

**Town of Chester  
Selectboard’s Meeting  
Thursday, November 16, 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)  
Composting Program @ Spring Hill Farm Follow-up  
Fire Department Update  
Approval of Impact fees for Lane Road  
Holiday Decorations  
Wage Matrix  
Clarification of Town / Dump Road  
Consent Agenda  
Chairman’s Announcements  
Roundtable  
TA Report  
Action Items  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Myette called the meeting of the Chester Selectboard to order at 6:00pm.

*1.2 Roll Call*

Selectboard Present:

Chuck Myette  
Dick Trask  
Dana Theokas

Selectboard Absent:

Steve Couture  
Stephen Landau

Town Administrator Debra Doda

Members of the Public Present at various times:

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

Christy Ortins  
Nick Ortins  
Corinna Reishus, Recreation Director  
Nate Rockwell

and other persons unknown to the Recording Secretary.

### *1.3 Pledge of Allegiance*

Chairman Myette led the attendees in the Pledge of Allegiance.

### *1.4 Chairman’s Additions or Deletions*

Chairman Myette deleted the Wage Matrix from the agenda.

### *Public Comment*

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

## **II. Appointments**

### *2.1 Composting Program @ Spring Hill Farm Follow-up*

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

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

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

### *2.2 Fire Department Update*

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

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

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

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

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

### **III. New Business**

#### *3.1 Approval of Impact fees for Lane Road*

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

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

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

#### *3.2 Holiday Decorations*

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

#### *3.3 Wage Matrix (deleted from the agenda)*

#### *3.4 Clarification of Town / Dump Road*

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

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

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

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

### **IV Consent Agenda**

#### *4.1 Minutes October 30, 2023 & November 2, 2023*

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

***4.2 Intent to Cut***

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

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

***4.3 Abatement***

An error occurred and this is to fix the error.

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

**V. Selectmen’s Business**

***5.1 Chairman’s Announcements***

Chairman Myette announced the following meetings:

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

Chairman Myette announced the following events:

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

***5.2 Roundtable***

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

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

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

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

Chairman Myette  
*Nothing to report.*

#### *5.3 Town Administrator’s Report*

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

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

#### *5.4 Action Items*

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

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

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

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

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

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

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

Chairman Myette announced a non-public session on reputation.

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

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

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

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

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

## **VI. Adjournment**

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

The meeting was adjourned at 7:21 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary