

**Town of Chester
Selectboard’s Meeting
Thursday, January 4 , 2024
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)
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 could 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