

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, February 4, 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  
Budget Committee  
Fire Department  
Warrant Articles  
Police Dept Impact Fees  
Safety Manuel  
Potential Extension of FSA and DCAP  
Maintenance Pick-up Truck  
Roundtable  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Owens called the meeting of the Chester Board of Selectmen to order at 7:00pm.

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  
Jeremy Owens

Town Administrator Debra Doda (Present Remotely)

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

Aaron Berube, Police Chief  
Greg Bolduc, Fire Chief

Jack Cannon, Budget Committee  
Ephraim Dobbins, Budget Committee  
Caelan Dunwoody  
Eric Emerson  
Phil Gladu, Fire Captain  
Kathy Guilmette, Budget Committee  
Andrew Hadik, Town Planner  
Rhonda Lamphere, Budget Committee  
Elizabeth Lufkin, Town Clerk/Tax Collector  
Paul Murphy, Budget Committee  
Corinna Reishus, Recreation Director  
Michael Scott, Moderator  
Dana Theokas, Budget Committee  
Haley Townsend  
Michael Weider, Budget Committee  
Penny Williams, Raymond Area News  
PACT

and other persons unknown to the Recording Secretary.

### *1.3 Pledge of Allegiance*

Chairman Owens led the attendees in the Pledge of Allegiance.

### *1.4 Chairman’s Additions or Deletions*

*None*

### *1.5 Public Comment*

Chairman Owens opened the meeting to public comment at 7:01pm.

As no Members of the Public wished to be heard, Public Comment was closed at 7:02pm.

## **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 Budget Committee*

Selectman Landau pointed out the Budget Committee accepted the proposed town budget but had a few questions on the Warrant Articles.

Ms. Guilmette advised the Budget Committee had questions on Warrant Articles D: Steeple Repair at the Chester Congressional Church, H: CIP Funding and J: Highway CIP Funding. Lynn Rockwell had joined the meeting on Monday night and explained she had asked for two warrant articles for the steeple.

Selectman Landau explained Ms. Rockwell was asking for an additional amount based on not getting the LCHIP Grant as they are short \$100K. The Church has asked for two warrant articles but wondered if it would be better to ask for one warrant article up to \$50k. They are planning to start the project in April and be finished in October.

Rhonda Lamphere pointed out that this would be the 3<sup>rd</sup> year of the town contributing to the repairs of the steeple. First year \$15K, second year \$25K matching fund and this year \$25K/\$50K matching funds. We will have a better understanding of what the town can afford once the Stevens Hall estimates are received.

Jack Cannon advised the tower estimate came in at \$160K. The town clock is housed here, and the town should be splitting those costs with the church. This should be revisited after the repair estimates come in for Stevens Hall.

After more discussion on this matter, it was tabled until the estimates for the repairs for Stevens Hall are submitted.

Ms. Guilmette addressed warrant articles H: CIP Funding being funded at \$4K and J: Highway CIP Funding at \$1M. Is this the right split or are we shorting the CIP?

Town Administrator Doda advised this split was recommended based on the amount of road work that we need to fund. In the past a portion of the road work was in the Municipal CIP rather than in the Highway CIP. This does not seem like the right place for it.

Michael Weider pointed out that with the initial CIP Funding some money was used for roadwork and the Highway CIP was additional work needed. It was always an equal split in the past. We do not want people to assume the Highway CIP Fund will always get \$1M.

Selectman D’Angelo recommended this can be revisited again next year as this is another large year in road work.

Mr. Weider directed attention to the fact that from 2011 to now the town has spent \$6M on roads from taxation. He would like to go to Town Meeting with the Budget Committee and Board of Selectman agreeing on both the budget and warrant articles.

The recommendation from the Budget Committee is for an even split between the CIP and Highway CIP.

Selectman Myette advised now that we have more time this can be tabled for further discussions among the board members.

Town Administrator Doda inquired if the board members would like to move the dates closer to May for filings, hearings and postings that have not been completed.

Mr. Weider advised the Budget Committee suggests that everything be moved closer to May. Vice-Chairman Myette agrees with the Budget Committee to move dates closer to May.

### *3.2 Fire Department*

Selectman D’Angelo inquired about the status of vaccinations in the Fire Department. Fire Chief Bolduc stated he only knows an employee’s status if they offer the information as he cannot ask them. This falls under medical information and HIPAA applies.

Selectman D’Angelo asked if the revised bids had come in for parking lot and roof at the fire department. Fire Chief Bolduc advised that the recent bids had been submitted to the Town Administrator. Town Administrator Doda will send those bids to the Board.

Selectman D’Angelo then questioned how it was going finding a replacement for the fulltime opening at the Fire Department.

Fire Chief Bolduc reported the response has been good and there are six candidates that meet the minimum state requirements. Captain Gladu is working on getting the interviews scheduled. However, with the lengthy background process, we are looking at mid to late March at the earliest for a start date.

Lastly, Selectman D’Angelo asked if it was being considered to bring the warrant article for two fulltime firemen back again this year.

Fire Chief Bolduc does not see the need with the increased activity among the active members. This would be reconsidered if we are unable to have a truck out the door for calls for service. If you look at last year, we had 460 calls and only 3 of those we were unable to respond to, with one of the calls being a mutual aid call. We have automatic mutual aid set up with Auburn and a great contract with Derry ambulance, and both are working out well for us.

### *3.3 Warrant*

Tabled until after February 12<sup>th</sup> as we will need to finalize a few more warrant articles.

### *3.4 Police Department Impact Fees*

Town Administrator Doda advised that last year Police Department PPE was taken off the CIP with the agreement to use Impact Fees instead.

Chairman Owens read the letter from the Planning Board requesting the release of Impact Fees.

**Vice-Chairman Myette moved to approve the release of \$195.93 in impact fees for Police Department Personal Protective Equipment (PPE). Selectman Hagan seconded the motion. A roll call vote was taken, Owens – aye, D’Angelo – aye, Landau – aye, Myette – aye and Hagan – aye. The motion passed.**

Selectman D’Angelo questioned why only a small amount of money was being asked for in PPE. Larger amounts utilizing the CIP and Impact Fees should be brought to the Board and the budget can be used on smaller purchases.

Selectman Landau asked for clarification on how the purchase would affect the \$10K in PPE on the CIP, and if it is for a new officer. The \$10K for PPE is in next year’s CIP and this will not affect that number.

Chief Berube stated this is for an officer that has been with us for a while. Under normal circumstances the line item for PPE on the CIP is not expended completely every year. He advised the uniform line in his budget is very low with the purchase of wash and wear uniforms that were purchased due to the current pandemic.

Chief Berube advised he is trying to save some of the Impact Fees for what he is insufficient in the CIP Body Worn Cameras line. Currently he is asking for \$17K in the CIP and that is not going to be sufficient based on pricing increases due to supply and demand. He believes with Impact Fees and the CIP he will have enough to cover the purchase.

Selectman D’Angelo suggested requesting a quote and getting it to the Board so they can discuss how to help get the additional money needed for this purchase.

### *3.5 Safety Manual Acceptance*

Town Administrator Doda advised the Safety Manual was originally approved three (3) years ago and needs to be updated every two (2) years. The update was placed on hold until the town hired a Town Administrator. Revisions include changing BOS Assistant to say Town Administrator and revising the timeframe how long a Written Warning stays in the employee’s personnel file.

**Selectman D’Angelo motioned to accept the Town of Chester Employee Safety Manual, as written. Vice-Chairman Myette seconded the motion.**

Selectman Landau questioned who determines when safety violations that are placed into an employee’s personnel folders are to remain or be removed?

Police Chief Berube advised he requested the change and understands it may not apply to any other employee in town. For the Police Department if an officer is involved in a safety violation and someone gets hurt and it is determined the officer had excessive use of force and is put on the EES (a/k/a Laurie List) it cannot be removed from the personnel file.

Selectman Landau asked for a revision to state a discussion with the Board of Selectman, Town Administrator and Town Counsel take place when an item is being removed or when it is placed on file permanently.

Town Administrator Doda will have Town Counsel review the revisions on the policy.

Selectman D’Angelo withdrew the motion. The subject will be tabled until next week and Town Administrator Doda will have Town Counsel review the revisions on the policy.

### *3.6 Potential Extension of FSA and DCAP*

Town Administrator Doda explained that currently the Flexible Spending Accounts (FSA) and Dependent Care Assistance Plan (DCAP) can be carried over for two and a half months. Companies are being asked if they would like to extend this to 12 months based on Covid-19 spending and/or lack of spending from the accounts. Currently seven employees in town use these.

Vice-Chairman Myette suggested that extending from two and half to twelve months is not a significant liability and would be in favor. All members of the Board agreed.

### *3.7 Maintenance Truck*

Three (3) quotes have been received for the maintenance truck. All trucks are ½ tons with similar accessories.

Selectman D’Angelo noted the first truck presented at a previous meeting is still the best price. He mentioned he had a conversation with Maintenance Supervisor Cavanaugh, and he is happy with this truck.

**Selectman D’Angelo made a motion to purchase the 2021 Ram 1500 Tradesman Regular Cab 4X4 pickup from Bonneville & Son, Inc. for twenty- seven thousand, three hundred and six dollars (\$27,306.00) delivered. Vice-Chairman Myette seconded. A roll call vote was taken, Owens – aye, D’Angelo – aye, Landau –abstained, Myette – aye and Hagan – aye. The motion passed.**

## **IV. Selectmen’s Business**

### *4.1 Roundtable*

*Selectman Landau:*

Nothing for roundtable.

Selectman Hagan is encouraging everyone to get vaccinated and he is scheduled for his Covid-19 vaccination next Wednesday. He noted Johnson and Johnson should have one hundred million doses of a single shot vaccine available by the end of June.

Selectman D’Angelo commented on the request received from the police for the Chester Turnpike Extension. He drove down the first road and he ran into a six-foot snow banking so he could not understand what the problem was. In speaking with Town Administrator Doda it was advised to drive in on Chester Turnpike from Candia Road.

He commented once a vehicle drives past the last house it was a dangerous place. Not sure how people find the road and why people would want to use an ATV or snowmobile on it. One solution might be to put up no parking signs along road where someone might park for the day.

Selectman Landau commented the road is not good however it is accessible by car during certain times of the year. This is a class 6 road, and it is maintained by the homeowners not the town.

Selectman D’Angelo commented that on Candia Road, Eversource has put up gates and posted numerous No Trespassing signs.

Vice-Chairman Myette commented on the proposal grant for Spring Hill Farm that is coming along. There are still a few more documents to complete, but everything should be submitted by February 12<sup>th</sup>. He has one item for nonpublic this evening.

Chairman Owens announced the following meetings are coming up:

Monday, February 8, 2021 Budget Committee at 7:00pm  
Recreation Commission at 7:00pm

Tuesday, February 9, 2021 Conservation Commission at 7:00pm

Wednesday, February 10, 2021 Planning Board at 7:00pm

Thursday, February 11, 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) (a) public employees, (c) reputation, (d) property, and (e) pending litigation. Selectman D’Angelo 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 8:22 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 9:06 PM.

***Selectman Landau motioned to seal the minutes of the first non-public session, on Property, for a period of six (6) months. 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 Reputation, for a period of six (6) months. 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 Public Employees, for two (2) weeks. 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 seal the minutes of the fourth non-public session, on Pending Litigation, 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 – absent, Myette – aye, Landau – aye, D’Angelo – aye, and Hagan – aye. With all in favor, the motion passed unanimously.***

351  
352 The meeting was adjourned at 9:08 PM.  
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354 Respectfully submitted,  
355  
356 Janis A. Jalbert  
357 Recording Secretary