

**Town of Chester  
Selectboard’s Meeting  
Thursday, December 7, 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)  
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

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

202

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

204

205 Chairman Myette announced the following events:

206

207 Saturday December 9, 2023 Breakfast With Santa! This is a RESERVATION ONLY event!

208 Seating One 8:00 am to 9:30 am

209 Seating Two 10:00 to 11:30 am

210 Multipurpose Room, 84 Chester Street

211

212 Contact the Library for reservations and questions.

213

214 Saturday December 9, 2023 Join your friends and family at the official Christmas Tree  
215 Lighting & Carol Sing! Crafts, refreshments, carols, and the  
216 official tree lighting all take place at Stevens Hall starting at  
217 5pm and running through 7pm. Chester Academy band will be  
218 playing at the event as well.

219

## 220 *5.2 Roundtable*

221

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

224

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

230

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

234

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

237

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

240

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

244

245 Selectman Landau asked about the roofs for the rest of the municipal building. Chairman Myette  
246 stated it is on the CIP and cannot be done until July. The Planning Board has inquired if the numbers  
247 are correct. Due to inflation and the timeframe for the work it was suggested to increase the price by  
248 10%.

249

250 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 12<sup>th</sup>. 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 20<sup>th</sup>. 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