

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, April 9, 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  
Appointment to Recreation Commission  
Emergency Management Update  
Transfer Station Recycling Update  
Town Clerk Update - Glass  
Spring Hill Farm – Repairs  
Roundtable  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chair Owens called the meeting of the Chester Board of Selectmen to order at 7:13 PM.

Under the emergency provisions of RSA 91A, this meeting is being conducted electronically and will be recorded, via dial-in, (929) 436-2866, internet at <https://zoom.us/j/770832311> as well as broadcast on Channel 20 and streamed on <http://vod.chesterctv.com>

*1.2 Roll Call*

Selectmen Present (Remotely):

Stephen Landau  
Chuck Myette  
Steve D’Angelo  
Jeremy Owens  
Joseph Hagan (@7:57 PM)

Present: Town Administrator Deb Doda (Remotely)

Members of the Public Present Remotely, at various times:

Recreation Director Corinna Reishus  
Police Chief Aaron Berube  
Fire Chief Gregory Bolduc  
Town Clerk/Tax Collector Elizabeth Lufkin  
Road Agent Michael Oleson  
BOS Administrative Asst. Janis Jalbert  
Leslie Hammond  
Jack Cannon  
Penny Williams

*1.3 Pledge of Allegiance*

Chair Owens led the attendees in the Pledge of Allegiance.

*1.4 Chairman’s Additions or Deletions*

Chair Owens added the appointment of Leslie Hammond to the Recreation Commission

*1.5 Public Comment*

As no members of the public wished to be heard public comment was closed at 7:23 PM.

**II. Old Business**

*2.1 Approval of Minutes*

An approval sheet for the previous meeting’s minutes was sent electronically.

*2.2 Items for Signature*

All members reviewed and signed the items in the signature folder submitted electronically.

**III. New Business**

*3.1 Appointment to the Recreation Commission*

Recreation Director Reishus presented Leslie Hammond for reappointment to the Recreation Commission. Mrs. Reishus noted Ms. Hammond has served on Recreation since April of 2014. Chair Owens indicated she has been especially helpful with the soccer program among others. Vice-Chair Myette indicated he appreciated her going back for another term.

***Selectman Landau motioned to appoint Leslie Hammond to the Recreation Commission for a term to expire May 31, 2023. Vice-Chair Myette seconded the motion. A roll call vote was taken, Landau – aye, Myette – aye, Owens – aye, D’Angelo – aye. The motion passed 4-0-0.***

Selectman Landau asked how Commission members would be sworn in since the Town Clerk is working remotely. Town Clerk Lufkin indicated under the Executive Order she had the authority to swear Ms. Hammond in by phone. Ms. Hammond will call Mrs. Lufkin next week.

### *3.2 Emergency Management Update*

Mrs. Lufkin reported daily phone conferences were being had with Emergency Management personnel, legal with the Attorney General and NH Municipal Association, the Department of Public Health, State Fire Marshall, and Homeland Security. EM Staff are able to ask questions. Mrs. Lufkin is working to compile estimates for reimbursement with FEMA from Department Heads for costs incurred to this point. The situation report was just received, and she has not had a chance to look it over prior to the meeting starting.

Vice-Chair Myette asked Mrs. Lufkin to report on what estimates had been put together so far and Mrs. Lufkin reported Category B expenses per FEMA are for the protection of the health and welfare of residents and employees and include such things as supplies, the mailer that was just sent to residents, the doorbell with camera that was installed and any time spent specific to COVID-19 that are “reasonable and necessary.” FEMA will review all receipts and documents and determine which expenses fall into that category such as the expenses for having the Transfer Station opened an extra day and the cones purchased for traffic flow.

Selectman Landau asked about campgrounds and temporary housing and while the Town doesn’t have an issue with these a lot of people own campers and motor homes. If someone is coming from a heavily populated COVID-19 dense area it could be an issue. Mrs. Lufkin noted second homes as well. The State has asked that anyone coming from out of state is to quarantine for 14 days before visiting any public places, but this is on the honor system.

Chief Berube reported the Department has had to remove two separate groups who had set up camp sites at Wason Pond in the back acres. Mrs. Reishus noted another group has been seen twice.

Selectman D’Angelo asked whether FEMA would reimburse buyouts for employee vacation time and Mrs. Lufkin indicated they have addressed this issue and will not reimburse wages and other items that have nothing to do with protecting the public. Selectman Landau has taken this up with the Labor Board and NH Municipal Association. The Labor Board instructed the Town to follow its policy and the NHMA has not gotten back to him yet.

Mrs. Lufkin noted there are other financial reimbursements available such as SBA Loans and unemployment assistance.

Selectman D’Angelo asked what measures were used for storing electronic signatures with the concern that documents stored on the Cloud could be altered if not kept in a secure place. Town Administrator Doda noted the documents are printed and filed; BOS AA Jalbert added that they are stored securely by Eversign as well as on the Town’s server.

### *3.3 Transfer Station Recycling Update*

Vice-Chair Myette indicated that he met with the staff at the Transfer Station yesterday and the new plan will start Friday. A policy sheet was provided. While the Transfer Station started taking glass on Wednesday utilizing the skid steer, Friday night the Transfer Station will open for recycling to test how quickly the traffic will flow. ABI will provide a compactor truck to take all recyclables which will then be taken by ABI to Waste Management in Auburn. They will be back early Saturday morning and open to one bay. The Transfer Station is hoping to have all bays open by April 22<sup>nd</sup>. There is a cost for the extra hours for staff and for the removal of the recyclables by ABI at \$100/ton is estimated to be \$400-\$500 per week which will be tracked for reimbursement through FEMA and will be eliminated as quickly as possible.

### *3.4 Town Clerk Update – Glass*

Mrs. Lufkin indicated she received an estimate from Traynor Glass for the installation of glass in the Town Clerk/Tax Collector’s Office for \$2,800. Maintenance has reached out for a second estimate from Manchester Auto Glass and hopes to have that tomorrow or Monday. The glass would sit on the top shelf and dip into the area where the public has face to face contact with staff and end a couple of inches from the counter so that papers can be slid through. The door at the right will be a little taller to meet the height of the glass. Mrs. Lufkin will submit the expense to FEMA.

### *3.5 Spring Hill Farm Repairs*

Town Administrator Doda noted that when Maintenance inspected the bathroom at Spring Hill Farm for use as a possible quarantine site, they discovered that the shower is leaking into the wall, and the toilet was sitting on the pipe as the floor is rotted. The estimate for plumbing only is about \$2,000. Maintenance has reached out to Mr. Oleson for an estimate on the remaining repairs. Mr. Oleson indicated it would be a considerable job as all the fixtures would need to be removed. Mr. Oleson will go over to do an estimate next week. At this point the water could be turned off.

Town Administrator Doda noted the State would have to designate the facility as a quarantine location in order to qualify for funding. The Wason Pond Community Center is available if needed.

Selectman D’Angelo felt it should be fixed now before the damage gets worse. There are no other restroom facilities people can use on site. There are funds in surplus. Vice-Chair Myette noted the building is not ADA compliant. Selectman Landau asked if there were any concerns about the historical nature of remodeling and Vice-Chair Myette noted the siding was already done which lost some of the original character. The ADA compliance could possibly get waived. Selectman Landau recommended converting the shed so that there would be an extra facility for events. Porta Pottys were rented at the last event. The shower isn’t needed, just sink and toilets.

### *3.6 Highway Department Update*

Road Agent Oleson gave an update on the road work to start April 20<sup>th</sup> on East Derry Road. He noted that a culvert was discovered to need replacement when a frost heave appeared. Upon

inspection it was discovered that it was not coupled properly. The 3’ plastic culvert would have a 20’ section replaced at an estimated cost of \$10,000 and the road would be closed for one day. The Highway Department will start spring clean-up soon.

#### **IV. Roundtable**

Selectman Landau reported when he was going through old emails, he came across a 2015 discussion concerning a fireman who passed away in the line of duty in the 60s, Roland Morrisette. His passing was commemorated at the National Fireman’s Memorial. Chief Bolduc reported that there had been a service at the Firefighter’s Memorial. Selectman Landau was present for that but was under the impression they would want to do something to commemorate it locally and asked about the walkway to the flagpole and the 300<sup>th</sup> Anniversary. Chief Bolduc will do more research to find out if any other firefighters in Chester lost their lives in the line of duty. Vice-Chair Myette added it would be nice to put a plaque up at the Station and have it dedicated. Jack Cannon who is on the 300<sup>th</sup> Anniversary Committee noted he will bring it up at the next meeting which they are trying to put together soon.

Vice-Chair Myette reported the woolly adelgid was spotted for the first time at Wason Pond. He has been in touch with Mr. Chouinard at Conservation and has spoken with Dick Lewis who was not aware of it being in the area. They will walk the property and see if damage is visible which starts at the top of the trees and works down.

Vice-Chair Myette reported Kristy and Nick Ortins have cleaned up the high tunnel at Spring Hill Farm and began planting. It looks good and they are happy to be there. They are looking for woodchips, manure and composting if the community would like to assist with that. Mr. Oleson noted he had wood chips available.

Chair Owens discussed the proposal for a gate at Pomp Road. A photo of a similar gate and measurements were provided. Selectman D’Angelo indicated someone could go around the gate and four-wheelers will find a way in. There may need to be a fence into the wooded area. Selectman D’Angelo noted recently he saw motorcycles entering Edwards Mill, a better plan is needed.

Town Administrator Doda noted the 42” gap is too narrow for four-wheelers. It is just a gate on a trail suitable for horses to pass and no larger than needed for wheelchairs and walkers. Vice-Chair Myette will look into it further.

Chair Owens raised the issue of personal and sick time accrual for the Town employees which was brought up as a concern at a recent Department Heads meeting. Sick and personal time is different from their allotted vacation time discussed at the last meeting. Town Administrator Doda explained that personal and sick time is accrued at eight hours per month worked with a maximum of 96 hours per year, approximately one day is earned for each month worked. Selectman Landau did not feel this was the same inconvenience as vacation time and should not be subject to roll over. Vice-Chair Myette noted it could still be used despite the pandemic. Selectman D’Angelo agreed and noted too many benefit reimbursements could be financially detrimental to a small Town. Selectman Hagan noted the policy is clear and coherent and if

there were exigent circumstances the Board would address those positively. Selectman D’Angelo noted after a lengthy absence the short-term disability would start anyway.

## **V. Adjournment**

***Vice-Chair Myette moved to adjourn the meeting. Selectman Hagan seconded the motion. A roll call vote was taken Landau – aye, Myette – aye, Hagan – aye, Owens – aye, D’Angelo - aye. With all in favor the motion passed unanimously.***

The meeting was adjourned at 8:13 PM.

Respectfully submitted,

Nancy Hoijer  
Recording Secretary