

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, June 16, 2022  
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  
Reappointments  
Appointment  
300<sup>th</sup> Anniversary Committee update  
Review Dog Licenses  
Electronic Time/ Attendance Options  
Police Detail Rate  
Wason Pond  
Chairman’s Announcements  
Roundtable  
TA Report  
Action Items  
Potential Non-Public Sessions  
Adjournment

*1.1 Call to Order*

Chairman Myette called the meeting of the Chester Board of Selectmen to order at 7:05pm.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve D’Angelo  
Steve Couture  
Stephen Landau (Remotely)

Selectmen Absent:

Jeremy Owens

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief (Remotely)

51 Andrea Brown  
52 Colin Costine  
53 Bill Gregsak (Remotely)  
54 Chris Hadik  
55 Nancy Jolin  
56 Rhonda Lamphere  
57 Liz Lufkin, Town Clerk/ Tax Collector  
58 Nancy Myette  
59 Sue Rieter  
60 Corinna Reishus, Recreation Director (remotely)  
61 Beth Swanson

62  
63 and other persons unknown to the Recording Secretary.

64  
65 *1.3 Pledge of Allegiance*

66  
67 Chairman Myette led the attendees in the Pledge of Allegiance.

68  
69 *1.4 Chairman’s Additions or Deletions*

70  
71 3.1.1 and 3.1.2 will be moved to another meeting.

72  
73 *1.5 Public Comment*

74  
75 Chairman Myette opened the meeting to public comment at 7:06pm.

76  
77 As no Members of the Public wished to be heard, Public Comment was closed at 7:07pm.

78  
79 **II. Old Business**

80  
81 *2.1 Approval of Minutes*

82  
83 An approval sheet for the previous meeting’s minutes was sent electronically.

84  
85 *2.2 Items for Signature*

86  
87 All members reviewed and signed the items in the signature folder.

88  
89 **III. New Business**

90  
91 *3.1 Reappointments*

92  
93 *3.1.1 Spring Hill Farm Advisory Committee: Ted Broadwater (Moved to another meeting)*

94  
95 *3.1.2 Conservation Commission: Ted Broadwater (Moved to another meeting)*

96  
97 *3.1.3 300<sup>th</sup> Anniversary Committee: Nancy Jolin and Sue Rieter*

98

Ms. Lamphere mentioned both Ms. Jolin and Ms. Rieter are valuable members of the 300<sup>th</sup> Anniversary Committee. Ms. Rieter is working on all the marketing and Ms. Jolin is working on the finale.

Chairman Myette read “WHEREAS, there is a vacancy as a regular member on the 300<sup>th</sup> Anniversary Committee (term to expire May 31st, 2023), and WHEREAS, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Nancy Jolin, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.”

***Selectman Landau motioned to appoint Nancy Jolin as a regular member of the 300<sup>th</sup> Anniversary Committee with a term to expire on May 31, 2023. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

Chairman Myette read “WHEREAS, there is a vacancy as a regular member on the 300<sup>th</sup> Anniversary Committee (term to expire May 31st, 2023), and WHEREAS, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Sue Rieter, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.”

***Selectman Landau motioned to appoint Sue Rieter as a regular member of the 300<sup>th</sup> Anniversary Committee with a term to expire on May 31, 2023. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

#### *3.1.4 ZBA: Bill Gregsak*

Chairman Myette read “WHEREAS, there is a vacancy for a regular member of the Zoning Board of Adjustment (term to expire May 31st, 2025), and WHEREAS, We, the undersigned, have confidence in your ability and integrity to perform the duties of said office, we do hereby appoint you, the said Bill Gregsak, and upon your taking the oath of office, and having this appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers, perform the duties, and be subject to the liabilities of such office, until another person shall be chosen and qualified in your stead.”

Mr. Gregsak stated he enjoys being on the ZBA and feels the ZBA is a well-run board with great volunteers.

***Selectman Landau motioned to appoint Bill Gregsak as a regular member of the Zoning Board of Adjustment with a term to expire on May 31, 2025. Vice Chairman Couture seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

#### *3.2 Appointment*

149 *3.2.1 Library Board of Trustees: Andrea Brown*

150  
151 Ms. Swanson mentioned Ms. Brown has been attending meetings for about six months and the  
152 Library Trustees are excited to have her.

153  
154 Ms. Brown mentioned she moved to Chester about a year and a half ago and wants to give back to  
155 the community.

156  
157 Chairman Myette read “WHEREAS, there is a vacancy as a Trustee on the Chester Public Library  
158 Board of Trustees (term to expire after Town Meeting of 2023), and WHEREAS, We, the  
159 undersigned, have confidence in your ability and integrity to perform the duties of said office, we do  
160 hereby appoint you, the said Andrea Brown, and upon your taking the oath of office, and having this  
161 appointment and the certificate of said oath recorded by the Town Clerk, you shall have the powers,  
162 perform the duties, and be subject to the liabilities of such office, until another person shall be  
163 chosen and qualified in your stead.”

164  
165 ***Vice Chairman Couture motioned to appoint Andrea Brown as a regular member of the Library***  
166 ***Board of Trustees with a term to expire at Town Meeting 2023. Selectman Landau seconded the***  
167 ***motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye,***  
168 ***Landau – aye. With four in favor, the motion passed with Owens absent.***

169  
170 *3.3 300<sup>th</sup> Anniversary Committee Update*

171  
172 Ms. Lamphere mentioned all documents passed to the Board are drafts and subject to change.  
173 There are 3 more events planned for the 300<sup>th</sup>: Fireman’s Muster and 5K Race at Wason Pond on  
174 July 23<sup>rd</sup>, Car Show on August 6<sup>th</sup>, and the Grand Finale on September 24<sup>th</sup>.

175  
176 There are three teams signed up for the Fireman’s Muster and they are expecting about 100  
177 participants for the 5K. There will be a shuttle service to get people to Wason Pond as there is not  
178 enough parking on site and the food trucks will be utilizing the upper parking lot. Mr. Hadik will be  
179 attending the TRC Meeting on July 11<sup>th</sup> with more details.

180  
181 Ms. Jolin mentioned there are close to 1,000 people interested in the car show at Chester Academy.  
182 There will be raffles and prizes along with food trucks. Selectman D’Angelo suggested a sign-up fee  
183 or registration fee for cars for planning purposes. Mr. Hadik mentioned the recommendation was  
184 not to charge for the car show.

185  
186 It was mentioned the 300<sup>th</sup> Committee needs permission to allow food trucks at their events.

187  
188 Ms. Lamphere went thru some of the planning for parking, staging, and shuttles for the parade. The  
189 Committee will be holding two more meetings to finalize the information. Ms. Jolin is working on  
190 logistics for the events daily and when more information is ready the 300<sup>th</sup> will have another  
191 meeting with the Board of Selectmen. Chairman Myette suggested inviting the Police Chief and Fire  
192 Chief to that meeting.

193  
194 Ms. Jolin mentioned tickets for the BBQ are available for purchase. Adult tickets are \$20.00, and a child’s  
195 ticket is \$10.00.

196  
197 ***Selectman D’Angelo motioned to allow food trucks at 300<sup>th</sup> Anniversary events on July 23,***  
198 ***August 6, August 13 (rain date if needed), and September 24. Selectman Landau seconded the***

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

Ms. Jolin requested the Board close the fields to livestock for the Fireman’s Muster. Selectman D’Angelo requested the 300<sup>th</sup> Anniversary Committee make the request two weeks prior to the event.

***Vice Chairman Couture motioned to allow parking at 84 Chester Street on September 24 with police access to the building. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

### *3.4 Review Dog Licenses*

Town Clerk /Tax Collector Lufkin stated there are 147 dogs currently on the civil forfeiture list. The Board must direct either the Town Clerk to send certified letters or the Police Department to hand deliver or leave at the abode of the dog owner. Vice Chairman Couture suggested certified mail.

Selectman Landau inquired if the town could charge more for the service and have the Animal Control Officer deliver the letters. Ms. Lufkin advised per RSA 466:14 the cost of the service cannot exceed \$7.00.

Chairman Myette questioned the ramifications if someone does not pay. Ms. Lufkin advised if the civil forfeiture is not paid, the dog owner would be summoned to court.

***Vice Chairman Couture motioned to allow the Town Clerk/ Tax Collector to mail the civil forfeitures by certified mail. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – abstained. With three in favor, the motion passed with Owens absent and Landau abstaining.***

### *3.5 Electronic Time/ Attendance Options*

Town Administrator Doda mentioned she looked into many companies and asked other municipalities what they are using. There are not a lot of municipalities utilizing electronic time.

She is still gathering information and will bring the information to the Board at another meeting.

Chief Berube questioned if the electronic timecards would be used for first responders. Chairman Myette advised the software would be able to be utilized by first responders. Selectman D’Angelo mentioned the officers would be able to use their smart phone to log in and out. Chief Berube advised this will have a significant impact on overtime for essential services.

### *3.6 Police Detail Rate*

Chief Berube presented the request for the increase to the billing rate for details. The average for the towns surveyed was around \$78.00. The request is to increase from \$70.00 to \$75.00 per hour which is consistent with the Town of Londonderry which is an accredited agency.

Selectman D’Angelo requested the documentation on what other agencies are paying for detail rates. Chief Berube called the other Police Departments and verbally asked for their detail rates.

Chairman Myette inquired if this rate includes the use of a cruiser. Chief Berube mentioned that it does include a car.

Chief Berube explained the difference in what the officers are paid is according to what retirement system they are in. The new system does not get details in their retirement and officers in the old system do. Officers in the new system get the higher amount when working details. Details are a flat fee for officers and not based on rate.

Vice Chairman Couture questioned where the profit goes for details. Chief Berube stated the profit goes into the revolving detail account. This account has purchased the OHRV, computer in the cruisers, portable radios, IMC Software, and road cones.

Chairman Myette suggested this item be placed on the agenda for the next meeting allowing time for the Police Chief to get the requested documentation.

### 3.7 Wason Road

Chairman Myette mentioned ideas to regrade the road which would take care of the drainage issue. Dubois & King has a cost estimate of \$5-\$6K to perform a HydroCAD analysis and provide a conceptual sizing of any drainage basins using the topography from the original plans.

***Vice Chairman Couture motioned to enter in to contract with Dubois & King not to exceed \$6K to perform the HydroCAD analysis on Wason Road utilizing the FY 22-23 Highway budget. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

Selectman D’Angelo questioned what budget the money is coming from. Town Administrator Doda suggested encumbering the money. The work can be done after June 30, as long as the contract is signed prior. It was agreed to take the money from the FY 22-23 Highway budget.

Chairman Myette mentioned the only urgency is some of the work will be done on the properties being built now.

### 3.6 Police Detail Rate (continued)

Chief Berube sent the documentation to Town Administrator Doda for the Police Detail rates of the towns surveyed.

Town Administrator Doda read the towns and amounts for the record.

Town	Amount	Town	Amount
Atkinson	\$75.00	Fremont	\$85.00
Auburn	\$87.42	Raymond	\$81.00
Brentwood	\$79.00	Sandown	\$70.00
Derry	\$78.00	Londonderry	\$75.00

***Vice Chairman Couture motioned to approve the detail rate of \$75.00. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

#### **IV. Selectmen’s Business**

##### *4.1 Chairman’s Announcements*

Chairman Myette announced the following meetings and upcoming events:

Monday, June 20, 2022                      Spring Hill Fam Advisory Committee Meeting at 7:00pm

Tuesday, June 21, 2022                      ZBA Meeting at 7:00pm

Wednesday June 22, 2022                      Planning Board Meeting at 7:00pm

Thursday, June 23, 2022                      Board of Selectman Meeting at 7:00pm

Monday, July 11, 2022                      TRC Meeting at 9:00am.

Chairman Myette mentioned he will be attending the annual Fire Hazard meeting on Thursday June 23<sup>rd</sup> and suggested cancelling the Board of Selectmen’s meeting on June 23<sup>rd</sup>. It was agreed to cancel the meeting.

Chief Berube announced the Bike Rodeo and Touch a Truck event at Chester Academy, Saturday June 18, 2022, starting at 10:00am.

##### *4.2 Roundtable*

Selectman D’Angelo mentioned that Primex is offering a cap on insurance increases for three years. He is suggesting the town pass on it. Selectman D’Angelo indicated the town should look for a general commercial liability policy to supplement the Primex policy. Chairman Myette asked Town Administrator Doda to research insurance policies.

Vice Chairman Couture and Chairman Myette thanked the Chester Fire Association for the donation of the new and improved utility bed for the Forestry truck.

Chairman Myette attended the Eagle Scout Court of Honor for Alex Brillhart. It was a nice ceremony and well attended. Chairman Myette presented a framed picture of the Wason Pond Bridge at the ceremony on behalf of the Board of Selectmen.

Selectman Landau has one nonpublic.

##### *4.3 Town Administrator’s Report*

*Nothing to report*

##### *4.4 Action Items*

*Nothing to report*

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

Chairman Myette announced non-public sessions on employment, financial, legal and reputation.

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

The meeting was closed to the public at 9:06 PM.

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

The meeting was reopened to the public at 10:00 PM.

***Selectman Landau motioned to leave the minutes of the first non-public session, on Public Employees, 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 four in favor, the motion passed with Owens absent.***

***Selectman Landau motioned to leave the minutes of the second non-public session, on Public Employees, 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 four in favor, the motion passed with Owens absent.***

***Selectman Landau motioned to leave the minutes of the third 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 four in favor, the motion passed 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 four in favor, the motion passed with Owens absent.***

***Selectman Landau motioned to seal the minutes of the fifth non-public session, on Pending Litigation, 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 four in favor, the motion passed with Owens absent.***

## **V. Adjournment**

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

The meeting was adjourned at 10:06 PM.

Respectfully submitted,



393  
394 Janis A. Jalbert  
395 Recording Secretary