

**Town of Chester
Board of Selectmen’s Meeting
Thursday, June 10, 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
Fire Department Update
Police Detail Rate
300th Anniversary Update
Encumbrance Discussions
Civil Forfeiture: Unlicensed Dogs
Summer Meeting Schedule
Non- Public Minutes Review
Roundtable
Potential Non-Public Sessions
Adjournment

1.1 Call to Order

Chairman Myette 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
Stephen Landau
Steve Couture

Selectmen Absent
Jeremy Owens

Town Administrator Debra Doda (Present Remotely)

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

Aaron Berube, Police Chief
Phil Gladu, Acting 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 Myette led the attendees in the Pledge of Allegiance.

1.4 Chairman’s Additions or Deletions

None

1.5 Public Comment

Chairman Myette 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 Fire Department Update

Acting Fire Chief Gladu mentioned the Fire Department is averaging a call a day. A structure fire was called in on the June 5th. It turned out to be a tractor fire with exposure. Tractor is a total loss, building sustained some siding, smoke, and minor water damage. On June 9th, a motor vehicle accident was reported around 5:00am. Both trucks were totaled. Members of the Fire Department directed traffic while the police officer was taking information from both drivers.

New Call member Bryant Fitzgerald (not present) was issued all his gear, pager, and probationary book today. He will be introduced at a future meeting.

A strategic plan encompassing all phases of the department is currently being worked on.

Selectman Landau witnessed a rescue during the heat wave this past Tuesday. Acting Fire Chief Gladu had just left for the day when a female observer collapsed at the baseball game from heat

exhaustion. He was the first one on the scene and had her in the back of the command vehicle in the A/C until more help arrived. The whole thing lasted about 10 minutes. After the incident many people were complimenting the Fire Department.

3.2 Police Detail Rate

Police Chief Berube stated he reviews what we charge for the police detail rate on an annual basis with compares it to other agencies. The Chief suggested the billed amount would be increased to \$70.00 with an effective date July 1st, 2021. This will increase the officers detail pay rate by \$3.00.

Selectman Couture motioned to accept the increase for the Police Department Detail Rate to \$70.00 per billed hour. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Based on Budget Committee complaints, Selectman Landau suggested that a portion of the administration costs to be placed in fund to offset the price of replacement vehicles. Chief Berube will work with the Finance Department to get a figure as to what is left after taxes and expenses and report back to the Town Administrator.

3.3 300th Anniversary Updates

Selectman Landau inquired if the Town would like to purchase commemorative license plates to be displayed on town vehicles. The 300th is placing the order soon and we would need about 45 for all the vehicles at a price of about \$20.00 apiece. Chairman Myette suggested purchasing one to be placed in the time capsule.

Selectman Couture motioned to authorize the acquisition of commemorative license plates not to exceed \$900 to display on town vehicles for the 300th Anniversary. Chairman Myette seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

The 300th Anniversary Committee is planning on placing a 24-foot Christmas tree on the lawn at Stevens Hall. The committee wondered if the town had lights, but Selectman Landau believes the town does not have lights. It was mentioned the Cemetery Trustees put a lighted tree up near the center of town and there is another tree in the common that could possibly be used if a tree is not placed at Stevens Hall.

The Committee is still looking for locations for the bonfire on January 1st, and the Fireman’s Muster in July. The car show is scheduled for August 6, 2022.

The Committee appreciates that the Board of Selectman is offering to purchase the time capsule.

3.4 Encumbrance Discussions

Town Administrator Doda reported the department heads have been asked to submit their requests for encumbrances. Some departments have already submitted preliminary requests.

Department	Item	Amount
Highway Department	Remainder of highways, streets, and bridges	\$75,000
Police Department	Hiring Bonus	\$2,500
Police Department	New Radar	\$2,400
Town Clerk	WA for digitization	\$11,500
Town Fair	Fireworks	\$7,000
Library	Patio	

Selectman Couture noticed the library patio on the CIP and as liaison to the library started asking questions. A public library can act and serve as community centers for multiple purposes and all age groups. During the pandemic we learned that community centers were vital. The library has been diligent in applying for grants to help with the costs, which is part of the process, with no luck. This would be a great opportunity to apply surplus funds from the budget for the project.

Selectman D’Angelo advised the town has pressing litigation matters and Stevens Hall which are priorities this year. We should have better information from the engineer, regarding Stevens Hall, for next week’s meeting.

Selectman Landau suggested a patio could be a great service project by the scouts.

Chairman Myette mentioned the patio is on the CIP for 2023 and that item goes before the Planning Board.

The encumbrance discussion will continue at the next meeting.

3.5 Civil Forfeiture: unlicensed dogs

Town Clerk /Tax Collector Lufkin noted the list of unregistered dogs was sent for review. The RSA states **“the town or city clerk shall annually, between June 1 and June 20, present to the local governing body a list of those owners of dogs that have failed to license or not renewed their dog licenses pursuant to RSA 466:1.”** Dog owners on the list that were also late last year are highlighted.

Town Clerk /Tax Collector Lufkin reported on all the incentives and effort being put in at the Town Clerk’s office to get the dogs registered. Those efforts include the Top Dog contest, Emails and postcards sent out (in February, March, April and May), hosting the rabies clinic with office hours, and phone calls (in May and again this month).

For the period of May 1, 2020, to April 30, 2021, the town collected \$10,272 in dog fees and sent the state \$5,636.50. Chairman Myette questioned if the town should raise the dog fees. With the number of unregistered dogs on the list, what is the process and how do we manage it if we need to take dogs?

Town Clerk /Tax Collector Lufkin advised the civil forfeiture is a fine. The RSA states **“whoever is the owner or keeper of a dog and who fails to license or renew the dog license pursuant to RSA 466:1 shall forfeit \$25 to the town or city clerk of the municipality in which the dog is kept.”**

Chairman Myette asked how many dog owners (from the letters sent last year) paid the fine; and do we still have others that did not pay, and the town did not take the animal? Town Clerk /Tax Collector Lufkin confirmed there are 8 dogs on the list from last year, but they possibly could have moved, or the dog passed away and the owners have not notified the Town Clerk’s office.

Police Chief Berube pointed out the summons that will be issued can be paid within 15 days and if not paid they are summoned to court. With the summons and calls being made from the Town Clerk’s office the unregistered dog list will dwindle down. The first step that is needed tonight is the approval for the warrant to send civil forfeitures.

Selectman D’Angelo moved to authorize Town Clerk Lufkin to send civil forfeitures for the unregistered dogs. Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

3.6 Summer Meeting Schedule

Chairman Myette pointed out the weekly meeting schedule from Town Administrator Doda indicates there will be a quorum at all the meetings if held weekly. A suggestion of meeting every other week was mentioned prior to this meeting.

Selectman Landau is in favor of keeping the weekly meetings as is and cancelling meetings as needed.

Selectman Couture agrees with the flexibility of cancelling when needed but noted we may be meeting just for the sake of meeting because we did not say we would not meet. During the summer and prior to budget season might be a good time to try every other week and if needed add a meeting.

Chairman Myette agrees with putting a calendar together, if it is not in writing, we will meet just to meet.

Town Administrator Doda pointed out meeting every other week is feasible and if something comes up and a meeting is needed the deadline to post is Wednesdays.

Selectman D’Angelo stated something comes up every week.

Chairman Myette confirmed there will be no meeting on Thursday July 1st.

Chairman Myette advised the State of Emergency is ending tomorrow at midnight. Meetings of all Boards, Commissions and Committees need to transition back to meeting in the town office. It will be acceptable to wear masks and social distance when in the meetings.

Town Administrator Doda will advise all Chairs of the requirements for meetings. There is an option for hybrid meetings as long as a quorum is present in a physical location with the public allowed to attend.

3.7 Non-Public Minutes Review

This item was moved to Non-Public.

IV. Selectmen’s Business

4.1 Chairman’s Announcements

Chairman Myette announced the following meetings and events are coming up:

Saturday June 12, 2021 Spring Hill Farm Clean - Up Day from 9-2pm

Monday, June 14, 2021 Budget Committee Meeting at 7:00pm
Recreation Commission Meeting at 7:00pm

Tuesday June 15, 2021 ZBA

Wednesday, June 16, 2021 PACT Meeting at 7:00pm

Thursday, June 17, 2021 Board of Selectmen’s Meeting at 7:00pm

4.2 Roundtable

Selectman Landau
Nothing to report.

Selectman Couture attended the School Board meeting. The fall reopening plan was discussed with masks being optional.

Selectman D’Angelo mentioned he has reputation and litigation non-publics to discuss.

Chairman Myette:
Nothing to report.

4.3 Non-Public Session(s)

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) public employees, (b) employment, (c) reputation, (e) pending litigation, and (I) legal advice.

Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

The meeting was closed to the public at 8:15 pm.

Selectman Landau motioned to come out of non-public session. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

The meeting was reopened to the public at 9:26 PM.

Selectman Landau motioned to leave the minutes of the first non-public session, on Reputation, unsealed. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Selectman Landau motioned to seal the minutes of the second non-public session, on Legal Advice, for an indefinite period. Selectman Couture seconded the motion A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Selectman Landau motioned to seal the minutes of the third non-public session, on Pending Litigation, for an indefinite period. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Selectman Landau motioned to seal the minutes of the fourth non-public session, on Pending Litigation, for an indefinite period. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Selectman Landau motioned to seal the minutes of the fifth non-public session, on Public Employees, for a period of four (4) weeks. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

Selectman Landau motioned to seal the minutes of the sixth non-public session, on Employment, for an indefinite period. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau – aye. With all in favor, the motion passed unanimously with Owens absent.

V. Adjournment

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

The meeting was adjourned at 9:30 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary