



Town of Chester  
Board of Selectmen  
84 Chester Street  
Chester, NH 03036  
Phone: (603) 887-3636 x114  
E-mail: [ChesterBOS@ChesterNH.org](mailto:ChesterBOS@ChesterNH.org)

*Charles F. Myette, Chairman, '25*  
*Stephen O. Landau, '24*

*Steven M. Couture, Vice-Chairman, '24*  
*Dana Theokas, '26*

*Richard S. Trask, '26*

### **BOARD OF SELECTMEN MEETING AGENDA**

*Date of Meeting: June 1<sup>st</sup>, 2023 @ 6:00 PM – Meeting Room*  
*Broadcast on Channel 20 and streamed on [Government \(cablecast.tv\)](http://Government.cablecast.tv) – click "Watch Now"*

#### **I. PRELIMINARIES:**

- 1.1 6:00 PM Call the Meeting to Order
- 1.2 Roll Call
- 1.3 Pledge of Allegiance
- 1.4 Chairman's Additions or Deletions
- 1.5 Public Comment (10 minutes)

#### **II. APPOINTMENTS**

- 2.1 Highway Department Summer Plans
- 2.2 Chester Baseball and Softball Association (CBSA)
- 2.3 Conservation Alternate Appointment: Mikael Cejtin
- 2.4 Conservation Easement - Pomp Road

#### **III. BUSINESS:**

- 3.1 Review and Approval of Revaluation RFP
- 3.2 Dump Road
- 3.3 Discussion of FY24-25 Budget Process
- 3.4 Requested Encumbrances
- 3.5 U.S. Department of Agriculture Grants

#### **IV. CONSENT AGENDA:**

- 4.1 Minutes May 18, 2023

#### **V. SELECTMEN'S ITEMS:**

- 5.1 Chairman's Announcements
- 5.2 Roundtable
- 5.3 TA Report

**PLEASE NOTE:** *To be added to the next agenda, please contact the Board of Selectmen's office by phone, in-person, or by email by 12pm Thursday prior to the next meeting. Please include any applicable documentation at this time for the Board's review. Agenda items may be added or deleted without notice.*



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5.4 Action Items

5.5 Potential Non-Public Sessions:

**VI. ADJOURNMENT:**

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**From:** [Chester Recreation](#)  
**Sent:** Wednesday, May 17, 2023 1:35 PM  
**To:** [Debra Doda](#); [Janis Jalbert](#)  
**Subject:** Fwd: baseball updates

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For your information - from Chester Baseball and Softball Association

The balance remaining for the fencing repairs after the Recreation Impact Fees amount is \$1,487 - \$495.67 per user. Busche Academy is the only user who agreed to pay their share. Chester Academy and Chester Baseball and Softball Association are not willing to pay for the overage in repairs. We are approximately \$1,000 shy for the balance of the baseball/babe ruth fencing repairs. One option would be to go back to the Planning Board to request an additional \$991.33 from Impact Fees. I will be in attendance tomorrow evening for my new Recreation Commissioner and can stay for the entire meeting if you would like to discuss further.

Regards,  
Corinna

*Corinna Reishus, Recreation Director/Facilities Manager*  
Town of Chester, 84 Chester Street, Chester, NH 03036  
603-887-3636, x100 / [director@chesternhrec.org](mailto:director@chesternhrec.org)  
<https://www.chesternh.org/recreation-department>

----- Forwarded message -----

**From:** **Corey Young** <[corey.young02@gmail.com](mailto:corey.young02@gmail.com)>  
**Date:** Wed, May 17, 2023 at 12:52 PM  
**Subject:** Re: baseball updates  
**To:** Chester Recreation <[director@chesternhrec.org](mailto:director@chesternhrec.org)>

We did discuss the fencing as a board on Monday, the short answer is no we are not willing to pay for the overage. The long answer is that we are going to request to speak to the BOS on this matter as we had planned on presenting to the BOS on costs and field maintenance and upkeep anyways, but was going to do that after the chaos of the baseball and softball season. With this request to pay for town owned property, it moves the timing up from when we wanted to present. I can discuss it in person with you as well tomorrow.

Corey

**From:** [Corey Young](#)  
**Sent:** Wednesday, May 17, 2023 1:48 PM  
**To:** [Janis Jalbert](#)  
**Cc:** [Chester Baseball & Softball - Julie Callahan](#)  
**Subject:** Town Field Fence Repair Cost and Request to Fund by CBSA

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Dear Selectboard Members,

As the Treasurer for, and on behalf of, the Chester Baseball and Softball Association (CBSA) Board I am responding to a request from the Director of Recreation, Corinna Reishus, to fund an overage of cost for the fence repairs to the Town fields. The CBSA discussed this at our most recent meeting, and we would like to request to speak with the Selectboard at the June 1st Selectboard meeting. We would like to discuss the overage, the funding available in the CIP as it relates to recreation, the CBSA's past and continued contributions to the Town's fields, and how we can come to an agreement on a future partnership with the Town. This may or may not include an additional contribution from the CBSA to help pay for this overage, but a discussion is warranted, especially when requesting funds for property we do not own.

Below I have copied the message from Corinna for your reference and for added context of my email.

Please let me know when you are able to add the CBSA to the agenda for the June 1st meeting so that we can prepare for our discussion.

Kind Regards,  
Corey A. Young

**\*\*Copied Email from Corinna\*\***

Hello field users,

As you know, after our walk around last spring one of the major concerns was the safety of the fence at Town Fields. Recreation was able to add this project to the CIP for a total of \$11,283.36. Recreation has received approval from the Selectboard to use the Recreation Impact Fees for this project.

The cost of the fence repairs is \$11,850.00 in addition to the cost of the fence guard of \$920.36 for a total of \$12,770.36. This leaves a balance due in the amount of \$1,487.00. The Selectboard has recommended that I request assistance to pay the balance of the project from the users of the fields. If we split this amount in three, the amount of this request would be \$495.67 per user.

Please let us know if you are able to assist with this expenditure. If I have forwarded the request to the incorrect person can you please let me know and/or forward along. Much appreciated.

On a separate note, now that the season is underway, I would like to set a time for all of us to meet and target any additional items of concern. If there are any days/times that work best

please let me know. I will plan to send a few possible meeting options next week.

I look forward to hearing from you.

Regards,

Corinna

*Corinna Reishus, Recreation Director/Facilities Manager*

*Town of Chester, 84 Chester Street, Chester, NH 03036*

*603-887-3636, x100 / [director@chesternhrec.org](mailto:director@chesternhrec.org)*

*<https://www.chesternh.org/recreation-department>*

**TOWN OF CHESTER**  
***Office of Selectmen***

**Appointment and Oath**

To:     Mikael Cejtin

**WHEREAS**, there is a vacancy for an alternate member of the Conservation Commission (term to expire May 31<sup>st</sup>, 2026), and

**WHEREAS**, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Mikael Cejtin, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.

Given under our hand this 1<sup>st</sup> day of June 2023:

\_\_\_\_\_  
Charles F. Myette, Chairman

\_\_\_\_\_  
Steven M. Couture, Vice-Chairman

\_\_\_\_\_  
Stephen O. Landau, Selectman

\_\_\_\_\_  
Dana Theokas, Selectwoman

\_\_\_\_\_  
Richard S. Trask, Selectman



Selectmen of Chester  
New Hampshire

I, \_\_\_\_\_, do solemnly swear that I will faithfully and impartially discharge, and perform all the duties incumbent as an alternate member of the Conservation Commission according to the best of my abilities, agreeably to the rules and regulations of the constitution and laws of the State of New Hampshire. So help me God.

State of N.H., Rockingham County; personally appeared the above named \_\_\_\_\_ who took and subscribed the foregoing oath, before me:

Date Received & Recorded: \_\_\_\_\_

Recorded by: \_\_\_\_\_  
Justine Celentano, Town Clerk

THIS IS A TRANSFER TO A TOWN AND IS  
EXEMPT FROM THE NEW HAMPSHIRE  
REAL PROPERTY TRANSFER TAX  
PURSUANT TO RSA 78-B:2,I

**Return to:**  
Town of Chester  
Conservation Commission  
84 Chester Street  
Chester, NH 03036

### **DECLARATION OF EASEMENT**

The Town of Chester, a municipal corporation with a principal place of business at 84 Chester Street, Chester, County of Rockingham, State of New Hampshire, 03036,

by Power conferred by an affirmative vote by the voters on Article #19 at the March 16, 2023 Town Meeting,

hereby declares that it establishes a

CONSERVATION EASEMENT with respect to a certain tract of land (herein referred to as the "Property") situated on Pomp Road in Chester, County of Rockingham, State of New Hampshire, containing 55.484 acres, more or less, identified as Lot 2-28-1 on the tax assessment maps of the Town of Chester and being comprised of a portion of the land shown as Lot 2-28-1, 112 acres, more or less, and land of Charles Pearson, 7.0 acres, more or less on a certain plan of land entitled "Land of Thurston V. Williams and Forrest A. Hussey, Chester, N.H.," dated September 14, 1981, rev. January 5, 1982, recorded in the Rockingham County Registry of Deeds as Plan D-10607, excepting therefore the following parcels identified and described on certain plans of land recorded in said Registry:

Lot 28-13 and Lot 28-14 on Plan D-16230;

Lot 28-12 on Plan D-19242;

Lot 28-15 on Plan C-20707;

Lot 28-16, Lot 28-17, Lot 28-18, Lot 28-19 and Lot 28-20 on Plan C-22712.

## 1. PURPOSES

The Easement hereby granted is pursuant to NH RSA 477:45-47, exclusively for the following conservation purposes:

- A. The property shall be maintained in perpetuity as an open space in its relatively natural state, without there being conducted thereon any industrial or commercial activities.
- B. The property shall not be further subdivided or otherwise divided into parcels of separate distinct ownership.
- C. The property shall in no way be used to satisfy density requirements of any applicable zoning ordinance or subdivision regulation with respect to development of any other property.
- D. No part of the property shall be used to provide legal or physical access to any road or other parcel of land not owned by the Town of Chester except for recreational purposes permitted hereby.
- E. No structure or improvement of any kind (including without limitation fences, roads, sheds and bars, or any type of trailer, radio transmission or receiving device, or compost bin) shall be constructed, placed, or introduced onto the property.
- F. No parking of any vehicles, including trailers or campers, shall be allowed on the property.
- G. No removal, filling, or other disturbances of soil surface, nor any changes in topography, surface or subsurface water systems, wetlands, or natural habitat shall be allowed on the property.
- H. No outdoor advertising structures (whether temporary or permanent) such as signs and billboards shall be displayed on the property; however, the Town of Chester may erect and maintain signs designating the property as land under the protection of the Chester Conservation Commission, provided that such signs comply with the then existing codes, ordinances, and regulations with respect to signage in the Town of Chester, and no such sign shall be artificially illuminated.
- I. There shall be no mining, quarrying, excavation, or removal of rocks, minerals, gravel, sand, topsoil, or other similar materials on or from the property.



- J. There shall be no dumping, injection, burning, burial or storage of any materials (including without limitation, soil, manure, grass clippings, rubble, refuse, trash, vehicles or vehicle bodies, pans, tanks, barrels, appliances, machinery, or radioactive or hazardous waste) on the property.
- K. There shall be no cutting or removal of any vegetation on the property with the exception of diseased or damaged trees which present a safety hazard, or construction and maintenance of trails, without first being approved by the Chester Conservation Commission.
- L. There shall be no operation of motorized vehicles on the property including, but not limited to, snowmobiles, dune buggies, motorcycles, and all-terrain vehicles.
- M. There shall be no septic systems on the property.
- N. Any activity on or use of the property that is inconsistent with the purposes of the restrictions set forth herein is prohibited.

And as objectives:

The above purposes are consistent with the clearly delineated open space conservation goals and/or objectives as stated in the 2015 Master Plan of the Town of Chester which states as a goal:

*Implement the Chester Open Space Plan and identify local priorities for open space protection that will conserve water resources, steep slopes, and agricultural lands.*

And with NH RSA Chapter 79-A:1 which states in part:

*It is hereby declared to be in the public interest to encourage the preservation of open space, thus providing a healthful and attractive outdoor environment for work and recreation of the state's citizens, maintaining the character of the state's landscape, and conserving the land, water, forest, agricultural, and wildlife resources.*

All of these purposes are consistent and in accordance with the US Internal Revenue Code, Section 170(h).

NOTWITHSTANDING the restrictions set forth above, the Town of Chester and its successors and/or assigns shall have the right to conduct or permit the following activities on the property:

1. To construct and maintain trails for hiking, cross-country skiing, and other low impact transitory recreational uses, and to construct and maintain related ancillary structures, such as a bench or bridge, all as not detrimental to the purposes of this declaration.
2. To post restrictions as the Town may desire from time to time.
3. To control public access to the property.
4. To remove any living or downed hazard or diseased trees and invasive or exotic vegetation provided such removal is conducted under Best Timber Harvest Management practices.
5. The Town of Chester shall have all ownership rights which are not expressly restricted by this Deed.

Being the same premises conveyed to the Town of Chester by Deed of Robert Buelte dated July 20, 1999 recorded with the Rockingham County Registry of Deeds in Book 3415, Page 1611 and containing 55.484 acres more or less identified as Lot 2-28-1.

THIS DECLARATION IS NOT A TRANSFER AND IS EXEMPT FROM TRANSFER TAX AND L-CHIP SURCHARGE.

IN WITNESS WHEREOF, the Town of Chester has hereunto set its hand and seal by a quorum of its duly elected representatives.

The Selectboard:

Dated: \_\_\_\_\_, 2023

\_\_\_\_\_  
Charles F. Myette

\_\_\_\_\_  
Steven M. Couture

\_\_\_\_\_  
Stephen O. Landau

\_\_\_\_\_  
Dana Theokas

\_\_\_\_\_  
Richard S. Trask

STATE OF NEW HAMPSHIRE  
COUNTY OF ROCKINGHAM

On this \_\_\_\_\_ day of \_\_\_\_\_, 2023, before me personally appeared \_\_\_\_\_ in his or her capacity as Selectman of the Town of Chester Selectboard, known to me, or satisfactorily proven to be the person whose name is subscribed to the foregoing instrument and acknowledged that he or she executed the same as his/her free act and deed for the purposes therein contained by and on behalf of the Town of Chester Selectboard.

\_\_\_\_\_  
Notary Public

My commission expires:

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COUNTY OF ROCKINGHAM

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\_\_\_\_\_  
Notary Public

My commission expires:



## TOWN OF CHESTER, NEW HAMPSHIRE

### INVITATION TO BID

The Town of Chester is accepting proposals from qualified and responsible firms for the complete statistical reappraisal of all taxable, non-taxable, and exempt properties situated within the Town of Chester, New Hampshire, utilizing the Town's CAMA system. The effective date of value for the revaluation shall be **April 1, 2024**.

Five (5) hard copies and one (1) electronic copy on a USB flash drive of the response to this Request for Proposal shall be submitted in a sealed envelope clearly labeled with the Bidder's name and "Request for Proposal – Revaluation Services" to the following address:

Revaluation Services  
RFP 02-JUN-23  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
Attn: Debra Doda, Town Administrator

Questions concerning this Request for Proposal shall be directed to Jean Packard, Assistant Assessor, at (603) 887-3636 x104 or [JPackard@ChesterNH.org](mailto:JPackard@ChesterNH.org).

All proposals must be received no later than (date) at 3:00pm (time period may be extended at the discretion of the Selectboard) to be considered. It is the sole responsibility of the Bidder to have the packet at the designated location prior to the deadline date and time. Faxed submittals will not be accepted.

Sealed proposals must be signed by a duly authorized official of the Bidder. Proposal terms shall be valid for a period of ninety (90) days from receipt by the Town of Chester. It is anticipated but not guaranteed that a contract will be awarded to a Bidder based upon the RFP response and evaluation prior to (date).

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The Town will not accept responses marked confidential in whole or in part.



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## **INSTRUCTIONS TO BIDDERS**

By submitting a signed proposal, the proposing company warrants that it is sufficiently informed in all matters affecting the performance of this work; furnishing service, knowledge, labor, supplies, material and components needed to perform the specifications; that it has obtained copies of all necessary documentation; that it has made itself aware of all site-specific peculiarities, and that it is familiar with all field conditions; that it has properly and completely executed the bid documents; and that the prices are complete and a correct statement of performing the work and furnishing the service, knowledge, labor, supplies, materials and components specified by the RFP documents.

The Town of Chester reserves the right to amend any portion of the Request for Proposal. Copies of such amendments shall be furnished to all prospective Bidders. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

Any costs incurred by Bidders responding to this Request for Proposal in anticipation of receiving a contract award shall be the responsibility of the Bidder. The Town of Chester shall not reimburse the Bidder for any such expenses.

Any contract resulting from this solicitation shall contain the terms and conditions included in this RFP, the successful proposal, and any addenda issued pursuant thereto.

## **DESCRIPTION OF PROPERTIES**

Chester covers approximately 14,300 acres with 2,322 parcels. The following is a breakdown of the parcel count:

Single Family	1,762
Multi-Family	41
Commercial/Industrial	21
Manufactured Homes	49
Exempt	108
Vacant Land	320

Chester's last revaluation was conducted in 2019. The Town's assessing information is currently contained on record cards produced by the Avitar CAMA software.

## **QUALIFICATIONS**

Interested assessment companies ("Bidders") are invited to submit proposals that shall include:



1. The Bidder's ability to provide the services and minimum specifications described below, in accordance with applicable statutes and DRA and ASB rules;
2. Name and telephone number of person(s) to be contacted for further information and clarification;
3. Bidder's ability to complete the project by September 1, 2024;
4. A list of all personnel who will be assigned to Chester, including their years of experience and qualifications;
5. Listing of all municipal valuation updates completed during the past five (5) years, including client contacts, telephone numbers, and size of municipalities (indicated by number of real estate parcels, scope of services rendered, and date completed under present corporate entity). Such lists must include at least two (2) communities comparable to the Town of Chester.
6. Indication of how many years Bidder has been engaged as a company, corporation, partnership, or individual specializing in government assessing/revaluation services.
7. Bid Bond, certified check or equivalent to ten (10) percent of the proposal submitted.

### **SERVICES TO BE INCLUDED**

All services shall be performed in a professional manner, in accordance with applicable State Statutes as well as DRA and ASB rules.

1. Perform complete exterior and interior inspection (full measure and list) and appraisal of all properties transferred between April 1, 2022 and April 1, 2024 within the Town. The existing property cards may be used for reference; however, all data on the cards, other than lot measurements, must be verified by measurement and inspection. New exterior photographs are required. The contractor should attempt to set up appointments with the property owner and if necessary, follow up with callbacks. Documentation of inspection and follow-up is required.
2. Perform sales analysis of all transfers determining appropriate classification using data from April 1, 2022 through April 1, 2024. The sales analysis and final values will be determined as of April 1, 2024.
3. Work with the Town's contract assessor during each phase of the project and provide responses to suggested input.





4. Input all property records and sales analysis data into Town's appraisal software (Avitar) and generate new values for the entire town.
5. Make at least monthly progress reports to the Selectboard and/or their representatives unless otherwise agreed to by both contract parties.
6. Perform public relations with the residents of Chester, including, but not limited to, press releases, ongoing progress reports, formal presentation to the Selectboard of macro results, notification of revaluation results, and informal reviews.
7. Provide, as an additional cost, the cost of defending appeals of assessments after the update.
8. Provide for a penalty for the failure to complete the project on time.

#### **COMMENCEMENT AND COMPLETION OF WORK**

1. The project shall begin no later than 30 days after the execution of a contract between the winning Bidder and the Town, or on such other date as agreed by both parties to the contract. The project shall begin with a meeting among Town officials, the winning Bidder, and the DRA.
2. The project shall be concluded and results delivered to the Selectboard and Assistant Tax Assessor by September 1, 2024.
3. Appraisal software shall be updated by August 15, 2024, and shall contain current assessment data for all properties as of April 1, 2024.
4. The revaluation shall be considered complete only when informal reviews have been completed, the figures reviewed by the Selectboard, changes have been made as required, the Selectboard has accepted the new values, all data has been entered into the assessing program on the Town's computer system, and required USPAP manual has been provided.

#### **CONTRACT AWARDS**

The Town of Chester reserves the right to reject any or all proposals, or to accept the proposal that the Town deems to be in its best interest, regardless of the lowest bid amount.

The Town of Chester reserves the right to request additional data or information or a presentation in support of written proposals. However, the Town may award a contract



based on offers received, without additional submissions. Accordingly, the proposal should be submitted on the most favorable terms from all aspects, which the Bidder can submit.

The New Hampshire Department of Revenue Administration requires a contract before any work shall commence. Any contract awarded as a result of this RFP will comply with applicable Statutes and DRA and ASB rules.

## **REVALUATION SCHEDULE DATES**

Completion dates of the below listed project milestones are to be provided by the proposal provider. State with specificity the start date, the turnover date (no later than September 1, 2024) and define all key milestones as to the progress plan of the project, including but not limited to the following events:

- Clerical start-up operations
- File maintenance timeline
- Sale Inspection start-up and completion
- Sales Analysis start-up and completion
- Modeling and Calibration start-up and completion
- Generation of preliminary valuations
- Final Field reviews
- Turnover of reviewed preliminary valuation for Monitor review
- Presentation of reviewed preliminary valuations to Selectboard
- Notice to taxpayers of preliminary valuations
- Informal Hearings schedule
- Request for final project Selectboard review
- 

## **PAYMENT**

When payment is due, the Bidder shall submit an invoice, clearly marked:

Revaluation Services, RFP xx-xx-2023  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
Attn: Marianne Duffy, Finance Officer



<b><u>ACORD</u></b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) <b>01/01/14</b>	
PRODUCER <b>Some Insurance Agency Name</b> <b>100 Main Street</b> <b>City or Town, NH Zip</b>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE				
INSURED <b>Name of Contractor or Vendor</b> <b>111 Some Street or Drive</b> <b>City or Town, NH Zip</b>			INSURER A: <b>USA INSURANCE COMPANY</b> INSURER B: <b>AMERICAN INSURANCE INCORPORATED</b> INSURER C: <b>NH WORKERS' COMPENSATION INSURANCE CO.</b> INSURER D: INSURER E:				
COVERAGES							
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INS R	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE(MM/DD/YY)	POLICY EXPIRATION DATE(MM/DD/YY)	LIMITS		
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/> GENERAL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-AI1</b> (Example #)	<b>12/01/16</b>	<b>12/01/17</b>	EACH OCCURENCE	<b>\$1,000,000</b>	
					FIRE DAMAGE (Any one	\$	
					MED EXP (Any one person)	\$	
					PERSONAL & ADV INJURY	\$	
					GENERAL AGGREGATE	<b>\$2,000,000</b>	
	PRODUCTS-COMP/OP	\$					
<b>B</b>	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> <u>Additional Insured</u> <input type="checkbox"/>	<b>SKLS-029499S</b> (Example #)	<b>12/01/16</b>	<b>12/01/17</b>	COMBINED SINGLE LIMIT (Ea accident)	<b>\$1,000,000</b>	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>						
	EXCESS LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURENCE		
					AGGREGATE	\$	
						\$	
						\$	
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b> (Example #)	<b>12/01/16</b>	<b>12/01/17</b>	WC	OTH-ER	
					E.L. EACH ACCIDENT	<b>\$100,000</b>	
					E.L. DISEASE-EA EMPLOYEE	<b>\$500,000</b>	
					E.L. DISEASE - POLICY LIMIT	<b>\$100,000</b>	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <b>TOWN OF CHESTER LISTED AS ADDITIONAL INSURED, WAIVER OF SUBROGATION APPLICABLE TO POLICIES LISTED ABOVE</b>							
CERTIFICATE HOLDER		<b>X</b>		ADDITIONAL INSURED; INSURER LETTER: <b>A &amp; B</b>		CANCELLATION	
<b>Town of Chester</b> <b>ATTN: Board of Selectmen</b> <b>84 Chester Street</b> <b>Chester, NH 03036</b>				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE <b>John Smith, CIC (EXAMPLE)</b>			

Town of Chester, New Hampshire

**PETITION FOR HIGHWAY LAYOUT PER N.H. RSA 231:8**

To: The Selectmen of the Town of Chester

The undersigned represents that for the accommodation of the public, there is an occasion for the Selectmen to layout a Class V roadway across land shown as the Class VI portion of roadway (Town) Dump Road that begins where the pavement ends near the existing Town of Chester Transfer Station, and continue approximately 1,100ft +/- up to the Town of Chester's Salt Shed. This would continue the Class V section of roadway from the transfer station, and would have a width of 26' and approximately 1,100ft. This proposed Class V road shall provide Class V roadway public access to the properties and land along this portion of (Town) Dump Road which includes the Towns Salt Shed, and public sand box.

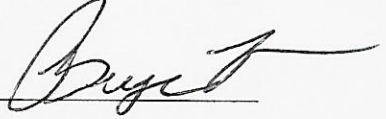
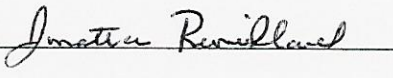
The undersigned requests that the Selectmen layout this proposed Class V roadway as described above.

Dated at Chester, N.H. this 25<sup>th</sup> day of May, 2023.

NAME

ADDRESS

SIGNATURE

BRYAN REMILLARD	231 CANDIA RD CHESTER, NH	
JONATHAN REMILLARD	102 SHATTILUE RD CHESTER, NH	

# **TITLE XX TRANSPORTATION**

## **CHAPTER 231 CITIES, TOWNS AND VILLAGE DISTRICT HIGHWAYS**

### **Laying Out Highways**

#### **Section 231:8**

**231:8 Petition.** — Selectmen of a town, upon petition, may lay out any new class IV highway not financed in whole or in part with federal aid highway funds, and class V or VI highway or alter any such existing highway within their town for which there shall be occasion.

**Source.** RS 49:1. CS 52:1. GS 61:1. GL 67:1. PS 67:2. 1921, 31:1. PL 74:2. RL 90:2. 1945, 188:1, part 5:1. RSA 234:1. 1967, 157:3. 1981, 87:1, eff. April 20, 1981.

## **Budget and Financial Planning - Fiscal Year 2024-2025**

Welcome to another year of budget management and planning!

The FY24-25 budgeting process will be substantially the same as last year. Templates and instructions will be prepared by Finance Director Smith and distributed to Department Heads and Board/Committee/Commission Chairs in mid-December. Once the templates have gone out, a training session will be offered. The final due date for submissions will be Monday, January 15<sup>th</sup>, 2024, which is approximately one month from the distribution date. Please keep in mind, however, that you are more than welcome to return your template earlier than that in order to allow the Finance Department sufficient time to enter your data into the budgeting software before the Selectboard and Budget Committee begin reviewing requests in early February 2024.

As you work on your budget, please note the following:

- Each Department Head or Chair is required to submit a budget, even if they are not requesting that any changes be made.
- The budgeting process is for operating expenditures (i.e., costs associated with the normal course of business for the current year), not capital expenditures (i.e., costs associated with purchases of items that have at least three years of useful life and generally exceed \$5,000). Budgeting for capital equipment and projects occurs separately and is handled by the Planning Board.
- The Selectboard and the Budget Committee have determined that departmental budgets for non-payroll-related expenses will be expected to increase by no more than \_\_\_\_% for the coming year. This percentage has been calculated by taking into account both the most recent CPI as well as the increase in households and increase in road mileage of the Town over the past year. However, if there is a compelling reason for increasing the budget for a specific line by more than that figure, there must either be an offsetting dollar decrease in another line within your budget, or a justification must be attached to the template itself, with all increases over the mandated \_\_\_\_% prioritized.
- The reallocation of budget dollars within line items to better align the budget with the prior year's actual expenditures is encouraged.
- Salaries, wages, and benefits are entered into the Budgeting Software by the Finance Director after consultation with the Finance Officer and the Wage Matrix. However, overtime wages and stipends are budgeted for by the individual Departments.
- Warrant articles must initiate through the Town Administrator's office. These Warrant Articles should be submitted by March 1<sup>st</sup>, 2024, and those received after this date may not be considered. If you need assistance writing the article, please see TA Doda.

Thank you for your cooperation as we work together to develop the FY24-25 operating budget for the Town of Chester. Please feel free to contact either Finance Director Smith, TA Doda, or your liaison with any questions you may have.

## **Budget and Financial Planning - Fiscal Year 2024-2025**

### **Budget Meeting Schedule Budgets & Warrant Articles**

#### **Thursday, February 1, 2024 - Internal Departments**

Building Inspector – Myrick Bunker  
Government Buildings – Paul Cavanaugh  
Executive/Administrative – Debra Doda  
Welfare – General Assistance, Governmental, Other Health Agencies – Debra Doda  
Planning Department – Andrew Hadik/Brian Sullivan  
Town Clerk, Tax Collector – Justine Celentano

#### **Thursday, February 8, 2024 – Internal Departments**

Police/Animal Control – Aaron Berube  
Assessing – Jean Packard  
Recreation, Wason Pond, WPCC, Fireworks – Corinna Reishus  
Finance, Insurance, Ad & Regional Associations, Legal, Debt Service, Benefits – Joanne Smith  
IT – Joanne Smith & Mike Ebbett  
ZBA – Nancy Hoijer/Billie Maloney

#### **Thursday, February 15, 2024 – External Departments**

Highway – James Piper  
Transfer Station, Landfill – Stacy Manfrates  
Ambulance, Fire, Forest Fire, Fire Department Grants, Ambulance Billing – Phil Gladu  
Emergency Management – Phil Gladu  
Library – Kandace Knowlton

#### **Thursday, February 22, 2024 – Other Budgeted Departments**

Senior Citizens – Kathy Dircks  
Supervisors of the Checklist – Leslie Packard  
Great Hill Cemetery – John Colman  
Treasurer – Rhonda Lamphere  
Village Cemetery – Aaron Mansur  
Patriotic – Darrell Quinn  
Street Lighting – Debra Doda

#### **Thursday, March 2, 2024 – Boards, Committees, Commissions**

Conservation Commission – Victor Chouinard  
Trustees of the Trust Funds – Colin Costine  
PACT – Bob Grimm

## **Budget and Financial Planning - Fiscal Year 2024-2025**

Wason Pond Commission, Bath House, and Cottage – Chris Hadik  
Spring Hill Farm – Beth Sautter  
Budget Committee – Ephraim Dobbins

### **Thursday, March 7, 2024**

Warrant Articles – all Department Heads and Chairs

### **Friday, March 15, 2024**

Budget and Warrant to Budget Committee

### **Tuesday, April 2, 2024**

Last day to accept petitioned warrant articles

### **Thursday, April 18, 2024**

Budget & Warrant Public Hearing

### **Tuesday, April 30, 2024**

Last day to post Budget and Warrant

### **Thursday, May 16<sup>th</sup>, 2024**

Town Meeting



Rank	Department	Item	Amount	Fund	Comments
	Planning	01-4191-1-4190.05 01-4191-1-4110.12	\$ 7,100.00 \$ 3,500.00	General Fund	The intent is to bolster the amount of funding available to hire a parttime planning coordinator because we only have budgeted \$26,000 for 20 hours per week. We will very likely need more funding to entice someone on board as a parttime planner (without benefits) because there is a shortage of planners in NH. As of this morning there are 12 planning positions being advertised in the NHMA Job Classifieds. This encumbrance request totals \$10,600.
	Police		\$ 21,925.37	General Fund	Mobile Data Terminal Upgrades - 50% - remainder paid for by grant
	Highway		\$ 20,994.00	General Fund	Small paving jobs - Mayfly, parts of Lane, Fremont Road Extension apron

**Town of Chester  
Selectboard’s Meeting  
Thursday, May 18, 2023  
Municipal Complex  
Draft Minutes**

**I. Preliminaries**

Call the Meeting to Order

Roll Call

Pledge of Allegiance

Chairman’s Additions or Deletions

Public Comment (10 minutes)

Solar Working Group

Appointment to Recreation Commission: S. Wright

Reappointment to Wason Pond Commission: S. Wright, C. Hadik, D. Quinn, J. Dalrymple

Reappointment to Spring Hill Farm Advisory Committee: B. Sautter, C. Costine

Reappointment to Conservation Commission: D. Munson, R. Sibley

Reappointment to Planning Board: M. Weider

Introduction of Dan King- Potential Highway Department employee

Garabedians

Post Office Lease Renewal

Constellation Energy Contract Renewal

Animals at Wason Pond during Wrangler – May 20<sup>th</sup>, 2023

Clean Harbors

Tax Map Maintenance Proposal

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:

Steve Bennett, Wadleigh, Starr & Peters, PLLC  
Anthony Bistany, The Law Offices of Anthony Bistany LLC  
Ted Broadwater  
Patrick Connelly  
Colin Costine  
Ginette Duchaine  
Phil Gladu, Fire Chief  
Chris Hadik  
Dan King  
Doug MacGuire, Dubay Group  
Jack Myers  
Nancy Myette  
Darrell Quinn  
Corinna Reishus, Recreation Director  
Brent Richardson  
Michelle Rowden  
Beth Sautter  
Saul Shriber  
Maria Veale  
Sandra Wright

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 3.4 Clean Harbors and 3.5 Tax Map Maintenance Proposal.

### *1.5 Public Comment*

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

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

## **II. Appointments**

### *2.1 Solar Working Group*

Vice Chairman Couture explained this working group has been established after the vote at Town Meeting. Their mission is to assess and recommend solar power options to offset municipal electrical costs and provide revenue to the Town. This is expected to be achieved by January 18th, 2024. The group consists of nine volunteers from the town. Chairman Myette thanked the members who volunteered.

Mr. Shriber mentioned the first meeting will be Thursday May 25<sup>th</sup>, 2023, at 6:00pm in the Main Meeting room and is open to the public.

***Vice Chairman Couture motioned to appoint Ted Broadwater, Patrick Connelly, Ginnette Duchaine, Chris Harper, Ann Podlipny, Brent Richardson, Michelle Rowden, Saul Shriber, Rick Sibley, and Maria Veale as regular members of the Solar Working Group. 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.***

## *2.2 Appointment to Recreation Commission*

Recreation Director Reishus presented Ms. Wright to be appointed to the Recreation Commission. Mr. Webster previously held the position and with his work schedule he is unable to continue. Ms. Wright has volunteered at Recreation activities in the past and will be a great addition.

***Vice Chairman Couture motioned to appoint Sandra Wright as a regular member of the Recreation Commission (term to expire May 31st, 2026). 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.***

## *2.3 Reappointments*

### *2.3.1 Wason Pond: Sandra Wright, Chris Hadik, Darrell Quinn, John Dalrymple*

Mr. Hadik mentioned that Mr. Webster has stepped down and Ms. Wright will be taking his position as a representative of Recreation on the Wason Pond Commission. There is an opening as a member at large if anyone is interested.

***Vice Chairman Couture motioned to appoint Sandra Wright as a regular member and representative of the Recreation Commission on the Wason Pond Conservation and Recreation Commission (term to expire May 31st, 2026). 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 reappoint Chris Hadik as a regular member of the Wason Pond Conservation Commission (term to expire May 31st, 2026). 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 reappoint John Dalrymple and Darrell Quinn as alternate members of the Wason Pond Conservation Commission (terms to expire May 31st, 2026). 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.***

### *2.3.2 Spring Hill Farm Advisory Committee: Beth Sautter, Colin Costine*

Ms. Sautter mentioned she has been on the Advisory group for 3 years and would like to continue. Vice Chairman Couture thanked the group for doing a great job at Spring Hill Farm.

**Selectman Landau motioned to reappoint Beth Sautter as a regular member of the Spring Hill Farm Advisory Committee (term to expire May 31st, 2026). 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 motioned to reappoint Colin Costine as an alternate member of the Spring Hill Farm Advisory Committee (term to expire May 31st, 2026). 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.**

#### *2.3.3 Conservation Commission: Deb Munson, Rick Sibley*

**Selectwoman Theokas motioned to reappoint Deb Munson and Rick Sibley as regular members of the Conservation Commission (terms to expire May 31st, 2026). 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.**

#### *2.3.4 Planning Board: Michael Weider*

**Selectman Trask motioned to reappoint Mike Weider as a regular member of the Planning Board (term to expire May 31st, 2026). 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.**

#### *2.4 Introduction of Dan King – potential Highway Department employee*

Mr. Myers presented Mr. King as a potential candidate for the Highway Department.

Mr. King went through his background and mentioned he is familiar with highway work with past experiences with the State and other Towns. Selectman Trask met with Mr. King and Mr. Piper (not present) last week and Mr. Piper would like to hire Mr. King if the Board approves.

Mr. King asked what skills the Town is looking for in the Highway Department position. Chairman Myette stated they would like a hard worker with experience in Highway work. Mr. King is looking forward to joining the team and has lots of skills that are useful for the town.

Selectman Landau questioned if he would be available as back up if the town had minor problems that needed to be addressed. Mr. King is familiar with these sorts of incidents and would be available.

Chairman Myette thanked Mr. King for his time and advised they would let him know the decision after review with Mr. Piper. With the knowledge that Mr. Piper gave his approval to hire Mr. King, he was asked to stay for a nonpublic session.

#### *2.5 Garabedians*

Chairman Myette recused himself and went to sit in the audience.

Mr. MacGuire, Dubay Group, presented the plan to the Board with the dimensions of the apron to be installed on Stowe Road to help prevent damage to Fremont Road. There will also be a gravel bump out that was requested by the Planning Board. Selectwoman Theokas drove down Stowe Road and

approves of the bump out. Vice Chairman Couture suggested working with the Supervisor of Roads with the placement of the bump out.

Selectman Landau questioned if there would be anything to clear the tires before getting to Fremont Road. Mr. MacGuire advised that there are plans in place and if there are any issues at the intersection they would be handled as needed. Selectman Landau mentioned Fremont Road is well traveled and it was suggested to have the road marked with a single yellow line. Although it has not been officially asked until tonight, it was mentioned in passing and they are willing to pay to have it done.

Selectman Landau inquired about the length of time for this project. Mr. MacGuire mentioned there were no limitations for the length of time, but it would be multiple years. Selectman Landau asked that they be cognizant about the school buses. Selectwoman Theokas mentioned the bus information was sent to the Dubai Group.

Selectman Trask is concerned with the wear and tear on the roads. Mr. MacGuire advised they have a substantial bond on the road and will be monitoring it.

***Selectman Trask motioned to approve the proposed changes to Stowe Road as presented upon confirmation of the secondary gravel pull off by the Supervisor of Roads and the solid yellow line be painted on Fremont Road from Route 102 to Towle Road. The line will be painted within 90 days. Selectwoman Theokas seconded the motion. A roll call vote was taken; Trask–aye, Theokas –aye, Couture –aye, Landau –abstained. With four in favor, the motion passed with Landau abstaining.***

Selectwoman Theokas stated this was a long journey and thanked Mr. MacGuire for working with the Town. Mr. MacGuire agreed it has been a long process. Mr. MacGuire inquired when the intent to excavate would be signed. He was informed that it had been signed last week.

Selectman Landau requested to allow public comment. Vice Chairman Couture mentioned this was not a public hearing, but comments would be allowed. Mr. Shriber is concerned with how this project would affect the water in the area. He was informed that that topic was discussed at a Planning Board meeting.

Chairman Myette returned to the table.

### **III. New Business**

#### ***3.1. Post Office Lease***

Selectman Landau mentioned the contract has a couple of issues. There is no termination clause for the Town and this contract asks for the Town to pay a 4% commission to the company writing the lease. Town Administrator Doda stated per Town Counsel the Town is not obligated to pay the 4%. Chairman Myette questioned if Town Counsel had reviewed the contract. Town Administrator Doda advised it has been reviewed and is similar to the last few post office leases.

Vice Chairman Couture asked if the lease was written by the Jones Lang LaSalle Americas, Inc before. It was not, according to Town Administrator Doda. Chairman Myette asked what it costs the Town to maintain the building. Vice Chairman Couture suggested calling other Towns and asking about their contracts.

**Selectman Landau motioned to table approval of the Post Office lease. 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.**

### *3.2 Constellation Energy Contract Renewal*

Chairman Myette questioned if this is the same contract that was just signed. Town Administrator Doda explained this contract is to lock in the rate per kilowatt, and the last one was for the rebate.

**Selectman Trask motioned to sign the Constellation Energy Contract Renewal. 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.**

### *3.3 Animals at Wason Pond during Wrangler – May 20<sup>th</sup>, 2023*

Town Administrator Doda stated this was added to remind residents that the Wason Pond Wrangler is Saturday May 20<sup>th</sup>, and the Selectboard has asked for no animals at Wason during the event.

### *3.4 Clean Harbors*

Town Administrator Doda stated this is a bill for \$6,665.83 from Clean Harbors to get rid of the contaminated waste oil at the Transfer Station. It was tested and has come back contaminated.

The question was raised about if there is a way to test before dumping into the tank and who dumps the oil into the tank. Vice Chairman Couture feels that is an issue having residents pour their own oil into the tank. In other towns, residents drop off the oil and the staff at the Transfer Station dumps it in the tank eliminating one opportunity for contamination. Selectman Landau is attending an NRRRA event next week and will attempt to speak to someone who is from another town that also takes oil.

Chairman Myette stated the two options for the Town are either stop taking waste oil or pay to have it removed. Selectman Trask feels it would be an environmental hazard to stop taking it. People may just dump it on the ground. Chairman Myette mentioned oil can be taken; to Hazardous Waste Day which happens twice a year.

The consensus was to not sign the quote and have Maintenance Director Cavanaugh (not present) and Transfer Station Foreman Manfrates (not present) come to a Board meeting to explain what our options are. Selectman Landau also noted that he (as well as Maintenance Director Cavanaugh and Transfer Station Foreman Manfrates) will be attending the Northeast Resource Recovery Association (NRRRA) Conference next week and he will look for other oil-handling vendors present to discuss the situation.

### *3.5 Tax Map Maintenance Proposal*

Chairman Myette mentioned this contract has a discrepancy with the dollar amount per building. One page says \$15.00 per building added or changed and another page says \$20.00 per building. The Board has agreed to sign marking the document to reflect the lower amount per building.

**Vice Chairman Couture motioned to sign the Tax Map Maintenance Proposal with the \$15.00 per building fee for changes. Selectwoman Theokas seconded the motion. A roll call vote was taken;**

***Myette – aye, Trask– nay, Theokas –aye, Couture –aye, Landau – aye. With four in favor, the motion passed.***

#### **IV Consent Agenda**

##### ***4.1 Hanson and Shepard Home Road Engineering Contracts***

Chairman Myette explained this is for ongoing work.

##### ***4.2 Intent to Cut: Liberty Woods***

Selectman Landau advised he would abstain as an abutter.

##### ***4.3 Minutes: May 4<sup>th</sup>, 2023***

No Comments

***Vice Chairman Couture motioned to approve the items 4.1, 4.2, and 4.3 on the Consent Agenda. 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.***

#### **V. Selectmen’s Business**

##### ***4.1 Chairman’s Announcements***

Chairman Myette congratulated Chester Academy for winning the 2023 NH K-8 School of Excellence Award.

Vice Chairman Couture requested Recreation Director Reishus to join the Board about the fencing impact fee email and if additional fund approval will be needed. She mentioned at the last Selectboard meeting, the impact fees were approved for the fencing project. The project came in over the approved amount. The Selectboard requested Recreation Director Reishus ask the field users to pay a third of the cost not covered by impact fees. Busche Academy paid the requested amount and both Chester Academy and Chester Baseball and Softball Association have refused.

***Vice Chairman Couture motioned to request the additional amount of \$991.34 from recreation impact fees. Selectwoman Theokas seconded the motion.***

Selectman Trask asked if the motion can be amended to include if the impact fees cannot be used, the funds will come from the budget.

***Vice Chairman Couture amended the motion to request the additional amount of \$991.34 from recreation impact fees, and if impact fees are not available the funds will be taken; from the budget. 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.***

Town Administrator Doda mentioned the Transfer Station employees were concerned with speeding. Since the Police Department put the speed trailer at the Transfer Station speeding has improved.



Chairman Myette announced the following meetings and upcoming events:

Wednesday May 24, 2023	Planning Board at 7:00pm
Thursday May 25, 2023	Solar Working Group Meeting at 6:00pm
Thursday June 1, 2023	Selectboard Meeting at 6:00pm
Saturday, May 20, 2023	Wason Pond Wrangler Day. Selectboard has asked for no animals during the event.
Saturday, May 20, 2023	Book Sale and Bake Sale 9-1 front lawn of the Library. Cash or checks only.
Saturday, May 20, 2023	Congregational Church’s Pulled Pork To Go 11am – 1pm
Monday, May 22, 2023	A Brief & Gentle Introduction Current & Historical RSAs at 7:00pm at Stevens Hall
Monday May 29, 2023	Town Offices closed for Memorial Day
Saturday June 3, 2023	Fishing Derby at Wason Pond. Registration is 8:30 fishing is 9:00 to 12:00 with prizes after.

#### *4.2 Roundtable*

Selectman Landau mentioned the Historical Society’s concert with a pianist and flutist was well attended at Stevens Hall. Selectman Landau has one nonpublic on employment.

Selectwoman Theokas:  
*Nothing to report.*

Selectman Trask:  
*Nothing to report.*

Vice Chairman Couture will have an outline for the budget process at the next meeting. He mentioned this would be a good time to go out for bid for engineering services in the Town. Selectwoman Theokas mentioned a timeframe for the bid. Selectman Landau reminded the Board any term longer than a year would need to be voted on at the Town Meeting.

Vice Chairman Couture thanked Town Administrator Doda and Selectboard Administrative Assistant Jalbert on getting all the meeting documents posted on the website.

Chairman Myette received an email from Pinkerton student Nora Fallavollita regarding the intersection at the center of town. The letter was well written and thought out. He responded by thanking her for coming forward with an issue and a solution to the problem, then he referred her to the state. Selectman Landau mentioned the center of town is in the top 10 for being one of the worst intersections in NH.

Chairman Myette mentioned the Board spoke about work sessions. He suggested the first work session be held in June. Some topics would be around the matrix, reviews, policies, and procedures. Chairman Myette mentioned having one page for every department about upcoming activities, CIP, promotion, etc. Selectman Trask would like to see a succession plan with many of the department heads getting closer to retirement.

#### *4.3 Town Administrator’s Report*

*Nothing to report*

#### *4.4 Action Items*

*None*

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

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

***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees and (b) 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.***

The meeting was closed to the public at 7:44 PM.

Mr. Myers and Mr. King entered the meeting room at 7:53 PM and departed at 8:04 PM.

Town Clerk Celentano entered the meeting room at 8:04 PM and departed at 8:31 PM.

Fire Chief Gladu entered the meeting room at 8:32 PM and departed at 8:51 PM.

***Selectman Trask 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 9:41 PM.

***Selectman Trask motioned to seal the minutes of the first 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.***

***Selectman Trask 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.***

***Selectman Trask motioned to seal the minutes of the third 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.***

***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.***

*Selectman Trask motioned to seal the minutes of the fifth 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**

*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 9:47 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary

**Town Administrator's Report**  
**May 12<sup>th</sup> – 25<sup>th</sup>, 2023**

1. Assessing: January: Five houses changed hands for an average of \$724k. February: two houses, average of \$514k. March: six houses, average of \$703k.

Jean has a list of vendors to whom we will send out the RFP for the upcoming revaluation once you've approved it. It will be posted on the website and the NHMA Classified Ads site as well.

The first half real estate tax warrant has been provided to the Town Clerk's office in order to prepare the tax bills.

2. Budget Committee: Ephraim Dobbins was elected Chairman; Kathy Guilmette as Vice-Chair. I have spoken with Ephraim briefly about tweaking this year's budget process to run more efficiently but we will absolutely need their buy-in.
3. Building Department: Myrick is on vacation from June 5<sup>th</sup> through 12<sup>th</sup>; Carrie from Auburn will be available to assist Caroline. Trade permits and inspections will be available; new building permits and certificates of occupancy will not. Regular contractors and those with ongoing projects have been notified and the information will be posted on the website as well.
4. Cemeteries: The Village Cemetery Trustees and their crew have been working diligently on getting the cemeteries ready for the season and they're looking great.
5. DOT: I reached out to the NH DOT about the 102/121 intersection project and was informed that there was nothing new since April.
6. Dump Road: It's been a couple weeks since we spoke with the Remillards about paving approximately 1,100 feet of Dump Road in order to make it more accessible for the plow trucks (and, as a result, for the GBN vehicles as well). I have had some conversation with Selectman Couture about the optimal plans and put the subject back on the agenda to discuss how to move forward.
7. Emergency Management: The completed Hazard Mitigation plan has been delivered to Homeland Security, and we have finished the first draft of the Emergency Operations Plan – participants are now reviewing that. The grant deadline to finish both projects is August 31<sup>st</sup>; we appear to be in good shape.
8. Lincoln Lane: The residents have finished up with the beautification of their cul-de-sac; the Conservation Commission has the final invoice, which I expect them to approve at their next meeting (Tuesday, June 9<sup>th</sup>). After that is paid, there will be a small amount left over which the LL residents wish to transfer to the Conservation

Fund. I am keeping Rhonda updated on all of this, as she is the one who manages these funds.

9. Highway Department: Dan King's first day is Tuesday, May 30<sup>th</sup>. James is coming in on June 1<sup>st</sup> to give an update on the Highway Department's summer plans, which include crack sealing, mowing, washout repair, and various types of paving.
10. Maintenance: Emma has submitted her resignation as of June 2<sup>nd</sup>, as she has another position lined up. We wish her well! As she will need to be replaced, this is an opportunity for us to look at succession planning for the Maintenance Department.
11. Memorial Day: The Lions' Club is hosting a Memorial Day ceremony at the flagpole by the Village Cemetery on Monday (May 29<sup>th</sup>) at 9am; the Legion is hosting a Mug & Muffin afterwards (about 930am).
12. Planning: A developer has filed suit against the Town as it wishes not to build its houses with sprinkler systems/cisterns as the Planning Board has requested. Attorney Bennett will handle this.
13. Policies: I have begun adding Policies and Ordinances to the Selectboard webpage on the Town website as I find them. Apart from making them visible to residents, this will also help us see if there's anything we're missing. Rhonda is currently reviewing the Treasurer's Investment Policy.
14. Recruiting: I will be speaking with Alan Gould from MRI next week to possibly solicit assistance in hiring, as requested.
15. RFPs: I'm in the process of drafting an Engineering Services RFP, as requested.
16. Tower: The American Tower lease (on the Transfer Station property) extended this month and now runs through 2028. We have been under this agreement since 2003; they have the right to extend it until 2033. The previous rental income (2018-2023) was \$20,076 annually; the new rental income is now \$23,087.
17. Transfer Station: The fire danger rating came back down and Darrell burned today (May 25<sup>th</sup>) so we are able to take brush again. James and Paul and I will be meeting next week to discuss chipping, either instead of burning or as an alternative to burning. Since the Highway Department already owns a chipper, that would not be an added expense plus it's more environmentally friendly. However, we are a ways from being ready to put that into place.

Oil is still up in the air, but as Stacy, Paul, and Stef all attended the NRRA conference this week, they are bound to have some good ideas as to how to handle it.

We performed a Transfer Station survey in late April - early May and received 167 responses. The overwhelming majority are happy with how it's being run – other than requiring clear bags, which many hate – and were very complimentary towards the staff. Many would like us to be open an additional day/evening, but there was no consensus on that. I'll be performing a fuller analysis but just wanted to give you a quick update.