

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, January 23, 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  
Review and Approve BOS Rules of Procedure  
Review and Approve Fund Balance Policy  
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  
Chuck Myette  
Jeremy Owens

Members of the Public Present, at various times:

Penny Williams, Tri-Town Times  
Nancy Myette  
Jack Cannon  
Rhonda Lamphere  
Police Chief Aaron Berube  
Chris Hadik  
BOS AA Janis Jalbert  
And other persons unknown to the recording secretary

46  
47 *1.3 Pledge of Allegiance*  
48

49 Chairman Owens led the attendees in the Pledge of Allegiance.  
50

51 *1.4 Chairman’s Additions or Deletions*  
52

53 Chair Owens indicated he had three potential non-publics under reputation. Selectman  
54 Landau indicated he had possibly a fourth.  
55

56 *1.5 Public Comment*  
57

58 As no members of the public wished to be heard public comment was closed at 7:10 pm.  
59

60 **II. Old Business**  
61

62 *2.1 Approval of Minutes*  
63

64 An approval sheet for the previous meeting’s minutes was in the signature folder.  
65

66 *2.2 Items for Signature*  
67

68 All members reviewed and signed the items in the signature folder.  
69

70 **III. New Business**  
71

72 *3.1 Review and Approve BOS Rules of Procedure*  
73

74 Chair Owens asked if the Selectmen had reviewed the Rules of Procedure and whether  
75 there were any changes.  
76

77 ***Selectman D’Angelo motioned to accept the Rules of Procedure for the Board of***  
78 ***Selectmen, as written. Selectman Myette seconded the motion. The vote was***  
79 ***unanimous in the affirmative, motion carried.***  
80

81 *3.2 Review and Approve Fund Balance Policy*  
82

83 Selectman D’Angelo noted the only issue with the Fund Balance Policy is how to use it,  
84 whether as a guide or a hard-fast rule. Selectman D’Angelo referenced the first paragraph  
85 of Section 4 on Page 2 lines 3 through 6 and questioned the impact if the NH GFOA  
86 changed the language and also whether the goal of the Town to achieve and maintain an  
87 Unassigned Fund Balance of 10% of general fund appropriations as determined by the  
88 annual audit of the Town was too restrictive, whether the Town were to fall below the  
89 threshold or want to have a larger balance as a goal in a particular year. Selectman Myette  
90 recommended referring to the document as a guidance document rather than a policy.  
91 Selectman Landau recommended having Ms. Doda make the changes and table it until the  
92 next meeting for further discussion.

3.3 *Potential Non-Public Sessions*

**IV. Roundtable**

4.1 *Roundtable*

Selectman Landau indicated the contractor will be working on the cabinets at Stevens Hall. The Historical Society wants to donate something to Stevens Hall since they use the building. One possibility was upgrading the chairs, and another could be putting in countertops since the cabinet maker does not make countertops. This may be more expensive than the Historical Society is willing to do so perhaps they could donate a portion as there are funds for Stevens Hall.

Chair Owens questioned how much space and whether quotes could be obtained. Selectman Landau will find out and bring it back.

Selectman Landau indicated the Historical Society will handle the floor in the museum and asked if the entry floor and downstairs should be done, holding off on upstairs which needs to be replaced altogether. Selectman D’Angelo indicated he would like to know what the cost would be.

Selectman Landau spoke with Jeff Adler at DuBois & King and indicated the Building Inspector has some records relating to the back field and area of the Police Department. Selectman Landau will be getting together with the architect at Harriman to get more accurate numbers.

Selectman Landau asked about the request for re-keying the locks which came up at a Joint Loss meeting. Chief Berube indicated they provided an estimate. Selectman Landau asked about installing a punch pad at the main entrance which assigns a code to users which can be changed when they leave.

Selectman D’Angelo asked about Mr. Costine and Mrs. Lamphere indicated he is out of the hospital and able to sign for the Trustees but noted there are other Trustees who could also sign documents.

Selectman Myette advised at the last Spring Hill Farm Advisory Committee meeting they are putting together RFPs for the high tunnel and haying and should have something to bring to the Selectmen in a week. Selectman D’Angelo opined the high tunnel should be rented out without worrying about insurance so that it is being used.

Chair Owens reminded that the deadline for filing for an open position with the Town Clerk is January 31<sup>st</sup>.

Chair Owens indicated upcoming meetings were:

- Budget Committee – Monday, January 27<sup>th</sup> at 7 PM
- Recreation – Monday, January 27<sup>th</sup> at 7:30 PM

- Board of Selectmen – Thursday, January 30, 2020 at 7 PM
- Public Hearing for the School Budget – Monday, January 27<sup>th</sup> at 7 PM

**V. Non-Public Session under 91-A:3(II)(c) reputation of someone other than a board member.**

***By Roll Call vote, Selectman Landau motioned to enter non-public session under 91-A:3(II)(c) reputation of someone other than a member of the Board. Selectman Myette seconded the motion. A vote was taken: Landau – aye, D’Angelo – aye, Myette – aye and Owens – aye and Selectman Hagan absent. The motion passed unanimously.***

The meeting room was closed to the public at 7:19 PM. Jack Cannon, Rhonda Lamphere, Chris Hadik, Sue Reider and Nancy Jolin remained in the room.

Jack Cannon, Rhonda Lamphere, Chris Hadik, Sue Reider and Nancy Jolin departed the room at 7:55pm.

***Chairman Owens motioned to seal the minutes of the first non-public session on reputation for an indefinite period of time. Selectman Myette seconded the motion, the vote was for in favor with Selectman Hagan absent, motion carried.***

***Chairman Owens motioned to seal the minutes of the second non-public session for thirty (30) days. Selectman Myette seconded the motion, the vote was for in favor with Selectman Hagan absent, motion carried.***

***Chairman Owens motioned to seal the minutes of the third non-public session for one (1) year. Selectman Myette seconded the motion, the vote was for in favor with Selectman Hagan absent, motion carried***

**VI. Adjournment**

***Chair Owen moved to adjourn the meeting. Selectman Myette seconded the motion. The vote was unanimous in the affirmative, motion carried.***

The meeting was adjourned at 8:36 pm.

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary