

**Town of Chester
Board of Selectmen’s Meeting
Thursday, October 15, 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
Budgets
Right to Know Policy Revisited
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):

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

Selectmen Absent:

Town Administrator Debra Doda (Remotely)

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

Ian Keyes, Block 5
Road Agent Mike Oleson

Planning Coordinator Andrew Hadik
Police Chief Aaron Berube
Fire Chief Greg Bolduc
BOS Admin. Janis Jalbert
Recreation Director Corinna Reishus
EMD Phil Gladu
Library Director Kandace Knowlton
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 7:00 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 Budgets

3.1.1 IT (4150-8)

Ian Keyes from Block 5 Technologies appeared before the Board to answer questions they had at their last meeting concerning the IT upgrades proposed in the FY 21/22 budget.

Selectman D’Angelo had asked what the benefits of servers versus the Cloud were. Mr. Keyes indicated in addition to being cost prohibitive for government tenants to use the

Cloud there are security considerations. The system Block 5 has set up for the Town of Chester has multiple layers of firewall and the security tools are the same or better. In addition there are departmental softwares such as those used by the Police Department and State of NH programs that are not supported by the Cloud.

Selectman D’Angelo had asked at the last meeting what the benefits were of having a postage meter versus using Stamps.com. Mr. Keyes indicated each workstation would have to have its own printer to use Stamps.com. Town Administrator Doda added there is a discount for those with postage meters the Town won’t get with Stamps.com.

Selectman D’Angelo had asked at the last meeting whether the fax machine used by the Finance Office could be incorporated into the Ricoh copier. Mr. Keyes will look into that.

Selectman D’Angelo had asked at the last meeting about the phone and internet charges with one of the two internet providers increasing 8%. In the last three years there had been no increase. Mr. Keyes indicated when one provider experiences a failure the system switches over to the other. These failures have been documented several times per year.

Selectman D’Angelo asked about 5G and Mr. Keyes indicated that service was very far off as far as coming to the Town of Chester.

Town Administrator Doda had asked about hardware at the last meeting. Mr. Keyes indicated there were a couple of minor upgrades done and Block 5 uses refurbished equipment to be cost effective. Five computers are scheduled to be replaced in FY21/22.

Vice-Chair Myette noted with COVID a lot of employees had to work at home and questioned whether workstations versus laptops made sense. Mr. Keyes noted the departments were familiarized with remote access solutions. Additional training is an optional charge of \$200/mo.

Chief Berube indicated the Police Department would be adding Guardian Tracking software which would help with the trending topic of monitoring high liability areas as well as benefits. The software would be an internal monitoring feature which could assist with annual evaluations and internal investigations. Currently all of those are done by paper files. The annual cost is \$800 fixed for three years with no contract. Chief Berube would be the primary administrator and Sergeant Sable second. Corporals would be third and officers would be able to see peer recognition and make anonymous intervention reports. Chief Berube indicated the officers are in favor of using the software.

3.1.2 Highway (4312)

Road Agent Mike Oleson presented the Highway Department’s proposed budget for FY 21/22 in the amount of \$785,943 which is a 4.16% increase over last year. Signs, Line

1-623 show an 11.23% increase as signs which are being stolen are having to be replaced multiple times.

Selectman D’Angelo asked about the new hot box and its effect on the Cold Patch and Crack Filling lines and why the Cold Patch line 1-915 was increased by 3.96% when the hot box was to save money on this item. Road Agent Oleson indicated he would like to see how it affects that line over the winter/spring season before adjusting that line and asked the Board to give it one year before lowering it. Many roads throughout Town are deteriorating faster than we can fix them. In addition, the material for the hotbox is also purchased out of the cold patch line.

Vice-Chair Myette asked if the compactor could be used with the hot box and Road Agent Oleson indicated a roller would be and other equipment such as a tack box can be added. When the department goes out to patch they will have everything they need with them. Selectman Landau indicated if fuel goes up the cost of cold patch will follow. Asphalt for larger projects has its own \$37,000 budget.

Selectman D’Angelo recommended a footnote be added and Town Administrator Doda will take care of that.

Selectman Landau asked the life expectancy of the hot box and Road Agent Oleson indicated it needs servicing as it has two furnaces but if taken care of it should last a long time.

3.1.3 Transfer Station (4324), Landfill (4325)

The Transfer Station’s proposed budget for FY 21/22 in the amount of \$190,000 which reflects a 7.83% decrease from last year.

Vice-Chair Myette questioned whether the salaries line which shows a decrease of 21.33% is adequate as at least one more part-time employee is needed. The decrease proposed is \$17,647, one pt. employee costs about \$12,000. Mr. Hadik agreed the station needed additional part time employee coverage for when employees were out and the hopper and burn piles especially could not be left unattended. Town Administrator Doda noted they have two fill-ins and maintenance is always willing to provide coverage. Selectman Landau noted someone is needed at the Swap Shop. The station needs an additional 1-2 people P/T, two days per week.

Selectman D’Angelo recommended revisiting the budget before mid-November. Vice-Chair Myette agreed.

Mr. Hadik discussed tipping fees and increases with the Board and noted if COVID causes another shut down then ABI’s truck may have to be brought back.

The proposed FY21/22 budget for Landfill in the amount of \$10,800 which is a 13.6% decrease from last year. Mr. Hadik noted illegal dumping is when someone dumps materials such as used shingles on Town property which then needs to be picked up

and taken to Raymond. Selectman Landau added items such as tires, televisions and mattresses are also illegally dumped.

3.14 Ambulance (4215), Fire (4220), Forest Fire (4221), Fire Department Grants (4222) and Ambulance Billing (4223)

Chief Bolduc presented the proposed FY21/22 budget for Ambulance in the amount of \$126,305 which is a 2.82% contractual increase over last year.

Selectman D’Angelo asked if there were any revenues and Chief Bolduc indicated there was only one transport so far this year outside the contract with Derry.

Chief Bolduc presented the proposed FY21/22 budget for the Fire Department in the amount of \$431,861 which is a 7.41% increase over last year. Chief Bolduc noted electricity reflected a 20% increase over last year and is based off actuals.

Chief Bolduc presented the proposed FY21/22 budget for Forest Fire in the amount of \$2,001 which is level from last year. Chief Bolduc indicated the Department purchased five new gallons of foam this year due to the drought. Vice-Chair Myette asked if they were PFAS free and he will find out. The State is working on a grant to get rid of the old foam.

Selectman D’Angelo asked how many calls there have been, and Chief Bolduc noted the burn permit ban is still in place due to the drought but there have been minor calls and some mutual aid with Auburn and Raymond.

Chief Bolduc presented the proposed FY21/22 budget for Grants in the amount of \$0.00 which is level from last year. There have been clothing protection grants, tools, etc.

Chief Bolduc presented the proposed FY21/22 Ambulance Billing budget in the amount of \$1.00 which is a placeholder

3.1.5 Emergency Management

EMD Captain Phil Gladu presented the proposed FY21/22 budget for Emergency in the amount of \$11,181 which is a 2.76% increase over last year.

Selectman D’Angelo questioned the 25% increase in the House Number line 1-638 and Captain Gladu indicated they are doing house numbering and posts especially for new construction. Road Agent Oleson noted he will pick the 50 posts and two boxes of numbers up in Concord the first of next week.

Selectman D’Angelo asked why not make the builder pay for house numbers in order to get occupancy permits and Selectman Landau indicated he believed they were part of the driveway permit process but were curious why the Town pays for it. Road Agent Oleson explained the importance of having uniformity so the Firefighters can find the

location. Selectman D’Angelo asked if smoke detector inspections were charged for – no and gas and sprinkler systems – yes.

Selectman Landau asked what Line 1-341 Jet Pack was for and Captain Gladu indicated those are mobile internet hotspots.

Captain Gladu noted there were a couple of COVID cases locally here and there.

Selectman D’Angelo noted there was a report of a positive case at Chester Academy.

3.1.6 Library

Library Director Kandace Knowlton presented the proposed Library budget for FY21/22 in the amount of \$169,880 which is a .05% decrease from last year. Ms. Knowlton indicated the change to LED has helped. The Library has been closing an hour early to clean. Ms. Knowlton noted this year she is reaching out to get library cards to students of Chester Academy.

Selectman D’Angelo asked about Halloween activities and Ms. Knowlton indicated they are doing a sign-up event with up to 40 including parents which will be about a half hour and out of doors.

3.2 Right to Know Policy

Selectman Landau recommended editing the Policy approved last week, in order to indicate that the official record is the minutes of meetings, not the recordings.

Selectman Landau motioned to edit the Policy as stated. Selectman Hagan seconded the motion. A roll call vote was taken Owens – aye, Myette – aye, Hagan – aye, Landau – aye and D’Angelo – aye. With all in favor, the motion passed unanimously.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau had met with the architect concerning Wason Pond Community Center in 2019. He would like to send the report to WPC&RC to see what they’d like to do. The Board agreed Town Administrator Doda would send the information to Mr. Chris Hadik. Selectman Landau indicated he had a non-public session, under reputation.

The Board discussed whether more than one ADA ramp would be required for both Spring Hill Farm and the Community Center as it is based on 60% of the number of egresses. Vice-Chair Myette added that the door openings at 90 degrees could be required to have a greater width than 30.5.”

Selectman Landau indicated Mr. Goudreau will provide a proposal for Stevens Hall repairs. He is not a contractor, he is an architect and could oversee the project. Maintenance Supervisor Cavanaugh could be involved as well. Vice-Chair Myette noted three areas he knew of that had

leaks that could be caused by flashing issues and gutters and downspouts had been twisted by ice and snow. Road Agent Oleson noted the decorative trim will have to be reproduced and won’t hold a gutter. The architect should be provided with a lift to inspect the building.

Chairman Owens noted the following meetings were coming up:

Monday, October 19, 2020 Spring Hill Farm Advisory Committee at 7 PM
Tuesday, October 20, 2020 Zoning Board of Adjustment at 7 PM
Thursday, October 21, 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. Selectman D’Angelo seconded the motion. A roll call vote was taken Owens – aye, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – aye. With all in favor, the motion passed unanimously.

The meeting was closed to the public at 8:43 PM.

The meeting was reopened at 9:14 PM.

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

Selectman Landau motioned to seal the minutes of the first non-public session on Reputation for one (1) year. Selectman Hagan seconded the motion. A roll call vote was taken, Owens – aye, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – aye. With all in favor, the motion passed unanimously.

Selectman Landau motioned to seal the minutes of the second non-public session on Reputation for one (1) year. Selectman Hagan seconded the motion. A roll call vote was taken, Owens – aye, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – 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, Owens – aye,, Myette – aye, Landau – aye, D’Angelo – aye, and Hagan - aye. With all in favor the motion passed unanimously.

The meeting was adjourned at 9:15 PM.

Respectfully submitted,

Nancy Hoijer, Recording Secretary