

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, July 14, 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  
Building Department Permit Fees  
Conservation Commission  
MOU with Raymond  
Building Department: Legal  
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 7:04pm.

*1.2 Roll Call*

Selectmen Present:

Chuck Myette  
Steve D’Angelo  
Stephen Landau  
Steve Couture

Selectmen Absent:

Jeremy Owens

Town Administrator Debra Doda

Members of the Public Present at various times:

Ted Broadwater  
Myrick Bunker, Building Inspector  
Victor Chouinard

51 Nancy Myette

52  
53 and other persons unknown to the Recording Secretary.

54  
55 *1.3 Pledge of Allegiance*

56  
57 Chairman Myette led the attendees in the Pledge of Allegiance.

58  
59 *1.4 Chairman’s Additions or Deletions*

60  
61 Chairman Myette added the reappointment of Ted Broadwater to Conservation Commission and  
62 Spring Hill Farm Advisory Committee, Building Department legal, and an update on Wason Pond.  
63 Selectman Landau has one non-public on employment.

64  
65 *1.5 Public Comment*

66  
67 Chairman Myette opened the meeting to public comment at 7:09pm.

68  
69 As no Members of the Public wished to be heard, Public Comment was closed at 7:10pm.

70  
71 **II. Old Business**

72  
73 *2.1 Approval of Minutes*

74  
75 An approval sheet for the previous meeting’s minutes was sent electronically.

76  
77 *2.2 Items for Signature*

78  
79 All members reviewed and signed the items in the signature folder.

80  
81 **III. New Business**

82  
83 *3.1 Reappointments: Ted Broadwater (added to the agenda)*

84  
85 Chairman Myette mentioned Mr. Broadwater is being reappointed to the Conservation Commission  
86 and Spring Hill Farm Advisory Committee both to expire May 31, 2025.

87  
88 Mr. Broadwater feels it is his civic duty to do charity work and has been on the Conservation  
89 Commission for half a dozen years. He also helped with the Wason Pond Pounder and owns a parcel  
90 of conservation land.

91  
92 Mr. Chouinard pointed out Mr. Broadwater is a valued member and always has a lot to contribute.

93  
94 ***Selectman Landau motioned to reappoint Ted Broadwater as a regular member of the Spring***  
95 ***Hill Farm Advisory Committee with a term to expire on May 31, 2025. Vice Chairman Couture***  
96 ***seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent,***  
97 ***Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

98  
99 ***Selectman Landau motioned to reappoint Ted Broadwater as a regular member of the***  
100 ***Conservation Commission 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.***

*3.3 Conservation Commission: Southwoods Conservation Easement (moved from later in the meeting)*

Mr. Chouinard presented the conservation easement for 32 acres in the Southwoods development. The easement was approved following the Conservation public hearing on July 12<sup>th</sup>, 2022.

Chairman Myette stated this has already been approved by the Planning Board. The easement does not give the town full ownership of the property, the property is owned by the development with an obligation to meet conditions. The Town is the 3<sup>rd</sup> party in the easement which is similar to other open spaces subdivisions.

Selectman Landau questioned if the easement allowed for signs to be placed on the property. Mr. Chouinard advised the signs were placed on the property.

***Selectman Landau motioned to accept the Conservation Easement for Southwoods. 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.***

*3.2 Building Department Permit Fees: Myrick Bunker (moved from earlier in the meeting)*

Building Inspector Bunker presented the revised permit fee schedule for the Building Department. He advised the fee schedule is updated every three (3) years and fees are set to cover the Building Department’s budget.

The calculations for agricultural outbuildings were discussed. Selectman Landau feels if an outbuilding is used for agricultural use the calculations should be for the square foot of the base. Currently if there are floors each floor is calculated. Selectman D’Angelo suggested residents could come to the Board and ask for a waiver if the outbuilding is for agricultural use.

***Selectman D’Angelo motioned to accept the Building Department Permit Fees Schedule with adjustments effective August 1, 2022. 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.***

Selectman D’Angelo suggested using discretion for the month of August.

*3.5 Building Department: Legal (added to the agenda)*

Building Inspector Bunker mentioned a case went to court about three (3) years ago for not pulling permits for construction. The resident has ignored the court order and is trying to refinance.

Building Inspector Bunker advised legal would like to move forward with collecting the fees from the case. The resident owes around \$6K in legal fees and the court assessed a \$20K fine which would have been suspended if he came to straighten out the permits.

This will be moved to non-public for more discussion.

*3.4 MOU with Raymond- “Shattigee” Road Culvert Replacement (moved from earlier in the meeting)*

Chairman Myette presented the MOU between the Towns of Chester and Raymond for culvert work in Raymond which abuts Town owned property.

***Vice Chairman Couture motioned to allow Chairman Myette to sign the MOU between the Towns of Chester and Raymond for culvert work on Raymond’s Shattagee 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 four in favor, the motion passed with Owens absent.***

#### **IV. Selectmen’s Business**

*4.1 Chairman’s Announcements (moved to later in the meeting)*

*4.2 Roundtable (moved to later in the meeting)*

*4.3 Town Administrator’s Report (moved to later in the meeting)*

*4.4 Action Items*

Chairman Myette mentioned the 300<sup>th</sup> is having the 5K race and Fireman’s Muster at Wason Pond and has asked for no livestock on the fields and trails on Saturday July 23, 2022.

***Vice Chairman Couture motioned to not allow livestock at Wason Pond on Saturday, July 23<sup>rd</sup>, 2022, from sunup to sundown. 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.***

Chairman Myette mentioned a detail is needed if the event is over 50 people. The Selectmen have the option to waive the requirement. Vice Chairman Couture and Selectman D’Angelo agree there should be detail officers on site for the day for traffic and parking.

***Selectman Landau motioned to have a police detail at Wason Pond and waive the fees on Saturday, July 23<sup>rd</sup>, 2022. 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.***

Chairman Myette mentioned the 300<sup>th</sup> has also asked to utilize the access road at the Fire Station on September 24<sup>th</sup>, 2022.

***Vice Chairman Couture motioned to allow the use of the access road at the Fire Department on Saturday September 24<sup>th</sup>, 2022. 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.***

*4.3 Town Administrator’s Report (moved from earlier in the meeting)*

Town Administrator Doda presented the comparisons between companies for renting roadside mower equipment. Selectman D’Angelo pointed out Route 102 has not been mowed and no lawns are growing right now. This could be a one-week project.

Chairman Myette recommended the Town only be billed for the times it is used and not a monthly rate. Selectman D’Angelo suggested asking for weekly rate vs a monthly rate.

Town Administrator Doda presented a list of assessing firms other Towns utilize. Selectman D’Angelo inquired on pricing. Town Administrator Doda mentioned the current assessing firm is providing services on a monthly basis until the contract is signed.

Selectman D’Angelo suggested continuing with month to month and doing a request for proposal until a decision can be made. Town Administrator Doda will draft a Request for Proposal (RFP) for review next week.

Chairman Myette addressed the rates for the Transfer Station and increases after the successfully passing the operator’s certification. Most of the applicants applying for the Transfer Station are under the age of 16, cannot operate machinery, and must be certified as an operator with the state.

Town Administrator Doda explained the pay matrix for the Transfer Station. Probationary employees receive \$13.00 and after three (3) months they receive an increase to \$15.00. Once an employee is certified they receive an additional increase in pay.

Selectman Landau mentioned an applicant over the age of 18 applied, but felt the amount being offered was not appropriate. Chairman Myette advised the applicant can request another amount and it would be considered based on experience.

Vice Chairman Couture suggested a certification pay increase for employees that are authorized to run machinery. Certification is a requirement of working at the Transfer Station. Chairman Myette mentioned having more advertising for the Transfer Station positions. Selectman D’Angelo suggested the possibility of closing the Transfer Station one day a week or only opening a couple days per month.

Chairman Myette recommended during the budget season to talk about the salaries for the Transfer Station.

Town Administrator Doda mentioned the Department of Labor (DOL) audited the Fire Department. There were no enforcement issues or violations. They suggested the Town review how they pay Fire Department trainees. Most fire departments in the state do not pay for independent learning; however, the DOL encourages it.

Chairman Myette mentioned the end of year budget numbers have not been finalized for encumbrances. Selectman D’Angelo stated it is too late to get contracts for encumbrances.

The Board reviewed the employee satisfaction survey. Chairman Myette suggested the survey be sent to the employees once or twice a year with it being timed with the review process.

Chairman Myette asked for the question regarding the Selectmen understanding employees’ job responsibilities be changed to the supervisor understands the employees’ job responsibilities. Town Administrator Doda suggested adding the supervisor question and keep the question about the Selectmen. Another addition to the survey was comments be added.

*4.1 Chairman’s Announcements (moved from earlier in the meeting)*

Chairman Myette announced the following meetings and upcoming events:

Monday July 18, 2022	Spring Hill Farm Advisory Committee Meeting at 7:00pm
Wednesday July 20, 2022	School Board Meeting at 7:00pm
Thursday, July 21, 2022	Board of Selectman Meeting at 7:00pm
Tuesday July 19, 2022	Touch-A-Truck @ the Fire Station 1:00 pm (Rain date 7/26/22) There will be police cars, fire trucks, dump trucks and MORE! NO registration required, just come on down!
Saturday July 23, 2022	300th Anniversary 5k Race & Firemen's Muster at Wason Pond. 5K Race starts at 9:00am and Firemen's Muster starts at 10:00am.

*4.2 Roundtable (moved from earlier in the meeting)*

Selectman Landau:

*Nothing to report*

Selectman D'Angelo asked the status of timekeeping for the employees. Town Administrator Doda advised it is on the back burner for now.

Vice Chairman Couture:

*Nothing to report*

Chairman Myette

*Nothing to report*

*4.5 Non-Public Session(s)*

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

***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II), (a) public employees, (c) reputation, (e) pending litigation, and (I) legal advice. 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 8:33 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 four in favor, the motion passed with Owens absent.***

The meeting was reopened to the public at 9:48 PM.

***Selectman Landau motioned to seal the minutes of the first non-public session, on Pending Litigation, for a period of thirty (30) days after filing (or August 18th, 2022). 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 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 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 –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.*

*Selectman Landau motioned to seal the minutes of the fourth non-public session, on Legal Advice, 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 –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens 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 –absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.*

The meeting was adjourned at 9:50 PM.

Respectfully submitted,

Janis A. Jalbert  
Recording Secretary