

**Town of Chester
Board of Selectmen’s Meeting
Thursday, March 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
Police Department Impact Fees
Stevens Hall Renovation
Warrant Article
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
Liz Lufkin, Town Clerk / Tax Collector
Corinna Reishus, Recreation Director
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 Police Department Impact Fees

Chairman Owens noted Town Administrator Doda posed the question to have Impact Fee expenditures under a certain amount be approved by the Town Administrator.

Selectman Landau stated we have given her authority on other things up to \$5K. He indicated these expenditures are also being checked by the Planning Board, Finance Department and Treasurer. We have spent quite some time discussing items that have been purchased using Impact Fees in other meetings recently.

Vice-Chairman Myette agrees on giving the Town Administration the authority to process the expenditure in a timely manner.

Selectman D’Angelo directed attention to the fact that this expenditure was processed on a credit card prior to it being brought to the Planning Board. Town Administrator Doda suggested if the Planning Board did not give approval for the Impact Fees to be applied to the purchase it could have been spent from the department’s budget.

Vice-Chairman Myette asked for clarification from Selectman D’Angelo if he was questioning the fact that the department made the purchase prior to getting authorization.

Selectman D’Angelo explained that a department can go purchase an item if the money is in the budget and not ask for approval from the Planning Board or Board of Selectman after the purchase was made.

Chairman Owens stated this issue has come up in the past and it is a process issue. If we do not want to allow the departments to purchase items and retroactively ask that they be applied to Impact Fees, we should make it clear to all departments. The Planning Board should be asked what their stance is on the process for Impact Fee requests.

Selectman Landau understands where Selectman D’Angelo is coming from but also understands that if we do not use the Impact Fees in a certain timeframe they will get returned. Planning has asked us to approve this request and it is a great idea to have Impact Fees applied to the expenditure.

Selectman Hagan pointed out there are some limitations on what can be purchased with Impact Fees. This is a way to fund a department, in this case the Police Department, and it is not hurting the taxpayers directly. No use in just letting the money sit, let’s use the money before we must return it. The Town Administrator can manage the process with the Department Head.

Vice-Chairman Myette motioned to authorize Town Administer Doda to approve impact fees expenditures up to \$5K. Selectman Hagan seconded the motion. A roll call vote was taken, Owens – aye, D’Angelo – nay, Landau – aye, Myette – aye and Hagan – aye. The motion passed 4-1-0.

3.2 Stevens Hall

Vice-Chairman Myette, Selectman D’Angelo, Selectman Landau, Town Administrator Doda, Gary Goudreau and Maintenance Director Cavanaugh met with Charters Brothers representatives Adam Charters and Michael Bean at Stevens Hall. The entire group walked the building together on Wednesday afternoon.

Vice-Chairman Myette explained the discussion started with us trying to set goals and expectations from the town regarding the 300th and utilizing the building at that time. Also, during the meeting the expectations were set for the cost and cost control. We need to understand the cost and the full scope of work as soon as we can so we can bring it to Town Meeting.

Vice-Chairman Myette asked if Charters Brothers was ok with us moving forward with phase one pre-design services in the amount of \$6500. Once the pre-design is done, we can then determine what can be done and what the schedule could be with consideration of the planned 300th activities.

Selectman Landau motioned to authorize the expenditure of \$6,500 for the contract with Charters Brothers. Vice-Chairman Myette seconded the motion. A roll call vote was taken, Owens – aye, D’Angelo – aye, Landau – aye, Myette – aye and Hagan – aye. The motion passed 5-0-0.

Once the contract is signed, Charters Brothers will contact a roofer to come and inspect the roof to determine if it can be repaired or will need to be replaced. With this roof being 110 years old it could have issues on the exterior that we did not see from inside, such as cracks in the slate or steel nails that have rusted off.

Vice- Chairman Myette summarized the findings in the building from the walk thru.

The basement was dry, no signs of water coming down the walls, and the sills looked good.

The first and second floor was not too bad, there was a bucket put out on the auditorium floor where a potential leak was. They did notice a gutter was damaged on the outside and the inside wall had canvas over the plaster that has been painted. No water or moisture was seen in the area.

Lastly the attic was looked at. In the tower they did not see evidence of leaks or water damage. All the flashing inside looked good and dry. They tested around and did not see areas of rot. Inside the attic there was a plastic container right where the RT 102 side dormer connects to the slate roof. This could be either a slate or a flashing issue. That was the only area we could see water damage.

All timbers and cross members in the building looked good. There was also no rot on the roof decking from inside. One thing to keep in mind, there was not a lot of insulation in the attic.

On the outside of the building there is a utility pole about 4-5 feet away from the metal gutters. Town Administrator Doda will be contacting Eversource to find out if the pole can be moved prior to work being started on the building.

Selectman Landau pointed out we are asking for \$250K in Warrant Article T Historical Building Capital Reserve Fund. Based on the motion to expend the money to Charters Brothers for pre-construction would we like to plan on raising \$300K this year. We should also plan on asking for \$300K in the Historical Building Capital Reserve Fund for a few years at Town Meeting in case we do not get grants or other funds.

Vice-Chairman Myette asked if we should fund the project thru the town meeting, or should we look at bonds?

Selectman D’Angelo mentioned that we are paying this upfront cost so we can determine the full cost of the repairs on the building. Once we have that information we can think about a bond if we need to, or we can phase the project. If we were given the authorization at Town Meeting, we could potentially get a bond in July.

Town Administrator Doda advised the rate for a 20-year bond is 2.5% and a 5-year bond is 1.25%.

Selectman Landau suggested if we ask for \$300K for 3 years we could easily do a 5-year bond.

Charters Brothers will be setting up a meeting with us when they have a scope of work with costs and project time frames.

3.3 Warrant Article

Vice-Chairman Myette advised that once we have some numbers identified for the Stevens Hall project, we can reexamine some of the dollar amounts on the other warrant articles. We can look at what we are funding this year and possibly move some of the amounts around.

Selectman D’Angelo advised we have roughly \$68K in the CIP for painting Stevens Hall and we can possibly tap into some of the left-over money in the CIP from finished CIP projects.

The warrant discussion and CIP Projects will be revisited on the March 18th, meeting and we might have a proposal from Charters Brothers at that time.

IV. Selectmen’s Business

4.1 Roundtable

Selectman Landau mentioned the NH Preservation Alliance has a program for small restaurants in historic buildings can apply for a grant. Another great opportunity is NH Barn Tax Incentive Program which allows any owner of an historic barn or other farm building to seek relief by applying to their local governing body to grant a discretionary preservation easement and by agreeing to maintain the structure in keeping with its historic integrity and character during the term of the easement.

Chairman Owens agrees we should get the information out to the public so they might benefit from these especially during the pandemic.

Selectman D’Angelo is happy to report his Covid-19 vaccine appointment has been moved up to this Saturday. While looking at the newest proposed warrant he noticed there had been some Zoning Amendments added and he had no clue as to how or why they were on the Warrant. He had a brief discussion with Town Planner Hadik, and he explained some of them. Town Planner Hadik will be coming to next week’s meeting to discuss them further. This will be a great tool to inform the public on what some of this means.

Selectman D’Angelo sent an email regarding Ryan’s Sugar Shack enterprise in the Hannaford’s store. Has the discussion with Ryan about getting a royalty happened yet? Vice-Chairman Myette advised the conversation would be happening soon. A new lease has been signed so it would be too late for anything this year.

Vice-Chairman Myette has one nonpublic on acquisition.

Selectman Hagan announced the Johnson & Johnson one shot vaccine has been approved. Also, the state is having a large 3-day vaccination event at the New Hampshire Speedway this weekend.

Chairman Owens inquired if anyone on the Board would like to write the Selectmen’s report for the Annual Town Report.

Chairman Owens announced the following meetings are coming up:

Tuesday, March 9, 2021	300 th Anniversary Committee at 7:00pm
	Conservation Commission at 7:00pm

Wednesday, March 10, 2021	Planning Board at 7:00pm
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Thursday, March 11, 2021	Board of Selectmen’s Meeting at 7:00pm
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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. 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 7:57pm. Town Clerk Lufkin remained in the meeting.

Town Clerk Lufkin departed the meeting at 8:21 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 8:44 PM.

Selectman Landau motioned to seal the minutes of the first non-public session, on Reputation, for an indefinite period. 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.

Selectman Landau motioned to seal the minutes of the second non-public session, on Property, for a period of sixty (60) days. 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.

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 8:45 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary