

**Town of Chester
Board of Selectmen’s Meeting
Thursday, October 6, 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
Electronic Timekeeping Software
NH Public Works Mutual Aid
Selectmen’s Meeting
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:

Phil Gladu, Fire Chief
Nancy Myette

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 7:03pm.

Chairman Myette asked for a moment of silence for Ms. O’Brien, Chester’s Boston Cane Holder who passed away last week.

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.

III. New Business

3.1 Electronic Timekeeping Software

Chairman Myette asked Town Administrator Doda to explain the timekeeping procedure now.

Town Administrator Doda stated the current procedure is to either write down the times on a form or utilize the excel spreadsheet. Everyone prints their timecards and turns them into Finance Officer Duffy (not present) every two weeks.

The benefits for going to an electronic system would be more exact logins, logouts, and more exact costs. Also, geofencing would only allow the individual to log in and out within the building. Vacation and personal time are built into the system. Town Administrator Doda mentioned the time savings would be about 4-5 hours every other week. With everything loaded into the program mistakes would be prevented.

Selectman D’Angelo suggested looking into PayChex. He mentioned they print the pay checks and deliver them on pay day. Town Administrator Doda will look into Paychex and bring the results to a future Board meeting.

3.2 NH Public Works Mutual Aid

Town Administrator Doda presented the NH Public Works pamphlet. She mentioned Road Agent Oleson (not present) has not joined because Chester does not have much to offer.

The Board felt with the low annual fee it would be worth joining. Town Administrator Doda will be gathering more information.

Selectman Owens motioned to join the NH Public Works Mutual Aid with an annual fee of \$25.00. Vice Chairman Couture 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.

3.3 Selectmen’s Meetings

The Board spoke about having the due date to be put on the agenda changed. Monday end of day the agenda will be sent to the Board with all pertinent information. The annotated agenda will have more information for the different agenda items.

The Board requested all new hires and people being promoted be placed on the agenda for the Board to meet and congratulate.

Town Administrator Doda inquired if the Board would like to have the option for Zoom. Zoom can be offered on a per case basis not every week.

Town Administrator Doda mentioned with budget meetings are starting next week and we are planning for 18 months from now. The budget will be tight this year with inflation. Chairman Myette suggested looking at some of the upcoming projects and pushing them out.

Selectman D’Angelo suggested the Town Meeting be moved back to May to get a better feel for what the budget should be. All were in agreement. Town Administrator Doda will draft a warrant article for the next Town Meeting.

Town Administrator Doda confirmed the Board of Selectmen would like the agenda sent on Monday night or early Tuesday morning, and Zoom is used only in exigent circumstances.

IV. Selectmen’s Business

4.1 Chairman’s Announcements

Chairman Myette announced the following meetings and upcoming events:

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|-----------------------------|---|
| Monday October 10, 2022 | PACT Meeting at 6:00pm |
| Tuesday, October 11, 2022 | Conservation Commission at 7:00pm School District's Capital Improvement Plan for 23-24 Public Forum at 6:00pm at Chester Academy Media Center |
| Wednesday, October 12, 2022 | Planning Board Meeting at 7:00pm |
| Thursday, October 13, 2022 | Board of Selectman Meeting at 7:00pm |
| Monday October 10, 2022 | Town Offices closed for Columbus Day |

4.2 Roundtable

Selectman Landau asked if the Board would like to give out candy on Halloween in front of the Town offices. Everyone agreed and Selectman Landau stated he would purchase the candy. He suggested opening the doors for the restrooms again this year. Everyone was in agreement.

Selectman Landau asked if the Board wished to decorate trees for Christmas. The town has a tree at the cemetery and the town common. There is also a hole in front of Stevens where the 300th had their tree last year. Chairman Myette suggested asking the committees in town for volunteers to decorate trees. Town Administrator Doda will send an email blast to the committees.

Vice Chairman Couture

Nothing to report

Selectman D’Angelo

Nothing to report

Chairman Myette inquired about who should be looking at the CIP request first. Would the Board like to review with Department Heads prior to the Planning Board meeting or have a joint meeting. Selectman Owens felt it should be a joint meeting. Chairman Myette advised if the Board wants to have first glance, then Planning Board will push back the meetings.

It was suggested to review CIP projects during the next two meetings in conjunction with budget review. Chairman Myette mentioned he would be absent for the October 20th meeting.

Chairman Myette mentioned the Spring Hill Farm ramp has been set up to figure out where the footings will be.

Selectman Owens:

Nothing to report

4.3 Town Administrator’s Report

Town Administrator Doda mentioned the Selectmen’s checklist of responsibilities for elections. Some of the duties may not have been done in the past.

4.4 Action Items

Nothing to report

4.5 Non-Public Session(s)

Chairman Myette announced five non-public sessions on reputation and finance.

Selectman Owens motioned to go into non-public session pursuant to 91-A:3(II), (c) reputation and (j) financial Information. Vice Chairman Couture 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 8:14 PM. Fire Chief Gladu remained in the meeting room.

Fire Chief Gladu departed the meeting room at 8:40 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 9:34 PM.

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

Selectman Owens motioned to seal the minutes of the second non-public session, on Legal Advice. Vice Chairman Couture 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.

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

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

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

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

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

Selectman Owens moved to adjourn the meeting. Vice Chairman Couture 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 9:40 PM.

Respectfully submitted,

Janis A. Jalbert
Recording Secretary