

**Town of Chester
Board of Selectmen’s Meeting
Thursday, January 30, 2020
Municipal Complex
Approved Minutes**

I. Preliminaries

Call the Meeting to Order
Roll Call
Pledge of Allegiance
Chairman’s Additions or Deletions
Public Comment (10 minutes)
Approval of Minutes
Items for Signature
Stevens Hall Condition
Review and Approve Fund Balance Guidelines Document
Budget & Warrant Update
Wason Pond Parking Ordinance/Warrant Article
Potential Non-Public Sessions
Roundtable
Adjournment

1.1 Call to Order

Chairman Owens called this meeting of the Chester Board of Selectmen to order at 7:00 pm.

1.2 Roll Call

Selectmen Present:

Stephen Landau
Steve D’Angelo
Joseph Hagan
Chuck Myette
Jeremy Owens

Members of the Public Present, at various times:

Penny Williams, Tri-Town Times
Nancy Myette

1.3 Pledge of Allegiance

Chairman Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

48 *1.5 Public Comment*

50 As no members of the public wished to be heard public comment was closed at 7:10 pm.

52 **II. Old Business**

54 *2.1 Approval of Minutes*

56 An approval sheet for the previous meeting’s minutes was in the signature folder.

58 *2.2 Items for Signature*

60 All members reviewed and signed the items in the signature folder.

62 **III. New Business**

64 *3.1 Stevens Hall Condition*

66 Town Administrator Doda indicated concerns have been expressed relative to the condition
68 of Stevens Hall which was last renovated in 2010. Selectman Landau noted the outside was
70 showing wear and damage may be further into the skeleton of the building causing damage
72 from the exterior to the interior. Maintenance will rent a lift on Monday and inspect the beam
which may be rotted. Selectman Landau indicated there were some funds available for
maintenance and perhaps insurance would cover some of the damage.

74 Selectman Hagan questioned whether activities taking place there could be relocated
76 elsewhere. Selectman Landau indicated some of the regular uses at the building included the
78 Historical Society Museum, church rental, the Chester Dancers, the Scouts, the Herb Society,
the Lions Club and use by the Library for programs like the Polar Express. The Chester
Dancers use the wood floor, the piano and other historical items are stored there.

80 Selectman Landau noted the building was donated and is on the National Register of Historic
82 Places. There may be additional funds available to restore historic buildings. Selectman
84 Hagan indicated the handicapped accessibility has been deferred for a long time. Selectman
Landau noted the elevator shaft needs to be redone. Selectman D’Angelo recommended
finding out the repair costs before making any decisions.

86 *3.2 Review and Approve Fund Balance Guidelines Document*

88 Town Administrator Doda indicated she made the changes to the document recommended at
90 the last meeting.

***Selectman D’Angelo motioned to accept the Town of Chester Fund Balance Guidelines
92 document. Selectman Hagan seconded the motion. A vote was taken, all were in favor,
the motion passed unanimously.***

3.3 *Budget & Warrant Update*

Selectman Landau indicated he was at the Budget Committee meetings on Monday and Tuesday. The School Budget was accepted.

Selectman Landau proposed holding a workshop at the end of the meeting to discuss areas of possible reduction in the Town budget to offset the increase for the two firefighters.

Selectman Landau proposed having the Budget Committee attend the next Selectman’s meeting and to possibly have that meeting be a public hearing to discuss the proposed Wason Pond parking regulations further with input from the public.

3.4 *Wason Pond Parking Ordinance/Warrant Article*

Vice-Chairman Myette indicated he was meeting with the WPCRC on Monday to discuss the parking regulations and permits. Chairman Owens indicated he has received concerns about how parking would be regulated during sporting and other events.

The weekend and holiday hours during the summer season from June to September seemed to be the greatest concern. Sports are usually over by April. Selectman D’Angelo indicate day passes could also be issued. Town Administrator Doda will work these schedules into the proposed regulations.

Vice-Chairman Myette indicated a sticker such as is used at the Transfer Station could be obtained by residents when registering their cars. The implementation could take place over 18 months. Any resident who was ticketed could bring their ticket into the Town Clerk and obtain a sticker with proof of residency. The sticker could also be used at other Town facilities and events such as for priority parking for residents at the Town Fair.

The Board agreed they would like input from the public on fees and the process. Having an ordinance would support enforcement by the Police Department.

Selectman Landau indicated the negative side of putting this on the Warrant for Town Meeting would be that in order to change anything they found to be not working would require a long wait until the next year’s meeting to make those changes. Selectman D’Angelo indicated a vote at Town Meeting might give the regulations more teeth with other regulatory bodies such as the State.

Selectman Landau recommended having a public hearing to get input from the public so the Selectman could pass the ordinance and parking regulations which would give them the authority to implement necessary changes quickly. All were in agreement that with summer approaching something needed to be in place quickly.

3.5 *Budget Workshop*

The Selectman entered discussions on the potential increase of 9.5% to the Town Budget for hiring of two firefighters and how that increase could be offset with reductions in other areas.

Chairman Owens indicated it was important to put safety issues over wish list items and go to Town Meeting with a unified budget.

The Selectman agreed that their goal before meeting with the Budget Committee on Thursday would be to trim the Town Budget by at least \$75,000.

IV. Roundtable

4.1 Roundtable

Selectman Landau indicated he had a proposal from DuBois & King to survey the four acres of municipal owned property at 84 Chester Street at a cost of \$4,000. The survey would be done next week, weather permitting.

Vice-Chairman Myette asked if the money was in the budget and Selectman Landau indicated there were funds in the maintenance budget. Town Administrator Doda noted the Police Department Space Needs Budget still has funds available from the originally raised and appropriated \$70,000.

Selectman Landau noted discussions for the Police Department include a two-story design with a secure holding area and evidence room on the first floor. An elevator was determined to be less expensive than the cost of fill and would be a more secure separation between the administrative offices and other areas as well as providing for an additional meeting room.

Selectman Landau motioned to approve the contract with DuBois & King for \$4,000 for a topographical survey within the tree line of the municipal area at Map 5, Lot 12. Vice-Chairman Myette seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Selectman D’Angelo indicated he received no update on the Edwards Mill Dam invoice.

Vice-Chairman Myette discussed work the Trustees could do at Spring Hill Farm which included cleaning out the shed near the silo. Rich LeBlanc can be on site in order to indicate which items should be saved. Town Administrator Doda indicated a small dumpster is on site. Vice-Chairman Myette indicated the basement could be cleaned out as well as the barn. Maintenance Man Cavanaugh would supervise the Trustees and all requests should be directed through him.

Vice-Chairman Myette indicated he had two non-publics, one under reputation and one under legal.

Chairman Owens indicated upcoming meetings are:

- Monday, February 3, 2020 Budget Committee at 7 PM
- Monday, February 3, 2020 Wason Pond Conservation & Recreation Commission at 7 PM

- Wednesday, February 5, 2020 Public Hearing Planning Board at 7 PM relative to Site Plan Review of an Art & Design Adult Education Class at Busche Academy, 66 Chester Street
- Thursday, February 6, 2020 Board of Selectmen’s meeting at 7 PM
- Monday, February 3, 2020 at 9 AM – Technical Review Committee
- Wednesday, February 5, 2020 Department Head’s Meeting

4.2 Non-Public Sessions

Chairman Owens indicated that he had three for reputation and pending litigation.

Selectman Landau motioned to go into non-public session under 91-A:3(c) Reputation and (e) Pending Litigation. Selectman Hagan seconded the motion. A roll call vote was taken Selectman Landau – yes, Selectman D’Angelo – yes, Selectman Hagan – yes, Vice-Chairman Myette – yes, Chairman Owens – yes. The motion passed unanimously

The meeting room was closed to the public at 8:30 PM.

The meeting room was reopened at 8:57 PM.

Selectman Landau motioned to come out of non-public session at 8:57 PM; Selectman D’Angelo seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.

Selectman Landau moved to leave the minutes to the first non-public session, on Pending Litigation, unsealed; Chairman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved to seal the minutes to the second non-public session, on Pending Litigation, for an indefinite period; Chairman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

Selectman Landau moved to seal the minutes to the third non-public session, on Reputation, for an indefinite period; Chairman Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.

V. Adjournment

Selectman Landau moved to adjourn the meeting. Selectman Hagan seconded the motion. The vote was unanimous in the affirmative, motion carried.

The meeting was adjourned at 8:58 PM.

Respectfully submitted,

Nancy J. Hoijer
Recording Secretary