

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, June 30, 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  
Encumbrances  
Police Department Update  
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 7:03pm.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve D’Angelo  
Stephen Landau  
Jeremy Owens

Selectmen Absent:

Steve Couture

Town Administrator Debra Doda

Members of the Public Present at various times:

Aaron Berube, Police Chief  
Liz Lufkin, Town Clerk/ Tax Collector  
Stacy Manfrates (Remotely)  
Nancy Myette  
Sam Nasr

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.

### *1.4 Chairman’s Additions or Deletions*

Delete 3.1 Reappointments.

### *1.5 Public Comment*

Chairman Myette opened the meeting to public comment at 7:04pm.

Selectman Landau advised he had one nonpublic.

Mr. Nasr asked what the status of the road acceptance for Jenkins Farm Road. Chairman Myette advised this would be discussed during the meeting.

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

## **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.

## **III. New Business**

### *3.1 Reappointments (Deleted)*

#### *3.1.1 Spring Hill Farm Advisory Committee: Ted Broadwater (Deleted)*

#### *3.1.2 Conservation Commission: Ted Broadwater (Deleted)*

### *3.2 Encumbrances*

Chairman Myette mentioned two departments have asked for encumbrances.

Road Agent Oleson (not present) presented an \$13K quote for the roadside mowing equipment rental. Chairman Myette reminded the Board this line item was taken out of the FY 22-23 budget. The rental period per hour used from July 1, 2022, to October 31, 2022. Town Administrator Doda mentioned this sum may not cover all the roadsides.

Selectman Landau mentioned the Town turned down the purchase of a roadside mower and has been renting the equipment from MLM Construction. Selectman Landau pointed out the quote is for services in the new fiscal year. He feels the funds from the fiscal year the services are rendered should be used before encumbering from the prior year’s budget.

Chairman Myette mentioned if any encumbrances are approved it will be contingent upon the final year end budget.

Selectman D’Angelo requested bids for comparison on renting equipment. The question was raised about the purchase price for a mower. Chief Berube explained the base unit would be about \$75K to purchase.

Town Administrator Doda pointed out the Board could encumber a dollar amount contingent on more bids being received.

Chairman Myette presented an encumbrance for the Police Department for a boot polisher in the amount of \$1.2K. Chief Berube explained this is a floor mounted boot polisher. The officers usually come in early for their shift to polish their boots by hand, which is labor intensive.

Chief Berube mentioned a 4-year unlimited warranty with this boot polisher. And it should last for a long time.

Town Administrator Doda pointed out the Police Department currently has about \$41K left in the budget. Selectman Landau suggested purchasing the boot polisher from the current budget under office equipment and maintenance. Chief Berube pointed out the suggested budget line would be overspent.

***Selectman Owens motioned to purchase the boot polisher from the FY 21-22 budget. Chairman Myette seconded the motion.***

**The motion was withdrawn since it would be purchased from the FY21-22 budget.**

Chief Berube stated with the budget being close he brought it before the board for approval.

Town Clerk/ Tax Collector Lufkin interrupted the meeting for public comment. It was brought to her attention by residents watching the live streamed broadcast of the meeting on TV, that a Selectman was locked out of the building and called her stupid for locking the doors. She requested an apology.

Selectman D’Angelo pointed out the doors should be opened for the public to attend the meeting. Ms. Lufkin explained when she closes at 6:00 pm the doors are locked. They are locked until someone comes to attend the meeting between 6:30pm and 7:00pm. Chairman Myette mentioned at 6:45 pm the doors were unlocked. Ms. Lufkin reiterated she was not the person responsible for relocking the door after it was unlocked for the meeting.

She emphasized her dissatisfaction with how Elected Officials and Town Employees are treated by Selectman D’Angelo.

The encumbrance portion of the meeting resumed.

Chairman Myette asked if an estimate was received for Carkin Street. Town Administrator Doda indicated no estimate was received for the engineering.

Chairman Myette stated the estimate was received for Wason Road in the amount of \$5-6K. Town Administrator Doda mentioned a vote prior to take the money from the FY 22-23 budget but would rather it be encumbered. It was placed on the encumbered list.

Town Administrator Doda mentioned Southern NH Planning Commission is working on impact fees. The work has started and will be invoiced once the project is finished. It was funded in the current budget and Town Planner Hadik (not present) would like to encumber the funds.

The other items on the list will be discussed in nonpublic.

### *3.3 Police Department Update*

Chief Berube has a list of items that can be addressed in public.

Chief Berube understands a decision will be made in nonpublic about vacations, but he would like to explain the reason for officers to have time remaining.

Chief Berube explained with midnight shifts becoming hard to fill, he is considering an increase in shift differentials for the 23-24 budget. He also continues to work on a pay matrix for the Police Department.

Chief Berube pointed out there are three supervisors that have been in the positions for some time. He will be evaluating them in FY 22-23 for internal advancement and promotions. This will significantly impact the next budget.

Chief Berube mentioned the Police Department is 24 hours per day 7 days a week. A request was sent asking if vacation would be used or requested to roll over before July 1<sup>st</sup>. Chief Berube sent the information and Town Administrator Doda was advised to ask each officer for justification why they could not use their vacation prior to July 1<sup>st</sup>.

Chief Berube sends a monthly update to the Board. For several months the report has listed a Full-time officer out on injury, part time officer out on injury for a year and a half, being short a full-time officer, having staffing issues with Covid-19, and having several absences related to injuries.

Chairman Myette stated the policy is “use it or lose it” but the Selectmen are willing to look at the requests case by case with justification for exceptions.

Chief Berube mentioned with a 24/7 department vacations will be a constant battle. A majority of Police Departments in the area have earned time because of this.

Chief Berube was on vacation from June 16<sup>th</sup> to June 27<sup>th</sup>. During his vacation a request for employee evaluations was sent via email asking for evaluations to be turned in by July 1<sup>st</sup>. Evaluations for the Police Department are a long process, and the task is nearly impossible to be completed by the date requested.

Chairman Myette explained the email was asking if the reviews were done to justify the raise being given on July 1<sup>st</sup>. Some reviews have not been done for years. Some of the reviews were done when the budget was being prepared. Reviews have been spoken about for many months during Board of

Selectmen meetings. Chief Berube explained the procedure for administering reviews in the Police Department.

Chief Berube stated the reviews are phenomenal and the officers are great, if there were issues the Board would have been notified. All the promotions, advancements and succession planning will be for fiscal year 23-24.

#### **IV. Selectmen’s Business**

##### *4.1 Chairman’s Announcements*

Chairman Myette announced the road acceptances were contingent on the final bills being paid to the engineers. The final bills on Hemlock Lane, Jenkins Farm Road, and Wilcombs Way have been paid. The Selectmen will sign the paperwork accepting the roads.

Chairman Myette presented the grant agreement from the NH Department of Safety for signature. Chief Berube stated the grant is for body cameras, accessories, or equipment. The Town voted at Town Meeting for body worn cameras. The town’s server is not capable of supporting the cameras and the grant will be for 50% of the cost for a new server.

Chief Berube explained the cameras are a hybrid and will link to the cruiser’s computer with no annual fees.

***Selectman Landau motioned to authorize Chief Berube to accept and sign the grant with the NH Department of Safety in the amount of \$2,495.00. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.***

Chairman Myette announced the following meetings and upcoming events:

Wednesday July 6, 2022                      Planning Board Meeting at 7:00pm

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

The Selectmen agreed to cancel the July 7<sup>th</sup> meeting and meet on July 14<sup>th</sup>.

Monday, July 4, 2022                      Town offices closed for July 4<sup>th</sup> Holiday

##### *4.2 Roundtable*

Selectman Landau mentioned minor issues at the Transfer Station. Residents should be using clear bags for garbage which can be purchased at Walmart or the Transfer Station. Also, construction debris is not accepted in Chester; residents may bring it to Raymond for a nominal fee.

Selectman D’Angelo mentioned not signing the document for the assessing contract.

Selectman D’Angelo requested Building Inspector Bunker (not present) to put together what surrounding towns are charging for permit fees.

Chairman Myette mentioned he has not been able to get into the Block5 training webinar.

Selectman Owens questioned the request for money for updating of the ballfields. This has always been done with volunteers and fundraising by the different groups that use the fields. Chairman Myette questioned why the Recreation Department does not have the fields on the CIP. Town Administrator Doda mentioned most things are done by the town, but Recreation does not provide baseball/ softball as a sport so performs no related maintenance on the field.

Recreation Director Reishus mentioned a walk thru addressing safety issues and possible CIP projects with John Dalrymple, groundskeeper (not present) and people from the school. But each group that uses the fields maintains them for their specific use such as lining the fields.

Chairman Myette mentioned grants for recreation areas are available.

Chairman Myette inquired about the discontinued road. Town Administrator Doda explained that Town Attorney Gorrow suggested a letter with the minutes be sent to the resident. Chairman Myette suggested looking at the Class VI roads in town to verify they are classified correctly. Conservation Commission is looking at if some of the Class VI roads can be made into trails.

#### *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 financial and reputation.

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

The meeting was closed to the public at 8:10 PM; Police Chief Berube remained in the meeting room.

Police Chief Berube departed the meeting room at 9:20 PM; Fire Chief Gladu entered the meeting room at that time.

Fire Chief Gladu departed the meeting room at 9:40 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 –aye, Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.***

The meeting was reopened to the public at 10:39 PM.

***Selectman Landau motioned to seal the minutes of the first non-public session, on Public Employees, for a period of sixty (60) days. Selectman D’Angelo seconded the motion. A roll call***

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

*Selectman Landau motioned to seal the minutes of the fourth non-public session, on Reputation, for a period of thirty (30) days. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.*

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

*Selectman Landau motioned to seal the minutes of the sixth 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 –aye, Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.*

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

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

*Selectman Landau motioned to seal the minutes of the ninth non-public session, on Public Employees, for an indefinite period. Selectman D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.*

#### 4.6 Encumbrances, Redux

*Selectman D’Angelo motioned to encumber the following:*

Vendor/Budget Line	Purpose	Total
DuBois & King	Drainage Related Engineering Fees	\$64,000
Salary Pool	Adjustments	\$15,000

Roadside Cleanup	Roadside Mower Rental	\$13,600
DuBois & King	Drainage - HydroCAD Modeling	\$6,000
SNHPC Planner	Updating Source Water Protection Plan	\$4,000
<b>Total</b>		<b>\$102,600</b>

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

**V. Adjournment**

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

The meeting was adjourned at 10:45 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary