in the area. Mr. Haddad explained the sign had been placed before his time and it was to keep construction equipment off the better road. The pipes are there for phase 4 which will consist of eight more houses. Selectman Landau is concerned with equipment going over the road. Mr. Costine asked about an area on the road that he feels did not stand up to the weight of the trucks. Mr. Piper, Supervisor of Roads, has inspected the road and gave his approval.

Chairman Myette opened the meeting to additional public comment on the acceptance of the Southwoods Roads and Roundabout, but no Members of the Public wished to be heard.

The Public Hearing will remain open until at least 7:06 PM.

*2.2 Halls Village Road Speed Limit Petition*

Ms. Pacheco read the petition to reduce the speed limit on the dirt portion of Halls Village Road from 30 miles per hour to 25 miles per hour. Chief Berube mentioned Ms. Pacheco had been to a few of the Highway Safety meetings and the committee had guided her to the Selectboard. The committee is in support of this change. Halls Village Road has seen an increase in traffic.

Selectman Landau agrees many roads in town have seen an increase in traffic and suggested all town roads be lowered to 25 miles per hour.

***Selectman Landau motioned to change all non-state roads in town to 25 miles per hour.***

Town Administrator Doda advised the state sets the speed limits on all rural roads. Chief Berube mentioned the Selectboard could change the limits and that a traffic survey in advance is preferred. A public hearing would be needed to reduce the speed limit on all the roads. Mr. Piper does not disagree with the reduction, but it would require a lot of new signs. He also feels it should be the entire road, not just the dirt section. Ms. Pacheco reminded Mr. Piper that she had requested signs for the speed reduction and also a sign mentioning horses might be on the road.

Chairman Myette asked about the plans for Halls Village Road. Mr. Piper advised the cost to pave is \$1.3 Million.

Mr. Costine feels that a 5 mile per hour reduction is not significant for commuters.

***Vice Chairman Couture motioned to approve the speed limit reduction on the gravel section of Halls Village Road to 25 miles per hour. Chairman Myette 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.***

Selectwoman Theokas suggested evaluating all roads at one time at town meeting rather than piecemeal. Vice Chairman Couture believes this should go thru the process starting with the Highway Safety Committee.

### *2.3 PD Update*

Chief Berube mentioned the miscommunication with the mobile data terminals (MDTs) being taken off the capital improvement plan (CIP) and the warrant article was not presented at Town Meeting to utilize the Police Special Detail Special Revenue Fund for the purchase. Rockingham Dispatch is updating software and Chief Berube has obtained a 50% matching grant to help with the purchase. The grant will not pay for the installation. Chairman Myette recommended encumbering the money with a signed contract by the next meeting of the Selectboard. Selectman Trask asked why it was being encumbered and not just paid out the budget now.

***Selectman Trask motioned to allow the purchase of the MDTs prior to the end of the fiscal year. 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.***

Chief Berube has been working on a grant for body worn cameras. They have the old style which is outdated and cannot be fixed once they break. He explained there is one company that would integrate into the current system with two options for the town, cloud based or server. Chief Berube mentioned with the new system it would have a redaction system built in. Currently someone in the Police Department has to watch the video and redact as they watch.

Chairman Myette mentioned this should be listed in the annual department plans and should be on the CIP. Chief Berube advised they were previously on the CIP and were purchased. Chief Berube inquired if the bid process is needed with only one company able to integrate into the current system. With Motorola being the only company, the bid process is not needed. Chairman Myette requested an escape clause on the five-year contract. Chief Berube felt that would not be an issue.

Selectwoman Theokas asked how much time it takes to redact something. Chief Berube does not have an exact amount of time. There will be authorized users on the new system with access to redact videos.

Chief Berube explained a new state accreditation program that is rolling out being modeled to NH Police Departments to help align policies and procedures. CALEA is the national law enforcement accreditation program, and it is very difficult to be certified. Chief Berube has been revamping polices, but it has been a long endeavor. The cost of the program in the first year is \$1,300 and \$500 per year after year one. Chairman Myette feels it is a good program and should be built into the budget.

Vice Chairman Couture requested a summary of what is required by the department. Chief Berube advised the information has not been released by the state and once he receives the information, he will forward it to the Selectboard.

199 *2.4 Review of Treasurer’s Investment Policy*

200  
201 Ms. Lamphere has reviewed the policy and made one change.

202  
203 Selectman Trask asked if the Town’s assets in the bank are insured. Ms. Lamphere explained the FDIC  
204 only insures the first \$250K per depositor. Anything over \$250K is collateralized. No Town money is  
205 unprotected. If the bank fails, the Town will present its letter of credit and will get all the money. Ms.  
206 Lamphere stated any interest earned goes into the unassigned fund balance and not the general fund.

207  
208 Ms. Lamphere mentioned that TD Bank utilizes positive pay and it helped to stop a fraudulent check  
209 from being cashed a few weeks ago. Each time checks are created, a file is sent to the bank and tellers  
210 can check to see who the check is made out to and for how much. Someone tried changing the name  
211 and amount on a check and the teller used the positive pay file to prevent a fraudulent check from  
212 being cashed.

213  
214 ***Vice Chairman Couture motioned to approve the Treasurer’s Investment Policy. Selectman***  
215 ***Landau seconded the motion. A roll call vote was taken: Myette – aye, Trask– aye, Theokas –aye,***  
216 ***Couture –aye, Landau – aye. With all in favor, the motion passed.***

217  
218 Next policy for review will be the cash policy.

219  
220 **III. New Business**

221  
222 *3.1 Brush Pile Chipping vs Burning*

223  
224 Vice Chairman Couture added this to the agenda just to analyze what could happen if the burn pit  
225 was gone. The information has been provided to the Solar Working Group. Chairman Myette  
226 suggested asking the Transfer Station employees if there is a better way to handle brush.

227  
228 Selectman Landau mentioned the chipper at the Transfer Station has no safety equipment. He  
229 suggested having someone look at it to determine if the equipment can be added. If it is determined  
230 that safety equipment cannot be added, the Town should look into selling it. Selectman Trask  
231 suggested sharing resources, and not purchasing a new chipper. Selectwoman Theokas asked how  
232 we meet our residents’ needs.

233  
234 This should be part of the Transfer Station’s Annual Department Plan.

235  
236 *3.2 Encumbrances*

237  
238 The Board went through the list of encumbrances. Chairman Myette asked how many of these items  
239 are in the budget with contracts. Town Administrator Doda mentioned all have contracts except for  
240 the one for the Planning Department. The MDTs have been removed from the list.

241  
242 Chairman Myette asked why the roof is not on the list. Selectman Landau mentioned the engineer is  
243 coming out to look at the roof. Vice Chairman Couture asked how long the town has been waiting for  
244 the engineer to look at the roof. Selectman Landau explained they are coming from Vermont, and it  
245 has been about three months.

246  
247 Selectman Trask asked if there was a transition plan for the Highway Department. Chairman Myette  
248 stated nothing was formally written down. Mr. Piper explained the hoop building. So far, he has found

one company that does them but will continue to look for others. Mr. Piper has a proposal; it just needs a signature. Selectman Landau advised it should be encumbered. This could be a good item for an agricultural grant. Mr. Piper mentioned the price for the hoop building does not include the paving, but the budget can handle the paving.

Town Administrator Doda stated that in the past the encumbrances have been ranked. Vice Chairman Couture mentioned the painting of Stevens Hall is not on the list and should be added.

Selectwoman Theokas mentioned the Duct cleaning has never been done. This should be done for the health of the employees and people entering the Town Offices.

***Vice Chairman Couture motioned to approve the Duct Cleaning, Repair work at the library, small paving jobs on Mayfly, parts of Lane Road, and Fremont Road Extension apron, Crack Sealing, and Ship Ladder for the Fire Station encumbrances. Selectwoman Theokas seconded the motion.***

Selectman Trask felt the Ship Ladder is lower priority and should be encumbered and not purchased now. Chairman Myette asked if these items were in the budget.

***Vice Chairman Couture motioned to amend the motion to approve the Duct Cleaning, Repair work at the library, small paving jobs on Mayfly, parts of Lane Road, and Fremont Road Extension apron, Crack Sealing encumbrances. Selectwoman Theokas 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.***

Town Administrator Doda mentioned the June 29<sup>th</sup> workshop would have to be a meeting in order for the Board to vote on the remaining encumbrances.

### *3.3 Impact Fee Releases*

The Board had no comments on the release of impact fees.

***Vice Chairman Couture motioned to accept the expenditures of impact fees for the Recreation ballfields fencing, Police Department PPE, and Highway Department Quadrant D Impact Fees. 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.***

## **IV Consent Agenda**

### *4.1 Abatement*

### *4.2 Minutes June 1, 2023*

### *4.3 Timber Tax Warrant*

### *4.4 Excavation Tax Warrant*

### *4.5 Veteran’s Tax Credit*

***Vice Chairman Couture motioned to approve items 4.1 Abatement, 4.3 Timber Tax Warrant, 4.4 Excavation Tax Warrant, and 4.5 Veteran’s Tax Credit on the Consent Agenda. Selectwoman***

*Theokas 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.*

*Vice Chairman Couture motioned to approve 4.2 Minutes of June 1<sup>st</sup>, 2023. 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.*

## **V. Selectmen’s Business**

### *5.1 Chairman’s Announcements*

Chairman Myette announced the following meetings and upcoming events:

Monday June 19, 2023	Spring Hill Farm Meeting at 7:00pm
Tuesday June 20, 2023	ZBA Meeting at 7:00pm Solar Working Group Meeting at 6:00pm (Rangeway Meeting Room)
Tuesday June 27, 2023	Solar Working Group Meeting at 6:00pm
Wednesday June 28, 2023	Planning Board at 7:00pm
Thursday June 29, 2023	Board of Selectmen Workshop at 6:00pm. This was changed to a regular meeting for encumbrances to be voted on.
Wednesday July 5, 2023	Planning Board Meeting at 7:00pm
Thursday July 6, 2023	Selectboard Meeting at 6:00pm
Tuesday July 4, 2023	Town Hall Closed for July 4th Holiday.

### *5.2 Roundtable*

Selectman Landau suggested getting rid of the oil during the Hazardous Waste Days and not spending the \$6k to have it removed. Allow Mr. Cavanaugh (not present) to seek an alternative solution to get rid of the contaminated oil. Selectwoman Theokas thought the Board was receiving a new quote for disposal, not having the contaminated oil retested; both are happening. The Board approved giving Mr. Cavanaugh time to seek an alternative solution as long as it does not sit past the allowed timeframe.

Selectman Landau mentioned #10 on the TA Report about the Stevens Hall curtains needing to be replaced. The cost is unknown, but it would be nice to replace the curtains behind the stage with the building being utilized for more events.

Selectman Landau pointed out #8 on the TA Report the current engineers have been with the Town over 40 years. There might not be a contract. Chairman Myette stated all vendors should have a contract and we should ask for one.

Vice Chairman Couture mentioned the Moose Plate grants. He suggested every year applying for a grant for Stevens Hall. Selectman Landau suggested the Town needs to hire a grant writer. Chairman Myette stated it needs to be built into the budget next year. Selectwoman Theokas asked if the Town is utilizing the people that currently work for the Town to the best of their ability.

Selectwoman Theokas mentioned Ms. Jalbert created a shared drive for the Solar working group. The Conservation Commission is asking for one. Chairman Myette asked that they work with Ms. Jalbert or Town Administrator Doda.

Selectwoman Theokas inquired who is responsible for disseminating information to department heads, commissions, and committees. Vice Chairman Couture stated Town Administrator Doda should be disseminating information to department heads and liaisons should be disseminating information to commissions and committees.

Selectwoman Theokas mentioned summer camp is starting on June 29<sup>th</sup>. There are concerns with electricity to the pump house. BK Electric suggested turning power off beyond the cottage. Town Administrator Doda will ask Recreation Director Reishus (not present) if power is needed in the bathhouse for the summer program. Selectwoman Theokas stated they are using other sources of lights for the kids to change in the bathhouse. Mr. Cavanaugh will be advised to have the power disconnected from the building.

Vice Chairman Couture stated the Solar group is meeting again next week.

Selectman Trask:  
*Nothing to report.*

Chairman Myette  
*Nothing to report.*

***Chairman Myette motioned to close the Road Acceptance public hearing. 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.***

***Selectman Landau motioned to accept Gladys Nicoll Lane as a Town Road with no conditions. 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 accept the Southwoods “South “,” North”, and “Roundabout” as Town Roads with the following conditions: submittal of three sets of as-built plans approved by Jeff Adler, payment of all outstanding invoices, and replacement of the broken bracket of the road sign. All conditions must be met by July 31, 2023. 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.***

*5.3 Town Administrator’s Report*  
*Nothing to report*

*4.4 Action Items*



The Board reviewed the postcard to be sent to residents with Accessory Dwelling Units (ADU). One change requested on the postcard is to spell out Accessory Dwelling Units and it should be sent from the Assessing Department.

*5.5 Non-Public Session(s)*

Vice Chairman Couture asked why the employee summer BBQ was listed under nonpublic when it should be discussed in public. Town Administrator Doda mentioned in the past the Board has given some money to help with the potluck BBQ. The Selectboard were in agreement to give money for the BBQ.

Chairman Myette announced non-public sessions on Public Employees and Pending Litigation.

***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees and (e) pending litigation. 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 closed to the public at 9:10 PM.

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

The meeting was reopened to the public at 9:39 PM.

***Vice-Chairman Couture 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 –aye, Landau – aye. With all in favor, the motion passed.***

***Vice-Chairman Couture motioned to seal the minutes of the second non-public session, on Public Employees. Selectwoman Theokas 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.***

***Vice-Chairman Couture motioned to seal the minutes of the third non-public session, on Pending Litigation. 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**

***Vice Chairman Couture moved to adjourn the meeting. Selectwoman Theokas 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 9:45 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary



## Chester Planning Board

84 Chester Street  
Chester, NH 03036  
Tel. (603) 887-3636 Ext. 105  
Planning@ChesterNH.org

June 13, 2023

To: Selectboard  
Town of Chester

Re: Acceptance of Gladys Nicoll Lane as a Town Road  
Michael & Lisa Oleson Subdivision

Honorable Selectboard,

At a duly noticed public meeting held on June 7<sup>th</sup>, 2023, the Planning Board reviewed the status of the Gladys Nicoll Lane of the Michael & Lisa Oleson Subdivision, per the Planning Board’s portion of the Town’s Road Acceptance Policy, for recommendation to the Board of Selectmen for acceptance this year as a Town road.

The Planning Board determined that all conditional requirements for acceptance as a Town road have been completed with one minor exception. The minor exception was verification that the final invoice owed DuBois & King Inc. has been paid. Since then, the invoice has been paid, and Gladys Nicoll Lane is now fully ready for acceptance without any exceptions or conditions

FYI, there will not be a two-year maintenance bond posted for this road because the subdivision’s approval date predates this surety requirement.

Please let me know if you require any additional information.

Sincerely,

Andrew L. Hadik  
Town Planner  
Chester Planning Board



## Chester Planning Board

84 Chester Street  
Chester, NH 03036  
Tel. (603) 887-3636 Ext. 105  
Planning@ChesterNH.org

June 13, 2023

To: Selectboard  
Town of Chester

Re: Acceptance of the Southwoods "North", "South" and "Roundabout" roads as Town Roads  
Southwoods Subdivision

Honorable Selectboard,

At a duly noticed public meeting held on June 7<sup>th</sup>, 2023, the Planning Board reviewed the status of the Southwoods "North", "South" and "Roundabout" roads of the Southwoods Subdivision, per the Planning Board's portion of the Town's Road Acceptance Policy, for recommendation to the Board of Selectmen for acceptance this year as Town roads.

The Planning Board determined that almost all conditional requirements for acceptance as a Town road have been completed with a few exceptions. The Planning Board therefore recommends the Board of Selectmen conditionally accept the Southwoods "North", "South" and "Roundabout" roads as Town roads with the following conditions:

- Submittal of three sets of as-built plans which have been approved off by Jeff Adler by 7/31/23;
- Payment of all outstanding invoices by 7/31/23;
- Replacement of the broken bracket of the road sign to be replaced by 7/31/23; and
- Painting of the STOP bars at the Southwoods "North" and "South" road intersections with Rte. 102 by 7/31/23. (This has been done since the Planning Board's meeting.)

I will work with the parties involved to obtain documentation verifying these conditions have been met, and will report to the Selectboard whether the 7/31/23 deadlines were met.

FYI, there will not be a two-year maintenance bond posted for these roads because the subdivision's approval date predates this surety requirement.

Please let me know if you require any additional information.

Sincerely,

A handwritten signature in blue ink that reads "Andrew L. Hadik".

Andrew L. Hadik  
Town Planner  
Chester Planning Board