

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, November 12, 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  
North Pond Road and Route 102 Intersection Capital Reserve Fund  
Wason Pond Community Center Ramp  
Final Budget Review  
CIP  
Tax Bills Due Date  
Unassigned Fund Balance  
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 7:01 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 (Present Remotely):

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

Selectmen Absent:

Town Administrator Debra Doda (Present Remotely)

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

Police Chief Aaron Berube  
Town Clerk/Tax Collector Elizabeth Lufkin  
Jack Cannon  
BOS Admin. Asst. Janis Jalbert  
Recreation Director Corinna Reishus  
Penny Williams

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 North Pond Road and Route 102 Intersection Capital Reserve Fund*

Town Administrator Doda reported that this account contained approximately \$5,700; she has been asked to transfer these funds to the general fund and use them for the North Pond Road work. Once this is done, the empty account will be closed via Warrant Article at the 2021 Town Meeting.

***Vice-Chair Myette motioned to transfer \$5,712.82 plus any accumulated interest from the North Pond Road Capital Reserve Fund to the general fund. 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.***

### *3.2 Wason Pond Community Center Ramp*

Town Administrator Doda noted the Wason Pond Commission had some questions, and they are waiting for a response from one of the bidders. Selectman D’Angelo questioned whether the Town should move onto the next bidder. Vice-Chair Myette agreed if there was no response to move on.

### *3.3 Final Budget Review*

Town Administrator Doda reported that the Supervisors of the Checklist had requested an additional 150 hours, under \$2,000 to perform a voter roll purge, which takes place every ten years; the last one was in 2011. Vice-Chair Myette proposed increasing the hourly wage from \$12.84/hr. to \$15/hr. which would increase the existing line from \$3,737 to \$4,365. Selectman D’Angelo recommended making sure the Town minimum wage is \$15/hr.

Town Administrator Doda noted an additional 150 man-hours would bring the line to \$6,615.

Selectman D’Angelo recommended forwarding the budget books to the Budget Committee if they are ready. Selectman Landau, as Budget Committee liaison, indicated that he had told the Budget Committee the books would be ready in two weeks. Town Administrator Doda stated that once the Selectmen are satisfied with the budget, books for the Budget Committee would be prepared.

Selectman Landau noted the stipend has been increased for the Treasurer and Supervisors, but the BOS stipend has been the same for 30 years. Selectman D’Angelo agreed there was a lot more work to do this year and recommended considering giving to volunteer boards in the future.

Selectman Hagan recommended going to \$5,000 per year with \$7,500 for Vice-Chair and \$10,000 for Chair starting with the next term. Selectman D’Angelo noted it was a good proposal and just wants to be sure they are on par with other towns. Town Administrator Doda stated that a study of Selectmen Stipends had been done recently by other small Towns and that she would look up the figures and report back.

### *3.4 CIP*

Selectman Landau noted the pickup truck for maintenance was removed, yet the trailer to be pulled by a vehicle remains in the CIP. The Planning Board did not think maintenance needed a pickup and Selectman Landau disagreed entirely. If a pickup with necessities that the Police Department needs was ordered, the four-year old truck belonging to the PD could go to maintenance and would be 11-12 years old in seven years. It would be ideal to replace the PD’s vehicle and give it to maintenance.

Vice-Chair Myette noted the Planning Board planned to take the truck back from the Highway Department and buy the trailer. The year after, the PD would replace and give their current truck to maintenance.

Selectman Landau disagreed the Highway truck was not suitable for what maintenance needs. He would rather give it to school to plow with.

Vice-Chair Myette noted it could be put back in the CIP and look at unassigned funds to designate for that.

Selectman D’Angelo noted the Board of Selectmen ultimately decide what happens with the CIP. It is worth a conversation with Mr. Hadik. 20 homes may be built next year, and impact fees will be coming in. Selectman D’Angelo suggested that Mr. Hadik, Maintenance Supervisor Cavanaugh and Chief Berube be asked to attend next week’s meeting.

### *3.5 Tax Bills Due Date*

Mrs. Lufkin noted if the Warrant is signed tonight, the tax bills will most likely be sent out 30 days prior to the due date which will be December 21<sup>st</sup>.

### *3.6 Unassigned Fund Balance*

Town Administrator Doda reported a 19.54% unassigned fund balance, approximately \$3.5 million dollars, which is over the DRA recommended maximum of 17% or \$3 million; however, there is no penalty for being over. These excess funds can only be spent as offsetting revenue in a Warrant Article, to reduce the tax rate, or in an emergency situation with approval of both Board of Selectmen and the Budget Committee, and permission from DRA. She suggested that the Selectmen consider bundling existing safety-related items and requesting permission to spend or utilizing it at next year’s Town Meeting towards the Historic Building Renovation CRF that was set up at the 2020 Town Meeting.

Selectman D’Angelo noted CIP items could be funded such as the firetruck. Vice-Chair Myette asked if a warrant article would be required to spend these funds on CIP items and Town Administrator Doda advised yes, but nothing could be done this year without an emergency.

## **IV. Selectmen’s Business**

### *4.1 Roundtable*

Selectman Landau indicated he had two non-publics.

Selectman D’Angelo attended the site walk at the Legion hall and recommended consideration of funding a survey to determine where the property lines are.

Vice-Chair Myette reported the Conservation Commission is having a wildlife photo contest and still accepting submissions. A presentation with the Science Center will be held on November 28<sup>th</sup> at 5 PM entitled *Creatures of the Night* via Zoom. Departments are being asked to pay for

their Zoom subscriptions now which are not built into their budgets. The Town could possibly get one or two accounts for all Zoom meetings and save money. Town Administrator Doda will look into Microsoft Teams.

Town Administrator Doda shared the CDC’s most recent advice about travelling.

Chair Owens indicated the following meetings and important dates are coming up:

Monday, November 16, 2020 – Spring Hill Farm Advisory Committee – 7 PM

Tuesday, November 17, 2020 – Zoning Board of Adjustment – 7 PM

Wednesday, November 18, 2020 – Planning Board – 7 PM

Wednesday, November 18, 2020 – 300<sup>th</sup> Anniversary Committee – 7 PM

Thursday, November 19, 2020 – Board of Selectmen’s Meeting – 7 PM

#### 4.2 Non-Public Session(s)

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

The meeting was closed to the public at 8:07 PM.

The meeting was reopened at 9:25 PM.

**Selectman Landau motioned to come out of non-public session. Selectman Hagan seconded the motion. A roll call vote was taken Owens – absent, 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 an indefinite period. 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.**

**Selectman Landau motioned to seal the minutes of the second non-public session, on public employees, for an indefinite period. 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.**

**Selectman Landau motioned to seal the minutes of the third non-public session, on property, for a period of thirty (30) days. 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.**

**Selectman Landau motioned to seal the minutes of the fourth non-public session, on legal advice, for an indefinite period. 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.***

***Selectman Landau motioned to seal the minutes of the fifth non-public session, on reputation, for an indefinite period. 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.***

## **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 9:26 PM.

Respectfully submitted,

Daniel Hoijer, Recording Secretary