

**Town of Chester
Board of Selectmen’s Meeting
Thursday, October 22, 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
WPCC Ramp RFP Bid Review
Roundtable
Town Administrator’s Report
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

Vice-Chair Myette called the meeting of the Chester Board of Selectmen to order at 7:02 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

Selectmen Absent:

Joseph Hagan
Chair Jeremy Owens

Town Administrator Debra Doda (Remotely)

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

Treasurer Rhonda Lamphere
Town Clerk/Tax Collector Elizabeth Lufkin
Leslie Packard
Dianna Charron
Kathy Burke
Darrell Quinn
Recreation Director Corinna Reishus
EMD Phil Gladu
Penny Williams
Chester CTV

and other persons unknown to the minute taker.

1.3 Pledge of Allegiance

Vice-Chair Myette led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

None.

1.5 Public Comment

Vice-Chair Myette opened the meeting to public comment at 7:02 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 Senior Citizens (4586)

Town Administrator Doda presented the proposed budget for FY 21/22 for the Senior Citizens in the amount of \$15,000 which is level funded from last year.

3.1.2 Supervisors of the Checklist (4140-2)

Dianna Charron presented the proposed budget for FY 21/22 for the Supervisors of the Checklist in the amount of \$9,754 which is a 48.48% decrease from last year. Mrs. Charron indicated that the decrease is due to the fact that there are only two elections in March of 2022, Town Elections and Town Meeting, and no State or Federal elections.

Mrs. Charron indicated the Supervisors could use a new fireproof filing cabinet. Selectman Landau noted the cost for a used one is \$700-\$800. Vice-Chair Myette questioned if the Supervisors could use the filing cabinet now. Leslie Packard indicated the Supervisors could use the new cabinet before next July. Town Administrator Doda will see if she can get them the filing cabinet.

3.1.3 Great Hill Cemetery (4195-2)

Darrell Quinn presented the proposed budget for FY 21/22 for the Great Hill Cemetery in the amount of \$1,960 which is a 14.44% increase over last year. Mr. Quinn indicated grub control is the only item and is handled by a lawn company. The increase is less than \$300.

3.1.4 PACT (4585)

Selectman D’Angelo indicated the proposed FY 21/22 budget for PACT is \$1.00 as they are good until next year.

3.1.5 Treasurer (4150-5)

Rhonda Lamphere presented the proposed FY 21/22 budget for the Treasurer in the amount of \$13,987 which is a 13.84% increase over last year. Mrs. Lamphere noted increases in Line 5-130, the stipend, which has not increased since 2018-19, and a new line for the Deputy in the amount of \$1,200.

Mrs. Lamphere indicated when she is unavailable the Deputy would sign checks and make deposits and Mrs. Newman, who is the acting Deputy, indicated she can no longer fill the position. Mrs. Newman did not charge anything but was reimbursed for mileage. Mrs. Lamphere is concerned there needs to be an incentive for someone to take on the position. Mrs. Lamphere indicated there needs to be a separation of duties so this is not something the Town Administrator, Finance Director or Bookkeeper could take on. Mrs. Lamphere explained she came up with the amount by taking 10% of her stipend, which she hopes the Board will continue with. Mrs. Lamphere indicated tracking impact fees is a lot of work.

3.1.6 Village Cemetery (4195-1)

Selectman Landau indicated the proposed FY 21/22 Village Cemetery budget in the amount of \$28,784 had been increased due to equipment concerns which had not been realized, and would like to cut this by 10%, not cutting the entire equipment line just the bottom line which would reduce the budget by \$2,878 to \$25,906.

Selectman D’Angelo indicated the salary went up to \$13,000 and questioned the reason. Selectman Landau recommended taking the \$2,878 from the salary line 1-110.

3.1.7 Patriotic (4583)

Town Administrator Doda indicated the proposed budget for FY 21/22 for Patriotic purposes in the amount of \$1,000 is level funded from last year and covers flags.

3.1.8 Insurance (4196)

Town Administrator Doda indicated the proposed budget for FY 21/22 for Insurance is \$106,475 a 1.78% increase over last year. Vice-Chair Myette indicated a \$2,000 difference overall. Selectman D’Angelo noted the Town has no control over these costs. Primex may do an audit and refund what wasn’t used but that is an unknown. Vice-Chair Myette recommended finding out more for the next meeting. Selectman Landau agreed he would just like an explanation for the increase.

3.1.9 Street Lighting (4316)

Town Administrator Doda indicated the proposed budget for FY 21/22 for Street Lighting is \$4,300 which is level funded from last year and based on usage.

3.2 WPCC Ramp RFP Bid Review

Vice-Chair Myette reported one bid was received and questioned whether the RFP deadline should be extended by one week. Town Administrator Doda recommended extending the deadline as the one bid had come in after the deadline. She has reached out to some vendors already.

3.3 Emergency Management Update

EMD Phil Gladu reported that the Emergency Management Department held a meeting yesterday with Superintendent Lockwood on the line to talk about how the School District is handling Covid-19. A pseudo-spike in cases is going around the State. Chester is still doing all right. Hospitals have ramped up efforts with first responders, the PD is maintaining their standards, inspections are masked up. There is a meeting tomorrow with first responders concerning self-testing. Test kits may be available soon.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau reported receiving two proposals, for Spring Hill Farm and Stevens Hall, from an architect. Mrs. Reishus indicated she has not heard anything from the WPCC Chair C-Hadik about having the architect go to look at WPCC. Their next meeting is November 2nd. Vice-Chair Myette indicated the leaks at Stevens Hall should be addressed before winter.

Selectman Landau added that it won’t get painted until spring. Selectman Landau noted ticks and Lyme Disease are still a problem and to be careful outside.

Mrs. Lufkin noted she is planning to make sure there is an electronic ballot machine in each voting room for the election and also has been in contact with a company that supplies replacement machines should one of ours go down. Town Administrator Doda added that absentee ballots can be accepted up until 5 PM on election day. Mrs. Lufkin indicated there have been over 600 absentee ballots.

Vice-Chair Myette reported the Conservation Commission is holding a wildlife photo contest. Information can be found on their webpage.

Mrs. Reishus indicated the Wason Pond Scavenger Hunt will start this weekend and next weekend from dawn to dusk. Some items with riddles have been put out.

Town Administrator Doda reported there will be a pre-election meeting Monday.

Vice-Chair Myette noted the following meetings and events were coming up:

Saturday, October 24, 2020 Drug Takeback Day at Transfer Station

Saturday, October 24, 2020 Hazardous Waste Day 9 AM-Noon at Hampstead Middle School*

Wednesday, October 28, 2020 Planning Board at 7 PM

Thursday, October 29, 2020 Board of Selectmen’s Meeting at 7 PM

EMD Gladu noted the Transfer Station does not accept needles at Drug Takeback Day.

Mrs. Lufkin noted Saturday is the last day to register to vote from 11 AM to Noon except for at the polls.

*(proof of residency in participating Towns required)

4.2 Potential Non-Public Sessions

Selectman Landau indicated he had a non-public session under reputation and another under legal.

Selectman Landau motioned to go into non-public session pursuant to 91-A:3 (II) (c) Reputation and (I) Legal Advice. Selectman D’Angelo seconded the motion. A roll call vote was taken Owens – absent, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – absent. A vote was taken, the motion passed 3-0-0.

The meeting was closed to the public at 8:04 PM.

The meeting was reopened at 8:53 PM.

Selectman Landau motioned to come out of non-public session. Selectman D’Angelo seconded the motion. A roll call vote was taken Owens – absent, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – absent. A vote was taken, the motion passed 3-0-0.

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 – absent, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – absent. A vote was taken, the motion passed 3-0-0.

Selectman Landau motioned to leave the minutes of the second non-public session, on Reputation, unsealed. Selectman D’Angelo seconded the motion. A roll call vote was taken, Owens – absent, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – absent. A vote was taken, the motion passed 3-0-0.

Selectman Landau motioned to seal the minutes of the third non-public session, on Legal Advice for an indefinite period. Selectman D’Angelo seconded the motion. A roll call vote was taken, Owens – absent, Myette – aye, D’Angelo – aye, Landau – aye and Hagan – absent. A vote was taken, the motion passed 3-0-0.

V. Adjournment

Selectman Landau moved to adjourn the meeting. Selectman D’Angelo seconded the motion. A roll call vote was taken, Owens – absent, Myette – aye, Landau – aye, D’Angelo – aye, and Hagan - absent. A vote was taken, the motion passed 3-0-0.

The meeting was adjourned at 8:54 PM.

Respectfully submitted,

Daniel Hoijer, Recording Secretary