



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 15<sup>th</sup>, 2023 @ 6:00 PM – Meeting Room*

*Broadcast on Channel 20 and streamed on [Government \(cablecast.tv\)](http://Government.cablecast.tv) – click “Watch Now”*

*Remotely tonight at <https://zoom.us/j/770832311>*

#### **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 Road Acceptance:
  - 2.1.1 Gladys Nicoll Lane – Mike Oleson
  - 2.1.2 Southwoods North Road - David Haddad – DJ Development
  - 2.1.3 Southwoods South Road - David Haddad – DJ Development
  - 2.1.4 Southwoods Roundabout - David Haddad – DJ Development
- 2.2 Halls Village Road Speed Limit petition: Manette Pacheco
- 2.3 PD Update
- 2.4 Review of Treasurer’s Investment Policy

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

- 3.1 Brush Pile Chipping vs Burning
- 3.2 Encumbrances

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

- 4.1 Abatement
- 4.2 Minutes: June 1, 2023

#### **V. SELECTMEN’S ITEMS:**

- 5.1 Chairman’s Announcements

**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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- 5.2 Roundtable
- 5.3 TA Report
- 5.4 Action Items
- 5.5 Potential Non-Public Sessions

**VI. ADJOURNMENT:**

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# **Town of Chester**

## **Road Requirements & Acceptance Policy**

(4/17/18)

### **Planning Board Requirements:**

1. No roads shall be forwarded to the Board of Selectmen for acceptance prior to fulfilling the following criteria:

- a) Certification by surveyor that all frontage pins and monuments have been set;
- b) Submittal of three (3) sets of As-Built plans for the road/s, following the completion of the road/s' construction. As-Built plans shall include all utilities, especially underground utilities, within the proposed right-of-way/s;
- c) Certification by the Town Engineer the construction of the road/s & shoulders, signage, drainage systems, loaming & seeding, and all other related improvements have been completed according to the approved plans, and the As-Built plans meet required specifications;
- d) Certification all Town engineering review fees shall have been paid in full;
- e) Certification by the Fire Department, if applicable, that all fire suppression structures such as cisterns or dry hydrants have been installed, tested and accepted, and/or emergency access roads are fully functional;
- f) Submittal of recorded Homeowner Association documents regarding maintenance responsibilities of items listed in the above "criteria e", if applicable;
- g) Submittal of draft warranty deeds (for the Selectmen to sign), conveying the conservation easements or open space lands, if applicable, to the Town of Chester;
- h) Submittal of draft warranty deeds (for the Selectmen to sign) conveying the road/s' right-of ways to the Town of Chester; and
- i) For each draft warranty deed, a certification from an attorney or qualified title search company that the property is free of liens or other encumbrances.
- j) The Road Agent will accompany the Town's consulting engineer on the final site walk/s to provide feedback regarding the road/s's condition to the Board of Selectmen during the acceptance hearing. Prior to the final site walk, because these are post-winter inspections, roads should be swept free of sand and gravel, and gravel shoulders should be raked flat where disturbed by the past winter's plowing.

## **Board of Selectman's Requirements & Acceptance Policy:**

(Note: At the 2003 Annual Town meeting, the Legislative Body approved the Board of Selectmen to accept dedicated streets in accordance with RSA 674:40-a. Streets accepted under RSA 674:40-a shall have the status of a public highway under RSA 229:1, and be deemed a Class V highway.)

2. No road shall be scheduled for an acceptance hearing by the Selectmen until such time as the Planning Board and its consulting engineer certifies as to the following:

- a) The road/s meet/s all the specifications of the Town's Subdivision Regulations for roads;
- b) The road/s is/are located as depicted on the approved subdivision or site plan;
- c) The construction of the road/s is/are complete;
- d) With each deed, the Selectmen are presented a certification from an attorney or qualified title search company that the property is free from liens or encumbrances;
- e) The Selectmen are presented with warranty deeds/ conveying the road/s right of-ways to the Town of Chester;
- f) The Selectmen are presented, if applicable, with open space conservation easement/s or warranty deed/s to the Town of Chester; and
- g) The Selectmen are presented, if applicable, with security posted in a form and amount meeting the requirements of Section 3.9 Performance and Maintenance Guarantee of the Subdivision Regulations. The maintenance bond shall remain in place until two (2) years after the construction of the last housing unit has been completed.

3. The Selectmen shall duly notice a public hearing in accordance with the general provisions pertaining to public hearings for accepting the new roads.

4. The Applicant/s will pay all public hearing notification costs, recording costs, and review costs.

5. The statutory provisions allow citizen input in the acceptance process, and the Selectmen have the authority to decline the acceptance of road/s for any number of reasons, including but not limited to the following:

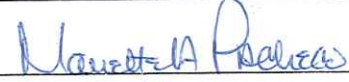



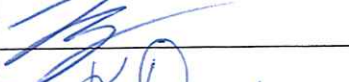
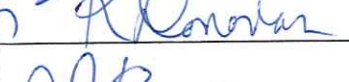

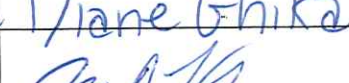
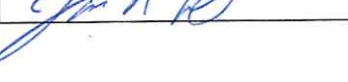
- a) The road/s is not designed in accordance with the approved plan;
- b) The road/s is not constructed in accordance with the Town's Subdivision Regulations for roads;
- c) The road/s is not located in accordance with the approved plan;

- d) The road/s has not been completed;
- e) The deed conveying the road/s is not acceptable as to form or substance; or
- f) There are liens or encumbrances on the road/s.
- g) There are outstanding fees owed to the Town's construction inspection engineers.





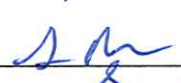
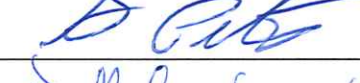
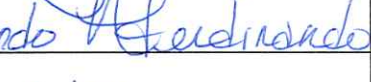
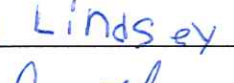
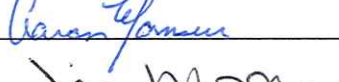

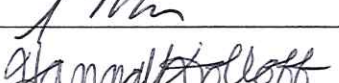
*ALH 04-17-18*

## Petition to reduce speed limit on Halls Village Road

<b>Petition summary and background</b>	As residents who use this dirt road daily to jog, walk, ride our horses as well as being utilized as a bus stop, we have witnessed on numerous occasions drivers who exceed the speed limits for a back dirt road and put others in danger. It is only a matter of time before someone, or something is hurt. The posted speed limit at the Haverhill Road end is posted at 30 MPH but it is blocked by vegetation. The signs need to be posted at both ends and closer to the entrance of the roads so that an awareness is created. Chester has always been a horse friendly community and riders have been pushed off the road because of the combination of speed and the limited visibility due to the hilly road. This combination could ultimately result in a grave accident. There are multiple stables in this area that utilize Halls Village to access the trails and it is being used more than it ever was as a cut through to avoid the center of town. This is one of the main reasons why the dirt road is deteriorating at a faster pace than in past years. Something needs to be done to make this road safer.
<b>Action petitioned for</b>	We, the undersigned, are concerned citizens who urge our leaders to act now to reduce the speed limit on Halls Village Road from 30 MPH to 25 MPH. We would also like horse and rider signs posted since it is a well-travelled path for the riders in our community.

Printed Name	Signature	Address	Comment	Date
Manette A. Pacheco		141 Haverhill Rd Chester		3/19/23
James Pacheco Jr		141 Haverhill Rd. Chester		3/19/23
Mary Peters		151 Haverhill Rd Chester		3/25/23
Michele Poirier		159 Haverhill Rd Chester		3/25/23
Larry Donovan		9 Halls Village Rd		3-25-23
Kathy Donovan		9 Halls Village Rd		3-25-23
Colleen Donovan		9 Halls Village		3-25-23
Diane Ghika		4 Halls Village Rd		3/25/23
Jim Lutz		167 Haverhill Rd		3/25/23



Printed Name	Signature	Address	Comment	Date
Elise Pike	Elise Pike	135 Haverhill Rd <sup>chester, NH 03036</sup>	I'm a horse owner and people go way too fast down that road. I would love for them to slow down.	3/25/23
James Pike	Jr	135 Haverhill Rd.	I have a horse & would like the slower speed.	3/25/23
Jeff Brul		152 Cranberry Rd	road fast	3/25/23
Mike Dillon		127 Halls Village Rd		3/25
DONNA COOPER	Donna Cooper	186 Halls Village Rd.		3/25
L Tedra		153 Halls Village		3/25
Stephen Brenne		71 Halls Village Rd.		3/26
Stefanie Moses		57 Halls Village Rd.	I have witnessed multiple dangerous situations, as well as being put in danger	3/26
Greg Peters		151 Haverhill Rd.		3-30
Norma Ferdinando		332 Halls Village		4-7-23
Lindsey Cullen	Lindsey Cullen	332 Halls Village		4-7-23
Arkon Mansur		256 Halls Village Rd		4-7-23
Jill Moore		38 Hart Roberts		4-7-23
Steve Moor		38 Hart Roberts		4-7-23
Hannah Dolloff		40 Hart Roberts RD	Many horses live in the area	4/7/23



## **Town of Chester Treasurer's Investment Policy**

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### **SECTION 1. PURPOSE**

The Treasurer's Investment Policy of the Town of Chester shall be to manage the Town's working capital via cash management and asset investment to preserve the principal and the amount and regularity of income from interest.

### **SECTION 2. GENERAL AUTHORITY**

The investment program shall be operated in conformance with federal, state, and other legal requirements.

### **SECTION 3. SCOPE**

This investment policy applies to all financial assets received and in the custody of the Town Treasurer and any activity or transactions involving these assets. These funds include the following:

- General Fund
- Special Revenue Funds
- Revolving Funds
- Fair Share Contributions
- Any new funds created by the Town in accordance with law or bylaw.

### **SECTION 4. GENERAL OBJECTIVES**

The primary objective, in order, of investment activities shall be safety, liquidity and yield.

- 4.1 SAFETY.** Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital.
- 4.2 LIQUIDITY.** Funds invested in other than general checking shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
- 4.3 YIELD.** Return on investment is of secondary importance compared to safety and liquidity needs. Yield shall be controlled by contact with bank representatives to get current rates.
- 4.4 LOCAL CONSIDERATIONS.** Because banks will aggressively seek to be the bank of deposit for the Town's revenues, the Town's investment officials are in a position to





## Town of Chester Treasurer's Investment Policy

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negotiate competitive interest rates and should do so. Bank selection should be based on *Safety, Convenience, Service* and *Yield*.

### SECTION 5. STANDARDS OF CARE

- 5.1 PRUDENCE.** The standard of prudence to be used by the Treasurer shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Treasurers acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and the liquidity and the sale of securities are carried out in accordance with the terms of this policy.

The "prudent person" standard states that "investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."

- 5.2 ETHICS AND CONFLICTS OF INTEREST.** Treasurers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions. Treasurers and employees shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Treasurers and employees shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town of Chester.
- 5.3 DELEGATION OF AUTHORITY.** In accordance with NH RSA 41:29, the authority to manage and responsibility for the operation of the investment program is granted to the Treasurer, who shall set in accordance with established written procedures and internal controls the operation of the investment program consistent with this investment policy.

### SECTION 6. CONTROLS - REPORTS

Internal controls of this policy shall not require any new or additional reports beyond those currently in use.



## Town of Chester Treasurer's Investment Policy

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### SECTION 7. COLLATERALIZATION

Full collateralization will be required by all banks. A letter of agreement will be kept on file with other of the Town's legal documents.

### SECTION 8. APPROVAL OF INVESTMENT POLICY

This investment policy shall be formally approved by the governing body of the Town of Chester, NH and shall be reviewed annually.

*Adopted by vote of the Board of Selectmen on this date, the \_\_\_\_ day of \_\_\_\_, 20\_\_.*

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

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

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

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*Dana Theokas, Selectman*

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*Richard S. Trask, Selectman*

## Disposition of Brush at Transfer Station

Premise: The area at the Transfer Station where the 'burn pile' is located is considered by ReVision to be favorable for solar installation. Can we relocate the burn pile, or come up with a different method of disposing of brush? One suggestion is to chip rather than burn.

<b>Subject</b>	<b>Burning</b>	<b>Chipping</b>	<b>Comments?</b>
<b>Environmental Impact</b>	Burning brush creates ash and releases soot, carbon dioxide, etc. into the air	Rotting of the chips produces methane	
<b>Timeliness</b>	Cannot be done during periods of drought or if pile soaked with rain/snow	Can be done at any time	
<b>Byproduct</b>	Ash is not useful and contains heavy metals	Wood chips could possibly be used for agricultural purposes although not as attractive as mulch. Piles might also attract insects or spontaneously combust	
<b>Materials Needed</b>	Flame, water, permit	Chipper, gasoline	
<b>Ease</b>	Very easy. Set fire to burn pile and monitor	More difficult – must pull individual pieces of brush out of pile and feed into chipper by hand	
<b>Resident Cooperation</b>	Residents tend to sneak non-brush items into brush pile (PT, other construction type debris). Often these end up being burned without problem.	Non-brush items snuck into burn pile cannot be chipped. Pile would need to be monitored 100% of the time that the Transfer Station was open and residents compelled to remove non-brush items. Missed non-brush items would still need to be disposed of.	

<b>Financial Considerations</b>	Simple and cheap	Chipper and maintenance of same, gasoline. Highway Department owns chipper, so no added expense there. However, only Highway Department employees are certified to operate it. Transfer Station chipper has no safety equipment on it and should not be used	
<b>Manpower</b>	One man for ~5 hours once a week	At least two men once a week. Amount of time needed unknown. Extra man needed to pull items out of brush pile for chipping man.	
<b>Department</b>	Transfer Station employee	Highway Department employee plus Transfer Station employee. This would deprive Highway Department of employee for unknown hours every week OR compel Highway Department employee to work overtime	

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	01-4312-1-4490.10 01-4312-1-4490.15	\$ 20,994.00 \$ 21,210.00	General Fund General Fund General Fund	Small paving jobs - Mayfly, parts of Lane, Fremont Road Extension apron Crack Sealing - can't do in June Hooped Building for Sand/Vehicle Storage



Town of Chester  
Tax Year 2023 Abatement  
Real Estate abatement/credit

To: Selectboard

CC: Justine Celentano, T/C

From: Jean Packard, Asst Assessor

Date: 6/1/2023

Taxpayer: Champagne Enterprises, LLC  
Property: 68 East Derry Rd  
Map 1 Lot 84-1

Amount: \$ 3.

This lot was renamed to Map 1 Lot 84-2 upon the re-subdivision of the Scott's land on 102 and East Derry Rd. It was inadvertently repopulated in my absence and should be deleted from the system as it is a duplicate. For more information, please see the e-mail chain, a copy of the warrant and property cards attached. Upon approval, the account will be zeroed out and deleted.

It is recommended the abatement be approved and a credit of \$3 be issued on parcel 1-84-1.

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Approve

Deny

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## Jean Packard

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**From:** Jean Packard  
**Sent:** Wednesday, May 31, 2023 3:41 PM  
**To:** bearship3@comcast.net  
**Cc:** Justine Celentano; Debra Doda  
**Subject:** RE: [Chester NH] Map 1-84-1 (Sent by Champagne Enterprises LLC, bearship3@comcast.net)

Yes, I am sorry that is an error! I was out on medical leave and my contractor was in in my place and somehow "corrected ownership" per his notes. That lot doesn't exist anymore – it went away upon the re-subdivision of all of the Scott parcels years ago. It didn't exist last year ( I checked my tax warrant book) so I am not sure how that even happened.

You should have received 1-84-2, 1-84-101 and 1-84-103 in Champagne Enterprises name only.

I will submit an abatement form to remove/delete 1-84-1 and copy you on it.

*Jean Packard*

Assistant Assessor  
Town of Chester  
603-887-3636, ext 104  
[www.chesternh.org](http://www.chesternh.org)

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**From:** Contact form at Chester NH <cmsmailer@civicplus.com>  
**Sent:** Wednesday, May 31, 2023 2:50 PM  
**To:** Jean Packard <JPackard@chesternh.org>  
**Subject:** [Chester NH] Map 1-84-1 (Sent by Champagne Enterprises LLC, bearship3@comcast.net)

Hello JPackard,

Champagne Enterprises LLC ([bearship3@comcast.net](mailto:bearship3@comcast.net)) has sent you a message via your contact form (<https://www.chesternh.org/user/23/contact>) at Chester NH.

If you don't want to receive such e-mails, you can change your settings at <https://www.chesternh.org/user/23/edit>.

Message:

I received Real Estate Tax Bill Number 2023P01004502 for 68 East Derry Road, Chester, NH for Map/Parcel 1-84-1. I cannot find this Lot on your Maps nor on my Warranty Deed dated March 22, 2022. Is there an error?

	NAME & ADDRESS INFO	VALUES & EXEMPTIONS	TAX INFORMATION	SALES DATA SELLERS NAME	FEES	ABATED	INT	TAXES	TOTAL	DATE
OWN ER 1	CHAKOUTIS, NICHOLAS P  4 PATRICIA RD  W. PEABODY, MA 01960 LOCATION: RAYMOND RD MAP LOT SUB 000013 000004 000000	LAND= 3,515 cu BLDS= 0  TOTAL= 3,515	TAXES: 38.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 34.650	BOOK: 2814 PAGE: 2443 DATE: 11/01/1989 PRICE: 0  DUE: \$ 38.00						
OWN ER 2	CHAMPAGNE ENTERPRISES LLC  7 EAST DERRY RD  CHESTER, NH 03036 LOCATION: 68 EAST DERRY RD MAP LOT SUB 000001 000084 000001	LAND= 326 cu BLDS= 0  TOTAL= 326	TAXES: 3.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 3.990	SCOTT, KEVIN, DAVID & BOOK: 6394 PAGE: 408 DATE: 03/22/2022 PRICE: 150,000  DUE: \$ 3.00						
OWN ER 3	CHAMPAGNE ENTERPRISES, LLC  7 EAST DERRY RD  CHESTER, NH 03036 LOCATION: 42 EAST DERRY RD MAP LOT SUB 000001 000084 000002	LAND= 86,800 BLDS= 0  TOTAL= 86,800	TAXES: 930.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 2.750	SCOTT, KEVIN, DAVID & BOOK: 6394 PAGE: 408 DATE: 03/25/2022 PRICE: 0  DUE: \$ 930.00						
OWN ER 4	CHAMPAGNE ENTERPRISES, LLC  7 EAST DERRY RD  CHESTER, NH 03036 LOCATION: 303 DERRY RD MAP LOT SUB 000001 000084 000101	LAND= 118,000 BLDS= 269,800  TOTAL= 387,800	TAXES: 4,153.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 2.280	SCOTT, KEVIN, DAVID & BOOK: 6394 PAGE: 408 DATE: 03/25/2022 PRICE: 150,000  DUE: \$ 4,153.00						
OWN ER 5	CHAMPAGNE ENTERPRISES, LLC  7 EAST DERRY RD  CHESTER, NH 03036 LOCATION: 349 DERRY RD MAP LOT SUB 000001 000084 000103	LAND= 118,200 BLDS= 298,200  TOTAL= 416,400	TAXES: 4,460.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 2.310	SCOTT, KEVIN, DAVID & BOOK: 6394 PAGE: 418 DATE: 03/25/2022 PRICE: 125,000  DUE: \$ 4,460.00						
OWN ER 6	CHAMPAGNE(TRUSTEES), MICHAEL & KAREN  15 TENNEY FARM RD M & K CHAMPAGNE FAMILY REVOC TRST 22 SANDOWN, NH 03873 LOCATION: TENNEY RD MAP LOT SUB 000003 000020 000006	LAND= 100 BLDS= 0  TOTAL= 100	TAXES: 1.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 0.002	CHAMPAGNE, MICHA BOOK: 6429 PAGE: 415 DATE: 08/04/2022 PRICE: 1  DUE: \$ 1.00						
OWN ER 7	CHAMPAGNE, LEO R CHAMPAGNE, RUTHANN 201 CROWLEY RD  CANDIA, NH 03034 LOCATION: CROWLEY RD MAP LOT SUB 000011 000030 000003	LAND= 10,500 BLDS= 0  TOTAL= 10,500	TAXES: 112.00 VET CR: 0.00 PENLTY: 0.00  DISTRICTS 0.00  ACRES: 1.700	DREAMSCAPE DEVEL BOOK: 4762 PAGE: 1397 DATE: 02/02/2007 PRICE: 309,000  DUE: \$ 112.00						

*Duplicate  
ERROR -  
Now  
1-14-2  
#3-*

Map: 000001

Lot: 000084

Sub: 000001

Card: 1 of 1

68 EAST DERRY RD

CHESTER

Printed: 05/31/2023

OWNER INFORMATION			SALES HISTORY					PICTURE						
<b>CHAMPAGNE ENTERPRISES LLC</b>  7 EAST DERRY RD  CHESTER, NH 03036			<b>Date</b> 03/22/2022	<b>Book</b> 6394	<b>Page</b> 408	<b>Type</b> Q V	<b>Price</b> 150,000	<b>Grantor</b> SCOTT, KEVIN, DAVID &						
<b>LISTING HISTORY</b> 04/04/23 MM CORRECT OWNERSHIP 04/01/20 JP RESTORE LOT FROM M1 L84			<b>NOTES</b> 4/1/20 RESTORATION OF MERGED LOTS, PARENT PARCEL M1 LOT 84											
EXTRA FEATURES VALUATION										MUNICIPAL SOFTWARE BY AVITAR				
Feature Type	Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes	Town of Chester, NH Assessing Department <a href="http://www.chesternh.org/assessing">www.chesternh.org/assessing</a>						
								<b>PARCEL TOTAL TAXABLE VALUE</b>						
								Year	Building	Features	Land			
								2021	\$ 0	\$ 0	\$ 326			
											Parcel Total: \$ 326			
								2022	\$ 0	\$ 0	\$ 326			
											Parcel Total: \$ 326			
								2023	\$ 0	\$ 0	\$ 326			
											Parcel Total: \$ 326			
LAND VALUATION										LAST REVALUATION: 2019				
Zone: RD RES DISTRICT		Minimum Acreage: 2.00		Minimum Frontage: 290		Site: AVERAGE Driveway: UNDEVELOPED Road: PAVED								
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI R	Tax Value Notes		
UNMNGD HARDWD	2.000 ac	115,000	H	100	100	100	90		100	103,500	100 N	163		
UNMNGD HARDWD	1.990 ac	x 8,000	X	100					100	15,900	100 N	163		
	<b>3.990 ac</b>									<b>119,400</b>		<b>326</b>		

OWNER INFORMATION				SALES HISTORY				PICTURE						
CHAMPAGNE ENTERPRISES, LLC  7 EAST DERRY RD  CHESTER, NH 03036				Date	Book	Page	Type	Price	Grantor					
				03/25/2022	6394	408	U V 90		SCOTT, KEVIN, DAVID &					
LISTING HISTORY				NOTES										
04/13/22	JP	RMV CU, ADJ LAND CODES		4/1/20 RESTORATION OF MERGED LOTS, PARENT LOT M1 LOT 84 4/1/2022										
04/01/20	JP	RESTORATION OF MERGED		RMV CU, LUCT TO BE ISSUED 3/22 SALE WITH ABUTTING NEW LOT 1-84-101. THIS LOT NOT ENGINEERED OR SURVEYED, BUT SEPERATE LOT OF RECORD WITH ACREAGE AND FRONTAGE. 4/14/22 LUCT ISSUED										
EXTRA FEATURES VALUATION										MUNICIPAL SOFTWARE BY AVITAR				
Feature Type		Units	Lngh x Width	Size Adj	Rate	Cond	Market Value	Notes	Town of Chester, NH Assessing Department <a href="http://www.chesternh.org/assessing">www.chesternh.org/assessing</a>					
										PARCEL TOTAL TAXABLE VALUE				
Year		Building		Features		Land								
2021		\$ 0		\$ 0		\$ 224		Parcel Total: \$ 224						
2022		\$ 0		\$ 0		\$ 86,800		Parcel Total: \$ 86,800						
2023		\$ 0		\$ 0		\$ 86,800		Parcel Total: \$ 86,800						
LAND VALUATION										LAST REVALUATION: 2019				
Zone: RD RES DISTRICT		Minimum Acreage: 2.00		Minimum Frontage: 290		Site: UNDEV WOODS Driveway: UNDEVELOPED Road: PAVED								
Land Type	Units	Base Rate	NC	Adj	Site	Road	DWay	Topography	Cond	Ad Valorem	SPI	R	Tax Value	Notes
1F RES	2.000 ac	115,000	H	100	90	100	90		90	83,800	0	N	83,800	
1F RES	0.750 ac	x 8,000	X	100					50	3,000	0	N	3,000	WET AREAS
	2.750 ac									86,800			86,800	



**Town of Chester  
Selectboard’s Meeting  
Thursday, June 1, 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)

Highway Summer Plans

Chester Baseball and Softball Association (CBSA)

Appointment to Conservation Commission: M. Cejtin

Conservation Easement – Pomp Road

Review and Approval of Revaluation RFP

Town Dump Road

Discussion of FY24-25 Budget Process

Requested Encumbrances

U.S. Department of Agriculture Grants

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:

Mikael Cejtin

Victor Chouinard, Conservation Commission

Nancy Myette  
James Piper, Supervisor of Roads  
Jonathan Remillard  
and other persons unknown to the Recording Secretary.

### *1.3 Pledge of Allegiance*

Chairman Myette led the attendees in the Pledge of Allegiance.

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

Chairman Myette deleted 2.2 Chester Baseball and Softball Association (CBSA).

### *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 Highway Summer Plans (moved to later in the meeting)*

### *2.2 Chester Baseball and Softball Association (CBSA)*

This was deleted from this meeting and will be held at a future meeting.

### *2.3 Appointment to Conservation Commission: M. Cejtin*

Mr. Chouinard presented Mr. Cejtin for the alternate position on the Conservation Commission. He has attended the required meetings and is enthusiastic and knowledgeable. Mr. Cejtin has a passion for conservation and would like to offer his expertise to the commission.

***Vice Chairman Couture motioned to appoint Mikael Cejtin as an alternate member of the 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.***

### *2.4 Conservation Easement – Pomp Road*

Mr. Chouinard presented the conservation easement for lot 2-28-1. This was approved at the Town Meeting on March 16, 2023, and needs to be signed by the Selectboard and recorded with the Registry of Deeds. Chairman Myette mentioned this parcel has historic value.

Vice Chairman questioned if the easement was reviewed with Town Counsel and the Conservation Commission. Mr. Chouinard stated it has been reviewed by the commission but not by Town Counsel.

***Vice Chairman Couture motioned to accept the easement contingent on Town Counsel review and approval. 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.***

*3.5 U.S. Department of Agriculture Grants (moved from New Business later in the meeting)*

Selectman Landau attended the Northeast Resource Recovery Association meeting and had discussions with Mr. Eric Law, Community Program Director (NH & VT) at USDA Rural Development, about loans and grants to communities. The USDA gives loans/grants to communities for various items that Chester could benefit from such as site work, balers, loaders, glass crushers and more. Chairman Myette thought this would line up perfectly with the Capital Improvement Plan (CIP) and suggested to schedule a meeting with Mr. Law.

Selectman Landau mentioned there are Congressional Directed grants and others that Chester might be eligible for. Vice Chairman Couture knows federal grants and can assist with the process.

*2.1 Highway Summer Plans (moved from earlier in the meeting)*

Mr. Piper mentioned the sinkhole on Wells Village Road has been repaired with the help of Mr. Oleson. The road was closed this past Saturday after Mr. Piper received a call from the Police Department. This area has not been a problem in the past.

Mr. Piper has rented a wheeled excavator for July and a boom mower from mid-August to mid-September. Mr. Piper also mentioned the culvert on Hale True Road is having issues and may need to be replaced prior to winter. This will need to come out of the budget.

The new truck is at Fairfield’s and should be going into the shop in the next couple of weeks. There still is no final cost on the truck. The Loader should be arriving in July and Mr. Piper stated he has purchased additional attachments. The York Rake, although old, works well. This can be used on the parking areas at Wason Pond and the dirt area near the school.

Mr. King (not present) started this week and is working out great.

Mr. Piper updated the Board on the Fremont Road Bridge. He submitted a proposal for the repairs and explained why the amount is so high. Vice Chairman Couture requested this go out to bid. Chairman Myette asked Mr. Piper to work with Town Administrator Doda on the funding for the project. Fremont Road Bridge is on the CIP but should be adjusted to reflect the actual cost. Mr. Piper mentioned this repair will keep the bridge off the list of red listed bridges.

**III. New Business**

*3.1. Review and Approval of Revaluation Request for Proposal (RFP) (moved to later in the meeting)*

*3.2 Town Dump Road*

Town Administrator Doda stated the Town received a petition from a resident per RSA 231:8. The resident feels there is an occasion to convert a portion of Dump Road, which is Class VI, to a Class V Road. After a public hearing the Selectboard can decide if the occasion exists. If an occasion exists, this will not need to go to Town Meeting to lay out the road as a Class V Road. An example of an occasion would be public safety.

Mr. Remillard has property that abuts Town Dump Road and has been working with the Town doing maintenance during the winter months. There have been occasions of bad ruts which create an issue. With more trucks and residents utilizing the road there might be a safety issue where someone might not be able to get in or out. Mr. Piper advised this has been an issue for many years. Mr. Remillard mentioned working with the previous road agent when issues arise.

Chairman Myette stated the Town would be obligated to make the road safe and bring it up to Class V Road standards. Town funds are not allowed to be used on the Class VI portion of Dump Road per RSA for improvements. Due to the fact that the Town has a building it needs to do some upkeep for access. The Selectboard would need to know the cost and where the funding would come from if upgraded to Class V Road.

Mr. Piper mentioned the upgrade would be ~1100’ feet from the Transfer Station to the gate at the salt shed. Selectman Trask asked for the cost estimate for that section. Mr. Remillard explained the proposal is for the Town to cover the material and Mr. Remillard would cover the machinery and labor. Chairman Myette has concerns with a partnership between the Town and the Remillards to upgrade the road. Selectman Landau feels upgrading the road too much would open the way for more development and increased land value. Vice Chairman Couture reminded everyone that the area is zoned commercial and not residential. Selectman Trask mentioned the next step in this process is getting a full package for the project and presenting it at a public hearing.

***Selectman Trask motioned to have the full package for the improvements on Dump Road and schedule a public meeting. Vice Chairman Couture seconded the motion.***

Chairman Myette is concerned the public hearing will be held with uncertainty of funding for the project. Town Administrator Doda mentioned the first step is for the Selectboard to decide if they want to accept the petition.

***Selectman Trask amended the motion to accept the petition, the full package for improvements to the road, and to hold a public hearing. Vice Chairman Couture seconded the motion. A roll call vote was taken - Myette – aye, Trask– aye, Theokas –abstained, Couture –aye, Landau – abstained. With three in favor, the motion passed with Theokas and Landau abstaining.***

Selectman Landau would like more time to review the documents.

*3.1. Review and Approval of Revaluation Request for Proposal (RFP) (moved from earlier in the meeting)*

Vice Chairman Couture mentioned this has already been reviewed and approved.

***Vice Chairman Couture motioned to approve the RFP as presented. Selectwoman Theokas seconded the motion. A roll call vote was taken - Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau – nay. With four in favor, the motion passed.***

*3.2 Town Dump Road (moved to earlier in the meeting)*

*3.3 Discussion of FY24-25 Budget Process*

Town Administrator Doda drafted the Budget and Financial Planning process with input from Vice Chairman Couture. The Selectboard will need to identify what they are looking for in an increase in

the budget. Town Administrator Doda will draft a template for the Departments Heads to utilize for their budgets and a training session will be offered.

Selectman Landau asked if the Department Heads would be meeting with the Selectboard or the Budget Committee. Vice Chairman Couture feels the current process is inefficient and the Department Heads should be meeting with the Budget Committee and the Selectboard simultaneously.

Chairman Myette agrees the process needs to change. The Budget Committee should give the Selectboard a percentage increase for the budget at the beginning of budget season and not wait for the last minute. Selectwoman Theokas believes having justification for increases is very helpful in the process. Selectman Trask asked when the percentage would be set. The Board agreed it should be set when the tax rate is set.

Chairman Myette suggested each department have a one- or two-page departmental plan turned in with the budgets. This should include information such as equipment needed, new hires needed, and promotions.

Chairman Myette will assist Town Administrator Doda with the creation of the template. The templates should be ready for Department Heads in November along with instructions.

#### *3.4 Requested Encumbrances*

Town Administrator Doda presented the encumbrances received from the Department Heads. Invoices or contracts will be needed for the requested encumbrances. Chairman Myette does not want to see the Department Heads purchasing items based on the fact that they have money left in the budget.

Chairman Myette mentioned the roof is not listed but that needs to be a priority. Maintenance Director Cavanaugh (not present) is working on getting quotes for the roof and painting the rest of Stevens Hall. Chairman Myette questioned if there would be money left in the Highway Department budget.

The invoices or contracts for the requested encumbrances will be needed by the last June Selectboard meeting.

#### *3.5 U.S. Department of Agriculture Grants (moved to earlier in the meeting)*

### **IV Consent Agenda**

#### *4.1 Minutes: May 18<sup>th</sup>, 2023*

***Vice Chairman Couture motioned to approve 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 announced the following meetings and upcoming events:



250  
251 Monday June 5, 2023 Wason Pond Meeting at 7:00pm  
252  
253 Tuesday June 6, 2023 Solar Working Group Meeting at 6:00pm  
254  
255 Wednesday June 7, 2023 Planning Board at 7:00pm  
256 School Board Meeting at 6:00pm  
257  
258 Tuesday June 13, 2023 Conservation Commission Meeting at 6:00pm  
259  
260 Wednesday June 14, 2023 Planning Board at 7:00pm  
261  
262 Thursday June 15, 2023 Board of Selectmen Meeting at 6:00pm  
263  
264 Saturday June 3, 2023 Fishing Derby at Wason Pond. Registration is 8:30 fishing is  
265 9:00 to 12:00 with prizes after.  
266

267 *4.2 Roundtable*  
268

269 Selectman Landau mentioned reenactment events happening in the towns of Derry and Exeter.  
270

271 Selectman Landau attended the NRRA Annual Recycling Conference & Expo and found it very  
272 informative. He mentioned the Town is spending a lot of money on hauling fees every month. It might  
273 be worth looking into crushing cans and glass. There are containers that can be purchased to keep  
274 the items in one place until they are full. Selectman Trask would like to see the numbers.  
275

276 Selectman Landau mentioned the Town of Gilford recycles foam. The whole setup would cost \$80K  
277 for the unit and setup. Chairman Myette stated the issue is the cost to purchase and run it. Also, this  
278 would mean other towns would be bringing their trash to Chester.  
279

280 Selectman Landau mentioned the Town was congratulated on continuing to separate recyclables.  
281 Towns that have gone to single stream have seen a huge increase in pricing.  
282

283 Selectwoman Theokas spoke with Town Administrator Doda about HR policies and is looking  
284 forward to the review project. Chairman Myette asked for items to be sent to the Board for review  
285 such as the review form, policies, vacation, CIP and annual report. Selectwoman Theokas suggested  
286 one drive for the Selectboard to have access and not have to have the items sent to them.  
287

288 Selectman Trask:  
289 *Nothing to report.*  
290

291 Vice Chairman Couture congratulated Town Administrator Doda on the detail of her Town  
292 Administrator Report.  
293

294 Selectwoman Theokas mentioned Town Administrator Doda was complimented for her responses  
295 for the Southern NH Planning Commission.  
296

297 Chairman Myette  
298 *Nothing to report.*  
299

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 Reputation, Employment, and Public Employees.

**Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) Public Employees, (b) Employment, and (c) Reputation. Vice Chairman Couture seconded the motion. A roll call vote was taken - Myette - aye, Trask- aye, Theokas -aye, Couture -aye, Landau - aye. With all in favor, the motion passed.**

The meeting was closed to the public at 8:04 PM.

Town Clerk Celentano and Ms. Ayotte remained in the meeting room; Ms. Ayotte departed at 8:16 PM.

Mr. Morin entered the meeting room at 8:23 PM; he and Town Clerk Celentano departed at 8:39 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 9:02 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 Reputation. Vice Chairman Couture seconded the motion. A roll call vote was taken - Myette - aye, Trask-aye, Theokas -aye, Couture -aye, Landau - aye. With all in favor, the motion passed.**

**Selectman Trask motioned to seal the minutes of the 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 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 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

350  
351 *Vice Chairman Couture moved to adjourn the meeting. Selectwoman Theokas seconded the*  
352 *motion. A roll call vote was taken - Myette – aye, Trask– aye, Theokas –aye, Couture –aye, Landau*  
353 *– aye. With all in favor, the motion passed.*

354  
355 The meeting was adjourned at 9:07 PM.

356  
357 Respectfully submitted,

358  
359 Janis A. Jalbert  
360 Recording Secretary

**Town Administrator's Report**  
**May 26<sup>th</sup> – June 8<sup>th</sup>, 2023**

1. Assessing: April – 4 properties changed hands at an average sale price of \$660k.

We posted the Reval RFP on the Town website and the NHMA Classified Ads site; also sent it out to a list of vendors Jean provided.

2. Building Department: Myrick is on vacation until June 13<sup>th</sup>; Caroline has provided permits and Carrie from Auburn has assisted her with inspections. There have been no issues.
3. Cemeteries: The Village Cemetery Trustees and their crew continue to work on getting the cemeteries ready for the season and they're looking great.
4. Dump Road: I have pulled out a number of plans and documents to do with the original paving of Dump Road in 1996 and hope to have a entire packet ready for your review at the next meeting.
5. Grants: I attended a webinar on finding funding for projects in small municipalities on June 1<sup>st</sup>; I have applied to be part of their Technical Assistance pilot program. They only will accept two municipalities of our size so not a slam dunk. More details at [NH Municipal Technical Assistance \(nhrc-nh.com\)](https://www.nhrc-nh.com).
6. Maintenance: John Hill is coming June 13<sup>th</sup> to look at the Transfer Station Compactor Shed window and the door into the Tent Storage Room.  
  
Anna from the Transfer Station will be working in the Maintenance Department part-time as needed due to Emma's departure.
7. Recruiting: I spoke with Alan Gould from MRI about recruiting; he referred me to another of his consultants (who was on vacation) and I hope to speak with him this week or early next week.
8. RFPs: I continue to draft an Engineering Services RFP, as requested. No-one seems to have a copy of the actual contract with D&K, if one exists.
9. Solar: Janis has created a "share drive" in Outlook that can host Solar Working Group documents; hopefully she can create a similar one for BOS meeting documents.
10. Stevens Hall: Paul has contacted Goedecke in Bedford about the aging curtains. This would not be an inexpensive fix due to the size of them, and the fact that as they are installed in a place of assembly they must be flame retardant.

- 11. Transfer Station:** John burned on June 2<sup>nd</sup> (Darrell was unavailable) so we are able to take brush again. James and Paul and I met to discuss chipping, either instead of burning or as an alternative to burning. Oil is still up in the air as Paul is waiting for the results of the retest.

Steph (as liaison), Paul, Stacy, and I met on June 2<sup>nd</sup> to discuss issues at the Transfer Station due to their 'upgrade' to a centralized customer service organization (we formerly simply called their Londonderry office). WM hauls three compactors and one rolloff for us. Since that change we haven't had the same driver twice, you never know when the driver is coming, they don't leave the BOLs, it takes over a week to get a haul, etc. I contacted the New England Director of Disposal Operations for assistance and he did not disappoint – P/S/I had a concall with a local Customer Service rep on June 6<sup>th</sup> and we've now set up a regular haul schedule based on the past year's usage – every Tuesday for trash, one Tuesday a month for cardboard, one Tuesday every four months for paper, glass as needed. As such Stacy will know when to be on hand at the TS. She will keep us updated if there are any hiccups.

## Janis Jalbert

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**From:** Debra Doda  
**Sent:** Monday, June 5, 2023 8:46 AM  
**To:** Chuck Myette; Dana Theokas; Dick Trask; Stephen Landau; Steve Couture  
**Cc:** Janis Jalbert  
**Subject:** FW: Transfer Station Burn Pile

Ladies, Gentlemen – please note this email from Darrell. Would you like to address it on the agenda next week? If not, Janis, could you please put a hard copy in next week's folders as an FYI anyway?

Debra H Doda  
Town Administrator  
Town of Chester  
84 Chester Street  
Chester, NH 03036  
(603) 887-3636 x131

*The best way to find yourself is to lose yourself in the service of others. -- Gandhi*

---

**From:** Darrell Quinn  
**Sent:** Saturday, June 3, 2023 7:06 PM  
**To:** Debra Doda <DDoda@chesternh.org>  
**Subject:** Transfer Station Burn Pile

Hi Debra,

Please get my message across to the BOS:

I was very disappointed to see a notice last week or so re a brush acceptance moratorium at the transfer station ALSO stating that "We are also looking into chipping in the future which would make this sort of problem obsolete, but not there yet." We already own a chipper which sits idle down there. It sits idle because it's old and doesn't have current safety features (although I/we did use it at the cemetery and Wason some years ago without incident) but further because it would quickly be destroyed by all the METAL in the brush pile. The "brush" pile is more than just brush. Think lumber with nails, Christmas wreaths and furniture people sneak in. So chipping is totally impractical. Also, this area was designed and approved for burning years ago. We dug a well, ditched and installed electrical and water lines providing water down there. IMO this area should be off limits for any solar consideration site. I thought we had put that to bed last year.

Darrell