

**Town of Chester
Board of Selectmen’s Meeting
Thursday, December 10, 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
Police Department Hiring
Fire Department Records Management Software and Support
Carkin Street
Land Use Attorney Rates
DPW
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):

Stephen Landau
Chuck Myette
Jeremy Owens
Steve D’Angelo
Joseph Hagan (@ 7:15 PM)

Town Administrator Debra Doda (Present Remotely)

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

47
48 Town Planner Andrew Hadik
49 Fire Chief Greg Bolduc
50 Town Clerk/Tax Collector Elizabeth Lufkin
51 Police Chief Aaron Berube
52 Sarah Gacek
53 Jack Cannon
54 BOS Admin. Asst. Janis Jalbert
55 Recreation Director Corinna Reishus
56 Penny Williams
57 PACT

58
59 and other persons unknown to the minute taker.

60
61 *1.3 Pledge of Allegiance*

62
63 Chair Owens led the attendees in the Pledge of Allegiance.

64
65 *1.4 Chairman’s Additions or Deletions*

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67 None.

68
69 *1.5 Public Comment*

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71 Chair Owens opened the meeting to public comment at 7:01 PM.

72
73 Recreation Director Reishus announced the Wason Pond Conservation & Recreation
74 Commission would be doing a scavenger hunt at Wason Pond for two weeks.

75
76 **II. Old Business**

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78 *2.1 Approval of Minutes*

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

81
82 *2.2 Items for Signature*

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

85
86

87 **III. New Business**

88
89 *3.1 Police Department Hiring*

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91 Chief Berube presented Sarah Gacek who is interested in becoming a part-time police officer
92 with the Town. She is currently a certified officer with much experience, has her master’s
93 degree, is a real estate agent and has had her background check completed. Chief Berube
94 noted she would be an excellent addition to the Department.

95
96 Selectman Landau asked Ms. Gacek how she felt about engaging with the community having
97 lived here. Ms. Gacek welcomed the idea and added that she has ten years’ experience in law
98 enforcement, is a certified DARE instructor, a RAD instructor, does accident reconstruction, field
99 training, has a Bachelor’s in Sociology and Justice studies and a Master’s in Criminal Justice.
100 Ms. Gacek indicated she would like to be involved in DARE and RAD here in Chester.

101
102 Selectman D’Angelo asked Ms. Gacek if she would be interested in a full-time position in the
103 future and Ms. Gacek noted she is looking for part-time right now.

104
105 Selectman D’Angelo asked Chief Berube about the budget and Chief Berube indicated there is
106 a line for part-time, he would appropriate the number of hours into the system and determine
107 availability after the field training process.

108
109 ***Selectman Landau motioned to consider Sarah Gacek for part-time employment with the***
110 ***Chester Police Department. Vice-Chair Myette seconded the motion. A roll call vote was***
111 ***taken Owens – aye, Myette – aye, Landau – aye, D’Angelo – aye and Hagan – absent.***
112 ***With all in favor, the motion passed unanimously.***

113
114 *3.2 Fire Department Records Management Software and Support*

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116 Fire Chief Bolduc reported that the current records management software used by the
117 Department is to be discontinued in a year. There is a three-month process to fully switch over.
118 Chief Bolduc has been getting quotes in the range of \$25,000 to have software and there would
119 be an annual fee. The software cost could be spread over a three- or four-year payment plan.

120
121 Selectman Hagan arrived at 7:15 PM.

122
123 The first year would be \$11,000, \$8,700 for the first installment of the payment plan. Chief
124 Bolduc will get more quotes. It would be good to use software that will align with Derry dispatch.
125 So far he has received a quote from Alpine and a quote from the company that purchased
126 Firehouse software. Chief Bolduc indicated he is not looking for a decision tonight, just to notify
127 the Board that any decision has to be in time to add the amount to the Budget.

128
129 Selectman D’Angelo asked Chief Bolduc if any of the vendors provided a presentation of what
130 the new software would be like and Chief Bolduc stated he can do that and has a webinar
131 scheduled as well.

Selectman Landau asked the present annual fee and Chief Bolduc noted it is \$2,700 for the service fee.

Selectman Hagan recommended focusing on the software that Derry uses.

3.3 Carkin Street

Town Administrator Doda reported a petition for absolute discontinuance was received from a homeowner on Carkin Street stating that the cul-de-sac was not built as planned and the residents want the dedication released or the street discontinued. A release of dedication could be decided by the Board, or total discontinuance decided by the Town via a Warrant Article. Road Agent Oleson noted he has to push snow into an indent because he can’t reach the driveways and recommends putting a good price on it if it goes to Warrant Article. Vice-Chair Myette noted the Planning Board had been approached by a couple of owners and thought the Town should charge the homeowners for the land.

Selectman Landau noted it would be better to actually put in the cul-de-sac. It is not our place to help speculators develop land that could cause us detriment. Selectman Landau recommended bringing to the Town meeting. Selectman D’Angelo recommended establishing a price.

3.4 Land Use Attorney Rates

Vice-Chair Myette reported the request for an increase in fees for the Town’s land use attorneys came before the Planning Board and was approved there. The rates have not been increased since 2011 and are still reasonable. Mr. Hadik added that there is a \$20 increase on the partner rate.

Vice-Chair Myette motioned to approve the increase as set forth in the attorney’s proposal letter provided to the Planning Board. Selectman D’Angelo 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.

3.5 DPW

Town Administrator Doda reported that she has inquired of other Municipal Managers about experience with transitions from an elected Road Agent to a Department of Public Works. Putting the subject on the Warrant for the 2021 Town Meeting may be premature and she would like that Article removed, further plans developed, and a Warrant Article written for the 2022 Town Meeting.

Vice-Chair Myette agreed that was a reasonable plan since they only have recommendations right now.

Selectman Landau agreed entirely. We need a solid plan. It could be an expensive procedure.

Selectman Hagan noted when the Town transitions to a DPW we will need that person in planning mode and simultaneous have a Road Agent who can help and hope that person is Mike Oleson.

Chair Owens noted it is also important to look at other communities’ transition plans.

Road Agent Oleson added that the Selectmen should bring it up at Town meeting to make people aware of it. The Town is growing and busier and this is the price of growth.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau expressed concerns with the request for an alarm system. Road Agent Oleson and Maintenance Supervisor Cavanaugh are looking into it. There is a need to determine what to do for a manlift at Steven’s Hall. Discussed closing at noon at Town Hall on Christmas Eve and recommended closing all day on Christmas Eve and New Year’s Eve. The Board agreed there was no issue with that. Selectman Landau noted he had a non-public. COVID rates in Chester have 30 active, a total of 100 so far. Masks are required at Town Hall and recommends requiring masks everywhere. Mrs. Lufkin indicated masks are required at all Town buildings already.

Selectman D’Angelo recommended people coming to Town Hall make appointments as other Towns have done. Mrs. Lufkin noted there is a large amount of people coming in with tax season. Having use of a reverse notification system would be a big help. Town Administrator Doda recommended finishing the work to section off the lobby. Chair Owens recommended discussions with EMD Gladu. Mrs. Lufkin recommended having a portable awning for shelter for the walk-up window at the Town Clerk/Tax Collector office and designating no parking in front of there. Selectman D’Angelo recommended budgeting \$1,000 for that.

Selectman Hagan urged everyone to continue to wear masks. There are still three-four months until a one-shot vaccine is available. Mr. Hadik noted it could be six months or so until many get vaccinated. Selectman Hagan reminded the initial vaccine requires two doses.

Vice-Chair Myette reported complaints about the Transfer Station being closed and not being able to notify the public who have no access to social media. The reverse notification system could get the news out. Emergency Management Director Gladu has been asked to investigate. Vice-Chair Myette congratulated Building Inspector Myrick Bunker for receiving the 2020 Code Official of the Year award this week.

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

Monday, December 14, 2020 – Budget Committee at 7 PM

Tuesday, December 15, 2020 – Zoning Board of Adjustment at 7 PM

Thursday, December 17, 2020 – Board of Selectmen at 7 PM

Chair Owens asked employees to estimate their hours for the 23rd so that payroll can be processed early.

Town Administrator Doda reported a surplus check was received from HealthTrust for the insurance premiums which last time was divided up between the Town and employees who pay those premiums.

Town Administrator Doda reminded that the “Families First” act mandates two weeks’ pay for employees forced to miss work due to COVID. Public Safety employees should also be eligible. Chair Owens agreed it made sense to add them. Selectman Hagan recommended letting Town Administrator Doda determine this and not look on it as sick leave.

4.2 Non-Public Session(s)

Selectman Landau noted he had six non-publics under employment, reputation, and security.

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II)(a) public employees, (c) reputation, (e) pending litigation, and (i) security. Vice-Chair Myette 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 8:24 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.

The meeting was reopened to the public at 9:53 PM.

Selectman Landau motioned to seal the minutes of the first non-public session, on security, for a period of one (1) year. Vice-Chair Myette 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. Vice-Chair Myette 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 reputation, for an indefinite period. Vice-Chair Myette 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 reputation, for an indefinite period. Vice-Chair Myette 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 pending litigation, for a period of five (5) years. Vice-Chair Myette 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 sixth non-public session, on pending litigation, for a period of five (5) years. Vice-Chair Myette 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 seventh non-public session, on reputation, for an indefinite period. Vice-Chair Myette 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. Vice-Chair Myette 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 9:54 PM.

Respectfully submitted,

Daniel Hoijer, Recording Secretary