

**Town of Chester  
Selectboard’s Meeting  
Thursday, July 27, 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)  
Highway Department  
Transfer Station Disposal Fee Changes  
Appointment Adjustments: ZBA  
Police Detail Rates  
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  
Stephen Landau

Debra Doda, Town Administrator

Members of the Public Present at various times:

Nancy Myette  
James Piper, Supervisor of Roads  
Saul Shriber  
Rick Snyder

and other persons unknown to the Recording Secretary.

51 *1.3 Pledge of Allegiance*

52  
53 Chairman Myette led the attendees in the Pledge of Allegiance.

54  
55 *1.4 Chairman’s Additions or Deletions*

56 *None*

57  
58 *1.5 Public Comment*

59  
60 Chairman Myette opened the meeting to public comment at 6:02pm.

61  
62 As no Members of the Public wished to be heard, Public Comment was closed at 6:03pm.

63  
64 **II. Appointments**

65  
66 *2.1 Highway Department*

67  
68 Mr. Piper has spoken to the plow drivers, and all are on board for this plowing season. Mr. Piper is  
69 requesting a CPI adjustment of 3.6% on the plow contracts. He mentioned that maintaining the  
70 trucks are expensive. Chairman Myette asked if there was an overage in the last budget and if Mr.  
71 Piper had increased the budget. Mr. Piper advised the budget had stayed the same and the Board  
72 decreased the salt line.

73  
74 There was a brief conversation about the weekly stipends for the drivers. Mr. Piper felt this  
75 increase is reasonable, when it is hard to keep people.

76  
77 ***Selectman Landau motioned to approve the CPI adjustment of 3.6% for the Plow Contracts.***  
78 ***Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye, Trask– aye,***  
79 ***Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.***

80  
81 Mr. Piper mentioned the repairs for Lane Road; the road was washed out due to a beaver dam on  
82 private property. He has been given a price only for the road to be reinstated. It is possible there  
83 might be additional funds needed if the Department of Environmental Services (DES) asks for the  
84 Town to clean up the natural debris as well as the man-made. Chairman Myette asked about  
85 possible funds or grants that could help with the project. Selectman Landau suggested looking at  
86 the entire project clean up and repair and ask to use funds from the unassigned fund balance.

87  
88 Vice Chairman Couture suggested reaching out to the state representatives to make it legal to  
89 manage beaver dams.

90  
91 Selectman Trask asked Mr. Piper to identify the dams that could potentially damage roads and ask  
92 for permission to access the property and take down the dams.

93  
94 Mr. Piper is caught up with shoulder work and ditching around town.

95  
96 Selectman Landau asked how far along the Fremont Road bridge project is and if it can be held off.  
97 Mr. Piper advised it is scheduled for August 14<sup>th</sup>, but that is weather permitting. The total project is  
98 projected to be \$350K and if we wait it will cost the town more. Lane Road is expected to be done  
99 by the beginning of the school year and Fremont Road is slated to take approximately two months.  
100 The schools and emergency services have been notified of the road closures.

101  
102 **III. New Business**

103  
104 *3.1 Transfer Station Disposal Fee Changes.*

105  
106 Selectman Landau had a meeting this past week to review the Transfer Station fees. Chairman Myette  
107 asked with the new increases if the Town would break even. Selectman Landau stated it would break  
108 even and by doing this the town can continue to not charge per bag. Some items were eliminated,  
109 and some were changed. Chairman Myette asked about lights bulbs. Town Administrator Doda  
110 mentioned they are taken to the hazardous waste day.

111  
112 Chairman Myette asked if we charge for used oil. Selectman Landau asked how you would charge for  
113 it. And if the town did charge it, people may decide to just dump it. Vice Chairman Couture asked if  
114 we should even be collecting it. Chairman Myette postponed this conversation.

115  
116 ***Vice Chairman Couture motioned to approve the adjustments to the Transfer Station fee***  
117 ***schedule. Selectwoman Theokas seconded the motion. A roll call vote was taken Myette – aye,***  
118 ***Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the motion passed.***

119  
120 Selectman Landau suggested the town look into a crusher for the Transfer Station. There is a better  
121 market for crushed items, and the town will not have to have as many pick-ups to remove the items.  
122 Charman Myette would like to see it go on the Capital Improvement Plan (CIP) and/ or apply for  
123 grants.

124  
125 *3.2 Appointment Adjustments: ZBA*

126  
127 Mr. Snyder mentioned the ZBA is a full Board now and he would like to drop from a regular member  
128 to an alternate member. The regular member will be filled by alternate member Mr. Walsh (not  
129 present).

130  
131 ***Selectman Landau motioned to appoint Mr. Snyder as an alternate member of the ZBA with a***  
132 ***term to expire on May 31, 2025. Vice Chairman Couture seconded the motion. A roll call vote was***  
133 ***taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – aye. With all in favor, the***  
134 ***motion passed.***

135  
136 Chairman Myette suggested not appointing Mr. Walsh at this meeting and ask him to come meet the  
137 Board. Selectwoman Theokas mentioned the Board decided a while ago not to have current members  
138 come to the meetings unless there are questions.

139  
140 ***Selectwoman Theokas motioned to appoint Mr. Walsh as a regular member of the ZBA with a***  
141 ***term to expire on May 31, 2026. Vice Chairman Couture seconded the motion. A roll call vote was***  
142 ***taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau –abstained. With four in***  
143 ***favor, the motion passed with Landau abstaining.***

144  
145 Vice Chairman Couture reiterated the Board’s request to have him come to a meeting.

146  
147 *3.3 Police Detail Rates*

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149 Town Administrator Doda presented the police detail rate increase. Chairman Myette asked what  
150 rationale for the increase is. She mentioned the funds from this go into the Police detail fund.

Chairman Myette pointed out money is paid to the officer and the rest in the detail fund; however, no funds are used for gas. Selectwoman Theokas simplified the email submitted by Chief Berube with the explanation for the increase and cost breakdown.

***Selectman Trask motioned to approve the police detail rates. 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.***

#### **IV Consent Agenda**

##### *4.1 Minutes 6/15/23, 6/29/23, and 7/13/23*

***Vice Chairman Couture motioned to approve the minutes of June 15, 2023, June 29, 2023, and July 13, 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.***

##### *4.2 Nobis Landfill Post Closure Monitoring Program FY23-24*

***Selectman Landau motioned to approve the Nobis Landfill Post Closure Monitoring Program FY23-24. 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.***

#### **V. Selectmen’s Business**

##### *5.1 Chairman’s Announcements*

Chairman Myette announced the following meetings and upcoming events:

Wednesday August 2, 2023	Planning Board at 7:00pm School Board Meeting at 7:00pm
Thursday August 3, 2023	Selectboard Meeting at 6:00pm.

Chairman Myette mentioned that due to an unexpected road collapse, Lane Road is closed and completely impassible at #442. I’m sorry - there is no easy detour. We will keep you posted.

Also, the planned work to replace the Fremont Road Bridge has been scheduled for Monday, August 14th (weather dependent – could be pushed back if it continues to rain). Due to the nature of the work, that area of Fremont Road will be closed to through traffic for approximately two months and a detour utilizing Pheasant Run Drive and Shepard Home Road will be necessary. There will be nowhere to turn around, should people ignore the signage and drive that far.

Chairman Myette pointed out the tax abatement in the folders. Town Administrator Doda stated the property had been taken for unpaid taxes and a tax bill was generated after it was owned by the town. The former owner is working with the Town Clerk to repurchase the property and the back taxes are expected to be paid on July 31, 2023.

***Selectman Landau motioned to approve the abatement after the resident has paid the back taxes. 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.***

## *5.2 Roundtable*

Selectman Landau went over the report from the engineers about the roof at the Police Department. The metal roof on the Police Department is fine but the fasteners are bad. Replacing the fasteners is the same price as having a new roof put on the building. Chairman Myette asked for three bids and then it can be placed on the CIP.

The engineer also looked at Stevens Hall. There is some damage to wood that can be replaced but there are no concerns with the safety of the building. Chairman Myette would like an RFP with references for the work on Stevens Hall.

Selectman Landau mentioned Geary Farms is interested in composting. This would only be food waste and they would be picking it up from residents. The compost would be used on Spring Hill Farm. Chairman Myette asked that they come in and talk about the process.

Selectman Landau spoke to Mr. Richardson, Solar Working Group Member, about the advantages and disadvantages about a number of parcels in town.

Selectman Trask  
*Nothing to report.*

Selectwoman Theokas attended the PACT Meeting. There are many great opportunities to volunteer for PACT. Selectwoman Theokas mentioned some of the new things PACT is doing such as auto captions and closed captioning on the bottom of the screen. The PACT Group is doing a great job keeping the Town informed.

Vice Chairman Couture  
*Nothing to report.*

Chairman Myette  
*Nothing to report.*

## *5.3 Town Administrator’s Report*

Town Administrator Doda stated there is \$278K left over from last year’s budget. The board has already approved about \$50K. The Board does not have to vote this evening on what projects to do.

Selectman Landau asked Mr. Piper when the drop-dead date to order the hoop building is. Mr. Piper felt he could have the building by Thanksgiving if ordered now. Selectman Landau asked if this could wait two weeks for an answer on how much Lane Road will cost to fix. Selectman Trask stated the hoop building is a necessity, the new equipment should not be left outside.

***Vice Chairman Couture motioned to approve the Police Department Body Worn Cameras, Maintenance Department contaminated oil removal, and the Highway Department Hoop Building. Selectman Trask seconded the motion.***

Selectwoman Theokas asked for the ship ladder to be added to the list.

***Vice Chairman Couture modified the motion to approve the Police Department Body Worn Cameras, Maintenance Department contaminated oil removal, Highway Department Hoop Building, and ship ladder for the Fire Department. Selectman Trask 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.***

Town Administrator Doda mentioned Chester was chosen for a pilot program for grant training.

Selectwoman Theokas suggested looking at the Town Administrator job description. Chairman Myette has been asking for job descriptions for all the departments in town.

Town Administrator Doda pointed out the Wason Roof repair quotes are in the folder. Maintenance Director Cavanaugh would like to know what vendor the Board would like to do the repairs.

***Selectman Trask motioned to utilize the vendor Maintenance Director Cavanaugh has recommended for the roof repairs at Wason Pond. Vice Chairman Couture 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.***

Town Administrator Doda mentioned the Police Chief has been able to acquire Nalox kits. The Board discussed possible locations and decided one kit should be in the multi-purpose room.

***Selectman Trask motioned to move forward with the Nalox kits for the Town. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau –abstained. With all in favor, the motion passed.***

#### 4.4 Action Items

None

#### 5.5 Non-Public Session(s)

Chairman Myette announced additional non-public sessions on reputation and legal.

***Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees, (c) Reputation, 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 7:34 PM.

***Selectwoman Theokas 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 8:10 PM.

*Selectman Trask motioned to seal the minutes of the first non-public session, on Reputation. 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 Trask motioned to seal the minutes of the second non-public session, on 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.*

*Selectman Trask motioned to seal the minutes of the third non-public session, on Reputation. 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 Trask motioned to seal the minutes of the fourth non-public session, on Public Employees. 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**

*Vice Chairman Couture moved to adjourn the meeting. 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 adjourned at 8:15 PM.

Respectfully submitted,

Janis A. Jalbert

Recording Secretary