

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, June 24, 2021  
Municipal Complex  
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  
Busche Academy – New Management team  
Fire Department Update  
300<sup>th</sup> Anniversary Committee update  
Seniors Donation  
Village Cemetery Trustees  
Encumbrance Motions, Operating Budget  
Encumbrance Motions, Warrant Articles  
Encumbrance Motions, Prior encumbrances  
Other Financial Adjustments  
Chairman’s Announcements  
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.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve Couture  
Steve D’Angelo  
Stephen Landau  
Jeremy Owens

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief – (Remotely)  
Phil Gladu, Acting Fire Chief  
Rhonda Lamphere

Andre Lilly  
Liz Lufkin, Town Clerk/ Tax Collector – (Remotely)  
Jean Methot  
Nancy Myette  
Mike Oleson, Road Agent  
Corinna Reishus, Recreation Director –(Remotely)  
Richard Schaefer  
Chen Wang – (Remotely)  
Penny Williams – (Remotely)  
Mike Willinsky –(Remotely)

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*

Seniors Donation has been added to the agenda.

### *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 Busche Academy - New Management Team*

Mr. Andre Lilly announced Busche Academy is looking to reopen the campus in September to both boarding and day students as a premium, tuition-based 9<sup>th</sup> -12<sup>th</sup> grade school. Like the students, staff members would either be local or living in the dorms.

Future expansion plans on the property may include a ballfield, gymnasium and possibly more dorms. Since the school currently does not offer much for student recreation, they are looking to get involved with town recreation programs.

Chairman Myette advised Mr. Lilly to take the plan to the TRC (Technical Review Committee) meeting. The committee has representatives from all departments in the town and will give an idea on where to start the process.

Mr. Lilly expects Busche Academy to be ASIC accredited in a few years to allow for international students to attend. Selectman D’Angelo inquired if there was a connection to communist China with the school. The organization opening the Busche Academy has a K- 12<sup>th</sup> in Beijing with all other entities being private.

Vice-Chairman Owens questioned if Busche Academy in the condition it is in and being a tuition driven school can it compete with the other local private schools. Mr. Lilly pointed out it would not be competing with other schools as it is unique in offering boarding and day students. It will be a smaller scale school based on the size of the campus and that is what some families are looking for when choosing a private school.

Selectman Couture suggested moving the item along as the next steps are to meet with the TRC and Planning Department.

### *3.2 Fire Department Update*

Acting Fire Chief Gladu prepared his bi-weekly report for the Board. Since the last update there have been no significant incidents in town. With the end of the budget season a few items needed for the Fire Department have been purchased such as chainsaw, chaps, helmets, and a small floater pump for the forestry truck.

The lieutenant’s position will be posted soon with the needed qualifications for the position. There are some prior officers that will be coming back at some point. A cookout is being planned for the members and their families. An invite will be sent to the Board to attend.

Acting Fire Chief Gladu stated the quote for the town fair fireworks came in at \$8K. This price is for the same package that was purchased in 2019. Chairman Myette suggested encumbering the difference between the budget and quote.

A committee will be established for the purchase of the pumper. They will look at needs and wants to determine what is in the best interest for the town. Grants will be looked at, but Chester normally is not eligible based on the equipment the town owns.

Chairman Myette attended the Southern NH Hazardous Materials Mutual Aid District meeting. Grants were spoken about in the meeting along with other information. Acting Fire Chief Gladu mentioned an air trailer is stored in the fire house for this group. Twice a year it is taken out for inspections, so it is ready in case it is needed.

Acting Fire Chief Gladu asked about the status of his position. Daily he is being asked and cannot give a definitive answer. Selectman Couture suggested saying the Board of Selectmen have asked for a strategic plan and once reviewed a plan will be devised for the Fire Department.

It was suggested the plan be submitted by the August 5<sup>th</sup> meeting.

### *3.3 300th Anniversary Committee Update*

Ms. Rhonda Lamphere and Mr. Jean Methot gave an update on the Christmas Event and Proclamation Day now known as Heritage Day.

Power is needed for the Christmas tree and Heritage Day in front of Stevens Hall. Mr. Mike Oleson has offered his time and equipment for digging and supplying permanent power for events at Stevens Hall. The work will involve prepping a hole for the Christmas tree, running electrical to both the town sign and the tree, and removing the old maple stump in the lawn. All work will be donated except for the asphalt from the highway budget and the electrical hook up.

Ms. Lamphere advised with no easy access to Stevens Hall because of the scheduled events a porta potty will be brought in.

Selectman Landau inquired if the Board would like their names engraved on the time capsule or the granite plaque. No decision was made as to the engraving. Chairman Myette, however, will write a proclamation for the capsule for everyone to sign.

Chairman Myette suggested placing a Chester mask into the time capsule and will write something for inclusion to explain the significance of the mask and the pandemic.

***Selectman Landau motioned to allow the donation for all work involved for installing power outside Stevens Hall and digging and installing a sleeve for the Christmas tree. All work is contingent upon TRC approval. Selectman D’Angelo seconded the motion. A roll call vote was taken, Owens – aye, D’Angelo – aye, Landau – aye, Myette – aye and Couture – aye. With all in favor, the motion passed unanimously.***

#### *3.4 Seniors Donation*

Ms. Rhonda Lamphere was contacted by Ms. Rowell about the unused portion of the seniors’ donation from the town. Ms. Rowell had stated that last year she was asked to write a check to the town for the portion of the donation that went unused due to Covid-19. The money given to the seniors is a donation and as such should not be given back to the town. Ms. Lamphere is asking for the money to be returned to the seniors.

***Selectman Couture motioned to return the \$9,480.51 back to the Seniors for the returned donation money. Vice-Chairman Owens seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

#### *3.5 Village Cemetery Trustees*

Mr. Richard Schaefer, Village Cemetery Trustee, is asking to encumber funds from the budget to purchase an equipment shed at Village Cemetery.

Selectman Landau explained the Trustees have equipment stored at some cemeteries in town. The current shed at Village Cemetery is small. The Trustees have proposed to move the shed to Sanborn Cemetery and purchase a larger shed for the Village Cemetery.

Chairman Myette read the attached letter requesting the encumbrance from the Village Cemetery Trustees. The estimate for the new 10x14 colonial shed from Reeds Ferry is for \$8,879.00 with an installation estimate of February 2022.

Selectman D’Angelo inquired if the grass has been cut recently at the Village Cemetery as there has been a complaint. Selectman Couture mentioned he drove by and saw someone mowing over the weekend.

*3.6 Encumbrance Motions, Operating Budget*

Selectman D’Angelo suggested starting with 3.7. All were in agreement.

*3.7 Encumbrance Motions, Warrant Articles*

Chairman Myette presented the request to encumbering \$11, 500.00 for Historical Document Digitization.

***Selectman Couture motioned to encumber \$11,500.00 for 2020 Warrant Article #30 Historical Document Digitization. Selectman D’Angelo seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$14,155.00 for Fire Department PPE.

***Selectman Couture motioned to encumber \$14,155.00 for Fire Department PPE. Selectman Landau seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$43,000 for the Fire Department access road and parking lot.

Selectman D’Angelo inquired if there are bids for the project and if the money being asked would cover the cost. Town Administrator Doda stated a bid from Petra Paving for roughly \$60K from September of 2019 is in the file.

Town Administrator Doda will follow up with the Fire Department on getting an updated quote for the paving prior to the warrant article expiration of December 31, 2021.

Chairman Myette presented the request to encumber \$419,692.00 for the 2021 Warrant Article #20 Roadwork.

Road Agent Oleson stated the balance for finishing North Pond Road is \$419,692.00 and the contract has been submitted.

***Vice-Chairman Owens motioned to encumber \$419,692.00 for the 2021 Warrant Article #20 Roadwork. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$10K for the 2021 Warrant Article #18 Engineering / Surveying of North Pond Road.

Road Agent Oleson explained this is for the required monitoring of the wetland plantings for five (5) years for DES.

***Vice-Chairman Owens motioned to encumber \$10K for the 2021 Warrant Article #18 Engineering / Surveying of North Pond Road. Selectman D’Angelo seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

***3.6 Encumbrance Motions, Operating Budget – Cont***

Chairman Myette presented the request to encumber \$116,250.00 for the asphalt for Candia Road.

Road Agent Oleson advised this request is for Candia Road from the Villages of Chester to North Pond Road.

***Vice-Chairman Owens motioned to encumber \$116,250.00 for roadwork on Candia Road. Selectman Couture seconded the motion. A roll call vote was taken: Landau – abstain, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$2,500.00 for the Police Department Hiring Bonus.

***Selectman Couture motioned to encumber \$2,500.00 for the Police Department Hiring Bonus. Vice-Chairman Owens seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$2,000.00 for the Town Fair fireworks.

***Vice-Chairman Owens motioned to encumber \$2,000.00 for the Town Fair fireworks. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – nay and Owens – aye. With four in favor, the motion passed.***

Chairman Myette presented the request to encumber \$8,879.00 for the Village Cemetery Shed.

***Selectman Landau motioned to encumber \$8,879.00 for the Village Cemetery Shed. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$3,215.00 for the Maintenance Access Windows.

Selectman Landau explained this is for an access window into the Building Department and a pass thru window for the BOS office.

***Selectman Landau motioned to encumber \$3,215.00 for the Maintenance Access Windows. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

Chairman Myette presented the request to encumber \$27,306.00 for the Maintenance Truck.

Truck was ordered in February and with the chip shortage there is no delivery date as of now.

**Selectman Couture motioned to encumber \$27,306.00 for the Maintenance Truck. Vice-Chairman Owens seconded the motion. A roll call vote was taken: Landau – abstained, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With four in favor, the motion passed.**

*3.8 Encumbrance Motions, Prior Encumbrances*

Chairman Myette presented the request to encumber \$15,609.00 for the Wason Pond Community Center Ramp.

Town Administrator Doda advised the issue with the new ramp is the new location in the parking lot needs to be ADA certified. Chairman Myette will follow up with the Building Inspector on the ramp.

**Selectman Couture motioned to encumber \$15,609.00 for the Wason Pond Community Center Ramp. Selectman Landau seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.**

Chairman Myette presented the request to encumber \$4,280.00 for Southern NH Planning Commission for Impact Fee Review.

**Selectman Couture motioned to encumber \$4,280.00 for the Southern NH Planning Commission for Impact Fee Review. Vice-Chairman Owens seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.**

*3.6 Encumbrance Motions, Operating Budget – Cont*

Selectman Landau presented a request for up to \$15,000.00 for the Spring Hill Farm Barn Roof. The barn is where hay is stored, and roof is leaking currently.

**Selectman D’Angelo motioned to encumber up to \$15000.00 for the Spring Hill Farm Barn Roof contingent upon a contract in place by Wednesday June 30th. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.**

Selectman D’Angelo suggested encumbering more money for additional paving in town.

**Selectman D’Angelo motioned to encumber \$85,000.00 for additional paving in town contingent upon a contract in place by Wednesday June 30th. Selectman Couture seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.**

Selectman Landau mentioned surveys are needed on some town owned property. This is an issue when trying to obtain a permit.

***Selectman Landau motioned for an RFP (Request for Proposal) for surveying town owned properties be started during FY 21-22. Selectman D’Angelo seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

### *3.9 Other Financial Adjustments*

Town Administrator Doda advised the Winter Road Maintenance excess money needs a motion to be moved to the General Fund.

***Selectman Couture motioned to transfer the excess money in Winter Road Maintenance Fund to the General Fund. Selectman D’Angelo seconded the motion. A roll call vote was taken: Landau – aye, Myette – aye, Couture – aye, D’Angelo – aye and Owens – aye. With all in favor, the motion passed unanimously.***

## **IV. Selectmen’s Business**

### *4.1 Chairman’s Announcements*

Chairman Myette announced there will be no meetings next week.

### *4.2 Roundtable*

Selectman Landau mentioned he has one non-public.

Selectman Couture is continuing to investigate solar power opportunities with the hopes of an RFP before the end of the summer. Reached out to the School Board for interest and a discussion is planned for their July meeting.

Selectman D’Angelo:  
*Nothing to report.*

Vice Chairman Owens:  
*Nothing to report.*

Chairman Myette received a letter from a gentleman in Spain who collects pins. Town Administrator Doda will look if we have a pin that could be sent.

Conservation held its annual dandelion photo contest. The winning photo this year was a bee flying away covered in pollen.

Chairman Myette also mentioned 32 volunteers showed up for the Spring Hill Farm Cleanup Day. Volunteers worked on the trails, around the house and barn.

Fall Festival will be September 25<sup>th</sup> with a trail ride scheduled for September 26<sup>th</sup>. Meetings with the TRC will be scheduled for both events.

### *4.3 Non-Public Session(s)*



Chairman Myette announced there are five non-publics on reputation and pending litigation.

***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (c) reputation, and (e) pending litigation. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – aye, Couture – aye, Landau –aye. With all in favor, the motion passed unanimously.***

The meeting was closed to the public at 9:15 pm.

***Selectman D’Angelo 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 – aye, Couture – aye, Landau –aye. With all in favor, the motion passed unanimously.***

The meeting was reopened to the public at 9:45 PM.

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

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

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

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

***Selectman Landau motioned to seal the minutes of the fifth non-public session, on Reputation, for a period of one (1) year. Vice-Chairman Owens seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – aye, Couture – aye, Landau –aye. With all in favor, the motion passed unanimously.***

## **V. Adjournment**

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

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

449 Janis A. Jalbert  
450 Recording Secretary



June 24 2021

### Village Cemetery Shed (Center of Chester)

We the trustees are requesting to encumbrance funds out of the Chester Village Cemetery Budget ending this year June 30 2021. This encumbrance is roughly \$9,000 (Nine Thousand) dollars. The current shed located at the Village Cemetery has out grown the need of storing equipment for maintaining the cemeteries. Currently we have another shed located at North Chester Cemetery. North Chester Cemetery is an active cemetery in the new section. This shed contains, mowing equipment, hand tools, as well as equipment for laying the grid work for interments. Currently it is very time consuming to shuffle/truck equipment around to meet the need for services of the cemeteries. The Village Cemetery is roughly 40–45-hour job start to finish alone. The intentions are as followed, relocate current Village Cemetery shed to Sandborn Cemetery located on Fremont Road. This new shed will take the current place of the shed in Village Cemetery. The shed that was relocated to Sanborn Cemetery will be up fitted with equipment for maintaining Sanborn and Branch Cemetery. Branch Cemetery is located on route 102 at the Chester and Raymond town line. We would also like to point out there are currently a total of 12 (Twelve) Chester Village cemetery we (as in Chester) oversee, maintain, and preserve. This being said, trucking will never eliminate but it will be reduced.

Enclosed is an estimate from Reeds Ferry Small Buildings, INC. #11487. They are currently booking into February of 2022. This request will be a huge benefit as timing is not on our side. I also strongly believe that this would be an incredible gift for the Chester 300<sup>th</sup> in aid of maintaining all the one that are at rest that built Chester.

Yours truly

Aaron Mansur

Jessica Mansur

Richard Schaefer