

**Town of Chester
Board of Selectmen’s Meeting
Thursday, August 27, 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

Road Updates, Snow Plow Contractors, Impact Fees: Road Agent Oleson

Spring Hill Farm – Trust Insurance, Lease Renewal

Election CARES Act Grant Application

Roundtable

Town Administrator’s Report

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
Stephen Landau
Jeremy Owens
Steve D’Angelo

Selectmen Absent
Joseph Hagan

Town Administrator Debra Doda (Remotely)

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

Road Agent Mike Oleson
EMD Phil Gladu
Town Clerk/Tax Collector Elizabeth Lufkin
Christy Ortins
Nick Ortins
Eric Emerson
Penny Williams
Chester CTV

and other persons unknown to the minute taker.

1.3 Pledge of Allegiance

Chair Owens led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

None.

1.5 Public Comment

Chair Owens opened the meeting to public comment at 7:01 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 Road Updates, Snow Plow Contracts, Impact Fees: Road Agent Oleson

Snow Plow Contracts

Road Agent Oleson indicated he would like to increase the plowing contract service by 2%.

Town Administrator Doda noted the following rates per hour (includes labor) would then be:

- 6-wheel \$98.01

- 6-wheel (no wing) \$92.03
- 1 ton (with sander) \$79.02
- 1 ton (plow only) \$74.07
- Backhoe \$86.06

Road Agent Oleson noted he provides the cutting edge and the guaranteed minimum will not change.

Vice-Chair Myette motioned to approve the 2% increases proposed by the Road Agent for snow plowing program across the board. Selectman D’Angelo seconded the motion. A roll call vote was taken Landau – abstain, Owens – aye, Myette – aye and D’Angelo – aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Road Work

Road Agent Oleson reported they are very busy. They are finishing two sections of Fremont Road, culverts and head walls, 6” stone and binder; Harantis Lake is having three culverts replaced and trees removed, reclaimed with 6” stone and 2.5” binder – 98% complete. The 4-5 trees will be removed by a crane next month.

Selectman D’Angelo asked about the top binder for Fremont Road and Road Agent Oleson noted it would wait a season. Selectman D’Angelo noted there is a bit of a dip in the road there and Road Agent Oleson reported that is on the State road and that he has been in touch with the DOT about it.

Selectman Landau indicated he has driven down North Pond and the work is exceptional and he was surprised how much the road was raised. Harantis at 102 is a bit rocky. Road Agent Oleson noted the wearing course will be put on in the spring.

Road Agent Oleson reported they are compacting and testing every 200’ on North Pond Road. The cross culverts are in. The 2.5” binder will go on the week of September 8th. Five driveways will be done, then paving. Erosion stone will be added to the steep slopes and then the silt fence will be removed. In spring the topcoat will be touched up and guardrails put in. The project is on budget.

Road Agent Oleson addressed the comment made earlier about concerns that the resident’s basements would become swimming pools. Road Agent Oleson noted nothing they are doing out there will affect that. If basements were flooding before, they may still get wet. Engineering was done by DuBois & King and reviewed by DES. The plans have been available for viewing at Town Hall since February 8th. Road Agent Oleson also corrected the misinformation about North Pond not going out to bid with Busby. Road Agent Oleson came in February and asked to roll over the contract with Busby to hold prices. He worked with the Town Administrator to see if other Towns did this and all was agreed but Busby had bid it.

Impact Fees

Road Agent Oleson noted the Planning Board voted to release impact fees at their last meeting

for two quadrants.

Chair Owens read the Planning Board letter authorizing release of impact fees for the two quadrants at the 8-26-20 meeting. Quadrant B is \$22,828 plus interest for culverts on Fremont Road and Quadrant C is \$5,010 plus interest for culverts, grinding and repaving Harantis Lake Road.

Selectman Landau motioned to authorize release of impact fees to the Road Agent in the amount of \$27,838 plus interest for grinding, paving and culverts to reimburse expenses for the Fremont Road and Harantis Lake Road projects. Vice-Chair Myette seconded the motion. A roll call vote was taken Myette – aye, Owens – aye, Landau – aye and D’Angelo – aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Equipment

Selectman Landau asked about the loader at the salt shed. Road Agent Oleson noted it is rented at \$2,500/mo. out of the winter budget. Selectman Landau asked if he considered purchasing one? Road Agent Oleson noted it is built into the CIP two years from now. He could do a lease purchase agreement. Vice-Chair Myette noted if we pay 9-10 years then it is worn out and if we rent they take care of maintenance. Selectman D’Angelo recommended doing an analysis to compare. Road Agent Oleson noted he is signing the contract tomorrow and doesn’t want to wait too long. Selectman D’Angelo indicated Road Agent Oleson should do that for now and get together for budget season to make sure there is enough set aside for two years.

Town Administrator Doda indicated there are two loaders listed on the CIP Table 10:

- \$121,000 loader 2022-2023
- \$165,000 articulating 2023-2024

Selectman Landau asked about the truck the Maintenance Department had that was needed by the Highway Department. Road Agent Oleson noted the vehicle sat. Maintenance Supervisor Cavanaugh was driving another vehicle and there were no other drivers, but it can be used by both the Highway Department and Maintenance.

3.2 Spring Hill Farm – Trust Insurance, Lease Renewal

Lease Renewal

Vice-Chair Myette indicated the Ortins wish to renew their lease beginning on March 26, 2021 to March 25, 2022, in order to plant garlic in the high tunnel to be harvested in late spring/early summer. Their present lease ends in March 2021 and is working out well.

Selectman D’Angelo asked what was being charged? Mrs. Ortins noted \$500/yr. Selectman D’Angelo recommended a new 12-month lease, adding the additional space with an option to renew. Mrs. Ortins noted they were not looking to add additional space but will be getting approval to operate a food truck in the parcel they rent, a couple of days per week. They have

been to the TRC, then will go to the Planning Board for Site Plan review and come back to the BOS for written approval. A copy of their insurance has been provided. Selectman D’Angelo advised it is always good to have a clean lease so if there is a disagreement you know which document you are talking about.

Selectman Landau noted they could continue their first lease or give a second lease. Vice-Chair Myette recommended terminating the current lease on December 31, 2020 and sign a new lease for the period of January 1, 2020 to December 31, 2021. noting you can’t obligate a future Board. Selectman Landau proposed September 1 to September 1. TA Doda suggested to prorate the current contract lease rate by 3 months or the equivalent to a 25% return to the Ortins. Mrs. Ortins noted it could be December to December.

Chair Owens would like to discuss this again at the September 10, 2020 meeting.

Trust Insurance

Vice-Chair Myette indicated he received the most recent quote from Farm Family Insurance which added the Town as co-insured and indemnifies the Trust. The Trust is the holder of the policy, but the Town is an added beneficiary. Cost is the same, \$564.

Selectman D’Angelo asked which fund the premium should be paid from? Town Administrator Doda indicated it could come from either of the \$10,000 insurance payments account or from the Spring Hill Farm Budget which is covers electric, gas and oil.

Selectman D’Angelo motioned to accept the policy from Farm Family Casualty Insurance to insure the property and liability at Spring Hill Farm. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, Owens – aye and D’Angelo – aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

3.3 Election CARES Act Grant Application

Town Administrator Doda indicated there are grant funds being allocated through the federal CARES Act to the State who will in turn calculate the portion allotted to the Town of Chester for the additional work necessitated by the expected increase in absentee ballots for this year’s primary and general elections. An agreement needs to be signed and returned by the deadline of August 28th, 2020.

Selectman Landau motioned to authorize the Town Administrator to sign the application. Vice-Chair Myette seconded the motion. A roll call vote was taken, Myette – aye, Landau – aye, Owens – aye and D’Angelo – aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau indicated the two trees at the French lot were cut down and one pruned. Several Elm Trees were purchased by the Elm Farm in Keene and additional trees could be purchased for portions of Chester Street, Wason Pond by the road and Spring Hill Farm. There are five extra, ordered some time ago, 15-16.’ Need to go pick them up. They were trailered the last time. People can purchase them as well but need to plant them properly. Selectman D’Angelo recommended putting it on the Town website to see if anyone would like to order any trees for themselves at the Town rate.

Vice-Chair Myette asked how will the trees be planted? Selectman Landau indicated using Town equipment.

Selectman D’Angelo asked about needing permission from the State to plant trees along the edge of the road? Road Agent Oleson indicated the right of way needs to be determined.

The gates at the French Cemetery could be expensive to replace and may be worth insuring as well as some equipment, lawn mowers and the golf cart and skid steer. There are several containers and buildings at the Transfer Station that should be insured also.

March is Town Meeting this year and the budgets should be started.

Selectman Landau indicated he had two or three non-publics.

Selectman D’Angelo asked about activities such as fireworks since the Town Fair had been cancelled and asked about Halloween and making sure everyone knows the Town is not participating this year. Chair Owens indicated he would talk to Recreation Director Reishus. Fireworks could be done with social distancing.

Chair Owens noted the following were coming up:

Wednesday, September 2, 2020 Planning Board – 7:00 PM
Monday, September 7, 2020 – Town Hall Closed – Labor Day
Tuesday, September 8, 2020 – Primary Election – MPR – 7 AM to 7 PM
Tuesday, September 8, 2020 Conservation Commission – 7:00 PM
Wednesday, September 9, 2020 Planning Board – 7:00 PM
Thursday, September 10, 2020 Board of Selectmen – 7:00 PM

Vice-Chair Myette noted the Wason Pond Conservation & Recreation Commission meeting originally scheduled for Monday, September 7, 2020 will be on Monday, September 14, 2020 at 7:00 PM.

4.2 Potential Non-Public Sessions

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II)(c) reputation of someone other than a Board member. Vice-Chair Myette seconded the motion. A roll call vote was taken, Myette – aye, Landau – aye, D’Angelo – aye and Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

The meeting was closed to the public at 8:26 PM.

Selectman Landau motioned to come out of non-public session. Vice-Chairman Myette seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – aye, and Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

The meeting room was reopened to the public at 9:10 PM.

Chairman Owens motioned to seal the minutes of the first non-public session on reputation indefinitely. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Selectman Landau motioned to leave the minutes of the second non-public session on reputation unsealed. Chairman Owens seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Chairman Owens motioned to leave the minutes of the third non-public session on reputation unsealed. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Selectman Landau motioned to seal the minutes of the fourth non-public session on reputation for a period of thirty (30) days. Chairman Owens seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

Selectman Landau motioned to seal the minutes of the fifth non-public session on reputation for a period of thirty (30) days. Chairman Owens seconded the motion. A roll call vote was taken Myette – aye, Landau – aye, D’Angelo – Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

V. Adjournment

Selectman Landau moved to adjourn the meeting. Vice-Chair Myette seconded the motion. A roll call vote was taken, Myette – aye, Landau – aye, D’Angelo – aye and Owens - aye. The vote was four in favor with Selectmen Hagan absent; motion carried.

The meeting was adjourned at 9:12 PM.

Respectfully submitted,

Nancy Hoijer, Recording Secretary