

**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***

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

103
104 *3.3 Conservation Commission: Southwoods Conservation Easement (moved from later in the meeting)*
105

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

108
109 Chairman Myette stated this has already been approved by the Planning Board. The easement does
110 not give the town full ownership of the property, the property is owned by the development with an
111 obligation to meet conditions. The Town is the 3rd party in the easement which is similar to other
112 open spaces subdivisions.

113
114 Selectman Landau questioned if the easement allowed for signs to be placed on the property. Mr.
115 Chouinard advised the signs were placed on the property.

116
117 ***Selectman Landau motioned to accept the Conservation Easement for Southwoods. Selectman***
118 ***D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –***
119 ***absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

120
121 *3.2 Building Department Permit Fees: Myrick Bunker (moved from earlier in the meeting)*
122

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

126
127 The calculations for agricultural outbuildings were discussed. Selectman Landau feels if an
128 outbuilding is used for agricultural use the calculations should be for the square foot of the base.
129 Currently if there are floors each floor is calculated. Selectman D’Angelo suggested residents could
130 come to the Board and ask for a waiver if the outbuilding is for agricultural use.

131
132 ***Selectman D’Angelo motioned to accept the Building Department Permit Fees Schedule with***
133 ***adjustments effective August 1, 2022. Vice Chairman Couture seconded the motion. A roll call***
134 ***vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With***
135 ***four in favor, the motion passed with Owens absent.***

136
137 Selectman D’Angelo suggested using discretion for the month of August.

138
139 *3.5 Building Department: Legal (added to the agenda)*
140

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

143
144 Building Inspector Bunker advised legal would like to move forward with collecting the fees from
145 the case. The resident owes around \$6K in legal fees and the court assessed a \$20K fine which
146 would have been suspended if he came to straighten out the permits.

147
148 This will be moved to non-public for more discussion.

149
150 *3.4 MOU with Raymond- “Shattigee” Road Culvert Replacement (moved from earlier in the meeting)*

151
152 Chairman Myette presented the MOU between the Towns of Chester and Raymond for culvert work
153 in Raymond which abuts Town owned property.

154
155 ***Vice Chairman Couture motioned to allow Chairman Myette to sign the MOU between the***
156 ***Towns of Chester and Raymond for culvert work on Raymond’s Shattagee Road. Selectman***
157 ***D’Angelo seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –***
158 ***absent, Couture – aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

159
160 **IV. Selectmen’s Business**

161
162 *4.1 Chairman’s Announcements (moved to later in the meeting)*

163
164 *4.2 Roundtable (moved to later in the meeting)*

165
166 *4.3 Town Administrator’s Report (moved to later in the meeting)*

167
168 *4.4 Action Items*

169
170 Chairman Myette mentioned the 300th is having the 5K race and Fireman’s Muster at Wason Pond
171 and has asked for no livestock on the fields and trails on Saturday July 23, 2022.

172
173 ***Vice Chairman Couture motioned to not allow livestock at Wason Pond on Saturday, July 23rd,***
174 ***2022, from sunup to sundown. Selectman D’Angelo seconded the motion. A roll call vote was***
175 ***taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in***
176 ***favor, the motion passed with Owens absent.***

177
178 Chairman Myette mentioned a detail is needed if the event is over 50 people. The Selectmen have
179 the option to waive the requirement. Vice Chairman Couture and Selectman D’Angelo agree there
180 should be detail officers on site for the day for traffic and parking.

181
182 ***Selectman Landau motioned to have a police detail at Wason Pond and waive the fees on***
183 ***Saturday, July 23rd, 2022. Selectman D’Angelo seconded the motion. A roll call vote was taken***
184 ***Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in favor,***
185 ***the motion passed with Owens absent.***

186
187 Chairman Myette mentioned the 300th has also asked to utilize the access road at the Fire Station on
188 September 24th, 2022.

189
190 ***Vice Chairman Couture motioned to allow the use of the access road at the Fire Department on***
191 ***Saturday September 24th, 2022. Selectman D’Angelo seconded the motion. A roll call vote was***
192 ***taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With four in***
193 ***favor, the motion passed with Owens absent.***

194
195 *4.3 Town Administrator’s Report (moved from earlier in the meeting)*

196
197 Town Administrator Doda presented the comparisons between companies for renting roadside
198 mower equipment. Selectman D’Angelo pointed out Route 102 has not been mowed and no lawns
199 are growing right now. This could be a one-week project.

200

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

203
204 Town Administrator Doda presented a list of assessing firms other Towns utilize. Selectman
205 D’Angelo inquired on pricing. Town Administrator Doda mentioned the current assessing firm is
206 providing services on a monthly basis until the contract is signed.

207
208 Selectman D’Angelo suggested continuing with month to month and doing a request for proposal
209 until a decision can be made. Town Administrator Doda will draft a Request for Proposal (RFP) for
210 review next week.

211
212 Chairman Myette addressed the rates for the Transfer Station and increases after the successfully
213 passing the operator’s certification. Most of the applicants applying for the Transfer Station are
214 under the age of 16, cannot operate machinery, and must be certified as an operator with the state.

215
216 Town Administrator Doda explained the pay matrix for the Transfer Station. Probationary
217 employees receive \$13.00 and after three (3) months they receive an increase to \$15.00. Once an
218 employee is certified they receive an additional increase in pay.

219
220 Selectman Landau mentioned an applicant over the age of 18 applied, but felt the amount being
221 offered was not appropriate. Chairman Myette advised the applicant can request another amount
222 and it would be considered based on experience.

223
224 Vice Chairman Couture suggested a certification pay increase for employees that are authorized to
225 run machinery. Certification is a requirement of working at the Transfer Station. Chairman Myette
226 mentioned having more advertising for the Transfer Station positions. Selectman D’Angelo
227 suggested the possibility of closing the Transfer Station one day a week or only opening a couple
228 days per month.

229
230 Chairman Myette recommended during the budget season to talk about the salaries for the Transfer
231 Station.

232
233 Town Administrator Doda mentioned the Department of Labor (DOL) audited the Fire Department.
234 There were no enforcement issues or violations. They suggested the Town review how they pay
235 Fire Department trainees. Most fire departments in the state do not pay for independent learning;
236 however, the DOL encourages it.

237
238 Chairman Myette mentioned the end of year budget numbers have not been finalized for
239 encumbrances. Selectman D’Angelo stated it is too late to get contracts for encumbrances.

240
241 The Board reviewed the employee satisfaction survey. Chairman Myette suggested the survey be
242 sent to the employees once or twice a year with it being timed with the review process.

243
244 Chairman Myette asked for the question regarding the Selectmen understanding employees’ job
245 responsibilities be changed to the supervisor understands the employees’ job responsibilities.
246 Town Administrator Doda suggested adding the supervisor question and keep the question about
247 the Selectmen. Another addition to the survey was comments be added.

248
249 *4.1 Chairman’s Announcements (moved from earlier in the meeting)*

250

251 Chairman Myette announced the following meetings and upcoming events:
252

253 Monday July 18, 2022 Spring Hill Farm Advisory Committee Meeting at
254 7:00pm

255
256 Wednesday July 20, 2022 School Board Meeting at 7:00pm

257
258 Thursday, July 21, 2022 Board of Selectman Meeting at 7:00pm

259
260 Tuesday July 19, 2022 Touch-A-Truck @ the Fire Station 1:00 pm (Rain date
261 7/26/22) There will be police cars, fire trucks, dump trucks
262 and MORE! NO registration required, just come on down!

263
264 Saturday July 23, 2022 300th Anniversary 5k Race & Firemen's Muster at Wason
265 Pond. 5K Race starts at 9:00am and Firemen’s Muster starts
266 at 10:00am.

267
268 *4.2 Roundtable (moved from earlier in the meeting)*

269
270 Selectman Landau:
271 *Nothing to report*

272
273 Selectman D’Angelo asked the status of timekeeping for the employees. Town Administrator Doda
274 advised it is on the back burner for now.

275
276 Vice Chairman Couture:
277 *Nothing to report*

278
279 Chairman Myette
280 *Nothing to report*

281
282 *4.5 Non-Public Session(s)*

283
284 Chairman Myette announced non-public sessions on financial, legal and employment.

285
286 ***Selectman Landau motioned to go into non-public session pursuant to 91-A:3(II), (a) public***
287 ***employees, (c) reputation, (e) pending litigation, and (l) legal advice. Selectman D’Angelo***
288 ***seconded the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –aye,***
289 ***Couture – absent, Landau – aye. With four in favor, the motion passed with Couture absent.***

290
291 The meeting was closed to the public at 8:33 PM.

292
293 ***Selectman Landau motioned to come out of non-public session. Selectman D’Angelo seconded***
294 ***the motion. A roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture –***
295 ***aye, Landau – aye. With four in favor, the motion passed with Owens absent.***

296
297 The meeting was reopened to the public at 9:48 PM.

298
299 ***Selectman Landau motioned to seal the minutes of the first non-public session, on Pending***
300 ***Litigation, for a period of thirty (30) days after filing (or August 18th, 2022). Selectman***

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

303
304 ***Selectman Landau motioned to seal the minutes of the second non-public session, on***
305 ***Reputation, for an indefinite period. Selectman D’Angelo seconded the motion. A roll call***
306 ***vote was taken Myette – aye, D’Angelo – aye, Owens –aye, Couture – absent, Landau – aye. With four***
307 ***in favor, the motion passed with Couture absent.***

308
309 ***Selectman Landau motioned to seal the minutes of the third non-public session, on Public***
310 ***Employees, for a period of sixty (60) days. Selectman D’Angelo seconded the motion. A roll call***
311 ***vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With***
312 ***four in favor, the motion passed with Owens absent.***

313
314 ***Selectman Landau motioned to seal the minutes of the fourth non-public session, on Legal***
315 ***Advice, for a period of thirty (30) days. Selectman D’Angelo seconded the motion. A roll call***
316 ***vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau – aye. With***
317 ***four in favor, the motion passed with Owens absent.***

318
319 **V. Adjournment**

320
321 ***Selectman Landau moved to adjourn the meeting. Selectman D’Angelo seconded the motion. A***
322 ***roll call vote was taken Myette – aye, D’Angelo – aye, Owens –absent, Couture – aye, Landau –***
323 ***aye. With four in favor, the motion passed with Owens absent.***

324
325 The meeting was adjourned at 9:50 PM.

326
327 Respectfully submitted,

328
329 Janis A. Jalbert
330 Recording Secretary