

**Town of Chester
Board of Selectmen’s Meeting
Thursday, September 16, 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 Questions, Paving, Roof, and Resignation
Budget Expectations
ARPA Projects
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 7:04pm.

1.2 Roll Call

Selectmen Present:

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

Town Administrator Debra Doda

Members of the Public Present at various times:

Phil Gladu, Acting Fire Chief
Nancy Myette
Corinna Reishus, Recreation Director (Remotely)

and other persons unknown to the Recording Secretary.

1.3 Pledge of Allegiance

Chairman Myette led the attendees in the Pledge of Allegiance.

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52 *1.4 Chairman’s Additions or Deletions*

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54 None

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56 *1.5 Public Comment*

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58 Chairman Myette opened the meeting to public comment at 7:05pm.

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60 As no Members of the Public wished to be heard, Public Comment was closed at 7:06pm.

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62 **II. Old Business**

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64 *2.1 Approval of Minutes*

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

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68 *2.2 Items for Signature*

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70 All members reviewed and signed the items in the signature folder.

71
72 **III. New Business**

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74 *3.1 Fire Department Needs Assessment Questions, Paving, Roof, and Resignation*

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76 Acting Fire Chief Gladu announced the resignation of Deputy Fire Chief Clark. This is not a surprise
77 and has been in the works for a long time. Chairman Myette thanked Mr. Clark (not present) for all
78 his years of service and for what he has done for the Fire Department in Chester.

79
80 ***Vice-Chairman Owens motioned to accept the resignation of Deputy Fire Chief Clark.***
81 ***Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye,***
82 ***Owens – aye, Couture – aye, Landau –aye. With all in favor, the motion passed unanimously.***
83

84 Acting Fire Chief Gladu presented the three bids for the roof. The ice dam problem was previously
85 fixed and will need to be rewired after the repairs. Bidder #3 was the lowest bid and is requiring a
86 deposit. Bidder #1 will get the job done fast. Bidder #2 was the highest however they already have
87 the materials on hand.

88
89 Selectman Landau pointed out the town has experience with Bidder #2 and the town has been
90 satisfied with their previous work. The smaller roof on the addition will not need to be done.

91
92 Selectman Couture recommends going with the contractor that the town has worked with
93 previously and invest in the higher end shingles.

94
95 ***Selectman Couture motioned to enter into a contract with NH Grand Roofs in the amount of***
96 ***\$36,000 from the CIP Funds to replace the Fire Department Roof. Selectman D’Angelo seconded***
97 ***the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – aye, Couture – aye,***
98 ***Landau –aye. With all in favor, the motion passed unanimously.***
99

Selectman Landau questioned if the roof and paving would be done at the same time. Acting Fire Chief Gladu suggested the roof first and then paving. Selectman Landau pointed out time is of the essence with the paving as plants start closing for the season.

Selectman D’Angelo mentioned Bidder #3 did the work originally at the Fire Department and the town is familiar with their work. Additionally, the access road paving came in under budget.

Selectman Landau reviewed all three bids and mentioned the difference in depth. With the weight of the equipment, it is better to have a heavier coating of asphalt.

Acting Fire Chief Gladu mentioned one drain issue in front of the building that looks like a low spot in the pavement.

Selectman Couture motioned to enter into a contract with Petra Paving for options one and two for a total of \$69,218.00 to repave the Fire Department parking lot. 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.

Selectman Landau motioned to encumber \$34,796.66 from 2019 CIP funds for the Fire Department parking lot paving. 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.

Chairman Myette indicated questions for the needs assessment were turned in. Currently an assessment company is being sought to perform the assessment. Acting Fire Chief Gladu advised looking at the questions, most can be answered in house and some of the questions are governed by NFPA. Chairman Myette agrees however the assessment is to help with where we are and where we need to be.

An auxiliary fire building was discussed to house apparatus in other parts of town for emergency calls. They would need have members close to the location if this was a possibility in the future.

Selectman Couture inquired if the Board wanted to put out an RFP for the assessment and what is the timeframe for getting the RFP published.

Selectman Landau requested if the Police Department is part of the assessment, they should be aware. Chairman Myette advised both departments should be done but it was agreed upon to focus on the Fire Department for now.

Chairman Myette mentioned having a timeframe for the RFP, RFP responses and where will the money come from to get this done. Selectman D’Angelo will look at the budget to find where the money can come from.

Selectman D’Angelo motioned to move forward with an assessment. Selectman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens – aye, Couture – aye, Landau –abstained. With four in favor, the motion passed with Landau abstaining.

Town Administrator Doda will reach out for sample RFPs from other municipalities.

150 *3.2 Budget Expectations*
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152 Chairman Myette would like to get everyone on the same page for budgets. It was suggested to have
153 a meeting with fire, maintenance, police, and highway departments to discuss where their budgets
154 might be for the upcoming budget season. Town Administrator Doda invited those department
155 heads to the next meeting.

156
157 Selectman D’Angelo indicated salaries and benefits are big drivers in the budget increases. Do the
158 Department Heads know what their expectations are for those budget lines? Selectman D’Angelo
159 questioned what the expectations are for the roads. Will Departments need equipment or vehicles
160 in the next budget.

161
162 Selectman Landau suggested asking the 300th Anniversary Committee what the impacts from the
163 events will be on the budgets. Town Administrator Doda advised the 300th Anniversary committee
164 is scheduled on the September 30th meeting and all the departments have been invited.

165
166 Chairman Myette summarized the budget standards as minimize the increases and have a flat line
167 where possible. Documentation for increases is key.

168
169 It was clarified that the meetings next week will enable everyone to be on the same page prior to
170 the final budget meetings.

171
172 Chairman Myette questioned if the departments expected to hire someone and how that would
173 impact their budget, managing the salaries and benefits of current employees along with the review
174 process and matrix. The matrix is based on a 2% annual increase and employees are not being
175 reviewed on performance. The review process and merit increase has been an issue for many years.

176
177 Chairman Myette stated the review process needs to be looked at. Increases are happening prior to
178 the reviews being done. This is another part of the personnel policy that will need to be finalized.

179
180 Town Administrator Doda will look for examples for the reviews.

181
182 *3.3 ARPA Projects*
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184 Chairman Myette advised the money for ARPA is \$550K and all the projects listed for prioritization
185 are over the threshold.

186
187 Town Administrator Doda pointed out two of the projects are currently on the CIP. Less money
188 would be needed for the CIP project if this money was also used.

189
190 Selectman Couture asked when the ARPA deadline to have a project identified and under contract
191 is. Town Administrator Doda indicated the deadline is not for a few years.

192
193 Selectman Couture mentioned Cole Road Culvert is within the ARPA timeframe and on the CIP for
194 the same timeframe. The CIP request would be 10% of the total project if the ARPA funds were used
195 on the project.

196
197 Selectman D’Angelo suggested having the calculations for the Cole Road Culvert repair recalculated
198 by the Road Agent. Town Administrator Doda stated the engineering costs are around \$160K and
199 the \$450K is what is currently on the CIP.

Chairman Myette suggested having the Road Agent look at the list and identify if any are more critical or a safety concern. Town Administrator Doda will ask the questions, but feels it is Cole Road. This was a temporary fix in 2016 and expected to last only a few years.

IV. Selectmen’s Business

4.1 Chairman’s Announcements

Chairman Myette thanked the Town Fair Committee, Fire, and Police Departments that made the Town Fair a success.

Selectman D’Angelo thought the drainage on the field had been fixed but the field was flooded at the Town Fair. Chairman Myette believes the underdrain may be plugged again.

Chairman Myette mentioned the Wason Pond Commission spoke about a leash ordinance at Wason Pond. The town attorney has written up an ordinance for the town to review.

Selectman D’Angelo suggested a public hearing to allow residents to have input on the subject before signing the ordinance.

Chairman Myette announced the following meetings for next week:

Monday, September 20, 2021	Spring Hill Farm Advisory Committee Meeting at 7:00pm
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Tuesday, September 21, 2021	ZBA Meeting at 7:00pm
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Wednesday, September 22, 2021	Planning Board Meeting at 7:00pm
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Thursday, September 23, 2021	Board of Selectmen Meeting at 7:00pm
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Chairman Myette announced the following events:

Saturday, September 18, 2021	Reach the Beach
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Saturday, September 18, 2021	Legion Car Wash 9:00am to 12:00pm at the Transfer Station
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Saturday, September 25, 2021	Spring Hill Farm Fall Fest
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Sunday, September 26, 2021	Trail Ride
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Recreation Director Reishus mentioned receiving facility requests to use Stevens Hall for Halloween on Chester Street and questions if the town is having Chester Street Halloween this year.

Selectman D’Angelo suggested getting opinions and thoughts from the residents on Chester Street about having Halloween on Chester Street. Recreation Director Reishus will work on contacting the residents for thoughts.

Chairman Myette announced Mr. Darrell Quinn has decided to no longer be the Health Officer in town. Mr. John Dalrymple has volunteered for the three-year position in town.

Selectman D’Angelo motioned to appoint Mr. John Dalrymple as Health Officer for a three-year term and the town will pay for the classes. Selectman Landau 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.

4.2 Roundtable

Selectman Landau continues to work on getting the volunteers for the Stevens Hall committee. He is still looking for someone from the Historical Society and Budget Committee. Selectman Landau has a couple non-publics to discuss.

Selectman D’Angelo mentioned setting up a public discussion about utilities after the paperwork is drawn up.

Selectman Couture pointed out the Budget Committee is short a few members and is looking for volunteers. He announced the library submitted their CIP requests. The outdoor patio proposal was sent in with a write-up, visual and an actual budget for the project.

Vice Chairman Owens:

Nothing to report.

Selectman Landau questioned why the Board of Selectman needed to vote on a non-public for a car registration. Town Administrator Doda stated Deputy Clerk Cannon explained the board needs to decide on reimbursing a registration fee for a car registered by mistake. The issue has been corrected and the state has reimbursed the party and they are now requesting the town to reimburse the town portion.

Selectman Landau motioned reimburse the money for the town portion for the car registered by mistake. 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.

Chairman Myette:

Nothing to report.

4.3 Non-Public Session(s)

Chairman Myette announced there are eight non-publics on reputation, public employees, confidential information, property, and pending litigation.

Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II) (a) public employees, (c) reputation, (d) property 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 9:03 PM.

Selectman Landau motioned to come out of non-public session. 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.

The meeting was reopened to the public at 9:44 PM.

Selectman Landau motioned to seal the minutes of the first non-public session, on Reputation, 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 Confidential Information, 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.

Selectman Landau motioned to leave the minutes of the third non-public session, on Property, unsealed. 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 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.

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.

Selectman Landau motioned to leave the minutes of the sixth non-public session, on Reputation, unsealed. 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 seventh non-public session, on Pending Litigation, 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.

Selectman Landau motioned to leave the minutes of the eighth non-public session, on Public Employees, unsealed. 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

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

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350 The meeting was adjourned at 9:50 PM.

351
352 Respectfully submitted,

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354 Janis A. Jalbert
355 Recording Secretary