

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, February 20, 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  
Public Hearings –  
Rescind PACT Special Revenue Fund  
Enact Transportation Capital Reserve Fund  
Road Bond of \$3m for Highway Work  
Petitioned Warrant Article for SB2  
A/V Equipment for Presentations  
Roundtable  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Owens called this meeting of the Chester Board of Selectmen to order at 7:02pm.

*1.2 Roll Call*

Selectmen Present:

Stephen Landau  
Joseph Hagan  
Chuck Myette  
Jeremy Owens

Staff Present: Town Administrator Deb Doda

Members of the Public Present, at various times:

Penny Williams, Tri-Town Times  
Nancy Myette  
Road Agent Mike Oleson  
Police Chief Aaron Berube  
BOS Admin. Asst. Janis Jalbert  
Town Clerk/Tax Collector Elizabeth Lufkin  
Jess Edwards  
Dick Trask

52       1.3     *Pledge of Allegiance*

54     Chairman Owens led the attendees in the Pledge of Allegiance.

56       1.4     *Chairman’s Additions or Deletions*

58     Chairman Owens added a discussion with the Road Agent on Bridge Inspections.

60     Chairman Owens added a discussion on offering an extension to Busby Construction for road  
62     work.

64     Chairman Owens added a discussion on the PACT presentation of BOS goals and  
66     accomplishments for 2019-2020. Selectman Landau wished to discuss the concept of the pay  
67     matrix.

68       1.5     *Public Comment*

70     As no members of the public wished to be heard public comment was closed at 7:02 pm.

72     **II.       Old Business**

74       2.1     *Approval of Minutes*

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

78       2.2     *Items for Signature*

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

82     **III.      New Business**

84       3.1     *Public Comment*

86     Jess Edwards, the Post Commander of the Legion Hall asked the Selectman if they would write  
88     a letter in support of the Legion Hall’s request for a variance with the Zoning Board of Adjustment  
89     so the charitable shed can remain near the property line with the Town-owned parcel the Legion  
90     is using at 25-33 Raymond Road. Mr. Edwards indicated the Post is in partnership with the  
91     Clothes Closet. Moving the shed forward would put it in the front setback. Selectman Hagan  
92     indicated he is a member of the Legion Hall and where the shed has been moved to in order to  
93     comply with the request of the Building Inspector makes it dysfunctional for the hall to be able to  
94     be used for fund raising.

96     ***Selectman Myette motioned to authorize a letter to be written to the Building Inspector and***  
97     ***Board of Adjustment in support of the request for a side setback variance to locate the***  
98     ***shed where it previously was. Selectman Landau seconded the motion. A vote was taken,***  
99     ***all were in favor, the motion passed unanimously.***

100     Selectman Myette clarified to Mr. Edwards that he should still apply for the variance with the ZBA.

3.2 Public Hearings

3.2.1 Rescind PACT Special Revenue Fund

Chairman Owens read out loud the Warrant Article concerning rescinding the PACT Special Revenue Fund and opened the hearing to the public for comments and questions at 7:14 PM.

There were no comments from the public. This Public Hearing will remain open for an hour.

**Selectman Landau motioned to close the public hearing at 8:14 PM. Selectman Hagan seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

3.2.2 Enact Transportation Capital Reserve Fund

Chairman Owens read out loud the Warrant Article concerning enacting the Transportation Capital Reserve Fund and opened the hearing to the public for comments and questions at 7:15 PM.

Town Clerk/Tax Collector Lufkin explained the \$5 charge when registering vehicles could be used for transportation improvements and grant matching funds and yield approximately \$41,000 per year in revenue for this purpose. The Town of Barrington was able to use theirs to do bridge work matching funds with the State’s Bridge Aid 80/20 Fund. The Hazardous Mitigation Plan identified many culverts in Chester that need replacing and in the event of a disaster declaration which was not limited to Chester, matching funds of 75/25% are available. Mrs. Lufkin explained this is for passenger and commercial vehicles with motorcycles and ATVs exempt.

Selectman Landau asked if it was determined the whole or a portion of the RSA would be inclusive in the Warrant Article. Mrs. Lufkin indicated Section VI which is very long.

Mrs. Lufkin indicated it could be used each year and put to use on projects and allowed to accumulate. It would be put into a Capital Reserve Fund which the BOS would be agents to expend.

Selectman Myette asked if Mrs. Lufkin could present the Article at Town Meeting.

Selectman Hagan asked if it could be used for the van the Town wanted to purchase for the Senior Citizens to use and Mrs. Lufkin indicated it could be used for public transportation.

Road Agent Oleson spoke in support of the Article and opined it was a great idea to help with the costs of repairing bridges and culverts.

Selectman Landau asked if the fee charged had to be uniform or whether the Seniors could be charged \$1. Mrs. Lufkin will look into it.

There were no comments from the public. This Public Hearing will remain open for an hour.

**Selectman Landau motioned to close the public hearing at 8:17 PM. Selectman Hagan seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

3.2.3 Road Bond of \$3m for Highway Work

Chairman Owens read out loud the Warrant Article concerning the request for a \$3m Road Bond for Highway Work and opened the hearing to the public for comments and questions at 7:28 PM.

Road Agent Oleson explained why he brought the Bond request to the Selectman. Last year he got a lot of complaints about the roads not getting fixed. The Bond was reduced to 7 years to make it more palatable. There are 21 roads on the CIP list to be reclaimed and Road Agent Oleson indicated the CIP is just not going to keep up. Road Agent Oleson noted there were comments made at the last meeting that he promised if the CIP were utilized there would be no more bonds and he never said that. Selectman Hagan agreed the Board never said that either.

Road Agent Oleson clarified the funds in the CIP were earmarked for North Pond Road. When East Derry Road was done, the additional funds were able to be used to do portions of Fremont, Candia, and Harantis Lake Roads.

Selectman Hagan opined with some decrease in the School Budget the road situation would be tackled at a steady rate.

A resident asked where one could find the list of 21 roads; they are listed in Table 10 of the CIP which can be found on the Planning Board website.

There were no further comments from the Public. This Public Hearing will remain open for an hour.

**Selectman Landau motioned to close the public hearing at 8:28 PM. Selectman Hagan seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

#### *3.2.4 Petitioned Warrant Article for SB2*

Chairman Owens read out loud the Warrant Article concerning SB2 and opened the hearing to the public for comments and questions at 7:36 PM.

Selectman Landau spoke in opposition to the Article noting the School District had SB2 years ago and it was rescinded. Selectman Landau indicated the purpose of Town Meeting is to enhance the public’s capability to let the Selectmen know how the issues affect them and is the closest thing to a pure democracy. Often public comments change their minds. SB2 takes a great deal away from the people’s understanding of where their Town is going.

There were no comments from the public. This Public Hearing will remain open for an hour.

**Selectman Landau motioned to close the public hearing at 8:36 PM. Selectman Hagan seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

#### *3.4 A/V Equipment for Presentations*

BOS Administrative Assistant Jalbert discussed the price checking she did concerning the audio visual equipment proposed for purchase. Ms. Jalbert indicated the microphone prices have gone up slightly since PACT priced them. The projectors were the same price or more. There is a \$900 difference on projector prices with other retailers. Selectman Myette did not think the microphones were necessary and the projectors could be borrowed provided they are tested before the Town Meeting. The Board agreed a refurbished model would be good when they are

in the market to purchase one provided it came with the same warranties and could be purchased when they are on sale or clearance.

### *3.5 Letter of Deficiencies – Bridges*

Chair Owens discussed the bridges identified by the State with Road Agent Oleson which were Shepard Home Road and Hanson Road. Town Administrator Doda identified one was listed in the CIP and the other was not. Road Agent Oleson will speak to Mr. Hadik in the Planning Department to make sure both are scheduled in the CIP.

### *3.6 Extension for Road Construction Work – Busby Construction*

Road Agent Oleson indicated the contract extension with Busby would hold pricing. Town Administrator Doda had checked with Town Counsel to see if it was acceptable not to go back out to bid; it is, as long as there are no Federal funds involved. Once the work is approved at Town Meeting, they will be ready to go. North Pond Road has a lot of wetlands and culvert crossings. The Class I rock has to be specific and is more expensive. The pond would be lowered to the lowest point of the dam. The beaver dams would be removed. The pond is 1.5’ higher due to the beaver dams than it should be. North Pond will be closed to all but residents and emergency vehicles.

**Selectman Myette motioned to offer an extension for road work to Busby Construction. Selectman Landau seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

### *3.7 Pay Matrix/BOS PACT Presentation*

Chairman Owens indicated as he and Selectman D’Angelo are running uncontested for re-election this year, rather than doing interviews with PACT he will be discussing some of the goals and accomplishments the Selectmen have for 2019-2020.

Selectman Landau noted where the Pay Matrix is no longer on the Warrant Article as it was removed between meetings, he would like the concept of the matrix explained to the public, why it was needed, how it benefits the Town and employees.

Selectman Landau reviewed the Master Plan Reserve Fund which must be updated every five years.

Selectman Landau reviewed the Article for the Steeple Repair and explained the \$25,000 in matching funds for the Town Clock which is housed at the Church which was the original 1722 meeting house. The 300<sup>th</sup> Anniversary is coming up. Selectman Landau noted this is not to support the church but to keep the skyline in the center of the Town. The Church is on the National Register of Historic Places.

Selectman Landau discussed the Article for Orthorectifying Maps which would align the properties as they are sold and subdivided to have the size updated on the Town Maps as they are registered at the Registry of Deeds.

Selectman Landau discussed the Great Hill Cemetery Trustees request to have a maintenance fund. In 1935 the Town purchased the land for the Great Hill Cemetery on Route 121A. Money was set aside from internments for perpetual care of the grave sites but little for future

254 maintenance and development. Land was received from North Chester neighbors with an  
256 agreement for a half acre family plot with 2.5 acres of burial capacity for about 250 single sites.  
258 The Attorney General has given issues about having two sets of trustees and the Town has a bit  
of an anomaly there. Ground penetrating radar revealed a lot of ledge and spots can’t be created  
without blasting.

260 Road Agent Oleson spoke about the request for tree funds which he noted is one-time not a  
262 revolving fund. Trees can be expensive to take down and more expensive to clean up when they  
have already fallen down. Several have been identified already.

264 Selectman Myette asked if there were funds earmarked already in the Highway Budget for  
roadside clean-up and Road Agent Oleson indicated they are used for storms, clearing brush and  
266 are always overspent by about \$10,000.

### 268 *3.8 Roundtable*

270 Selectman Landau received the survey for the Town Hall property from DuBois & King which has  
272 also been forwarded to Harriman Architects. Selectman Landau indicated there was one mistake  
referencing a second concrete pad which is just foundation. Selectman Myette noted the location  
274 of the leach field. Road Agent Oleson indicated a 3,000 gal. tank is located in the middle of the  
field before the leach field which he put in in 1997-8 so the school would have a backup. Road  
Agent Oleson noted the tank could be removed for a few thousand dollars.

276 Selectman Landau noted there has been no update on the Stevens Hall repair estimates.

278 Selectman Myette noted the Conservation Commission will be presenting Pollinator Pathways on  
280 Saturday, March 7, 2020 at 10 AM in the Town Hall Meeting Room to discuss how homeowners  
can improve garden areas to attract pollinators such as hummingbirds, butterflies, bees, and bats.

282 Selectman Myette noted Spring Hill Farm Advisory Committee has selected the date for the next  
284 Fall Festival which will be the 4<sup>th</sup> Saturday in September. A Labor Day trail ride is being  
considered to benefit the Farm at the North Chester Fields on Lane Road. Ms. Sautter will reach  
286 out to Town Administrator Doda to discuss insurance requirements.

288 Chairman Owens noted the Annual School District Meeting is on March 3, 2020 at the Chester  
Academy Cafetorium at 7 PM. Booklets are available for review now which lay out the school  
290 budget.

### 292 *3.9 Potential Non-Public Sessions*

294 Chair Owens indicated he had three non-public sessions, one under public employees, one under  
litigation, and one under reputation.

296 **Selectman Landau motioned to go into non-public session under 91-A:3 (a)(c) and (e) at  
298 8:36 PM following a brief recess. Selectman Myette seconded the motion. A roll call vote  
was taken Selectman Landau – yes, Selectman Hagan – yes, Selectman Myette – yes, Chair  
300 Owens – yes. The motion passed unanimously**

302 The meeting room was closed to the public at 8:38 PM.

304 The meeting room was reopened at 9:57 PM.

**Selectman Landau motioned to come out of non-public session; Selectman Hagan seconded the motion. A vote was taken, all were in favor, the motion passed unanimously.**

*Selectman Landau motioned to seal the minutes to the first non-public session, on Public Employees, for a period of thirty (30) days; Chair Owens seconded the motion. The vote was unanimous in the affirmative; motion carried.*

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

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

#### **IV. 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 9:58 PM.

Respectfully submitted,

Nancy J. Hoijer  
Recording Secretary