

**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

47 Planning Coordinator Andrew Hadik
48 Police Chief Aaron Berube
49 Fire Chief Greg Bolduc
50 BOS Admin. Janis Jalbert
51 Recreation Director Corinna Reishus
52 EMD Phil Gladu
53 Library Director Kandace Knowlton
54 Penny Williams
55 Chester CTV

56
57 and other persons unknown to the minute taker.

58
59 *1.3 Pledge of Allegiance*

60
61 Chair Owens led the attendees in the Pledge of Allegiance.
62

63 *1.4 Chairman’s Additions or Deletions*

64
65 None.

66
67 *1.5 Public Comment*

68
69 Chair Owens opened the meeting to public comment at 7:00 PM.

70
71 **II. Old Business**

72
73 *2.1 Approval of Minutes*

74
75 An approval sheet for the previous meeting’s minutes was sent electronically.

76
77 *2.2 Items for Signature*

78
79 All members reviewed and signed the items in the signature folder submitted electronically.

80
81 **III. New Business**

82
83 *3.1 Budgets*

84
85 *3.1.1 IT (4150-8)*

86
87 Ian Keyes from Block 5 Technologies appeared before the Board to answer questions
88 they had at their last meeting concerning the IT upgrades proposed in the FY 21/22
89 budget.

90
91 Selectman D’Angelo had asked what the benefits of servers versus the Cloud were. Mr.
92 Keyes indicated in addition to being cost prohibitive for government tenants to use the

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

97
98 Selectman D’Angelo had asked at the last meeting what the benefits were of having a
99 postage meter versus using Stamps.com. Mr. Keyes indicated each workstation would
100 have to have its own printer to use Stamps.com. Town Administrator Doda added there
101 is a discount for those with postage meters the Town won’t get with Stamps.com.

102
103 Selectman D’Angelo had asked at the last meeting whether the fax machine used by the
104 Finance Office could be incorporated into the Ricoh copier. Mr. Keyes will look into that.

105
106 Selectman D’Angelo had asked at the last meeting about the phone and internet
107 charges with one of the two internet providers increasing 8%. In the last three years
108 there had been no increase. Mr. Keyes indicated when one provider experiences a
109 failure the system switches over to the other. These failures have been documented
110 several times per year.

111
112 Selectman D’Angelo asked about 5G and Mr. Keyes indicated that service was very far
113 off as far as coming to the Town of Chester.

114
115 Town Administrator Doda had asked about hardware at the last meeting. Mr. Keyes
116 indicated there were a couple of minor upgrades done and Block 5 uses refurbished
117 equipment to be cost effective. Five computers are scheduled to be replaced in
118 FY21/22.

119
120 Vice-Chair Myette noted with COVID a lot of employees had to work at home and
121 questioned whether workstations versus laptops made sense. Mr. Keyes noted the
122 departments were familiarized with remote access solutions. Additional training is an
123 optional charge of \$200/mo.

124
125 Chief Berube indicated the Police Department would be adding Guardian Tracking
126 software which would help with the trending topic of monitoring high liability areas as
127 well as benefits. The software would be an internal monitoring feature which could
128 assist with annual evaluations and internal investigations. Currently all of those are
129 done by paper files. The annual cost is \$800 fixed for three years with no contract. Chief
130 Berube would be the primary administrator and Sergeant Sable second. Corporals
131 would be third and officers would be able to see peer recognition and make anonymous
132 intervention reports. Chief Berube indicated the officers are in favor of using the
133 software.

134
135 *3.1.2 Highway (4312)*

136
137 Road Agent Mike Oleson presented the Highway Department’s proposed budget for FY
138 21/22 in the amount of \$785,943 which is a 4.16% increase over last year. Signs, Line

139 1-623 show an 11.23% increase as signs which are being stolen are having to be
140 replaced multiple times.

141
142 Selectman D’Angelo asked about the new hot box and its effect on the Cold Patch and
143 Crack Filling lines and why the Cold Patch line 1-915 was increased by 3.96% when the
144 hot box was to save money on this item. Road Agent Oleson indicated he would like to
145 see how it affects that line over the winter/spring season before adjusting that line and
146 asked the Board to give it one year before lowering it. Many roads throughout Town are
147 deteriorating faster than we can fix them. In addition, the material for the hotbox is also
148 purchased out of the cold patch line.

149
150 Vice-Chair Myette asked if the compactor could be used with the hot box and Road
151 Agent Oleson indicated a roller would be and other equipment such as a tack box can be
152 added. When the department goes out to patch they will have everything they need with
153 them. Selectman Landau indicated if fuel goes up the cost of cold patch will follow.
154 Asphalt for larger projects has its own \$37,000 budget.

155
156 Selectman D’Angelo recommended a footnote be added and Town Administrator Doda
157 will take care of that.

158
159 Selectman Landau asked the life expectancy of the hot box and Road Agent Oleson
160 indicated it needs servicing as it has two furnaces but if taken care of it should last a
161 long time.

162
163 *3.1.3 Transfer Station (4324), Landfill (4325)*

164
165 The Transfer Station’s proposed budget for FY 21/22 in the amount of \$190,000 which
166 reflects a 7.83% decrease from last year.

167
168 Vice-Chair Myette questioned whether the salaries line which shows a decrease of
169 21.33% is adequate as at least one more part-time employee is needed. The decrease
170 proposed is \$17,647, one pt. employee costs about \$12,000. Mr. Hadik agreed the
171 station needed additional part time employee coverage for when employees were out
172 and the hopper and burn piles especially could not be left unattended. Town
173 Administrator Doda noted they have two fill-ins and maintenance is always willing to
174 provide coverage. Selectman Landau noted someone is needed at the Swap Shop.
175 The station needs an additional 1-2 people P/T, two days per week.

176
177 Selectman D’Angelo recommended revisiting the budget before mid-November. Vice-
178 Chair Myette agreed.

179
180 Mr. Hadik discussed tipping fees and increases with the Board and noted if COVID
181 causes another shut down then ABI’s truck may have to be brought back.

182
183 The proposed FY21/22 budget for Landfill in the amount of \$10,800 which is a 13.6%
184 decrease from last year. Mr. Hadik noted illegal dumping is when someone dumps
185 materials such as used shingles on Town property which then needs to be picked up

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

188
189 *3.14 Ambulance (4215), Fire (4220), Forest Fire (4221), Fire Department Grants (4222)*
190 *and Ambulance Billing (4223)*

191
192 Chief Bolduc presented the proposed FY21/22 budget for Ambulance in the amount of
193 \$126,305 which is a 2.82% contractual increase over last year.

194
195 Selectman D’Angelo asked if there were any revenues and Chief Bolduc indicated there
196 was only one transport so far this year outside the contract with Derry.

197
198 Chief Bolduc presented the proposed FY21/22 budget for the Fire Department in the
199 amount of \$431,861 which is a 7.41% increase over last year. Chief Bolduc noted
200 electricity reflected a 20% increase over last year and is based off actuals.

201
202 Chief Bolduc presented the proposed FY21/22 budget for Forest Fire in the amount of
203 \$2,001 which is level from last year. Chief Bolduc indicated the Department purchased
204 five new gallons of foam this year due to the drought. Vice-Chair Myette asked if they
205 were PFAS free and he will find out. The State is working on a grant to get rid of the old
206 foam.

207
208 Selectman D’Angelo asked how many calls there have been, and Chief Bolduc noted the
209 burn permit ban is still in place due to the drought but there have been minor calls and
210 some mutual aid with Auburn and Raymond.

211
212 Chief Bolduc presented the proposed FY21/22 budget for Grants in the amount of \$0.00
213 which is level from last year. There have been clothing protection grants, tools, etc.

214
215 Chief Bolduc presented the proposed FY21/22 Ambulance Billing budget in the amount
216 of \$1.00 which is a placeholder

217
218 *3.1.5 Emergency Management*

219
220 EMD Captain Phil Gladu presented the proposed FY21/22 budget for Emergency in the
221 amount of \$11,181 which is a 2.76% increase over last year.

222
223 Selectman D’Angelo questioned the 25% increase in the House Number line 1-638 and
224 Captain Gladu indicated they are doing house numbering and posts especially for new
225 construction. Road Agent Oleson noted he will pick the 50 posts and two boxes of
226 numbers up in Concord the first of next week.

227
228 Selectman D’Angelo asked why not make the builder pay for house numbers in order to
229 get occupancy permits and Selectman Landau indicated he believed they were part of
230 the driveway permit process but were curious why the Town pays for it. Road Agent
231 Oleson explained the importance of having uniformity so the Firefighters can find the

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

234
235 Selectman Landau asked what Line 1-341 Jet Pack was for and Captain Gladu indicated
236 those are mobile internet hotspots.

237
238 Captain Gladu noted there were a couple of COVID cases locally here and there.
239 Selectman D’Angelo noted there was a report of a positive case at Chester Academy.

240
241 *3.1.6 Library*

242
243 Library Director Kandace Knowlton presented the proposed Library budget for FY21/22
244 in the amount of \$169,880 which is a .05% decrease from last year. Ms. Knowlton
245 indicated the change to LED has helped. The Library has been closing an hour early to
246 clean. Ms. Knowlton noted this year she is reaching out to get library cards to students
247 of Chester Academy.

248
249 Selectman D’Angelo asked about Halloween activities and Ms. Knowlton indicated they
250 are doing a sign-up event with up to 40 including parents which will be about a half hour
251 and out of doors.

252
253 *3.2 Right to Know Policy*

254
255 Selectman Landau recommended editing the Policy approved last week, in order to indicate that
256 the official record is the minutes of meetings, not the recordings.

257
258 **Selectman Landau motioned to edit the Policy as stated. Selectman Hagan seconded the**
259 **motion. A roll call vote was taken Owens – aye, Myette – aye, Hagan – aye, Landau – aye**
260 **and D’Angelo – aye. With all in favor, the motion passed unanimously.**

261
262 **IV. Selectmen’s Business**

263
264 *4.1 Roundtable*

265
266 Selectman Landau had met with the architect concerning Wason Pond Community Center in
267 2019. He would like to send the report to WPC&RC to see what they’d like to do. The Board
268 agreed Town Administrator Doda would send the information to Mr. Chris Hadik. Selectman
269 Landau indicated he had a non-public session, under reputation.

270
271 The Board discussed whether more than one ADA ramp would be required for both Spring Hill
272 Farm and the Community Center as it is based on 60% of the number of egresses. Vice-Chair
273 Myette added that the door openings at 90 degrees could be required to have a greater width
274 than 30.5.”

275
276 Selectman Landau indicated Mr. Goudreau will provide a proposal for Stevens Hall repairs. He
277 is not a contractor, he is an architect and could oversee the project. Maintenance Supervisor
278 Cavanaugh could be involved as well. Vice-Chair Myette noted three areas he knew of that had

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

282

283 Chairman Owens noted the following meetings were coming up:

284

285 Monday, October 19, 2020 Spring Hill Farm Advisory Committee at 7 PM

286 Tuesday, October 20, 2020 Zoning Board of Adjustment at 7 PM

287 Thursday, October 21, 2020 Board of Selectmen’s Meeting at 7 PM

288

289 *4.2 Potential Non-Public Sessions*

290

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

295

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

297

298 The meeting was reopened at 9:14 PM.

299

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

303

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

308

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

313

314 **V. Adjournment**

315

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

319

320 The meeting was adjourned at 9:15 PM.

321

322 Respectfully submitted,

323

324 Nancy Hoijer, Recording Secretary