

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, September 2, 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  
Fire Department: Needs Assessment, Paving  
Housekeeper Position  
Stevens Hall Sign  
Solar RFP  
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 7:01pm.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve Couture  
Steve D’Angelo  
Stephen Landau

Selectmen Absent:

Jeremy Owens

Town Administrator Debra Doda

Members of the Public Present at various times:

Phil Gladu, Acting Fire Chief  
Nancy Myette

and other persons unknown to the Recording Secretary.

51 *1.3 Pledge of Allegiance*

52  
53 Chairman Myette led the attendees in the Pledge of Allegiance.

54  
55 *1.4 Chairman’s Additions or Deletions*

56  
57 Selectman D’Angelo suggested adding the two requests for action into the agenda.

58  
59 *1.5 Public Comment*

60  
61 Chairman Myette opened the meeting to public comment at 7:02pm.

62  
63 As no Members of the Public wished to be heard, Public Comment was closed at 7:03pm.

64  
65 **II. Old Business**

66  
67 *2.1 Approval of Minutes*

68  
69 An approval sheet for the previous meeting’s minutes was sent electronically.

70  
71 *2.2 Items for Signature*

72  
73 All members reviewed and signed the items in the signature folder.

74  
75 **III. New Business**

76  
77 *3.1 Fire Department: Needs Assessment, Paving*

78  
79 Acting Fire Chief Gladu stated he has three paving quotes, and it was confirmed they are still active  
80 quotes.

81  
82 Selectman Landau asked if there is trouble with the foundation since all quotes have removal of  
83 existing asphalt. Acting Chief Gladu advised the area near the back bays has settled and needs to be  
84 removed and replaced.

85  
86 Selectman Landau inquired what the guarantee would be for the work. No time frame was given for  
87 how long it would last or how it would wear. Acting Chief Gladu would recommend going with bid  
88 #2 with all the options.

89  
90 Selectman D’Angelo explained this is a perfect scenario for only listing the projects and not the  
91 amounts associated with them when voting on CIP projects. There is only \$40K in the CIP for this  
92 project and the quotes are higher. Town Administrator Doda mentioned there is also \$35K in funds  
93 from 2019 that will not lapse until December 31<sup>st</sup>, 2021, and that the auditors have asked for a  
94 formal motion to encumber the money.

95  
96 Town Administrator Doda mentioned an email from town counsel regarding the use of CIP projects.  
97 Atty. Gorrow advised DRA does not care about the amount spent on each project just the overall  
98 amount that was voted on. The money can be reallocated amongst the projects each year.  
99

Chairman Myette advised getting all the numbers and postponing this agenda item until next meeting.

Selectman D’Angelo mentioned the \$45K for the Fire Station roof in the CIP. Acting Chief Gladu advised he has received 3 quotes but is reaching out to one more contractor.

Town Administrator Doda sent an email with options for the Board of Selectmen to consider for the needs assessment. Chairman Myette suggested not working with this person until the Board of Selectmen figure out what they are looking to get out of the assessment and then find out how the person will produce the required information.

Acting Chief Gladu questioned the process of the needs assessment. Chairman Myette advised it is a combination of interviews, department data and comparison of similar towns by a third party.

Chairman Myette feels a conversation about the scope of work, timing, and costs to ensure getting what is needed will be achieved. Selectman Landau pointed out the last assessment was not as expected and would like to find out if there is another way to get the information needed.

Selectman D’Angelo advised the budgets are going to be started and it would be nice to understand what the needs are for the next 5-10 years. This assessment was supposed to be a double evaluation to help the town understand what the needs are for personnel and equipment.

Chairman Myette advised making sure the budget fits the needs of the Fire Department and Police Department until the assessment is done making sure to document the reasons behind the increases.

Selectman Couture suggested picking a target date, developing a set of questions and solicit help with the needs assessment.

### *3.2 Housekeeper Position*

Town Administrator Doda advised Maintenance Director Cavanaugh would like to hire a part-time housekeeper rather than hiring a company to clean the buildings. Both are similar in pricing, however hiring a company there might be someone different cleaning every day.

***Selectman Landau motioned to follow Maintenance Director Cavanaugh’s suggestion by hiring a new employee into the housekeeping position. 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.***

### *3.3 Stevens Hall Sign*

Chairman Myette stated a request was made for the repainting and repairing of the sign. The picture of the church will be updated by a local artist and the frame will be repaired and repainted by the Maintenance Department.

***Selectman Couture motioned to authorize Chester Historical Society to refurbish the painting of the church and the town’s Maintenance Department to repair and repaint the frame that resides on the lawn of Stevens Hall. 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.***

### *3.5 Request for Action*

Selectman Landau indicated the requestor had spoken to him regarding the repainting of a portion of the town building near the Clothes Closet. Paint can be applied by volunteers to the Masonite Siding and should not be removed in case of asbestos.

***Selectman Landau motioned to allow the painting of the building near the Clothes Closet. 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 second request is for volunteers to place mums in the empty circle on the Stevens Hall lawn before the Town Fair.

***Selectman D’Angelo motioned to allow planting of mums in the empty circle on the lawn of Stevens Hall. 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.***

Chairman Myette thanked the volunteers for donating their time and materials.

### *3.4 Solar RFP*

Selectman Couture indicated he worked with Town Administrator Doda and looked at some town owned properties for a location. The best location for this project would be on the capped landfill.

Selectman D’Angelo mentioned Tesla is selling a solar roof and the money the town has received from the state could be used to put a solar roof on Stevens Hall and tied into this project.

Selectman Couture explained the Solar RFP was brought forward once a bill was passed by legislation to increase the net metering amount for municipalities.

Chairman Myette stated this is an exploratory process to see if there is interest in the project.

Selectman Landau is not in favor of the landfill being the location for this project and suggested other properties in town. A property on Fremont Road was discussed but the EPA would need to be involved.

***Selectman Couture motioned to release Request for Proposal for solar power on the capped landfill on Dump Road. 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.***

## **IV. Selectmen’s Business**

### *4.1 Chairman’s Announcements*

Chairman Myette announced the following meetings for next week:

Wednesday, September 8, 2021          Planning Board Meeting at 7:00pm

Thursday, September 9, 2021          Board of Selectmen Meeting at 7:00pm

Chairman Myette announced the following events:

Monday September 6, 2021          Labor Day Town offices closed

Saturday, September 11, 2021          Town Fair

Saturday, September 25, 2021          Spring Hill Farm Fall Fest

#### *4.2 Roundtable*

Town Administrator Doda explained bills were paid after motion to encumber \$419,692.00 for roadwork, but before the end of the fiscal year and a revised motion is needed for the auditors.

***Chairman Myette motioned to change the \$419,692.00 encumbrance to \$290,755.00. 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.***

Selectman Couture:  
*Nothing to report.*

Selectman Landau thanked the volunteers that repaired the Wason Pond bridge.

Chairman Myette advised the bridge was fixed following regulations and the necessary permits for a temporary bridge were pulled giving the town time to find a more permanent solution.

Chairman Myette indicated the six volunteers worked about six hours to construct the temporary bridge. They include Dave Anderson, Dave Webster, Darrell Quinn, Ted Broadwater, Victor Chouinard and Chairman Myette. The Conservation Commission paid for the materials for the project.

Selectman D’Angelo suggested meeting with individuals to discuss their budgets prior to the budget season.

Chairman Myette indicated one issue is the Board of Selectmen not setting the ground rules and what the expectations are for the budgets such as clear documentation and data needed for the budget. A conversation is needed to set grounds rules for the CIP, increases to the budgets, how the pay matrix works, and the review process.

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

Chairman Myette announced there are four non-publics on reputation.

***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (c) reputation. 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 Owns absent.***

The meeting was closed to the public at 8:03 PM.

***Selectman Landau motioned to come out of non-public session. 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 reopened to the public at 9:07 PM.

***Selectman Landau motioned to seal the minutes of the first non-public session, on Reputation, for a period of five (5) years. 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.***

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

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

***Selectman Landau motioned to leave the minutes of the fourth non-public session, on Reputation, unsealed. 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.***

## **V. Adjournment**

***Selectman Landau moved to adjourn the meeting. 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 adjourned at 9:10 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary