

**Town of Chester
Board of Selectmen’s Meeting
Thursday, May 28, 2020
Virtual Meeting
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 Planning Board
Appointment to Spring Hill Farm Advisory Committee
Spring Hill Farm Haying Agreement
Lions Club Food Drive
Cares Act Motion
Town Hall Renovations
Revisit Building Closures
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 7:00 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):

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

Present: Town Administrator Deb Doda (Remotely)

Members of the Public Present (Remotely), at various times:

Building Inspector Myrick Bunker
Road Agent Mike Oleson
Maintenance Supervisor Paul Cavanaugh
Police Chief Aaron Berube
BOS Admin. Asst. Janis Jalbert
EM Director Phil Gladu
Town Clerk/Tax Collector Elizabeth Lufkin
Recreation Director Corinna Reishus
Jack Cannon
Emily Kunelius
Beth Sautter
Sheryl Baker
Michael Weider
Penny Williams
Chester CTV

1.3 Pledge of Allegiance

Chair Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

Chair Owens indicated he had one addition under Town Meeting Committee.

1.5 Public Comment

Chair Owens opened the meeting to public comment at 7:00 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 Planning Board

Selectman Landau noted Mr. Weider was at times opinionated but always looking out for the best interests of the Town as a citizen.

Selectman Landau motioned to nominate Michael Weider as a regular member to the Planning Board with a term to expire May 31st, 2023. Vice-Chair Myette seconded the motion. A roll call vote was taken Myette – aye, Hagan – aye, Landau – aye, Owens – aye, D’Angelo – aye. With all in favor, the motion passed unanimously.

3.2 Appointment to Spring Hill Farm Advisory Committee

Vice-Chair Myette noted Beth Sautter had joined the Committee in November and jumped right in with ideas, already planning an event and would make a good addition.

Vice-Chair Myette motioned to appoint Beth Sautter as a regular member of the Spring Hill Farm Advisory Committee with a term to expire on May 31, 2023. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – aye, Hagan – aye, Landau – aye. With all in favor, the motion passed unanimously.

Chair Owens advised Ms. Sautter of the process for being sworn in with the Town Clerk by telephone. Mrs. Lufkin reminded a witness would need to be present during that call.

3.3 Spring Hill Farm Haying Agreement

Emily Kunelius brought forth a maintenance and haying agreement with Bob Pepper which will also include the fields on Lane Road. In addition to brush hogging the edges and keeping the fields maintained, Mr. Pepper has been working with Road Agent Oleson to remove rocks and trees from the Lane Road fields to make haying easier. Mr. Pepper will do the work and take the hay.

Ms. Kunelius questioned whether insurance would be a requirement? Town Administrator Doda indicated she has been looking but not able to find an insurance company who will provide the Town with one-time insurance for this kind of agricultural activity.

Selectman Landau noted Mr. Pepper is doing a service for the Town and knows what a job it is. Selectman D’Angelo noted this is something that comes up numerous times for a few people who are helping out the Town, in the event something happens. Selectman D’Angelo indicated he believes any insurance company would be willing to provide a quote for a specific project. Vice-Chair Myette noted Mr. Pepper is looking into this also and believes this should move forward with or without insurance. Town Administrator Doda asked Mrs. Reishus if Mr. Pepper could sign a volunteer waiver since the Town is not paying him.

Chair Owens asked if the additional mowing rate in the contract, at \$75 per hour was the problem? Vice-Chair Myette noted it was carried over from the contract with Charmingfare Farm and did not believe Mr. Pepper would be doing any extra mowing. Ms. Kunelius asked if it was clear the last point was being removed from the contract so the volunteer form could be utilized, and Vice-Chair Myette indicated affirmatively.

Vice-Chair Myette motioned to execute the signed agreement with Bob Pepper for haying at Spring Hill Farm, as amended. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, Hagan – aye, D’Angelo – aye, Owens – aye. With all in favor, the motion passed unanimously.

3.4 Lions Club Food Drive

Sheryl Baker appeared on behalf of the Lions Club to request to use a Town Facility, namely the Transfer Station, to hold a food drive on Saturday, June 27th from 8 AM to 2 PM. Ms. Baker noted the Lions Club Chair, Leslie Packard, was not available tonight. Non-perishable food items can be dropped off. There will be social distancing, masks and gloves worn and three shifts of 2-3 people. This will benefit the Community Food Pantry. The Pantry needs food.

Selectman D’Angelo asked about other locations where non-perishable items can be dropped off during the week and Ms. Baker noted Mr. Nasr at the Chester General Store is willing to accept those on behalf of the Lions Club.

Ms. Baker asked if the Club would need to fill out an event form to use the facility and Selectman D’Angelo indicated they did not need to; and it was great they are doing this.

Selectman D’Angelo asked about cash donations and Ms. Baker indicated Colleen Towle, who was in charge of advertising and publicity, would be doing a write-up to put in the local paper.

Vice-Chair Myette thanked the Lions Club members for the work they do. Selectman D’Angelo requested the Lions Club come back the week before the event to promote it. Town Administrator Doda will put the Lions Club on the agenda for the June 25th Board of Selectmen’s meeting.

3.5 Cares Act Motion

Selectman Landau referenced the email that was circulated to the Board earlier about the requirement to accept the terms and conditions of the grant and authorize the Town Administrator to sign paperwork on behalf of the Selectmen.

Selectman Landau motioned to accept the terms and conditions of the GOFERR Corona Virus Relief Grant for a maximum award not to exceed \$124,176.00. The Board further authorizes Town Administrator Debra Doda as the designated signing authority for this grant. Vice-Chair Myette seconded the motion. A roll call vote was taken Hagan – aye, Myette – aye, Landau – aye, D’Angelo – aye, Owens – aye. With all in favor, the motion passed unanimously.

3.6 Town Hall Renovations

Selectmens D’Angelo and Landau noted they were at the Department Heads’ meeting on Wednesday and the renovations came up. One bid was received in-house. Selectman D’Angelo indicated they would like to get it moving along tonight. Maintenance Supervisor

Cavanaugh, Road Agent Oleson and Building Inspector Bunker are at tonight’s meeting to answer any questions about the project.

Chair Owens asked if the RFP was to save money, do it quickly, or both? Selectman Landau indicated this will allow the work to be done in-house and to get assistance to handle a portion, 3-4 things, giving the Maintenance Supervisor the authority to get started and get it done.

Maintenance Supervisor Cavanaugh indicated Phase I would be the first part of the project with the goal of getting the Town Clerk’s office open quickly and the hallway doors installed. Mr. Cavanaugh described the changes to the Selectmen’s office door. Mr. Cavanaugh indicated he will have a quote tomorrow or Monday and is working with Bonnette, Page and Stone who have done work with the Town before. Mr. Gladu noted Bonnette, Page and Stone worked with the Library renovations.

Maintenance Supervisor Cavanaugh indicated the work is reimbursable and some of the inner parts are reusable. Work could start next week and will take approximately 3-4 days depending on the availability of the doors in stock.

Selectman D’Angelo asked for a ballpark estimate so the Board could authorize a dollar amount for the work to commence. Mr. Cavanaugh indicated approximately \$7,500. Mr. Bunker indicated he believed it could be closer to \$5,000. Town Administrator Doda noted the Board should know by Monday night’s meeting the amount to authorize and Mr. Cavanaugh could come back with any adjustments to the figure decided upon tonight.

Selectman Landau asked why there were not two doors being installed in the hallway and Mr. Bunker explained there is not enough room with casings for two 36” doors, the width is less than 7’ wide. Mr. Bunker noted 3’ is plenty large enough to accommodate the occupant load of the building.

Selectman Landau motioned to authorize up to \$10,000 for the renovations described. Selectman D’Angelo seconded the motion. A roll call vote was taken Hagan – aye, Myette – aye, D’Angelo – aye, Landau – aye, Owens – aye. With all in favor, the motion passed unanimously.

Selectman Landau requested the plaques which were affixed in the hallway be placed somewhere visible in the building. Selectman Landau thanked Mr. Cavanaugh, Mr. Oleson and Mr. Bunker for their assistance.

Mr. Cavanaugh asked Road Agent Oleson if he thought \$10,000 would be a good estimate for the project and Mr. Oleson indicated getting the hardware could be the only obstacle.

3.7 Revisit Building Closures

Chair Owens asked when Emergency Management would know if the Governor was going to extend the Stay at Home Order which is currently in effect until May 31st?. Mr. Gladu indicated there would be a call tomorrow at noon. Town Administrator Doda indicated the rumor is the order will be extended through the 24th of June.

Chair Owens noted there are some limited Town offices in other communities that are open to the public from time to time after extensive construction, and addition of plexi-glass and doors.

Mrs. Lufkin noted she would be looking for an intern for temporary help in the office and prefers someone needing credits for experience with municipal management. Mrs. Lufkin noted it is difficult for the staff to do what they normally do. Something that used to take five minutes for example, with information missing, is frustrating and can take multiple days. The DMV work is taking a lot of manpower. The office will be ok until election season and the primary in September which will likely be by absentee ballot requiring more help for that. Selectman Landau questioned if one of the Recreation employees who were going to be helping maintenance could be sent over to help with the Town Clerk/Tax Collector’s office?

Mrs. Lufkin noted the ballot box was discussed at the Department Head’s meeting and while the back-up is kind of a clunker, the main machine gets serviced regularly and is fine. The ballots which are folded have a hard time passing through.

Selectman Landau noted he has been attending the phone conferences with Emergency Management and they have a habit of extending things by 21 days. That would give Maintenance a chance to fix the doors and the BOS room. It can always be sooner. Vice-Chair Myette recommended June 18th for a date to extend the building closure to the public.

Selectman D’Angelo noted there are a number of employees working in the building now and asked for clarification if the extension of building closure applied to just the Town Clerk or other staff? Selectman Landau indicated to the support staff to not allow the public to come in.

**Selectman Landau motioned to extend the Town building closure to June 18th.
Selectman Hagan seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, Hagan – aye, D’Angelo – aye, Owens – aye. With all in favor, the motion passed unanimously.**

Selectman D’Angelo recommended having a procedure for the reopening of buildings for staff and visitors. Town Administrator Doda indicated these were already being discussed. The building is being regularly sanitized and Mrs. Duffy has ordered temperature scanners. Selectman D’Angelo added another discussion will be whether to require masks or gloves to be worn when conducting business in Town Hall.

Selectman D’Angelo recommended having better direction to the public for where they should go and what they should do, whether it is dropping off paperwork or making appointments, as it is very confusing.

3.8 Town Meeting Committee

Town Administrator Doda indicated she has emailed key members such as the Town Moderator, Supervisors of the Checklist, Emergency Management and the School. Two months have passed with no guidance from the State for having Town Meeting, so the Town needs to come up with a plan themselves. Town Administrator Doda indicated there is support of a drive-

in movie style format. Eight or nine people are meeting next week on Wednesday. The Town would like to have legal sign off on this so there is no legal challenge. If anyone else would like to share ideas or serve on the Committee, please contact Mrs. Doda.

Selectman Landau indicated he has called the EOC himself and the AG was there for comments. The Town Meeting is the responsibility of the Town Moderator. Selectman Landau has tried to reach the Town Moderator and is fairly certain he is in line with this. The Town could at a minimum approve the Town’s operating budget and CIP. The Town is not an SB2 Town there is no RSA to fall back on or to prohibit. “The lack of one encourages us to do this in this fashion, to plan to move along.”

IV. Selectmen’s Business

4.1 Roundtable

Selectman D’Angelo asked where the gate on Pomp Road should go? Road Agent Oleson requested that someone meet with him to flag and stake where the gate should be installed. He will put in the cement pilings and boulders to stop traffic from going around. Vice-Chair Myette indicated he will meet with him.

Road Agent Oleson reported the stop and stop ahead signs are going in on East Derry Road tomorrow and he will let the Police Chief know first thing in the morning.

Selectman Landau indicated he had one non-public.

Selectman Hagan reminded there are a lot of people visiting local businesses and not wearing masks with any consistency. “Masks protect you, and you from me.” “When flu shots come out, get your flu shots, they work, masks work and they do not lower your O2 or increase your CO2 levels.” “Please listen to us and we will listen to you.”

Vice-Chair Myette noted the Town has received five resumes for the Foreman’s position at the Transfer Station and six for the Attendant positions. Deb, Roger and Andrew are calling to check references. Vice-Chair Myette noted the earliest start date would be June 3rd and there are great candidates, with experience working for transfer stations and solid waste and one who is a previous Transfer Station employee. Roger and Leona will be working their last day on Saturday at the facility and there is temporary coverage after. Vice-Chair Myette extended the Board’s thanks for their work over the years.

Police Chief Berube reported he had 31 calls for service and four arrests at Wason Pond last weekend. Calls were alcohol related, juvenile, and criminal mischief. Police Chief Berube indicated this is positive information, last year was far worse. Selectman D’Angelo agreed limiting parking is limiting arrests. Road Agent Oleson noted he has more signs available if needed.

Chair Owens noted the following meetings were coming up:

Monday, June 1, 2020 Board of Selectmen’s Meeting at 7 PM

Tuesday, June 2, 2020 Wason Pond Conservation & Recreation Commission at 7 PM
Wednesday, June 3, 2020 Planning Board Meeting at 7 PM
Thursday, June 4, 2020 Board of Selectmen’s Meeting at 7 PM.

4.2 Potential Non-Public Sessions

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II)(c) reputation. Vice-Chair Myette seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, Hagan – aye, D’Angelo – aye, Owens - aye. With all in favor the motion passed unanimously.

The meeting was closed to the public at 8:05 PM.

The meeting was reopened at 8:30 PM.

Selectman Landau motioned to come out of non-public session and seal the minutes. Selectman Hagan seconded the motion. A roll call vote was taken Myette – aye, Hagan – aye, Landau – aye, D’Angelo – aye and Owens – aye. With all in favor the motion passed unanimously.

Selectman Landau motioned to seal the minutes to the first non-public session on Reputation for an indefinite period of time. Selectman Hagan seconded the motion. A roll call vote was taken Myette – aye, Hagan – aye, Landau – aye, D’Angelo – aye and Owens – aye. With all in favor the motion passed unanimously.

Selectman Landau motioned to seal the minutes to the second non-public session on Reputation for an indefinite period of time. Selectman Hagan seconded the motion. A roll call vote was taken Myette – aye, Hagan – aye, Landau – aye, D’Angelo – aye and Owens – aye. With all in favor the motion passed unanimously.

V. Adjournment

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

The meeting was adjourned at 8:32 PM.

Respectfully submitted,

Nancy Hoijer
Recording Secretary