

**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

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

102  
103 Selectman D’Angelo mentioned the \$45K for the Fire Station roof in the CIP. Acting Chief Gladu  
104 advised he has received 3 quotes but is reaching out to one more contractor.

105  
106 Town Administrator Doda sent an email with options for the Board of Selectmen to consider for the  
107 needs assessment. Chairman Myette suggested not working with this person until the Board of  
108 Selectmen figure out what they are looking to get out of the assessment and then find out how the  
109 person will produce the required information.

110  
111 Acting Chief Gladu questioned the process of the needs assessment. Chairman Myette advised it is a  
112 combination of interviews, department data and comparison of similar towns by a third party.

113  
114 Chairman Myette feels a conversation about the scope of work, timing, and costs to ensure getting  
115 what is needed will be achieved. Selectman Landau pointed out the last assessment was not as  
116 expected and would like to find out if there is another way to get the information needed.

117  
118 Selectman D’Angelo advised the budgets are going to be started and it would be nice to understand  
119 what the needs are for the next 5-10 years. This assessment was supposed to be a double  
120 evaluation to help the town understand what the needs are for personnel and equipment.

121  
122 Chairman Myette advised making sure the budget fits the needs of the Fire Department and Police  
123 Department until the assessment is done making sure to document the reasons behind the  
124 increases.

125  
126 Selectman Couture suggested picking a target date, developing a set of questions and solicit help  
127 with the needs assessment.

128  
129 *3.2 Housekeeper Position*

130  
131 Town Administrator Doda advised Maintenance Director Cavanaugh would like to hire a part-time  
132 housekeeper rather than hiring a company to clean the buildings. Both are similar in pricing,  
133 however hiring a company there might be someone different cleaning every day.

134  
135 ***Selectman Landau motioned to follow Maintenance Director Cavanaugh’s suggestion by hiring***  
136 ***a new employee into the housekeeping position. Selectman Couture seconded the motion. A roll***  
137 ***call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye.***  
138 ***With all in favor, the motion passed unanimously with Owens absent.***

139  
140 *3.3 Stevens Hall Sign*

141  
142 Chairman Myette stated a request was made for the repainting and repairing of the sign. The  
143 picture of the church will be updated by a local artist and the frame with be repaired and repainted  
144 by the Maintenance Department.

145  
146 ***Selectman Couture motioned to authorize Chester Historical Society to refurbish the painting***  
147 ***of the church and the town’s Maintenance Department to repair and repaint the frame that***  
148 ***resides on the lawn of Stevens Hall. Selectman D’Angelo seconded the motion. A roll call vote***

149 **was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all**  
150 **in favor, the motion passed unanimously with Owens absent.**

151  
152 *3.5 Request for Action*

153  
154 Selectman Landau indicated the requestor had spoken to him regarding the repainting of a portion  
155 of the town building near the Clothes Closet. Paint can be applied by volunteers to the Masonite  
156 Siding and should not be removed in case of asbestos.

157  
158 **Selectman Landau motioned to allow the painting of the building near the Clothes Closet.**  
159 **Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo –**  
160 **aye, Owens – absent, Couture – aye, Landau –aye. With all in favor, the motion passed**  
161 **unanimously with Owens absent.**

162  
163 The second request is for volunteers to place mums in the empty circle on the Stevens Hall lawn  
164 before the Town Fair.

165  
166 **Selectman D’Angelo motioned to allow planting of mums in the empty circle on the lawn of**  
167 **Stevens Hall. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye,**  
168 **D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all in favor, the motion**  
169 **passed unanimously with Owens absent.**

170  
171 Chairman Myette thanked the volunteers for donating their time and materials.

172  
173 *3.4 Solar RFP*

174  
175 Selectman Couture indicated he worked with Town Administrator Doda and looked at some town  
176 owned properties for a location. The best location for this project would be on the capped landfill.

177  
178 Selectman D’Angelo mentioned Tesla is selling a solar roof and the money the town has received  
179 from the state could be used to put a solar roof on Stevens Hall and tied into this project.

180  
181 Selectman Couture explained the Solar RFP was brought forward once a bill was passed by  
182 legislation to increase the net metering amount for municipalities.

183  
184 Chairman Myette stated this is an exploratory process to see if there is interest in the project.

185  
186 Selectman Landau is not in favor of the landfill being the location for this project and suggested  
187 other properties in town. A property on Fremont Road was discussed but the EPA would need to be  
188 involved.

189  
190 **Selectman Couture motioned to release Request for Proposal for solar power on the capped**  
191 **landfill on Dump Road. Selectman D’Angelo seconded the motion. A roll call vote was taken**  
192 **Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all in favor, the**  
193 **motion passed unanimously with Owens absent.**

194  
195 **IV. Selectmen’s Business**

196  
197 *4.1 Chairman’s Announcements*

198

199 Chairman Myette announced the following meetings for next week:  
200

201 Wednesday, September 8, 2021 Planning Board Meeting at 7:00pm  
202

203 Thursday, September 9, 2021 Board of Selectmen Meeting at 7:00pm  
204

205 Chairman Myette announced the following events:  
206

207 Monday September 6, 2021 Labor Day Town offices closed  
208

209 Saturday, September 11, 2021 Town Fair  
210

211 Saturday, September 25, 2021 Spring Hill Farm Fall Fest  
212

213 *4.2 Roundtable*  
214

215 Town Administrator Doda explained bills were paid after motion to encumber \$419,692.00 for  
216 roadwork, but before the end of the fiscal year and a revised motion is needed for the auditors.  
217

218 ***Chairman Myette motioned to change the \$419,692.00 encumbrance to \$290,755.00.***  
219 ***Selectman Landau seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye,***  
220 ***Owens – absent, Couture – aye, Landau –aye. With all in favor, the motion passed unanimously***  
221 ***with Owens absent.***  
222

223 Selectman Couture:  
224 *Nothing to report.*  
225

226 Selectman Landau thanked the volunteers that repaired the Wason Pond bridge.  
227

228 Chairman Myette advised the bridge was fixed following regulations and the necessary permits for  
229 a temporary bridge were pulled giving the town time to find a more permanent solution.  
230

231 Chairman Myette indicated the six volunteers worked about six hours to construct the temporary  
232 bridge. They include Dave Anderson, Dave Webster, Darrell Quinn, Ted Broadwater, Victor  
233 Chouinard and Chairman Myette. The Conservation Commission paid for the materials for the  
234 project.  
235

236 Selectman D’Angelo suggested meeting with individuals to discuss their budgets prior to the budget  
237 season.  
238

239 Chairman Myette indicated one issue is the Board of Selectmen not setting the ground rules and  
240 what the expectations are for the budgets such as clear documentation and data needed for the  
241 budget. A conversation is needed to set grounds rules for the CIP, increases to the budgets, how the  
242 pay matrix works, and the review process.  
243

244 *4.3 Non-Public Session(s)*  
245

246 Chairman Myette announced there are four non-publics on reputation.  
247

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

252  
253 The meeting was closed to the public at 8:03 PM.

254  
255 **Selectman Landau motioned to come out of non-public session. Selectman D’Angelo seconded**  
256 **the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture –**  
257 **aye, Landau –aye. With all in favor, the motion passed unanimously with Owens absent.**

258  
259 The meeting was reopened to the public at 9:07 PM.

260  
261 **Selectman Landau motioned to seal the minutes of the first non-public session, on Reputation,**  
262 **for a period of five (5) years. Selectman D’Angelo seconded the motion. A roll call vote was**  
263 **taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all in**  
264 **favor, the motion passed unanimously with Owens absent.**

265  
266 **Selectman Landau motioned to seal the minutes of the second non-public session, on**  
267 **Reputation, for an indefinite period. Selectman D’Angelo seconded the motion. A roll call vote**  
268 **was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all**  
269 **in favor, the motion passed unanimously with Owens absent.**

270  
271 **Selectman Landau motioned to seal the minutes of the third non-public session, on Reputation,**  
272 **for an indefinite period. Selectman D’Angelo seconded the motion. A roll call vote was taken**  
273 **Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all in favor, the**  
274 **motion passed unanimously with Owens absent.**

275  
276 **Selectman Landau motioned to leave the minutes of the fourth non-public session, on**  
277 **Reputation, unsealed. Selectman D’Angelo seconded the motion. A roll call vote was taken**  
278 **Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –aye. With all in favor, the**  
279 **motion passed unanimously with Owens absent.**

280  
281 **V. Adjournment**

282  
283 **Selectman Landau moved to adjourn the meeting. Selectman Couture seconded the motion. A**  
284 **roll call vote was taken Myette – aye, D’Angelo – aye, Owens – absent, Couture – aye, Landau –**  
285 **aye. With all in favor, the motion passed unanimously with Owens absent.**

286  
287 The meeting was adjourned at 9:10 PM.

288  
289 Respectfully submitted,

290  
291 Janis A. Jalbert  
292 Recording Secretary