

**Town of Chester
Board of Selectmen’s Meeting
Thursday, January 28, 2021
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
Town Meeting 2021
Police Dept Impact Fees
Usage of Impact Fees for CIP Projects
Warrant Articles
Roundtable
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

Vice- Chairman Myette called the meeting of the Chester Board of Selectmen to order at 7:01pm.

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):

Chuck Myette
Steve D’Angelo
Joseph Hagan
Stephen Landau

Selectmen Absent:
Jeremy Owens

Town Administrator Debra Doda (Present Remotely)

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

Aaron Berube, Police Chief
Beth Davis, Attorney with Hamblett & Kerrigan
Andrew Hadik, Town Planner

Elizabeth Lufkin, Town Clerk/Tax Collector
Corinna Reishus, Recreation Director
Michael Scott, Moderator
Penny Williams, Raymond Area News
PACT

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

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

1.4 Chairman’s Additions or Deletions

TA Doda advised the Planning Board has not sent the official request for the Police Department’s Impact Fees document to the BOS, so *3.2 Police Department Impact Fees* can be moved to another meeting.

1.5 Public Comment

Vice-Chairman Myette opened the meeting to public comment at 7:03PM.

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 Date of Town Meeting 2021

Moderator Scott said traditionally the elected candidates are declared at town meeting and the voters could challenge the vote during the town meeting if they have issues. According to the documents that are out now, the elections and town meeting can be held weeks apart. Once the votes are tallied, the newly elected officials can be sworn in immediately. To make the process easier, Moderator Scott is proposing to hold the Election and Town Meeting in May. If the Board agrees, he would like to write the announcement and post it on Monday February 1st.

Vice-Chairman Myette questioned the filing of candidacy that is ending tomorrow. Will it be necessary to hold another session? Town Clerk/Tax Collector Lufkin advised that in Governor’s Order #83 states “any hearings, notices, or other actions required to be taken before the annual meeting shall be deemed sufficient if taken the legally required number of days before the postponed session.” More documentation is hopefully coming down the pike as to whether the town will/can reopen the filing for candidacy or other items that were satisfied.

Town Planner Hadik concurs with Moderator Scott in postponing both the election and town meeting. Many of the volunteers are in the high-risk category and may not be vaccinated by March.

Selectman Landau asked when public hearings would be held; especially since the Budget Committee has the School and Town Budget hearing on February 8th. Town Administrator Doda advised the hearing for the town can be moved closer to May.

Selectman Hagan motioned to move Town Elections to May 11, 2021 and Town Meeting to May 15, 2021. Selectman Landau seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Selectman D’Angelo conveyed that having Town Meeting in May will give the town more time to prepare.

Town Moderator Scott will write the postponement announcement and publish it on Monday.

3.2 Police Department Impact Fees – Deleted from the agenda.

3.3 Usage of Impact Fees for CIP Projects

Selectman D’Angelo stated the dollars we get for Impact Fees that are used for items that have been approved in the CIP and listed on Table 10 would save taxpayers money. He suggested that the hardware/software system upgrades, maintenance trailer and HVAC upgrades in general government can be purchased now with Impact Fees. This also applies to any Impact Fees that are allocated in Table 10 for the Fire and Police Departments instead of using money that has been allocated to the CIP.

Town Administrator Doda advised this would not change the amounts on the Warrant Article being deducted from the CIP Capital Reserve Fund as the Impact Fees were already taken into account. We will still be withdrawing two hundred eighteen thousand four hundred thirty-seven dollars (\$218,437) from the Municipal Capital Improvement Plan Capital Reserve Fund and the Impact Fees offset would now be seventeen thousand five hundred and ninety-three dollars (\$17,593) rather than \$42,593 as we would be purchasing the three items in General Government now rather than via the Warrant Article.

Selectman Landau mentioned the Budget Committee would like two hundred thousand (\$200,000) from Article R- Fire Department Apparatus Capital Reserve Fund to be put in the CIP. The thought process is if the Fire Department has the money in an account, they could go buy a fire truck now versus when it is needed. He believes we should continue with how the Warrant Article is currently written with the four hundred thousand dollars (\$400,000).

Selectman D’Angelo stated the CIP is our attempt to reduce the cost to the town for Capital Improvement Projects that can be funded. The average CIP funding is \$700-\$800k every year. By doing the Capital Reserve Funds we are essentially saving the taxpayers money in the long run.

Selectman Landau motioned to purchase a 16ft maintenance trailer, hardware/software replacement, and HVAC upgrades using Impact Fees in this fiscal year. Selectman D’Angelo seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Town Planner Hadik explained the town needs to replace the server and it is coming to the end of its warranty life. New hardware and software will also be needed. The twelve-thousand-dollar (\$12,000) amount is based off the estimate from Block5 which is four (4) months old.

Town Administrator Doda will amend the figures and remove the General Government items from the warrant.

3.4 Warrant Articles

The Selectmen made their recommendations on the following Warrant Articles. The results are as follows:

Article #E, Budget:

Selectman Landau noted the Budget Committee after some discussion made no changes to the budget.

Selectman Landau motioned to approve the proposed 2021-22 Budget of \$5,156,173 which is a 3.15% increase over last year and approved by the Budget Committee. Selectman D’Angelo seconded the motion. The vote was four in favor with Chairman Owens absent; motion carried.

Article #I, CIP Projects:

Selectman D’Angelo questioned if the CIP Funding numbers would be staying the same or changing based off the Budget Committees suggestion. Vice-Chairman Myette asked if the Budget Committee is asking for a change in the dollar amount or how it is distributed.

Selectman Landau reported they are asking that six hundred thousand (\$600K) be put into the CIP rather than \$400k, and two hundred thousand (\$200K) in the Capital Reserve Fund for Fire Department Apparatus rather than \$400k. He advised the Budget Committee is trying to come up with ways to improve the CIP. Although in favor of the CIP process, he is not in favor of it costing taxpayers a tremendous amount of money. There are several big-ticket items on the CIP like road equipment and buildings that have not been discussed. The Police Department building is at least two (2) years out and the current architect is estimating the cost to be a significant amount of money. The Highway Department Building has no figures or discussions other than keeping a Road Agent or Public Works Director.

Vice-Chairman Myette opined that we know we have some short items with figures, and we need to fund those the best we can, so it is less taxation in the future.

Town Planner Hadik pointed out a Bridge and Culvert Capital Reserve Fund was spoken about in a previous meeting and the state has red-listed two bridges in Chester. At any time, the DOT can do an inspection and close the bridges. Mr. Hadik agrees with the Budget Committee Chairman that the Fire Department Apparatus Capital Reserve Fund should not be overfunded the first year, and the dollar amount can go into the Municipal Capital Reserve Fund and be used on the bridges and culverts if needed.

Vice-Chairman Myette advised the first discussion on the Bridge and Culvert Capital Reserve Fund was only just brought up and did not make it to the Warrant Articles this year.

Selectman D’Angelo suggested to table this discussion for now as it may not be too late if the town meeting is postponed to May.

Article #L, Carkin Street: A recommendation by the Board of Selectmen is not needed on a petitioned warrant article.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau:

Has one non-public to discuss.

Selectman Hagan:

Nothing for roundtable.

Selectman D’Angelo:

Nothing for roundtable.

Vice-Chairman Myette announced the following meetings are coming up:

Monday, February 1, 2021 Budget Committee at 7:00pm

Wason Pond at 7:00pm

Wednesday, February 3, 2021 Planning Board at 7:00pm

300th Anniversary at 7:00pm

Thursday, February 4, 2021 Board of Selectmen’s Meeting at 7:00pm

4.2 Non-Public Session(s)

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (c) reputation (d) property and (e) pending litigation. Selectmen D’Angelo seconded the motion. A roll call vote was taken Owens – absent, 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 8:23 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.

The meeting was reopened to the public at 9:06 PM.

Selectman Landau motioned to leave the minutes of the first non-public session, on Pending Litigation, unsealed. 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 second non-public session, on Property, for a period of thirty (30) days. 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 third non-public session, on Property, for a period of one (1) week. 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 seal the minutes of the fourth non-public session, on Reputation, for an indefinite period. 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.

V. Adjournment

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

The meeting was adjourned at 9:08 PM.

Respectfully submitted,

Janis Jalbert

Recording Secretary