

**Town of Chester  
Board of Selectmen’s Meeting  
Thursday, October 13, 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  
Planning Board Update  
Pomp Road  
Great Hill Cemetery  
Budgets  
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 7:01pm.

*1.2 Roll Call*

Selectmen Present:

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

Town Administrator Debra Doda

Members of the Public Present at various times:

John Colman, Great Hill Cemetery Trustee  
Paul Foscitt  
Sue Foscitt  
Phil Gladu, Fire Chief  
Andrew Hadik, Town Planner  
Nancy Myette

Mike Oleson, Road Agent

Kimberly Raines

Corinna Reishus, Recreation Director

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*

None

### *1.5 Public Comment*

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

As no Members of the Public wished to be heard, Public Comment was closed at 7:05pm.

## **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.

Chairman Myette requested a memo with an explanation for the items from the Assessing Department.

## **III. New Business**

### *3.1 Planning Board Update*

Town Planner Hadik introduced Ms. Raines, the new Planning Part Time Clerk. He advised she will be able to pick up a few extra hours per week and is willing to help other departments in the town as well. Chairman Myette mentioned Ms. Raines is well organized and will be very helpful in the Planning Department.

Selectman Landau questioned if Ms. Raines would continue with her current employer as well as the Town. Ms. Raines stated her current job is part time remote work and she would continue.

The Board welcomed Ms. Raines.

### *3.2 Pomp Road*

Town Planner Hadik presented the request by Paul and Sue Foscitt for a building permit on a lot located on a Class VI Highway (Pomp Road). The property is located roughly 370- 380 feet from a Class V Road. The Planning Board has reviewed and concurs the request is appropriate if held to the following conditions.

1. *The section of Class VI Pomp Road to be used by the applicant shall be upgraded and maintained to handle the Town’s emergency vehicles to the satisfaction of the Fire Chief & Road Agent at the applicant’s expense.*

*This upgrade shall include, at a minimum, meeting the specifications of the Town’s Driveway Regulations, especially the driveway design & construction standards.*

2. *The applicant shall obtain the proper wetland dredge & fill permit from NH DES as required.*

3. *Any failed or blocked culverts on the section of Pomp Road, between the end of the Class V section and the proposed driveway on the property, shall be replaced or upgraded and maintained at the applicant’s expense.*

*These culverts shall be sized\* to handle at least a 100-year rainstorm event. The applicant shall pay the cost for the Town’s engineer to review & approve the sizing of the culverts. (\*TBD by Town’s engineer)*

*The culverts on Pomp Road shall have precast concrete or cemented stone headwalls installed or built on each end. The installation shall be supervised by the Town’s engineer.*

4. *The applicant shall obtain the proper permits for the culvert replacements from NH DES.*

5. *The applicant shall supply monumented surveys of Lot 002-038-000 and for the section of Pomp Road proposed to be upgraded.*

6. *Prior to the issuance of a building permit, the survey of the lot shall, in the area of the homestead and driveway, include all of the required elements required for the development of an approved building lot.*

*These elements shall include, but are not limited to, the proposed locations of the driveway, home, garage/barn, water well, lot setbacks, wetlands and their “no clearing buffers” (\*\*), witnessed test pits for the 4K S.F. septic system area, 100-foot water well to septic system setback, etc.*

*\*\* Shall be monumented prior to any site development in accordance with Section 4.13 - Permanent Monumentation of the Town’s Subdivision Regulations.*

7. *The driveway on Lot 002-038-000 shall be constructed in accordance with the Town’s Driveway Regulations, and shall include a hammerhead or other approved turnaround for emergency vehicles located next to the homestead per Section 9.12 of the Driveway Regulations.*

- 150 8. *The applicant shall execute a “Notice of Limits of Municipal Responsibility & Liability”*  
151 *document pre-approved by Town Counsel, and record same at the Rockingham*  
152 *County Registry of Deeds. The applicant shall provide proof of the recording of the*  
153 *release to the Town prior to the issuance of a building permit.*  
154  
155 9. *The issuance of a building permit shall be with the understanding that the applicant will*  
156 *be responsible for the continual maintenance and snow plowing of the driveway portion*  
157 *of Pomp Road and subject to the conditions of approval listed above. The conditions*  
158 *of approval shall be attached to and recorded with the “Notice of Limits of Municipal*  
159 *Responsibility & Liability”.*  
160  
161 10. *The deed for Lot 002-038-000 shall be amended to state the property is subject to the*  
162 *terms of the “Notice of Limits of Municipal Responsibility & Liability”, and shall*  
163 *reference this notice by its recording information.*  
164

165 Town Planner Hadik mentioned #10 will go with the home if ever sold.  
166

167 Chairman Myette mentioned this is the second meeting with the Foskitts about building on a Class  
168 VI Road. The process is for the Planning Board to review and then the Board of Selectmen have  
169 three options; deny, open to road to Class V, or allow to build and the municipality neither assumes  
170 responsibility for maintenance of said class VI highway nor liability for any damages resulting from  
171 the use.  
172

173 Town Planner Hadik stated the Planning Board was unanimous in agreeing to the conditions. The  
174 lowest impact to the town is to grant the building permit. Bringing the road to a Class V is a lot of  
175 work and costly.  
176

177 Selectman Landau indicated no problems with this as long as the plot is limited to one home. Town  
178 Planner Hadik reiterated the Board would only be approving one home. Selectman D’Angelo  
179 suggested a covenant to restrict the use of the driveway for one single home. Chairman Myette  
180 pointed out the Board is approving a building permit by allowing access to the property on a Class  
181 VI Road. Town Planner Hadik will contact Attorney Bennett for the condition of the covenant and  
182 who the appropriate board would be to issue the covenant and if the town deed needs clarity that  
183 the Town is not responsible for the road improvement.  
184

185 Chairman Myette asked for a continuance to allow time to contact counsel.  
186

### 187 3.3 Great Hill Cemetery 188

189 Mr. Colman presented the new estimate of \$4,962.00 for the Great Hill Cemetery that includes fixing  
190 the corners and back of the cemetery. Town Administrator Doda mentioned Great Hill Cemetery  
191 Trustees have met the conditions in the motion to approve the roadwork expenditures at the  
192 September 29, 2022, Board of Selectmen meeting.  
193

194 Mr. Colman mentioned he has called and not received a call back about the test borings the Trustees  
195 want to have done at the cemetery. Chairman Myette will send the contact information to the  
196 Trustees. Mr. Colman inquired if they should pay for the borings from the new lots sold recently or  
197 put it on the CIP. Chairman Myette suggested paying to have the borings done now and an engineer  
198 can give a price for what The Trustees would need to do to the top cemetery lot to make it useable  
199 for burials. Once the price is available the project could be put on the CIP if needed.

200  
201 *3.4 Budgets*  
202

203 *3.4.1 Parks & Recreation, Wason Pond Community Center, Town Fair Fireworks, & CIP Items – Corinna*  
204 *Reishus*  
205

206 Recreation Director Reishus presented the Recreation Wason Pond Cottage budget. It was noted the  
207 salary lines are adjusted by the Finance Department. Summer wages has been increased in error  
208 and the budget line will be adjusted back to \$15K. With electricity increases at Wason Pond the  
209 budget line was increased by 10%. Dues, subscriptions, and seminars were also increased.  
210

211 Recreation Director Reishus mentioned bark mulch was not done this year and will need to be  
212 purchased for the playground. With the need to order new signs for the dog ordinance and  
213 replacement of other signs the budget was increased after it was decreased in this current budget.  
214

215 Recreation Director Reishus mentioned in the prior year budget conversations, she asked for  
216 fireworks to be increased. The current budget is \$7K and the cost for the last fireworks show was  
217 around \$9500.00. Selectman Landau proposed keeping the budget at \$7K reminding everyone it is  
218 a bottom-line budget.  
219

220 Recreation Director Reishus presented the Capital Improvement Program (CIP) for the Recreation  
221 Department. She noted the Wason Pond Well Pump and Water Line is a maintenance item that is  
222 supposed to be done this fiscal year. Town Planner Hadik is working on the Wason Pond Causeway  
223 Bridge Reconstruction, Impact Fees were used to get pay for the engineering.  
224

225 Recreation Director Reishus mentioned the Nichols Field drainage quote was received for the  
226 temporary fix. Vice Chairman Couture asked how long this temporary fix might last. Selectman  
227 D’Angelo inquired if Impact Fees could be used. Recreation Director Reishus stated yes Impact Fees  
228 could be used. It was decided to move the drainage to this fiscal year and the Maintenance  
229 Department will handle the project.  
230

231 Recreation Director Reishus pointed out the fencing around the Town Fields also needs to be  
232 repaired and some areas need to be replaced. The estimate should be received soon. Chairman  
233 Myette suggested the Town Field drainage and fencing be moved into this fiscal year if there is  
234 enough Impact Fees available for both projects. Recreation Director Reishus mentioned the SAU  
235 might possibly help with the fencing and she is trying to get some of the local groups that use to the  
236 fields to purchase the ball field bunting for the fence.  
237

238 Recreation Director Reishus explained the chairs and tables need to be replaced in the  
239 multipurpose room (MPR). The quote is for twelve tables and one hundred and twenty chairs. The  
240 next item is three new picnic tables to replace damaged picnic tables at Wason Pond.  
241

242 Selectman Landau questioned the building of a new equipment shed instead of a trailer. Trailers  
243 can be moved around the property and stored when not needed. If more structures are built on  
244 Town property, more employees will need to be hired to maintain the buildings.  
245

246  
247 *3.4.2 Ambulance, Ambulance Billing, Emergency Management, Fire, Forest Fire & CIP Items- Phil Gladu*  
248 *(moved to later in the meeting)*  
249

*3.4.3 Government Buildings, Stevens Hall, Solid Waste Disposal, Recycling, Solid Waste Cleanup & CIP Items – Paul Cavanaugh*

This item has been moved to aa future meeting.

*3.4.4 Highway & Streets & CIP Items – Mike Oleson*

Town Administrator Doda pointed out there is not a salary line in the budget for the Supervisor of Roads. This will need to be added to the budget with an estimate on the salary.

Vice Chairman Couture inquired if every line was increased by 20%. Road Agent Oleson stated he spent time creating a budget and the Board made cuts without consulting him. This year he needs to be frugal with the funds especially with the Board approving unplanned work like the temporary Carkin Street drainage. Last budget the plow driver’s rates were increased but budget did not.

Chairman Myette questioned if the budget had another person included. Road Agent Oleson advised the budget is for the two full timers and a few on call employees. When the full timers are on vacation or a holiday, another person will be needed to cover. Selectman Landau pointed out another full timer is needed to work with the Supervisor. Road Agent Oleson mentioned some jobs require four people and others only need three people. He is willing to continue working in the background if needed.

Chairman Myette requested Town Administrator Doda to work on the salaries line and add a fourth person. Road Agent Oleson suggested keeping the three employees for now and relook at adding a fourth in the next budget. Selectman Owens would like to know how many times an extra person was paid for by the town in a year. Chairman Myette requested the budget carry an extra employee and if it is needed the funds are available.

Road Agent Oleson presented his CIP requests for FY 23-24. He has a request in for a loader/backhoe but with a new supervisor taking over they might want something different. Roadwork that needs to be finished for the next year is to overlay Knowles Mill Road, Bittersweet Lane, and Stonebridge Drive. Halls Village Road is the next big project on the list. Currently there is no engineer design for the box culvert on Halls Village Road, but all surveying and test borings are complete for the roadwork. Road Agent Oleson advised the road can be fixed and hold back for the culverts to be done in the following year after the engineering design is completed.

Chairman Myette asked about other projects in town that need to be on the list such as drainage at the municipal building and Dump Road. Road Agent Oleson advised the drainage at the municipal building is General Buildings handled by the Maintenance Department. Road Agent Oleson will get Dump Road and the Halls Village Road Culvert Engineering on the CIP for future projects.

*3.4.2 Ambulance, Ambulance Billing, Emergency Management, Fire, Forest Fire & CIP Items- Phil Gladu (moved from earlier in the meeting)*

Fire Chief Gladu presented the Emergency Management budget. The increase is in the equipment repairs and maintenance line of the budget. The increase is for upgrades to the computer and items for the MPR for sheltering purposes. Selectman D’Angelo mentioned all the computer items should be in the IT budget and not in department budgets. Chief Gladu mentioned the Hazmat Mutual Aid budget will need to be increased but the amount is yet to be determined.

Fire Chief Gladu presented the Ambulance Contract budget. This amount was predetermined in the contract. The Town is in year six of the ten-year contract.

Chief Gladu presented the Fire Department budget. The stipends for on call officers are being put back in the budget after being cut from this budget. The daytime line is being increased for the possible full time opening in the Fire Department. The \$65K would be the highest salary for a Firefighter / Paramedic.

Chief Gladu mentioned the Prevention Inspections has been increased to purchase fire prevention materials needed for events. Annual testing of the equipment has been on the rise, so the budget was adjusted.

Chief Gladu explained the methodology for how the gas/oil/diesel budget line was calculated.

Chairman Myette questioned the flat line for on call members. Currently only about eleven of the on-call members show up regularly on calls. The stipends for on call officers are being put back in the budget after being cut from the current budget. Chief Gladu stated the money needs to be available if the department hires an officer.

Chairman Myette questioned if \$65K is enough to hire an experienced Firefighter/Paramedic. The Board would like someone hired with experience and not new to the job or only a few years on the job. Selectman Owens inquired if two more full time positions are needed considering the low numbers of members coming to calls.

Chief Gladu presented the CIP items and noted nothing has changed. The PPE is for the purchase of six sets annually. With the time frame to get the purchase it is an annual request.

Chief Gladu mentioned the replacement of Engine #2 is in the CIP for FY 23-24. The price will be around \$900K and if purchased now the Town will not see it for about 18 months. Chairman Myette questioned if the vehicle would last two more years. Chief Gladu answered yes. Selectman Landau inquired of the resale value? Chief Gladu is not aware of what it is worth.

Chairman Myette suggested refurbishing. Chief Gladu stated the amount of money needed to refurbish is not worth it. Chairman Myette advised Chief Gladu to call for an estimate price to sell Engine #2. The Town is short about \$250K to purchase without asking the town to raise the money for the purchase.

Chief Gladu explained the Red Alert system on the CIP is laptops in the vehicles to preplan responses at locations. The Life Pack Defibrillators are at the end of their servicing life and will need to be replaced. Chief Gladu mentioned the thermal imagers are becoming antiquated, so that has been added to the CIP.

#### **IV. Selectmen’s Business**

##### *4.1 Chairman’s Announcements*

Chairman Myette announced the following meetings and upcoming events:

Monday October 17, 2022	Spring Hill Farm Advisory Committee Meeting at 7:00pm
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Tuesday, October 18, 2022 ZBA at 7:00pm

Wednesday, October 19, 2022 Planning Board Meeting at 7:00pm

Thursday, October 20, 2022 Board of Selectman Meeting at 7:00pm

*4.2 Roundtable*

Selectman Landau

*Nothing to report*

Vice Chairman Couture

*Nothing to report*

Selectman D’Angelo

*Nothing to report*

Selectman Owens:

*Nothing to report*

Chairman Myette mentioned the Planning Board meeting for CIP requests with Department Heads is on Wednesday October 19, 2022, or the meeting could be combined at the Board of Selectmen’s meeting on Thursday. Town Administrator Doda stated it would be best for the Board to attend the meeting on Wednesday since budget reviews are on the Selectmen’s agendas for the next few weeks.

*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 three non-public sessions on reputation.

***Vice Chairman Couture motioned to go into non-public session pursuant to 91-A:3(II), (c) reputation. Selectman 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.***

The meeting was closed to the public at 9:43 PM. Fire Chief Gladu remained in the meeting room.

Fire Chief Gladu departed the meeting room at 10:13 PM.

***Vice Chairman Couture motioned to come out of non-public session. Selectman 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.***

The meeting was reopened to the public at 10:33 PM.



*Vice Chairman Couture motioned to seal the minutes of the first non-public session, on Public Employees. Selectman 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.*

*Vice Chairman Couture motioned to seal the minutes of the second non-public session, on Reputation. Selectman 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.*

*Vice Chairman Couture motioned to seal the minutes of the third non-public session, on Reputation. Selectman 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.*

*Vice Chairman Couture motioned to seal the minutes of the fourth non-public session, on Reputation. Selectman 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.*

#### **V. Adjournment**

*Vice Chairman Couture moved to adjourn the meeting. Selectman 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.*

The meeting was adjourned at 10:35 PM.

Respectfully submitted,

Janis A. Jalbert

Recording Secretary